



Request for Approval of Servicing Transfer

This form must be completed by the transferor and e-mailed to Fannie Mae. Servicer's without e-mail capability can submit a hard copy to the National Servicing Organization at the address indicated below. All requests must be received by the Servicing Transfer Group at least 30 days prior to the effective transfer date.

E-mail or mail transfer requests to the Servicing Transfer Group: servicing_transfers@fanniemae.com
Fannie Mae
Attn: NSO - Servicing Transfer Group
14221 Dallas Parkway, Suite 11201
Dallas, TX 75254-2916

Submit \$500 transfer fee to: **Fannie Mae**
P.O. Box 277672
Atlanta, GA 30384

We request approval for the following servicing transfer: Full Transfer Partial Transfer
- Is Fannie Mae the Document Custodian? Yes No

If this is a full transfer of servicing:
- Do you intend to remain an active Fannie Mae Seller and Servicer? Yes No
- Do you have any outstanding commitments with Fannie Mae? Yes No

Proposed Effective Date of Transfer: _____

(Note: The proposed effective date of transfer must be the last business day of the last month for which the Transferor servicer is responsible for reporting loan-level detail activity.)

Reason for Transfer: _____

I. Lender Record Information: Transferor Servicer (seller) Transferee Servicer (buyer)

Name:	_____	_____
Seller/Servicer Numbers Transferring	_____	_____
Address :	_____	_____
Officer Name/Title:	_____	_____
Contact Name /Title:	_____	_____
Contact's Telephone number:	_____	_____
Contact's E-mail Address:	_____	_____

Please provide full 9 digit
XXXXX-XXX-X [seller/
servicer branch number(s)]

II. Information on Portfolio to be Transferred (completed by Transferor servicer).
If the transfer is a full transfer and the numbers for each remittance type do not include loans in foreclosure or acquired properties (REO), provide a similar breakdown of each of these categories on an attached list.

A. "Actual/Actual" Remittance Types

Fannie Mae Risk (Fannie Mae assumes the entire risk of borrower default)
Number of Loans _____ Unpaid Principal Balance _____ Delinquency Ratio _____ % As of _____

Shared Risk
Number of Loans _____ Unpaid Principal Balance _____ Delinquency Ratio _____ % As of _____

Lender Risk (Lender assumes the entire risk of borrower default)
Number of Loans _____ Unpaid Principal Balance _____ Delinquency Ratio _____ % As of _____

B. "Scheduled/Actual" Remittance Types

Fannie Mae Risk (Fannie Mae assumes the entire risk of borrower default)
Number of Loans _____ Unpaid Principal Balance _____ Delinquency Ratio _____ % As of _____

Shared Risk
Number of Loans _____ Unpaid Principal Balance _____ Delinquency Ratio _____ % As of _____

Lender Risk (Lender assumes the entire risk of borrower default)
Number of Loans _____ Unpaid Principal Balance _____ Delinquency Ratio _____ % As of _____

C. "Scheduled/Scheduled" MBS (Pool) Remittance Types

Note: The Transferor servicer and Transferee servicer must ensure that, in the case of a transfer of servicing involving loans that are included in Fannie Majors pools, loans with different remittance dates (whether different standard remittance dates or different MBS Express remittance dates) are reported under separate branch numbers.

Special Servicing Option *(Fannie Mae Risk-Fannie Mae assumes the entire risk of borrower default)*

Number of Loans _____ Number of Pools _____ Unpaid Principal Balance _____ Delinquency Ratio _____ % As of _____

Special Servicing Option *(Shared Risk)*

Number of Loans _____ Number of Pools _____ Unpaid Principal Balance _____ Delinquency Ratio _____ % As of _____

Regular Servicing Option *(Lender Risk-Lender assumes the entire risk of borrower default)*

Number of Loans _____ Number of Pools _____ Unpaid Principal Balance _____ Delinquency Ratio _____ % As of _____

Are you splitting any Pools in this Transfer? Yes No

D. "Scheduled/Scheduled" Portfolio (Cash/MRS) Remittance Types

Fannie Mae Risk *(Fannie Mae assumes the entire risk of borrower default)*

Number of Loans _____ Unpaid Principal Balance _____ Delinquency Ratio _____ % As of _____

Shared Risk

Number of Loans _____ Unpaid Principal Balance _____ Delinquency Ratio _____ % As of _____

Lender Risk *(Lender assumes the entire risk of borrower default)*

Number of Loans _____ Unpaid Principal Balance _____ Delinquency Ratio _____ % As of _____

III. Special Products:

Are any of the special products listed below included in this transfer? Yes No **If yes, please check the applicable products.**

- Bi-Weekly Mortgages
- Community Lending Mortgages
- Community Living Mortgages
- Home-Style Construction-to-Permanent
- Cooperative Share Loans
- Daily Simple Interest Mortgages (DSI)
- Expanded Approval (EA)

- FHA Section 244 Coinsurance Loans
- Home Choice Mortgages
- Home Equity Conversion Mortgages
- Home Keeper Mortgages (Reverse Mortgages)
- Home-Style Mortgages
- I/O Strip Loans (see notice below)
- Manufactured Housing Mortgages

- Mortgages with Resale Restrictions
- Native American Mortgages
- Rural Housing Mortgages (RHS)
- Second Mortgages
- Simultaneous Second Mortgages
- Texas Section 50(a)(6) Mortgages
- Timely Payment Rewards Mortgages (TPR)
- Other: _____

Comments Regarding This Transfer:

Interest Only (I/O) Strips - Transfer requests for I/O strips must be received at least **60 days** prior to the effective transfer date, I/O transfers must be submitted on a separate Form 629 request (not combined with other non-I/O loan transfers) and include a loan level transfer file

Instructions

Request for Approval of Servicing Transfer

The transferor servicer uses this form to summarize pertinent information about a proposed transfer of servicing.

Copies

Original to Fannie Mae, copy to Transferee.

Printing Instructions

The PDF version of the form must be printed on letter size paper, using portrait format. When printing this form, you must use the "shrink to fit" option in the Adobe Acrobat print dialogue box.

Instructions

The transferor servicer must complete all sections of this form accurately and thoroughly to ensure that all factors pertinent to our review of the proposed transfer can be taken into consideration. This includes providing information related to the transferee servicer under Part I -- Lender Record Information.

This form should be completed in the Excel format and e-mailed to the Servicing Transfer Group at servicing_transfers@fanniemae.com. All transfers are effective on the last day of the month, and requests for transfers must be received by the Servicing Transfer Group at least 30 days before the effective transfer date, to ensure adequate time for processing and approval. Servicers without e-mail capability can submit a hard copy to the National Servicing Organization, using the appropriate mailing address shown on the form. In either instance, both transferor and transferee should retain a copy of the form for their files.

Regardless of whether the transfer request is submitted electronically or in hard copy format, the transferor servicer must send a \$500 check for the processing fee at least 30 days before the proposed effective transfer date of the servicing transfer. The check should include a notation of the names of both the transferor and transferee servicers and the effective date of the transfer, or a copy of the Form 629. Processing fees should be remitted to:

Fannie Mae
P.O. Box 277672
Atlanta, GA 30384

In addition to completing the Form 629, the transferor must also complete an electronic [e-Transfer](#) submission via our e-Transfer system 15 days prior to the effective transfer date. Failure to submit the electronic e-Transfer request at least 15 days before the effective transfer date will prevent the transfer from being processed. If a partial transfer is being requested, transferor must also provide a loan level file indicating the specific loans to be transferred.

The requirements and responsibilities of both the transferor and transferee in a servicing transfer transaction are available in the Fannie Mae Servicing Guide, Part 1, Chapter 2, Section 205 (Post-Delivery Transfers of Servicing).