



Fannie Mae Prospective Seller/Servicer Roadmap

Steps	1 Review	2 Assess	3 Apply	4 Work with Sponsor	5 Plan	6 Document	7 Set-Up & Training
Process Time				Process time may vary depending on lender response times for various tasks	90 days from receiving complete documentation		Depends on Seller/Servicer response times
What to Do	<ul style="list-style-type: none"> ✓ Read the Path to Approval Toolkit. ✓ Complete the Navigating the Lender Approval Process course. ✓ Review the QC Self-Assessment worksheet. 	<p>Take the Path to Approval Self-Assessment to verify eligibility.</p> <ul style="list-style-type: none"> ✓ If you meet our basic requirements you will be able to download the Seller/Servicer Application. 	<p>E-mail completed Seller/Servicer Application to sellerservicerapplication@fanniemaecom.</p> <ul style="list-style-type: none"> ✓ Send questions to sellerservicerapplication@fanniemaecom. 	<p>Work with your Sponsor to:</p> <ul style="list-style-type: none"> ✓ Determine eligibility ✓ Review the Required Documentation Checklist 	<p>Relationship Manager (RM) contacts you to:</p> <ul style="list-style-type: none"> ✓ Complete Needs Assessment ✓ Discuss strategic business direction ✓ Fit products/services to your business needs 	<p>Fannie Mae reviews the documents received and assesses readiness in four functional areas:</p> <ul style="list-style-type: none"> ✓ Operations ✓ Finance ✓ Servicing ✓ Quality Control (QC) 	<ul style="list-style-type: none"> ✓ Be introduced to Lender Set-Up & Development team. ✓ Complete forms necessary to sell/service loans. ✓ Learn how to use Fannie Mae technology applications.
Path to Success	<p>A QC program and written procedures must be in place.</p> <p>Outsourcing QC? Staff/procedures to evaluate outsourced work must be in place.</p> <p>Carefully review pages 8-13 of the Path to Approval Toolkit: QC/servicing requirements.</p>			<p>To avoid delays in your application review process, fully complete all documentation before submitting to Fannie Mae.</p> <p>In some instances, multiple resources in your company will be needed to gather the required information, including those in:</p> <ul style="list-style-type: none"> ✓ QC ✓ Secondary Market ✓ Underwriting 		<ul style="list-style-type: none"> ✓ Use DU to originate. ✓ Return complete and correct forms within 90 days. ✓ Complete set-up with document custodian and, if applicable, your sub-servicer. ✓ Review technology job aids and tutorials on fanniemaecom. ✓ Earmark loans to be sold to Fannie Mae. 	