



Fannie Mae

**Pricing & Execution – Whole Loan[®]/
Servicing Execution Tool[™]**

**Servicing Transfer Instructions
for
PNC Bank, National Association**



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Pricing & Execution – Whole Loan® and Servicing Execution Tool Overview

Pricing & Execution – Whole Loan® (PE – Whole Loan) is Fannie Mae’s web-based application that provides approved Fannie Mae sellers (the “**Seller**”, and if more than one, the “**Sellers**”) the opportunity to commit and sell a single mortgage loan for a specific borrower and property which conforms to all applicable requirements in the Guides on a Best Efforts or a Mandatory servicing released basis.

The Servicing Execution Tool™ (**SET**) component of PE – Whole Loan is Fannie Mae’s web-based solution for facilitating the concurrent transfer of servicing rights from the Sellers that commit and sell mortgage loans to Fannie Mae using PE – Whole Loan, to approved Fannie Mae servicers (the “**Servicer**”, and if more than one, the “**Servicers**”), while providing a Servicing Released Premium (“**SRP**”) best execution price. A Seller and a Servicer using SET shall enter into the PE – Whole Loan/Servicing Execution Tool Mortgage Loan Servicing Purchase and Sale Agreement set forth in the Fannie Mae Selling Guide (the “**Purchase and Sale Agreement**”), the terms of which shall govern all sales of servicing rights between them using SET. All terms that are used in these Servicing Execution Tool Servicing Transfer Instructions which are not defined herein shall have meaning set forth either in the Purchase and Sale Agreement or the Guides, as applicable.

Sellers that do not service the loans they originate can request an SRP at the time of commitment or view indicative pricing via browse pricing functionality available via PE – Whole Loan. A Servicer’s SRPs will be provided only to a list of active Sellers with which the Servicer has agreed to do business. SET facilitates the process of presenting a servicing released execution price, and provides the Servicers with the tools to view and manage their pipeline of commitments in the committing application.

SET provides the following services:

- An interface that enables participating Servicers to import an SRP schedule, including adjustments to the schedule and loan-level fees associated with taxes, processing, certifications, and the like.
- The ability for a Servicer to create a Seller-specific SRP schedule by making adjustments to their base SRP schedule.
- A pipeline-management interface and export tool that enables participating Servicers to view and create reports regarding their SRP commitments.
- Drafting or crediting a Servicer’s designated account for SRPs or escrows, and providing a Seller with a single all-in funding, eliminating the need for additional funds transfer between the Seller and the Servicer in most instances.

Once a mortgage loan is delivered to Fannie Mae for which servicing rights have been sold through SET, all edits are cleared and the applicable mortgage note has been received and certified by the applicable document custodian, Fannie Mae will settle that mortgage loan. The calculation of all funds required to purchase the mortgage loan through PE – Whole Loan and the SRP through SET will be conducted and such funds disbursed in accordance with the terms and conditions of the Guides and as set forth on the PE – Whole Loan Commitment: Confirmation screen and as provided to the Servicer through payee summary in SET. For further information on this process, please refer to the [PE – Whole Loan Job Aids](#).

The settlement of the Mortgage Loan (the Purchase Date) triggers the delivery timeline to the Servicer. The Seller must deliver all sales process delivery documentation to the Servicer as reflected on the **SET Document Checklist** not more than 3 Business Days after the Purchase Date. Please see the section below titled “Late & Incorrect File Delivery to the Servicer and the Impacts” for additional information.



When selling the servicing rights of Mortgage Loans through SET, it is the Seller's responsibility to adhere to these instructions, including Servicer specific requirements.

The Seller and the Servicer each acknowledge and agree that electronic signatures and electronic records are permitted hereunder to the same extent they are permitted in the Guides. Other than the mortgage note, copies of documents that have been signed or recorded electronically are to be considered "originals" for all purposes of the Guides.

The following sections, set forth below in alphabetical order, cover specific topics related to SET. There are several documents that are highlighted throughout, which are located at the end of this document. They include:

- SET Document Checklist
- Servicer Packaging Procedures
- Final Document Checklist
- Seller Payment/Refund Transmittal
- Borrower Mailing/Billing Address Certification

Assignments

If applicable, the Servicer must receive the original recorded assignment of the Mortgage. The delivery file must include a copy of the assignment sent for recording. The original recorded assignment together with the **SET Final Document Checklist** must be forwarded to the Servicer's Final Recorded Documents Division detailed in the section titled, "Final Documents". See the table below for Servicer specific assignment language:

	PNC Bank, National Association
Servicer name for the assignment (do not use abbreviations other than as permitted by the Servicer)	PNC Bank, National Association
State of Incorporation	Delaware
County of Incorporation	N/A
Servicing Address	3232 Newmark Drive, Miamisburg, OH 45342
Optional address to be included in assignment endorsement	Use Servicing Address
Questions relating to assignment endorsements can be addressed by:	Name: Janice Kiwacka Phone: 937- 910-4342 Email: Janice.kiwacka@pnc.com

Failure to provide evidence of an assignment sent for recording in the Servicer's name is cause for the Servicer and Fannie Mae to assess late fees against the Seller.

Delivery/Settlement Errors & the Reconciliation Process

Payments & Curtailments from the Borrower

When the Seller receives a payment, curtailment or any settlement relating to the Mortgage Loan after the Purchase Date, the Seller must forward the amount due to the Servicer within 24 hours after receipt from the borrower, per the Servicer's instructions. To do this, the Seller must:



- Endorse the check to the Servicer and forward
- OR send a wire to the Servicer, if the amount due is on deposit with the Seller
- AND submit the completed **Seller Payment/Refund Transmittal** to the Servicer

Payments and curtailments received prior to the Purchase Date must be applied to the loan balance prior to the Purchase Date.

Escrow Deposits

If the Seller has entered an incorrect figure in the escrow deposits field in PE-Whole Loan, then the Seller must notify the Servicer immediately. For overages, the Seller must provide the Servicer with documentation to support a request for refund and wire instructions for the refund. For shortages, the Seller must wire the amount due to the Servicer and submit the completed **Seller Payment/Refund Transmittal** to the Servicer.

Post Delivery Funding Adjustments

Any escrow disbursements pending/payable within 30 days of servicing transfer and/or the Fannie Mae Purchase Date are the responsibility of the Seller.

Unpaid Principal Balance Discrepancies

If an unpaid principal balance discrepancy is suspected, the following process is to be followed:

Research: The Seller must research the discrepancy.

- Review your records (e.g., Fannie Mae Purchase Advice, Mortgage Note, etc.)
- Compare Fannie Mae's loan-level records with your records to determine the scope and cause of the discrepancy.

Assemble: Assemble documentation that supports your requests.

- Download and complete [Post-Purchase Adjustment \(PPA\) Request Form](#).
- Provide Supporting Documentation to validate your request
 - Supporting documents include the Note, Purchase Advice, and Loan History.
 - Supporting documents should have the Fannie Mae loan number and Seller/Servicer number in the file name.
 - Please note - additional documentation may be required.

Encrypt: Encrypt all documents containing Nonpublic Personal Information (NPI).

Email: Email the PPA Request Form, required supporting documentation, and a detailed explanation of your request to one of the contacts below:

- If you have been contacted by Fannie Mae staff regarding a post-purchase adjustment, continue to work with them directly.
- **Servicers:** Send servicing related post-purchase adjustment requests to your assigned Fannie Mae Investor Reporting analyst.
 - If the Fannie Mae Investor Reporting analyst is not known, contact 1-888-326-6438, Option 3 (Servicing), Option 1(Investor Reporting) for assistance.



After submission: Sellers should review the *Post-Purchase Adjustment Letter* report, available in [Fannie Mae Connect](#) for adjustment details, and take the corrective action indicated below:

- If the corrective action results in additional funds due the Seller, please ensure that you have a designated account for Automated Clearing House (ACH) processing.
- If the corrective action results in additional funds due Fannie Mae, please ensure that sufficient funds are available in that account prior to the scheduled draft date (as indicated in the draft notification on Fannie Mae's *Committing and Delivery Fee Draft Notifications* site).
- If corrective action results in a loan being ineligible for delivery to Fannie Mae, your Fannie Mae Account Manager will contact you to determine the next necessary steps.

The seller is responsible for notifying the servicer of any changes to the loan data or borrower record as a result of the post-funding adjustment.

NOTE: Processing time for most post-purchase adjustment requests, from initial submission through data correction, is 4–6 weeks. Certain requests may require additional levels of review, or additional documentation from the lender, and/or approval(s) that need additional time to process.

Escrows

If any portion of a loan is escrowed, it is considered as an escrowed loan in PE-Whole Loan. The applicable escrowed amounts should be entered into PE-Whole Loan and included in the Servicer Required Fields (SRF) file imported into PE-Whole Loan by the Seller and attached to the commitment.

NOTE: The required SRF fields and the content of the file to be imported into PE-Whole Loan are subject to change without notice at each Servicer's discretion.

Final Documents

All original final documents specified in this section for an individual loan and identified on the SET Final Document Checklist (the "**Final Documents**") must be delivered to the Servicer as soon as finalized and not more than [6 months] after the Fannie Mae Purchase Date. Any and all Final Documents must be attached to a completed **SET Final Document Checklist**.

The Servicer reserves the right to charge a penalty fee as specified in the Purchase and Sale Agreement in cases when the Final Documents are not delivered timely. Please refer to the Purchase and Sale Agreement (Section 7.3) that outlines late delivery of Final Documents.

Good-Bye Letter

A Good-bye letter must be issued on each loan. It also must comply with applicable federal and state laws and regulations, including but not limited to, Real Estate Settlement Procedures Act and its implementing Regulation X.



The table below provides the Servicer-specific information to be included in the Good-bye letter.

	PNC Bank, National Association
Servicer's Payment Address for Standard Mail With Statement	PNC Bank, National Association P.O. Box 1820 B6-YM14-01-1, Attn: Payment Processing Miamisburg, OH 45401-1820
Servicer's Payment Address for Standard Mail Without Statement	PNC Bank, National Association P.O. Box 1820 B6-YM14-01-1, Attn: Payment Processing Miamisburg, OH 45401-1820
Servicer's Payment Address for Properties Located in: Addresses for states: AK, AZ, AR, CA, CO, HI, ID, IA, KS, LA, MN, MS, MO, MT, NE, NV, NM, ND, OK, OR, SD, TX, UT, WA, WY.	PNC Bank, National Association P.O. Box 54828 Los Angeles CA 90054-0828
Servicer's Payment Address for Properties Located in: Addresses for states: AL, CT, DC DE, FL, GA, IN, IL, KY, MA, MD, ME, MI, NC, NH, NJ, NY, OH, PA, RI, SC, TN, VA, VT, WI, WV.	PNC Bank, National Association P.O. Box 6534 Carol Stream, IL 60197-6534
Servicer's Payment Address for Express Overnight Mail with Statement	PNC Bank, National Association 3232 Newmark Drive B6-TM14-01-1, Attn: Payment Processing Miamisburg OH 45101-1820
Servicer's Payment Address for Express Overnight Mail With Out Statement	PNC Bank, National Association 3232 Newmark Drive B6-TM14-01-1 Attn: Payment Processing Miamisburg OH 45101-1820
Customer Servicer Phone Number	800-822-5626
Customer Servicer Hours of Operation	Monday - Thursday 8:00a.m. -9:00 p.m. Friday 8:00 a.m. -5:00 p.m.
General Correspondence (written inquiries, general information, complaints and miscellaneous servicing related issues)	PNC Bank, National Association P.O. Box 1820 B6-YM07-01-7, Attn: Customer Service Department Dayton, OH 45401-1820
Automatic Payment Drafting Information	www.pnc.com/homehq



Other General Borrower Good-Bye Information

Below is additional information that can be included in the Good-bye letter, which will be helpful to the borrower during the servicing transfer period.

	PNC Bank, National Association
Servicer's Website Address	www.pnc.com/homehq
Will the borrower receive monthly billing statements or a coupon booklet?	Fixed Rate – Coupon; ARM – Billing Statement
Will the first payment mailing address differ from subsequent payments?	
If yes above, when will the borrower received new mailing address information?	With first monthly statement/coupon book and welcome letter
If the borrower has an escrow collection issue (removal of escrows, MI, or erroneous bill), whom should they contact?	Customer Service 800-822-5626

Insurance Coverages & Requirements

Flood Insurance

Final evidence of flood insurance must meet the requirements set forth in Part II, Chapter 3 of the Fannie Mae Servicing Guide. If the property is in a flood zone, but flood insurance has been waived, the Mortgage Loan file must include documentation, which explains the basis of the waiver (FEMA Letter of Map Amendment or FEMA Letter of Map Revision).

Hazard Insurance

Evidence of hazard insurance must be forwarded in the form of a current policy or hazard insurance Binder along with a paid receipt. For purchase transactions, the Seller must provide evidence that the policy has been paid in full for the first year. For refinance transactions or transferring an existing policy, the Seller must provide a balance sufficient to pay the policy in full at time of renewal. The insurance policy must comply with the requirements for evidence of insurance set forth in Part II, Chapter 2 of the Fannie Mae Servicing Guide.

Optional Insurance

Optional insurance coverage such as mortgage life insurance is not transferable to the Servicer. If the borrower opted for optional insurance coverage offered by the Seller at time of origination, the Seller must make arrangements to bill the borrower directly for optional insurance coverage at or prior to time of Servicing transfer.

Mortgage Insurance

Private mortgage insurance is required in most instances where the LTV exceeds 80 percent unless otherwise required in the Fannie Mae Servicing Guide and/or Fannie Mae product description. The Seller must collect and pay the applicable premiums for private mortgage insurance on or before closing, and provide evidence of such payment to the Servicer.

IRS 1098 Reporting Requirements

The Seller and the Servicer must comply with all IRS 1098 reporting requirements. The Seller and the Servicer should consult their tax advisors as necessary for guidance.



Late & Incorrect File Delivery to the Servicer

The Seller must comply with all documentation delivery requirements outlined in the Purchase and Sale Agreement. Failure to do so may result in:

- Suspension or termination of Seller's access to SET.
- Untimely set-up of the file. The Servicer could potentially claim non-ownership of the servicing of the loan for lack of a proper and accurate transfer. The transfer of servicing of the loan takes place on the date Fannie Mae purchases the loan.
- **The Seller may incur fees assessed by the Servicer as per the Purchase and Sale Agreement for late delivery and/or incorrect loan file and wire reconciliation.**
- **The Seller may also incur fees and other penalties as per the Guides for each late delivery and/or incorrect loan file and wire reconciliation.**

Loan Sale Notification Letters

The Seller must provide written notification of the transfer of the Servicing Rights to any collection authority entitled to receive escrow/impound payments associated with the Mortgage Loan. Such notification must instruct the collection authority to deliver all future notices, tax bills, insurance statements and related correspondence to the new Servicer and must provide the applicable contact information and address shown below:

	PNC Bank, National Association
Contact Information for Taxing Authorities	PA Customers: Tax Department-0046586 P.O. Box 961242 Ft. Worth, TX 76161-9839 FAX: 817-826-1697 NON PA Customers: PNC Bank, National Association Mail stop B6YM13017 PO Box 1804 Dayton Ohio 45401 - 1804 fax 855-226-0948
Contact Information for Hazard Insurers	PNC Bank, National Association ISAOA/ATIMA PO Box 7433 Springfield, OH 45501
Contact Information for Flood Insurers	PNC Bank, National Association ISAOA/ATIMA PO Box 7433 Springfield, OH 45501
Contact Information for Private Mortgagor Insurers	PNC Bank, National Association Attention Insurance Dept. PO Box 8736 B6-YM13-01-5 Dayton, OH 45401-8736

MERS

MERS® registered mortgages, and mortgages originated with MERS as the original mortgagee of record (MOM), are accepted by the following Servicers. Below is the MERS information for each:



Servicer	PNC Bank, National Association
Member Org ID	1000225
Primary Contact	Michael Lewandowski
Phone Number/Email	937-910-1865 00225PNCMORTGAGE@PNCMORTGAGE.COM

Net Funding

Pursuant to SET, Fannie Mae will facilitate the sale of the servicing rights for a mortgage loan which is purchased by Fannie Mae through PE-Whole Loan by calculating the net funding SRP as described in the PE-Whole Loan Job Aids which shall take into account price adjustments and fees agreed to by the Seller and the Servicer and the amount of escrow funds applicable to the Mortgage Loan as entered by the Seller in PE-Whole Loan.

Adjustments arising from settlement errors after the Purchase Date are not processed in SET. Please see the section titled "Delivery/Settlement Errors & the Reconciliation Process" for information on how to make these corrections.

Please reference C2-1.2-04 in the Fannie Mae Selling Guide, for further information on net funding.

Notice Address for Servicer

The address for all notices under the Purchase and Sale Agreement for the applicable Servicer is as set forth below:

PNC Bank, National Association

Outstanding Documents/Critical Documents

When the servicing file is missing pertinent documents or information, the Servicer will notify the Seller of file deficiencies. **It is the Seller's responsibility to forward all outstanding documentation within 24 hours of receipt of a request from the Servicer or within the time identified by the Servicer.** Missing critical documents which are described on the SET Document Checklist interferes with the Servicer's ability to service the Mortgage Loan. Outstanding critical documents will delay the set-up of the servicing file and issuance of coupon booklets or billing statements to the borrower.

When forwarding any outstanding and/or critical documents, attach the documents to the **SET Document Checklist**.

	PNC Bank, National Association
Forward Outstanding Documents to:	PNC Bank, National Association 3232 Newmark Drive MS B6-YM13-01-1 Miamisburg, OH 45342
For questions regarding outstanding documents, contact:	Name: Chris Vocke Phone: 937-910-1442 E-mail: chris.vocke@pncmortgage.com flowservicing@pncmortgage.com



Forward Critical Documents to the following address:	PNC Bank, National Association Records/Image Center 8177 Washington Church Rd. B6-YM10-01-1 Dayton, OH 45458
For questions regarding Critical Documents, contact:	Name: Chris Vocke Phone: 937-910-1442 E-mail: Chris.vocke@pncmortgage.com

SRP Reimbursement to the Servicer

Payoffs

The Mortgage Loans for which servicing rights have been sold through SET which are paid in full within 120 days of the Fannie Mae Purchase Date are subject to SRP recovery by the Servicer pursuant to the terms and conditions of the Purchase and Sale Agreement.

Repurchases

When the Seller is required by to repurchase a Mortgage Loan, the repurchase request will be sent directly to the Seller by the Servicer. Upon receipt of the repurchase request, the Seller must contact the Servicer's designated business area to make arrangements for repurchase (see chart below). The amounts due for a repurchase (including all or a portion, as applicable, of the SRP) are to be sent to the Servicer, as provided in the Purchase and Sale Agreement. The Servicer must then report the repurchase and remit the proceeds in accordance with the requirements set forth in the Fannie Mae Selling Guide. Once Fannie Mae has received the repurchase amount due from the Servicer, the Note will be released and returned to the Servicer. Upon receipt of the original Note from Fannie Mae, the Servicer will process the necessary mortgage transfer documentation and return the original file along with its contents directly to the Seller.

Pursuant to the terms and conditions of the Purchase and Sale Agreement, the Servicer may charge the Seller and the Seller shall pay to the Servicer a repurchase fee for each loan that the Seller is required to repurchase.

	PNC Bank, National Association
Contact to Obtain Repurchase Figures:	Tarien Williamson tarien.williamson@pncmortgage.com Tracy Schurr tracy.schurr@pncmortgage.com
Post-Purchase Contact for File and Fund Release Questions:	Tarien Williamson tarien.williamson@pncmortgage.com Tracy Schurr tracy.schurr@pncmortgage.com

Seller's Financial Information

Seller shall provide to Servicer its required financial information pursuant to the terms and conditions of the Purchase and Sale Agreement. Use the table below for the address and contact information to send such required financial information:



	PNC Bank, National Association
Seller's financial information:	

Servicing File Delivery

PNC has a secured FTP site that image files should be transmitted through. For more information, refer to Appendix A.

	PNC Bank, National Association
Mailing address for shipment of delivery file.	PNC Bank, National Association Records/Image Center 8177 Washington Church Rd. B6-YM10-01-1 Dayton, OH 45458
Overnight address for shipment of delivery file.	PNC Bank, National Association Records/Image Center 8177 Washington Church Rd. B6-YM10-01-1 Dayton, OH 45458
Contact name for new loan set ups.	Chris Vocke Chris.vocke@pncmortgage.com
New loan set phone number	937-910-1442
Image File Options and Requirements	Please contact Chris Vocke for imaging details

Tax Service Fee

The tax service fee is charged by the Servicer to prepare the initial escrow analysis, whether or not the Mortgage Loan is escrowed. This fee is automatically netted from the Seller's total proceeds and is factored into the calculation of the net funding SRP in PE-Whole Loan.

Transaction Fee

The transaction fee is a fee due the Servicer for the initial costs associated with setting up the Mortgage Loan. This fee is automatically netted from the Seller's total proceeds and is factored into the calculation of the net funding SRP in PE-Whole Loan. This fee is subject to change without notice at each Servicer's discretion.



Servicer Call Trees

PNC Bank, National Association		CALL TREE FOR BORROWER USE
Customer Service		1-800-822-5626
Escrow payment issues/Escrow Analysis		1-800-822-5626
Billing Questions (Late payments, Incorrect billing address, Erroneous charges)		1-800-822-5626
Removal of Mortgage Insurance		1-800-822-5626
Removal of Escrows/Monthly impounds for Taxes and Insurance		1-800-822-5626
Foreclosure		1-800-822-5626
Mortgage Life Insurance		1-800-822-5626
Automatic Payment Drafting		1-800-822-5626
Payoff Department		1-800-822-5626

PNC Bank, National Association		CALL TREE FOR SELLER USE
<i>Department</i>	<i>Contact Name</i>	<i>Phone Number</i>
New Loan Set Up	Chris Vocke	937-910-1442
Escrow Set Up (Taxes, Hazard, Mortgage Insurance, Flood Insurance)	Chris Vocke	937-910-1442
Document Control (Outstanding and missing documentation)	FlowServicing@pncmortgage.com	NA
Accounting	Jim Fanning	937-910-3483
Final Documents	Jan Kiwacka	937-910-4342
Negative Principal Reductions	Chris Vocke	937-910-1442
Incorrect Unpaid Principal balance	Chris Vocke	937-910-1442
Repurchase Questions and Figures	Linda Newton	937-910-4119
Post-Purchase Contact for File and Fund Release Questions	Chris Vocke	937-910-1442



Appendix: SET Delivery Instructions and Documents



SET Document Checklist

This checklist identifies all the documents, where applicable, that must be submitted in SET servicing delivery file. **Sellers should use this checklist as the stacking order for the file.** The servicing delivery file contains a combination of Mortgage Loan origination, Mortgage Loan closing and miscellaneous Fannie Mae documents. The servicing delivery file must contain original origination and closing documents as applicable, copies of all documents sent for recording, copies of any documents held by Fannie Mae's Document Custodial Services (such as the Note, Riders & Power of Attorney) along with miscellaneous selling system delivery documents.

NOTE: *Final recorded documents must follow under separate cover and must not be included in the original loan file.*

NOTE: *A FINAL OR TRAILING DOCUMENT COVER SHEET is always required when sending Trailing Documents that were not included in the initial Loan Document Package.*



SET Document Checklist

Borrower Name:		Property Address:	
Seller name:		Fannie Mae Seller Number:	
Contact Name:		Phone Number:	Fax No./Email Address:
Fannie Mae Contract Number or Commitment Number:	Fannie Mae Loan Number:	Seller Loan Number:	Purchase Date:
Lot:	Block:	Subdivision:	Borrower Closing Date:
Provide all Documents Required by Selling Guide A2-5.1-02 (the list of Individual Mortgage Loan Files) and Exhibit E-2-02 (Required Custodial Documents)			
Critical	Document Name - (Documents That Are Not Originals Must be Certified True Copies)		X= Attached N/A – Not Applicable
Yes	Completed Fannie Mae SET Document Checklist		
Yes	Fannie Mae SET System Funding Detail Report – screen shot.		
Yes	Flood Certification Evidencing Life of Loan Coverage & Flood Zone		
Yes	Tax Information Sheet (Contains Tax ID#S, Tax Authorities' Names & Addresses, Date Last Paid, Next Due Date). If New Jersey Property, Include Tax Certificate		
Yes	Signed HUD-1/HUD-1A Settlement Statement and Addenda for Refinanced mortgages <i>Final HUD-1 Settlement Statement or Closing Disclosure, whichever is applicable(Closing Disclosure is required when the Application Received Date is on or after 10/3/15).</i>		
Yes	Escrow Disclosure Statement /Escrow Instructions/Signed Escrow Waiver Notification		
Yes	IRS W-9 Evidencing All Borrower Social Security Numbers		
Yes	Copy of Note, Riders, Addenda, and Note Modification Agreements including but not limited to: Balloon Rider, Interest Only Addendum, Condominium Rider, Planned Unit Development Rider, 1-4 Family Rider, Mortgage Insurance Rider, Bi-Weekly Payment Rider, etc., as applicable		
Yes	Copy of Mortgage or Deed of Trust, Applicable Riders And Legal Description		



Yes	Manufactured Housing Real Property Certificate Documents or assigned COT with proper UCCs	
Yes	Copy of the Assignment to Fannie Mae (or MERS, if applicable) and copies of all intervening Assignments, if applicable	
Yes	Copy of PMI Certificate, FHA mortgage insurance certificate, VA loan guaranty certificate, RD loan note guarantee certificate or HUD Indian Loan Guarantee Certificate (HUD Form 53039), in each case to the extent applicable, along with any applicable Endorsements	
Yes	Form 1008 Uniform Underwriting and Transmittal Summary	
Yes	Final Loan Application(s) Signed By All Borrowers (Fannie Mae 1003)	
Yes	Appraisal and Photos, Property Inspection Reports or Property Inspection Waiver	
Yes	Truth In Lending Notice	
Yes	Repair Rider or Addendum (if a set-aside for repairs was required)	
Yes	Borrower Mailing/Billing Address Certification (If Mailing/Billing Address Is Different From Property Address)	
Yes	Legal Description (Copy)	
Yes	Ground Rents/Lease Agreement	
Yes	Signed Homeowners Authorization Letter (NJ, NY & IL Only)	
Yes	Homeowner Option Letter (WI & MD Only)	
Yes	Hazard Insurance Policy, Flood Insurance Policy and/or Other Insurance Policies (Including Certificate of Insurance)	
Yes	Payment Verification Letter	
Yes	Borrower Payment History (if seasoned, Interest Credit or delivering scheduled UPB loan) reflecting P&I Payment Due Dates, Amounts & Escrow Deposits And Amounts Applied, any Delinquency Repayment Plans (if applicable)	
Yes	Copy of Title Policy	
Yes	Borrower's Good-bye Letter	
Yes	All Applicable Loan Sale Notification Letters (Hazard Insurance, Flood Insurance, Flood Zone determination letter, PMI, Tax certification sheet, Etc.)	
Yes	Credit Report And Evidence of Borrower Credit Score	
Yes	Signed Final Truth In Lending <i>Signed Final Truth In Lending or applicable Closing Disclosure (Closing Disclosure is required when the Application Received Date is on or after 10/3/15).</i>	
Yes	Power of Attorney	
Yes	Executed USA Patriot Act Notice to Applicants	
Yes	Name Affidavit	



Yes	Any DU Reports and Final DU Underwriting Findings Along with DU Transaction Number	
Yes	Final Underwriting Approval If Non-DU Loan	
Yes	All Conditions of Loan Approval (Whether DU or Manually Underwritten)	
Yes	Tax Authorization Form (NY, NJ) (Required for an loan originated in the states of New York or New Jersey)	
Yes	Original Consolidated Note(s) and Consolidation, Extension and Modification Agreement (NY), to the extent applicable	
Yes	Wisconsin Tax Opinion Letter (Required for any loan originated in the state of Wisconsin)	
No	Signed Notice of right to cancel - Right of Rescission Notification (if loan purpose is a refinance)	
No	Loan Disclosure Statements Signed By Borrower At Time of Application <i>Signed Final Truth In Lending or applicable Closing Disclosure (Closing Disclosure is required when the Application Received Date is on or after 10/3/15).</i>	
No	All Remaining Credit Documents: VOE, Pay stubs, W-2 Statements, Tax Returns, VOD, Bank Statements, Divorce Decree, Lease Agreements, Etc.	



Servicer's Packaging Instructions

The packaging procedures inform the Sellers how to package the files at time of delivery to the Servicer for single loan deliveries. It is important to remember to clearly identify the loans as Fannie Mae SET loans in **bold** print on the outer file jacket. All boxes must be sent to the Servicer via overnight mail, express delivery (first delivery time).

Packaging Procedures When Delivering Single Loan Files

The outer file jacket of the servicing file must clearly note the file as a Fannie Mae SET loan (see section on Servicing File Delivery). This will flag the Servicer's receiving office on where to forward the loan for set up and prioritization.

The servicing files must have the following:

- A completed **SET Document Checklist** and the documents enclosed must follow the order of the **SET Document Checklist. (DETERMINE IF THE ORDER OF THE SET DOCUMENT CHECKLIST SHOULD BE ADJUSTED.)**
- A label noting the borrower's name and address.
- Include a Seller contact name and number for the Servicer on the **SET Document Checklist**.

Packaging Procedures When Delivering Multiple/Bulk Loans

The servicing files must be packaged as follows:

- In standard, 2 cubic foot boxes with lids.
- Boxes must not be packaged tightly. There should be at least two inches remaining in each box.
- Each box must contain an inventory list of the servicing files.
- The box number must be written on the bottom left-hand corner on the contents side of the box.
- Each box number must be written on the bottom left-hand of the contents list.



SET Final Document Checklist

This checklist is used in conjunction with forwarding final documents to the Servicer. Below is the contact information for each of the Servicers:

	PNC Bank, National Association
Forward Final Documents to:	PNC Bank, National Association Attn: Final Docs 3232 Newmark Dr., MS B6-YM10-01-2 Miamisburg, OH 45342 Attn: Mortgage Document Custody
Contact name and information for Final Documents:	Jan Kiwacka Final Docs 937-910-4342 janice.kiwacka@pnc.com



SET Final Document Coversheet or Checklist

Date Forwarded to Servicer:	Fannie Mae Seller Number:
Borrower's Name:	Fannie Mae Contract Number:
Property Address:	Fannie Mae Loan Number:
Seller's Name:	Servicer Loan Number, if known
Contact Name:	Contact Phone Number:
Contact Fax No./Email Address:	Seller Loan Number:

ALL DOCUMENTS ATTACHED HERETO MUST BE ORIGINAL FINAL DOCUMENTS:

Document Name	X = Attached
Title Policy	
Endorsement to Title Policy	
Form 1003 or Form 1003(s)	
Mortgage Note and note addenda	
Recorded mortgage or deed of trust, any applicable rider, and any other documents changing the mortgage loan terms or otherwise affecting Fannie Mae's legal or contractual rights	
Recorded assignments of the mortgages to Fannie Mae (or corresponding documents for co-op share loans, if applicable)	
Intervening Recorded Assignments	
Other: Seller to complete document name	
Other: Seller to complete document name	

SERVICER RECEIPT SIGNOFF

PRINTED NAME	SIGNATURE	DATE



Seller Payment/Refund Transmittal

The **Seller Payment/Refund Transmittal** is used in conjunction with forwarding or requesting miscellaneous amount due on a Mortgage Loan that was previously transferred or delivered to the Servicer. Use this schedule to forward payments or request refunds from the Servicer after the initial Funding Date. It **must** be submitted to the applicable Servicer using the contact information below:

	PNC Bank, National Association
Escrow Issues Contact Name Phone # FAX # Email Address	FlowServicing@pncmortgage.com Chris Vocke 937-910-1442
All Other Payment/ Refund Issues Contact Name Phone # FAX # Email Address	FlowServicing@pncmortgage.com Chris Vocke 937-910-1442
Wire Information: Bank Name City & State ABA Beneficiary Ben Acct #	PNC Bank Pittsburgh, PA ABA #: 041000124 PNC Bank, National Association 4600097238 Attn: FNMA SET Settlement
Forwarding of Borrower Payments	PNC Bank, National Association B6-YM14-01-1 Attn: Payment Processing P.O. Box 1820 Miamisburg, OH 45401-1820



Seller Payment/Refund Transmittal

SELLER INFORMATION

Seller Name	
Seller Number	
Contact Name	
Contact Phone Number	

MORTGAGE LOAN INFORMATION

Seller Loan Number	
Fannie Mae Loan Number	
Contract Number	
Borrower Name	
Property Address	
Servicer Loan Number, if available	

TRANSMITTAL TYPE

Circle One Transmittal Type	Payment, Refund, or Borrower Check Forwarding *
\$ Amount	\$
Brief Description of the Request	
Seller Wire Information, if applicable	

PAYMENT INFORMATION

Payment Type	Payment Amount	Date Payment To Be Applied		
PITI	\$	Month	Day	Year
ESCROW: (Circle one) Escrow Payment, Shortage, Reserves, or Cushion Type of escrow (Circle one): Taxes, MI, Hazard, Flood or Other	\$	Month	Day	Year
OTHER: Describe	\$	Month	Day	Year

*When forwarding borrower checks (only), reference the **Forwarding of Borrower Payments** addresses section on the prior page.



Borrower Mailing/Billing Address Certification

The **Mailing/Billing Address Certification** is used when the Borrower's mailing/billing address is different from the property address. The Seller is asked to provide the information to the Servicer to ensure the Servicer forwards billing/coupon booklets to the proper address.

BORROWER MAILING/BILLING ADDRESS CERTIFICATION

Seller Loan Number	
Fannie Mae Loan Number	
Fannie Mae Contract Number	
Borrower Name	
Occupancy Type	
Subject Property Address	
Borrower's Name to Appear on Billing Statement/Coupon Booklet	
Billing Address	