Path to Approval Toolkit

An Easy-to-Use Reference Guide for Prospective Fannie Mae Seller/Servicers

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June 21, 2017

Dear Prospective Fannie Mae Seller/Servicer,

Thank you for your interest in becoming a Fannie Mae seller and/or servicer! Fannie Mae brings together a nationwide network of lenders, servicers, and other industry participants to serve our nation's need for liquidity, stability, and affordability in the U.S. mortgage finance market. We are committed to working with seller/servicers nationwide and in all market conditions, to face their business challenges and meet their business goals.

Doing business with Fannie Mae can increase your company's profitability and liquidity while helping to manage your risk by leveraging our:

- Sustainable loan products and features
- Technology solutions, including Desktop Underwriter and our newest tool "Collateral Underwriter"
- Capital Markets and trading support
- Live Webinars for Loan Quality, Origination & Underwriting, DU, Collateral Underwriter, Servicing, Investor Reporting and many others
- Training materials, eLearning Courses and Job Aids
- Industry professionals dedicated to supporting you

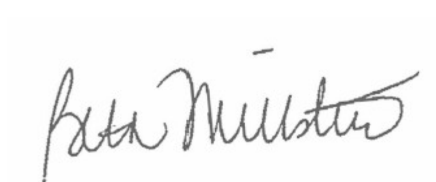
We are providing information for you in this easy-to-use *Path to Approval Toolkit* to help clarify the process and address the questions most frequently asked by potential sellers and servicers. Should you have questions after reviewing the Toolkit, please e-mail sellerservicer_application@fanniemae.com.

After you have reviewed the *Path to Approval Toolkit*, click the link below to take the Self-Assessment Tutorial and begin the application process.

Self-Assessment Tutorial

We are happy to assist you, and look forward to welcoming you as a new Fannie Mae seller and/or servicer!

Sincerely,



Beth Millstein,
Director for Single Family Mortgage Business

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Application and Approval Process Overview

General Information

When a company seeks approval to do business, Fannie Mae determines its qualifications by reviewing its financial condition, organization, staffing, experience, written processes and procedures, and other relevant factors.

Fannie Mae's standard approval is for the sale and/or servicing of single-family loans (excluding loans delivered under a negotiated contract). Seller/servicers must obtain special approval to sell and service certain mortgages with unique requirements, such as loans secured by co-op shares or second mortgages.

The typical review time can range from three to four months and is based on the applicants' ability to provide a complete package and timely responses to requests for additional information.

If approved, a Fannie Mae representative will assess the company's needs to do business with Fannie Mae. A dedicated Customer Account Manager will enlist other Fannie Mae resources to get the company set up and provide training on doing business with Fannie Mae.

Figure 1, Seller/Servicer Approval Process

Fee Structure

The current fee structure for applicants and Fannie Mae approved seller/servicers includes the following:

- Application review fee for new applicants
- Annual maintenance fee for seller/servicers if activity during a calendar year does not meet established thresholds
- Reactivation fee for seller/servicers who have been classified as inactive and want to re-commence business with Fannie Mae

The details are:

- ***Application Review Fee:***

  A $5,000 application review fee for new lenders is payable by check when an applicant submits its eligibility documentation. Application review fees are not refundable.
  (see Figure 1, Step 5).

  Fannie Mae processes the check after receiving favorable results from the Office of Foreign Assets Control (OFAC) inquiry, at which time the fee is non-refundable.

- ***Annual Maintenance Fee***

  Fannie Mae requires seller/servicers to meet one of the following thresholds of activity during the calendar year to remain an active seller/servicer. (DU only lenders are exempt from this requirement.)

  1) One loan delivered to Fannie Mae in a calendar year
  2) A portfolio of $25 million or more serviced as of December 31

  A seller/servicer not meeting one of the above criteria is assessed a $1,000 annual maintenance fee for that calendar year, payable by check.

  The annual maintenance fee is NOT assessed for the year of approval or reactivation.

- ***Seller/Servicer Reactivation Fee***

Seller/servicers that have not delivered or serviced any loans in the previous 12 months are classified as inactive and are required to go through a reactivation process before commencing any new business with Fannie Mae.

A $2,500 reactivation fee is payable by check with submission of a seller/servicer's reactivation request. As part of its review of the reactivating seller/servicer's management organization and operating capabilities, additional information may be required.

Eligibility

To be approved by Fannie Mae to sell and/or service residential first lien mortgage loans, a seller/servicer must, at a minimum:

- Have as its principal business purpose the origination, selling, and/or servicing of residential mortgages for a minimum of 24 months.
- Have demonstrated the ability to originate, sell, and/or service the types of mortgages for which approval is being requested.
- Have adequate facilities and staff experienced in originating, selling, and/or servicing the types of mortgages for which approval is being requested.
- Be duly organized, validly existing, properly licensed (in good standing), or otherwise authorized to conduct its business in each of the jurisdictions in which it originates, sells, and/or services residential mortgages.
- Have internal audit and management control processes to evaluate and monitor the overall quality of its loan production and servicing.
- Have written procedures for quality control, servicing and the approval and management of vendors and other third-party service providers.
- Have a fidelity bond and an errors and omissions policy in effect with such coverage amounts as Fannie Mae requires, and agrees to modify them as necessary to meet Fannie Mae requirements.
- Meet Fannie Mae's counterparty requirements, including having a minimum net worth of at least $2.5 million, a track record of profitability and specified capital rating. See Counterparty Requirements section for additional information.
- Satisfy any additional eligibility criteria Fannie Mae imposes. Such additional criteria may apply to individual seller/servicers, all seller/servicers that are seeking approval to sell and/or service certain types of mortgages, all seller/servicers that share certain characteristics, or all seller/servicers. Fannie Mae approves or disapproves a seller/servicer based on an assessment of its total circumstances; therefore, a seller/servicer that satisfies Fannie Mae's general eligibility criteria or any special criteria does not have an absolute right to be approved and should not expect automatic approval. Approval or rejection of a seller/servicer's application is at Fannie Mae's sole discretion and is based on Fannie Mae's business judgment with respect to the totality of the seller/servicer's circumstances.

For more information on these requirements, please review the *Selling Guide* and the *Servicing Guide* ("Guides") on the Single Family portal at fanniemae.com. The Guides are available on fanniemae.com at no charge, along with many other resources. In the event of a conflict between the provisions of this Toolkit and the Guides, the Guides will govern.

Counterparty Requirements

Minimum Net Worth Requirements for Fannie Mae Seller/Servicers

Fannie Mae requires a seller/servicer to meet minimum net worth requirements to become and remain eligible. Seller/servicer net worth, as defined and calculated by Fannie Mae, is the seller/servicer's Total Equity Capital as determined by Generally Accepted Accounting Principles (GAAP), less goodwill and other intangible assets (excluding Mortgage Servicing Rights) and, based on Fannie Mae's assessment of associated risks, a possible deduction of "affiliate receivables" and "pledged assets net of associated liabilities" (hereinafter referred to as "Adjusted Net Worth").

All approved sellers/servicers must have and maintain a Lender Adjusted Net Worth of at least $2.5 million, plus a dollar amount that represents 0.25% of the UPB of the seller/servicer's total portfolio of mortgage loans serviced.

> **Note**: The Lender Adjusted Net Worth for subservicers does not include mortgage loans serviced under a subservicing arrangement.

> **Note**: For entities such as nonprofit corporations whose financial reporting requirements or standards do not facilitate calculation of Lender Adjusted Net Worth, as discussed above, Fannie Mae will determine equivalent financial data to monitor compliance with the minimum net worth requirements.

Minimum Lender Adjusted Net Worth requirements may be indexed to future conforming mortgage loan limits. Fannie Mae will announce new net worth requirements and their effective dates when applicable.

Sellers/servicers also must have minimum acceptable levels of capital. Seller/servicers that are depository institutions are required to meet the minimum regulatory capital requirements to be classified as "well capitalized" by their primary regulator.

All other entities must have a minimum Lender Adjusted Net Worth/Total Assets ratio of 6%, or equivalent, as determined by Fannie Mae.

Approved non-depository sellers/servicers must have and maintain a minimum liquidity requirement based on the Agency Serious Delinquent Rate (SDQ), as described in the following table.

> **Note**: The Agency Serious Delinquent Rate is defined as 100 * (UPB of loans 90 days or more delinquent or in foreclosure for Fannie Mae, Freddie Mac, and Ginnie Mae/Total UPB of mortgage loans serviced for Fannie Mae, Freddie Mac, and Ginnie Mae).

Table 1 – Minimum Acceptable Levels of Capital

If the Agency SDQ is…	Then the minimum liquidity requirement is...
less than or equal to 6%	.035% of the UPB of the seller/servicer's portfolio of mortgage loans serviced for Fannie Mae, Freddie Mac, and Ginnie Mae.

Table continued on next page…

If the Agency SDQ is…	Then the minimum liquidity requirement is...
greater than 6%	• .035% of the UPB of the seller/servicer's portfolio of mortgage loans serviced for Fannie Mae, Freddie Mac, and Ginnie Mae; plus • 2% of the UPB of the SDQ rate over 6%. **Example:** • Total UPB for mortgage loans serviced for Fannie Mae, Freddie Mac, and Ginnie Mae = $100,000,000 • SDQ = 7% • Base liquidity = .035% * $100,000,000 = $35,000 • Incremental liquidity amount = 2% * $100,000,000 * (7%-6%) = $20,000 • Minimum Liquidity Requirement = $35,000 + $20,000 = $55,000

The minimum liquidity requirement for subservicers does not include mortgage loans serviced under a subservicing arrangement.

Available liquidity includes unrestricted cash and cash equivalents, Allowable for Sale or Held for Trading investment grade securities including Agency MBS, obligations of GSEs and U.S. Treasury obligations, and unused/available portion of committed servicing advance lines.

Profitability

Audited financial statements and unaudited financial statements, including MBFRF reports should indicate a track record of profitability.

Quality Control Requirement Details

To be eligible to sell mortgages to Fannie Mae, every seller/servicer is required to have a quality control program in place and must agree that the program will function for as long as the seller/servicer continues to do business with us.

All seller/servicers are expected to design, implement, and administer quality control programs that work best for their own businesses. At a minimum, the quality control program must:

- Cover the full scope of the seller/servicer's business, including all channels of production (e.g., retail, correspondent, broker), all product types (e.g., FRM, ARM, etc.), all employees involved in originating loans, and all vendors or contractors involved in the process, including appraisers;
- Be designed to detect deficiencies in the loan origination process;
- Be capable of evaluating and monitoring the overall quality of mortgage production;
- Include regular reporting of review results and trends to the company's senior management;
- Provide that senior management must take an active role in overseeing the resolution of defects and remediation of gaps discovered in the origination process;
- Have an audit process to ensure that the seller/servicer's QC process and procedures are followed by the QC staff, and that assessments and conclusions are recorded and consistently applied; and
- Ensure that mortgages sold to Fannie Mae meet specific Fannie Mae eligibility requirements as stated in the *Selling Guide* (and subsequent announcements).

A Lender must be compliant with Part D: Ensuring Quality Control (QC) of the Selling Guide in its entirety and be able at a minimum to answer "yes" to the following:

- Do you have a Pre-Funding QC process in place and have detailed written policies and procedures for the Pre-Funding QC process?
- Do you have a Post-Closing QC process in place & have detailed written policies and procedures for the Post-Closing QC process?
- Are the Post-Closing QC Review Cycles within Fannie Mae's guidelines (30/60/30)?
- Do you have a history of completing QC Reviews?
- Do you have a history of utilizing delegated underwriting authority of conventional product?

We believe that a quality review of a mortgage file must be comprehensive enough to:

- Assess the accuracy and integrity of the data used to underwrite the mortgage (this applies to mortgages underwritten manually and those underwritten through an automated underwriting system);
- Assess whether the mortgage was properly underwritten based on prudent and sound underwriting and appropriate risk assessment; and
- Determine compliance with Fannie Mae's requirements, the seller/servicer's particular contract requirements, and the seller/servicer's internal requirements.

It may be cost-effective for a seller/servicer to outsource all or various aspects of the quality control process. However, a seller/servicer that chooses this option is ultimately responsible to maintain written quality control procedures that include parameters for monitoring and measuring the quality of the outsourced work. The seller/ servicer must ensure the work meets Fannie Mae requirements and have staff and procedures in place to evaluate the outsourced work and take appropriate action based on the findings of mortgage reviews completed by contractors.

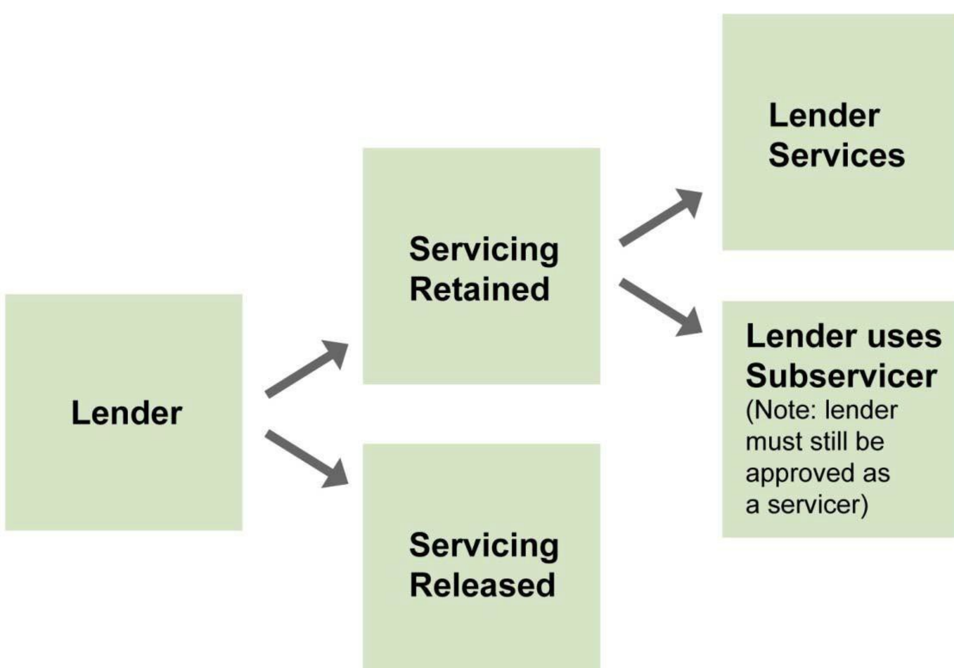
Servicing/Subservicing

Becoming a Servicer

If you are considering becoming an approved Fannie Mae servicer, there are three ways by which loans may be serviced.

1) **Servicing In-House** – Be approved as a servicer and service the loans. Must have experience servicing loans sold to investors, have written servicing procedures and an electronic loan servicing system.
2) **Utilize a Sub-servicer** – Be approved as a servicer and utilize a Fannie Mae approved sub-servicer. Must have contract in place, written procedures for monitoring the sub-servicer & a designated employee to oversee the sub-servicer, who has experience servicing loans sold to investors.
3) **Servicing Released** – Elect not to be the servicer and have a servicing transfer agreement with an approved Fannie Mae servicer. The agreement must state that the servicer will acquire the servicing asset at the time of loan asset sale to Fannie Mae. This can be accomplished through the use of our Servicing Execution Tool™ (SET) via our Pricing & Execution – Whole Loan® application.

Figure 2, Servicing Options



If you plan on servicing loans in house or using a sub-servicer your institution must have experienced staff and written procedures in the functional areas as described in Table 2, General Requirements for Servicing Fannie Mae Loans.

Table 2, General Requirements for Servicing Fannie Mae Loans

Functional Area	Specific Area
Escrow Management	Tax disbursements
	Mortgage Insurance
	Hazard and Flood Insurance
General Servicing	Loan Boarding/New Loan Setup
	Payment processing • Amortization schedules (monthly vs. daily simple; bi-weekly) • Fee collection and disbursement • Monitoring
Investor Reporting	Investor requirements
	Reporting • Automated loan-level reporting • Timing
	Remitting Principal & Interest • Timing • Advances
	Reconciliations • Principal & Interest • Taxes & Insurance • Portfolio • Interest rate vs. pass-through rate difference • Shortage/Surplus
Custodial Funds	Who holds funds
	Cash Receipts Processing
	Custodial Account Maintenance & Reconciliations
Default Management	Contact/Collections
	Property Inspection Reports
	Repayment and Forbearance Plans
	Bankruptcy • Pre- and Post-Petition payments
	Foreclosure/Real Estate Owned • Timeline tracking

	Loss Mitigation • Loss Severity reports • Home Affordable Modification Program (HAMP) • Home Affordable Modification Program (HAFA) • Fannie Mae Modifications • Deed-in-lieu • Preforeclosure sale • Forbearance
Quality Control	Procedures Written document covering: • Custodial Accounting • Investor Reporting • Escrow Administration • Special Loan Servicing • Default Management
	Reports • Management of Servicing QC process • Findings and Resolutions • Senior Management Reporting
Audit	Internal Audit of the servicing process

Using a Fannie Mae Servicer for Subservicing

For a variety of business reasons, a Fannie Mae-approved Lender mayelect to have a subservicer fulfill some or the entire mortgage loan servicing obligations specified in the *Fannie Mae Servicing Guide*.

SUBSERVICING OVERVIEW

Subservicing is the use of another Fannie Mae approved servicer to perform some or all servicing functions on behalf of the lender. The lender remains contractually responsible to Fannie Mae for all servicing function(s) throughout the duration of the subservicing agreement.

Subservicing is not the use of a computer service bureau for accounting and reporting functions, notthe use of outsource vendors for discrete servicing functions, and is not transferring of servicing from the originating seller/servicer to another servicer. The subservicer and the servicer may or may not be affiliated companies.

NOTE: If you plan on becoming an approved Fannie Mae servicer and plan to use an approved subservicer, your institution must have at least one employee experienced in the functions noted in Table 1, General Requirements for Servicing, to monitor the subservicer, in addition to having the following in place before approval:

- Subservicing Contract
    - Approved Fannie Mae Servicer
    - Contract Fully Executed

- Subservicing Monitoring Procedures
    - Initial Due-Diligence Review
    - New Loan Set Up
    - Monitoring (Annual, Semi-Annual, Quarterly, Monthly)

SUBSERVIC ING F ACT S

Subservicing allows originating mortgage seller/servicers to establish a direct-delivery relationship with Fannie Mae without the resource and operational commitment that mortgage servicing requires. It avoids the sale of the servicing asset to another servicer or investor, allowing the originating seller/servicer to leverage the opportunity to enhance borrower relationships through ongoing borrower communications that servicing entails. Finally, servicers may find it economically beneficial to use subservicers by retaining a share of servicing fees paid by Fannie Mae in excess of fees paid out to the subservicer.

Selling Loans Servicing Released

Applicants planning on applying to Fannie Mae for seller-only approval must have a contract in place with an approved Fannie Mae servicer at the time of application to begin servicing loans delivered to Fannie Mae. Fannie Mae's Servicing Execution Tool (SET), available via our Pricing & Execution – Whole Loan application, can be utilized to meet this requirement.

Additional Resources

General Resources

Here are some additional resources to help you through the application/review process:

- E-mail questions to sellerservicer_application@fanniemae.com
- Fannie Mae *Selling and Servicing Guides*
- https://www.fanniemae.com/singlefamily/become-seller-servicer
- https://www.fanniemae.com/singlefamily/doing-business

Servicer Resource

The below link is to an annual directory of subservicers prepared by a third party. The list of subservicers is not meant to be, nor should it be interpreted to imply, a representation, warranty or endorsement of any kind by Fannie Mae with respect to the individual firm's performance as a provider of subservicing related services. Fannie Mae expressly disclaims any obligation to provide any update of the information provided herein.

http://www.mortgageorb.com/industry-resources

References

ELIGIBILITY AND FIN ANC I AL REQUIR EM ENT S

See: Fannie Mae *Selling Guide*, Part A1-1-01, "Application and Approval of Seller/Servicer"

See: Fannie Mae *Selling Guide*, Part A4-1-01, "Maintaining Seller/Servicer Eligibility"

QU AL ITY CONT RO L REQU IREM ENT S

See: Fannie Mae *Selling Guide*, Part D

SERVICIN G/SUBSER V ICIN G

See: Fannie Mae *Selling Guide*, Part A3-3-03, "Other Servicing Arrangements"

See: Fannie Mae *Servicing Guide*, Part A2-1, Servicer Duties and Responsibilities