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**TO: Freddie Mac Servicers**

April 11, 2018 | 2018-6

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## **SUBJECT: SERVICING UPDATES**

This Guide Bulletin announces:

### **Subsequent Transfers of Servicing**

- Updates related to [Subsequent Transfers of Servicing](#), including the automation of Subsequent Transfer of Servicing requests via the Freddie Mac Service Loans application – **July 23, 2018**

### **Intra-Servicer Portfolio Moves**

- A new process to facilitate requests by a Servicer that wishes to move the Servicing related to specific Mortgages from one Seller/Servicer number to another (“[Intra-Servicer Portfolio Move](#)”) – **New**

### **Mortgage insurance**

- Revisions to our requirements regarding cancelation of Borrower-paid [mortgage insurance](#) – **October 1, 2018**

### **Mortgage modifications**

- Updates to our [Escrow repayment](#) requirements – **July 1, 2018**
- Removal of [Home Affordable Modification Program<sup>SM</sup>](#) (HAMP<sup>®</sup>) requirements that no longer apply

### **Additional Guide updates and reminders**

- Further updates as described in the [Additional Guide Updates and Reminders](#) section of this Bulletin

## **EFFECTIVE DATE**

All of the changes announced in this Bulletin are effective immediately unless otherwise noted.

## **SUBSEQUENT TRANSFERS OF SERVICING**

In our continuing effort to create operational efficiencies, we are streamlining the processing of Subsequent Transfer of Servicing (STOS) requests by automating the STOS request and approval process and introducing an electronic Agreement for Subsequent Transfer of Servicing of Single-Family Mortgages (“STOS Agreement”). All other STOS requirements outlined in Guide Chapter 7101 remain unchanged.

On **July 23, 2018**, Freddie Mac will retire Guide Form 981 and Servicers will be required to initiate STOS requests electronically through the Service Loans application. Freddie Mac will process and approve eligible STOS transactions and the Transferor Servicer, Transferee Servicer and Freddie Mac will electronically sign the STOS Agreement through the Service Loans application.

### **Initiating an STOS request**

To initiate an STOS request on and after July 23, 2018, the **Transferor Servicer** must log into the Service Loans application, choose the “Manage Portfolio” tab and select “Create a New STOS Request.” New requests must be submitted **at least 45 and no more than 60 days** prior to the Effective Date of Transfer.

When submitting a new STOS request, the Transferor Servicer must:

- Complete all fields and answer all questions designated to be completed by the Transferor Servicer
  - Input the name of the Transferee Servicer and its e-mail contact information; and
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- Upload the proposed list of Mortgages related to the Transfer of Servicing (“Proposed Mortgage List”)

Once the Transferor Servicer successfully submits the STOS request, Freddie Mac will notify the Transferee Servicer of the pending STOS request by e-mail and provide a unique identifier for the request.

The **Transferee Servicer** must then log into the Service Loans application, choose the “Manage Portfolio” tab and select the STOS request with the applicable identifier. The Transferee Servicer must then complete all the fields designated to be completed by the Transferee Servicer.

Freddie Mac will provide the Transferor Servicer and the Transferee Servicer with certain reports reflecting additional data related to each Mortgage on the Proposed Mortgage List and will populate responses to certain questions from data in Freddie Mac systems. The questions answered by the Transferor Servicer and completed by Freddie Mac are substantially similar to the questions currently set forth in Part A of Form 981. Freddie Mac’s responses will be based on data previously reported by the Transferor Servicer or a prior Seller/Servicer.

Prior to executing the STOS Agreement electronically, the **Transferor Servicer** must validate the accuracy and completeness of:

- All data (regardless of who provided the data)
- Responses to all questions (regardless of who answered the questions), and
- The Proposed Mortgage List

As part of its due diligence and prior to electronically executing the STOS Agreement, the **Transferee Servicer** must review:

- All data
- Responses to all questions, and
- The content of the Proposed Mortgage List

The Transferor Servicer and Transferee Servicer must also comply with all other STOS requirements set forth in Chapter 7101.

### **Review and electronic execution of the STOS Agreement**

As part of its submission of the new STOS request, the Transferor Servicer and Transferee Servicer must review a draft STOS Agreement that Freddie Mac will make available electronically for their signature. The Transferor Servicer and Transferee Servicer must electronically sign an STOS Agreement at least 45 days prior to the Effective Date of Transfer based on the Proposed Mortgage List in order to commence Freddie Mac’s review. Thereafter, the Transferor Servicer will have the capability to add or remove Mortgages from the Proposed Mortgage List up to eight days prior to the Effective Date of Transfer and, if changes are made, the Transferor Servicer must revalidate the responses to various questions to reflect the added/removed Mortgages. As part of its review, Freddie Mac also may require the Transferor Servicer to remove Mortgages from the Proposed Mortgage List.

If there are changes to the Proposed Mortgage List, the **Transferor Servicer and Transferee Servicer** must agree on the final list of Mortgages related to the STOS (“Final Mortgage List”) at least **eight days** prior to the Effective Date of Transfer and electronically execute a new STOS Agreement. The STOS Agreement replaces Form 981.

If there are no changes to the Proposed Mortgage List, such list becomes the Final Mortgage List and there is no need to electronically sign another STOS Agreement.

Freddie Mac’s approval of the STOS will be provided by letter, and the status of the request in the Service Loans application will be updated to reflect Freddie Mac’s approval of the STOS. No later than the first of the month following the Effective Date of Transfer, Freddie Mac will sign the STOS Agreement electronically acknowledging its approval of the STOS.

Servicers will be able to download from the Service Loans application a completed and fully executed electronic copy of the STOS Agreement in portable document format (PDF) and the Final Mortgage List in Microsoft Excel® format for storage in the Servicer’s records.

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## Moratorium on Subsequent Transfers of Servicing from July 9, 2018 through July 20, 2018

To facilitate the transition to this new process, we will implement a temporary moratorium on Subsequent Transfers of Servicing from July 9, 2018 through July 20, 2018. During this period, Servicers will not be able to submit new STOS requests or make modifications to existing requests. All STOS requests submitted prior to July 9, 2018 will be reviewed and, if applicable, approved no later than 2:00 p.m. Eastern time on July 20, 2018. Any Freddie Mac approved STOS requests with an Effective Date of Transfer of July 16, 2018 are not impacted by this temporary moratorium. On and after July 23, 2018, subject to obtaining Freddie Mac's prior written approval, Servicers must submit all new STOS requests and make modifications to existing requests electronically through the "Manage Portfolio" tab in the Service Loans application.

## No changes to Concurrent Transfers of Servicing

Concurrent Transfers of Servicing are not affected by these changes. Servicers must continue to submit Form 960 to Freddie Mac via e-mail at [TOS@freddiemac.com](mailto:TOS@freddiemac.com).

## Glossary updates

In conjunction with the automation of the STOS request and approval process, we are adding the following defined terms to the Glossary:

- **Servicing Contract:** The Servicing Contract is the unitary, indivisible master servicing contract comprising all the rights, duties, obligations, representations, warranties, covenants and agreements between a Servicer and Freddie Mac as set forth in the Purchase Documents
- **Servicing Contract Right:** The Servicing Contract Right is the indivisible, conditional, non-delegable right and obligation of the Servicer to perform Servicing of the Mortgages for Freddie Mac in accordance with, subject to, and under the Servicing Contract

Additionally, we are modifying the definitions of the following Glossary terms: "Effective Date of Transfer," "Subsequent Transfer of Servicing," "Transfer of Servicing," "Transferee Servicer" and "Transferor Servicer."

## STOS Agreement terms and conditions

### Effective immediately

Based on Servicer feedback, we are updating terms and conditions on Form 981. The current terms could be inadvertently interpreted to require a Transferee Servicer to examine all Transfer Portfolio records. "Transfer Portfolio" is defined in Form 981.

We intended to convey that the Transferee Servicer will have been given the opportunity to examine all such Transfer Portfolio records no later than the Effective Date of Transfer and as of such date, the Transferee Servicer assumes full responsibility and liability for the correctness of such records.

The Transferee Servicer must conduct sufficient due diligence on the related Mortgage files and data being transferred to ensure that:

- The Servicer can service the loans correctly (in accordance with applicable law)
- The Servicer's systems are accurate with respect to:
  - The related Borrowers (e.g., reflecting the payment history, the terms of the note and any modification or other alternative to foreclosure), and
  - Its related investor reporting and remitting obligations under the Purchase Documents

These updated terms and conditions also will be reflected in the electronic STOS Agreement in the Service Loans application on July 23, 2018.

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## Guide and Service Loans User Guide updates

Guide Sections 7101.1 through 7101.4, 7101.6, 7101.8 through 7101.11, 7101.13, 7101.15 and 8601.12, 9205.11, Forms 902, 902SA, 981 and 1034T, Directory 3 and Glossaries A-I and R-Z will be updated to reflect these changes related to the STOS process and revised STOS Agreement terms and conditions.

Additionally, the [Service Loans User Guide](#) will be updated by July 23, 2018 to reflect these changes.

## INTRA-SERVICER PORTFOLIO MOVES

We are introducing a new process to facilitate requests by Servicers that wish to move the Servicing related to specific Mortgages from one of their Seller/Servicer numbers to another of their Seller/Servicer numbers (“Intra-Servicer Portfolio Move”). Servicers must make requests for Intra-Servicer Portfolio Moves via Form 982 until July 23, 2018, when the Service Loans application is updated to automate the process.

### Requests via Form 982

Prior to July 23, 2018, Servicers must submit an Intra-Servicer Portfolio Move request for Servicing of Single-Family Mortgages and a list of such Mortgages via the Service Loans application, and obtain Freddie Mac’s prior approval by undertaking the following steps:

- At least 30 days, but not more than 60 days, prior to the requested effective date of change, submit a complete and fully executed Form 982 to [TOS@freddiemac.com](mailto:TOS@freddiemac.com); and
- Submit the list of Mortgages related to the Intra-Servicer Portfolio Move request to Freddie Mac via the Service Loans application

Upon receipt of Form 982 and the list of related Mortgages, Freddie Mac will review the list to ensure that the Servicing of such Mortgages may be reallocated to the proposed Seller/Servicer number. Upon Freddie Mac’s approval, the Seller/Servicer number associated with Mortgages will change as of the Servicer’s requested effective date of change; however, there will be no change to the rights, liabilities and obligations the Servicer owes towards Freddie Mac under the Purchase Documents.

Servicers are reminded that they must ensure that Principal and Interest Payments and Escrow Funds received from Mortgages included on Form 982 are deposited in the Custodial Account associated with the new Seller/Servicer number. In addition, the Servicer must inform its Document Custodian of the new Seller/Servicer number.

Form 982 is included as Attachment A to this Bulletin as it is in effect until July 23, 2018.

Guide impacts: Section 7101.2 and Form 982

### Requests via the Service Loans application

On and after July 23, 2018, Servicers must submit an Intra-Servicer Portfolio Move request for Servicing of Single-Family Mortgages and a list of such Mortgages via the Service Loans application, and obtain Freddie Mac’s prior approval by undertaking the following steps:

- At least 30 days, but not more than 60 days, prior to the requested effective date of change, log into Service Loans application, go to the “Manage Portfolio” tab, select “Create New Request” and then select “Intra-Servicer Portfolio Move Request”
- Complete all questions designated to be completed by the Servicer
- Submit the list of Mortgages related to the change in Seller/Servicer number; and
- Sign the Intra-Servicer Portfolio Move Request to acknowledge the terms and conditions associated with the change in Seller/Servicer number

Guide impacts: Section 7101.2 and Forms 902 and 902SA

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## Moratorium on Intra-Servicer Portfolio Moves from July 9, 2018 through July 20, 2018

Similarly to the transition for processing Subsequent Transfers of Servicing via the Service Loans application, to facilitate the transition of Intra-Servicer Portfolio Move requests via the Service Loans application, we will implement a temporary moratorium on Intra-Servicer Portfolio Moves from July 9, 2018 through July 20, 2018. During this period, Servicers will not be able to submit new requests or make modifications to existing requests. All Intra-Servicer Portfolio Move requests submitted prior to July 9, 2018 will be reviewed and, if applicable, approved no later than 2:00 p.m. Eastern time on July 20, 2018. On and after July 23, 2018, subject to obtaining Freddie Mac's prior written approval, Servicers must submit all new Intra-Servicer Portfolio Move requests and make modifications to existing requests electronically through the "Manage Portfolio" tab in the Service Loans application.

## MORTGAGE INSURANCE

### Effective October 1, 2018; however, Servicers may implement earlier if they are able to do so

In response to Servicer feedback, we are revising certain requirements regarding cancellation of Borrower-paid mortgage insurance to provide more specificity and streamline our requirements.

To assist Servicers in managing cancellations of Borrower-paid mortgage insurance, changes include, but are not limited to, those described below:

- Enhancing the list of defined terms specific to our requirements for mortgage insurance by including a new term, "Non-HPA Mortgage." HPA Mortgages, Non-HPA Mortgages and Pre-HPA Mortgages are distinguished by their Origination Dates in relation to the HPA Effective Date and the Mortgaged Premises securing such Mortgages. The terms "HPA Mortgages," "Non-HPA Mortgages," "Pre-HPA Mortgages" and "HPA Effective Date" are defined in Section 8203.1.
- For Borrowers impacted by Eligible Disasters, **making permanent** the temporary revisions to payment history requirements for Borrower-requested cancellation of Borrower-paid mortgage insurance announced in Bulletin 2017-25
- Rearranging the charts in Sections 8203.2 and 8203.3 regarding Borrower-requested cancellation of Borrower-paid mortgage insurance to make them more user-friendly and easier to comprehend. For example, grouping the requirements according to whether the request is based on the original value (as "value" is defined in Section 4203.1) or the current value.
- Allowing a Servicer to process and/or respond to a Borrower's written **or verbal** request to cancel Borrower-paid mortgage insurance, as well as solicit such Borrowers that **may be close to**, or have reached, their applicable mortgage insurance cancellation points in Sections 8203.2 and 8203.3
- Regarding Borrower-requested cancellation of Borrower-paid mortgage insurance based on:
  - The **original value**: for evidence of value, clarifying that a Servicer is not required to also order and obtain a current value
  - The **current value**:
    - For requests to cancel mortgage insurance on the basis of substantial improvements to the Mortgaged Premises, we are providing a description and examples of what constitutes substantial improvements for mortgage insurance cancellation purposes
    - For evidence of value, requiring a Servicer to verify the current value by ordering and obtaining a new BPO through BPOdirect®, unless applicable law requires that an appraisal be used or it is determined to be in the Borrower's best interest (e.g., at the option of the Borrower). Currently, a Servicer must order and obtain either a BPO or appraisal to verify the current value.
- Removing the separate automatic cancellation requirements for Pre-HPA Mortgages, allowing for automatic cancellation of Borrower-paid mortgage insurance on such Mortgages based on the date on which the loan-to-value (LTV) ratio is first scheduled to reach 78% based on the original value and the amortization schedule

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- Specifying that a modified Mortgage's UPB is the total UPB, including any deferred (non-interest bearing) UPB as a result of a prior modification
  - Removing outdated requirements, including the deletion of Section 8203.6, as it pertained to Balloon/Reset Mortgages

Servicers should review Chapter 8203 in its entirety for the revised requirements.

Servicers are reminded that they must comply with all applicable law including, but not limited to, the Homeowners Protection Act of 1998, as amended, when processing and/or responding to requests for Borrower-requested or automatic cancelation of Borrower-paid mortgage insurance.

Guide impacts: Sections 8203.1 through 8203.7 and Section 9205.11

## **MORTGAGE MODIFICATIONS**

### **Escrow repayment**

**Effective July 1, 2018; however, Servicers may implement earlier if they are able to do so**

We are updating the mortgage modification requirements for the repayment of Escrow shortages and Escrow advances.

#### ***Escrow shortage repayment***

We are updating the requirements for the repayment of Escrow shortages (i.e., the amount needed to establish the Escrow account or to bring it current that, together with the monthly Escrow payment included in the monthly Mortgage payment, will be sufficient to pay the next twelve months of property taxes and insurance premiums when they are due).

Previously, if a Borrower was unable to pay an Escrow shortage as a lump sum, the Servicer was required to spread the shortage over 60 months as part of the monthly payment ("Projected Monthly Escrow Shortage Payment") on the modified Mortgage.

As a result of Servicer feedback and to provide greater flexibility, we are updating our requirements to permit the Servicer to spread the Escrow shortage amount equally over a period of **at least 12 months, not to exceed 60 months**.

If a future Escrow analysis identifies a subsequent Escrow shortage, the Servicer must combine the remaining amount due from the initial Escrow shortage with the amount due as a result of the new Escrow analysis. The Servicer must then follow the same steps described in the previous paragraph, using the new combined balance. The resulting term may be extended to a period of up to 60 months.

Guide impact: Section 9206.15

#### ***Escrow advance repayment for Extend Modification for Disaster Relief***

With most mortgage modifications, any Escrow advances are capitalized and added to the UPB. However, this is not possible with the Extend Modification for Disaster Relief because it does not allow for the capitalization of arrearages. Therefore, in cases where funds were advanced by the Servicer or are to be advanced and paid to a third party prior to the date the Borrower executes the mortgage modification agreement, the Servicer must recoup from the Borrower all Escrow payments it advanced either via a lump sum payment, or spread them equally over a period of at least 12 months, not to exceed 60 months.

#### ***Process for Escrow repayment plans***

Below is the process for spreading an Escrow shortage and/or advance over a period of 60 months as well as over a period of less than 60 months:

Process for Escrow shortage and/or advance repayment	
If the Servicer spreads the Escrow shortage and/or advance over a period of....	Then the Servicer must...
60 months	Adhere to existing guidelines and processes as described in the Guide and the <a href="#">Workout Prospector Users' Guide</a>
Less than 60 months	<p>Bypass the existing guidelines and processes in the Guide and the <a href="#">Workout Prospector Users' Guide</a> and instead:</p> <ul style="list-style-type: none"> <li>• Calculate the monthly Escrow shortage and/or advance repayment amount separately; and</li> <li>• Populate the “Ancillary Monthly Fees” field on the “Modeling Attributes screen” in Workout Prospector® with the monthly amount owed under the Escrow repayment plan</li> </ul>

### Home Affordable Modification Program

We are updating the Guide to remove requirements regarding the eligibility and evaluation of a Borrower and processing of a modification for a Mortgage modification under the Home Affordable Modification Program (HAMP) since all HAMP modifications were required to have a Modification Effective Date on or before December 1, 2017. This includes deleting Sections 9205.2, 9205.4, 9205.6 through 9205.10, 9205.15 and 9205.19. We are retaining requirements in the Guide regarding HAMP reporting and incentives as well as any other related requirements that remain relevant for Servicing Mortgages modified under HAMP.

Guide impacts: Sections 2406.4, 3302.2, 3403.1, 7101.4, 8102.2, 9102.5, 9102.7, 9202.1, 9202.2, 9202.16, 9202.17, 9205.1 through 9205.16, 9205.18 through 9205.20, 9206.13, 9211.1, 9401.8, Guide Exhibits 4, 5, 7, 82 and 96, Form 981 and Glossary J-Q

## ADDITIONAL GUIDE UPDATES AND REMINDERS

### Borrower hardship, income and other documentation

**Effective June 1, 2018; however, Servicers may implement earlier if they are able to do so**

In anticipation of the mandatory effective date for the revised Borrower hardship, income and other documentation requirements associated with Form 710, *Mortgage Assistance Application (MAAp)*, on June 1, 2018, we are updating Section 9206.5 and Exhibit 101, *Income Calculation Guidelines for Alternatives to Foreclosure Options*.

To be consistent with the MAAp, we are removing the requirement in Section 9206.5 that unemployment benefits may not be used when evaluating a Borrower for a Freddie Mac Flex Modification®.

As a reminder, unemployment is considered a temporary hardship and the Servicer must consider unemployed Borrowers for unemployment forbearance under Sections 9203.22 through 9203.24.

We are updating Exhibit 101 to more closely align the examples included in the exhibit with the income documentation requirements included in the MAAp.

Guide impacts: Section 9206.5 and Exhibit 101

### Unrecoverable expenses

In accordance with Section 9701.5(f), Freddie Mac will reimburse Servicers for certain unrecoverable expenses as set forth in Exhibit 74. We are revising Exhibit 74 to reflect that the following expenses are claimable as unrecoverable expenses in **all States**:

- 015000 (Connectivity Fee)
- 016000 (Invoicing Fee)

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- 300006 (Technology Fee)

Guide impact: Exhibit 74

### **Recast modification agreements**

In response to Servicer feedback on our requirements for recasting a Mortgage following partial prepayments (curtailments), we are specifying that, if the number of Mortgages a Servicer modifies in accordance with Section 8103.7 exceeds a total of 10 in a given month, then, in lieu of sending copies of each modification agreement, the Servicer must complete Form 1102, *Modified Principal and Interest Payment*, including information for all such modifications. The Servicer must send the completed form to Freddie Mac (see Directory 3).

Guide impacts: Section 8103.7 and Directory 3

### **Mortgage file maintenance and Purchase Documents**

Regarding Mortgage file maintenance, we require:

- The Seller (if it services the Mortgage for Freddie Mac) and any Transferee Servicer to maintain the Mortgage file for so long as each services the Mortgage for Freddie Mac; and
- If the Mortgage was sold under the Servicing Released Sales Process, the Seller to comply with the Mortgage file and related data retention requirements set forth in Exhibit 28A

Based on Seller/Servicer feedback, we are updating Section 3301.1 to specify that, except with respect to Mortgages sold under the Servicing Released Sales Process that are covered by Exhibit 28A, for the sake of convenience, in connection with any Transfer of Servicing, copies of documents and related data from the Mortgage file may be maintained by the Transferor Servicer.

Sellers and/or Transferor Servicers who retain copies of any or all of the Mortgage file may do so until the later of seven years after all associated representation and warranty obligations expire as set forth in Loan Coverage Advisor® or after any Transfer of Servicing, as applicable. The Mortgage file and copies of the Mortgage file, or any portion thereof, are, and will remain at all times, the property of Freddie Mac.

As a reminder, the Mortgage file must be maintained in accordance with Chapter 3302 and contain all applicable documents listed in Chapters 3301 and 3401.

In addition, we are updating the Guide to expressly require Transferor Servicers to provide to Transferee Servicers, on or before the Effective Date of Transfer, copies of:

- All of the Transferor Servicer's Purchase Documents applicable to any of the Mortgages related to a Transfer of Servicing (excluding any Credit Fees in Price and Credit Fees in Yield); and
- All of the Purchase Documents of any preceding Transferor Servicer that are applicable to any of the Mortgages related to a Transfer of Servicing (excluding any Credit Fees in Price and Credit Fees in Yield)

With respect to Transfers of Servicing that have taken place prior to April 11, 2018, we are requiring Transferor Servicers to provide such Purchase Documents to a Transferee Servicer in response to such Servicer's written request.

Guide impacts: Sections 1201.8, 1501.1, 3301.1 and 7101.2

### **Contact information for The Bank of New York Mellon Trust Company, N.A.**

As announced to Sellers in Bulletin 2018-5, for Seller/Servicers that use The Bank of New York Mellon Trust Company, N.A. (BNYM) as their Designated Custodian, we updated the e-mail address provided in Directory 4 to contact BNYM for information related to requests for the physical or constructive possession of a Note and/or other documents to [Freddie.Mac.Releases@bnymellon.com](mailto:Freddie.Mac.Releases@bnymellon.com).



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## Rent loss insurance

In response to Seller/Servicer feedback, we are deleting Section 8202.4 as it only contained general information on rent loss insurance.

Guide impacts: Sections 5702.1 and 8202.4

## GUIDE UPDATES SPREADSHEET

For a detailed list of the Guide updates associated with this Bulletin and the topics with which they correspond, refer to the Bulletin 2018-6 (Servicing) Guide Updates Spreadsheet available at [http://www.freddiemac.com/singlefamily/guide/docs/bl1806\\_spreadsheet.xls](http://www.freddiemac.com/singlefamily/guide/docs/bl1806_spreadsheet.xls).

## CONCLUSION

If you have any questions about the changes announced in this Bulletin, please contact your Freddie Mac representative or call the Customer Support Contact Center at 800-FREDDIE.

Sincerely,



Yvette W. Gilmore  
Vice President  
Servicer Performance Management

## Intra-Servicer Portfolio Move Request for Servicing of Single-Family Mortgages

<b>Servicer Name ("Servicer"):</b>									
Contact	E-mail	Current Seller/Servicer number							
Telephone number ( )	ext.	New Seller/Servicer number							
Requested Effective Date of Change in S/S# / 16 /									
Does this Request include all Mortgages serviced by Servicer for Freddie Mac under the Current Seller/Servicer number?									<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Terms and Conditions</b>									
<p>Chapters and sections referenced in this Intra-Servicer Portfolio Move Request ("Request") are those set forth in the Freddie Mac <i>Single-Family Seller/Servicer Guide</i> ("Guide"). Capitalized terms used but not defined herein are defined in the Guide, except that "eMortgage" is defined in the Freddie Mac <i>eMortgage Guide</i>® at FreddieMac.com. For purposes of this Request, "Mortgage" means any Mortgage, eMortgage and/or REO that is the subject of this Request.</p> <p>This Request, duly executed by Servicer, must be received by Freddie Mac not less than 30 days but not more than 60 days prior to the "Requested Effective Date of Change in S/S#" set forth above. The Requested Effective Date of Change in S/S# must be the 16<sup>th</sup> day of the month in which Servicer is requesting a change of the Seller/Servicer number attributable to the Servicing of Mortgages set forth on a list that Servicer has separately submitted via the Freddie Mac Service Loans application (the "List"). Servicer understands and agrees that any rights, duties, obligations, representations, warranties, covenants and agreements that Servicer has with or otherwise owes to Freddie Mac will not, in any manner, change as a result of the change in Seller/Servicer numbers attributable to the Servicing of Mortgages set forth on the List.</p> <p>In accordance with Chapter 7101, Servicer agrees that it will not change the Seller/Servicer number attributable to the Servicing of any individual Mortgage set forth on the List unless and until it receives Freddie Mac's express written approval in accordance with Section 7101.2(e).</p> <p>Servicer further represents and warrants to, and covenants with Freddie Mac, if the Request is approved by Freddie Mac, that Servicer will:</p> <ul style="list-style-type: none"> <li>A. Change the Seller/Servicer number in its systems to ensure accurate reporting and remitting to Freddie Mac;</li> <li>B. Notify its Document Custodian of the change in Seller/Servicer number for each Mortgage related to the approved Request;</li> <li>C. Transfer all principal and interest, Escrow funds and prepaid installments to the appropriate Custodial Account attributable to the new Seller/Servicer number;</li> <li>D. Notify any affected Borrower to the extent the Borrower may need to send the monthly Mortgage payment to a new payment address that references the new Custodial Account and, as necessary, provide the Borrower with new payment coupons, monthly statements and/or any other material necessary to ensure uninterrupted payment; and</li> <li>E. No creditor maintains a security interest in the Servicer's Servicing contract rights that are the subject of this Request.</li> </ul>									
<b>Additional Terms and Conditions</b>									
<p>Neither Freddie Mac's approval, acknowledgment or acceptance of this Request nor its consent to the proposed Request will operate to waive, modify or limit Freddie Mac's rights and remedies under the Guide, the other Purchase Documents, at law or in equity, with respect to any legal, regulatory or supervisory action, proceeding or investigation or otherwise; all such rights and remedies are hereby expressly reserved by Freddie Mac.</p> <p>By signing this Request, Servicer: (i) certifies that all of the information that it has provided to Freddie Mac in connection with this Request, including all of the information set forth in this Request or in Service Loans application, is true and correct; (ii) acknowledges that it has reviewed, understands and is in compliance with, and agrees that it shall be bound by the provisions of Section 2101.12; and (iii) agrees that the terms of Section 2101.12 are hereby incorporated herein by this reference and made a part hereof.</p> <p>Each of Freddie Mac and Servicer agree that delivery of an Electronic Record copy of this Request with Servicer's duly authorized employee's Electronic Signature attached to or logically associated with this Request, shall be as binding, effective, valid and enforceable as delivery of an original paper Request executed in writing by each party's duly authorized employee. Servicer shall adopt and be bound by their respective duly authorized employee's Electronic Signature used to authenticate this Request as governed by the applicable provisions of Chapter 1401, including, without limitation, Sections 1401.18 and 1401.20.</p>									

**Execution: Signatures**

IN WITNESS WHEREOF, each of Freddie Mac and Servicer have caused this Request to be executed in their names and on their behalf by their respective duly authorized employees.

**Agreement and request for approval of Servicer's Request:**

By (Signature of duly authorized employee)	Date:
Type/Print Name:	Type/Print Title:

**Acknowledgment and approval of Request by Freddie Mac:**

Approved Effective Date of Change in S/S# (always effective with the 16<sup>th</sup> day of the month of the change):                    / 16 /

Date of acknowledgment and approval                    /    /

By (Signature of duly authorized employee)	Date:
Type/Print Name:	Type/Print Title: