



Attention: Document Execution
Email: FMMDM@freddiemac.com

INSTRUCTIONS

IF YOU DO NOT PROVIDE THE DOCUMENTATION OUTLINED BELOW, WHICH WILL BE NEEDED TO COMPLETE YOUR REQUEST, IT WILL DELAY OUR PROCESSING OF YOUR REQUEST

1. All properly documented requests are processed as quickly as possible, usually within 14 business days. However, additional time may be required when certain information is not provided on your request form, including, a Freddie Mac nine-digit loan number; or if extensive research is needed to identify a loan and determine the current loan status.
2. All executed documents may be returned via U.S. Mail to the address you provide. Documents will be returned via overnight mail, and you must provide a pre-addressed overnight package billed to your receiver.
3. **Prepare and mail appropriate documents for Federal Home Loan Mortgage Corporation for signature** to the address above. WE DO NOT accept documentation by facsimile. Many recording jurisdictions will not accept executed faxes.
 - **Freddie Mac cannot prepare the documents on behalf of Borrowers**; however, we will do our best to assist Borrowers with the preparation of documentation when the original servicing institution is no longer in business.
 - Freddie Mac can sign documents only as Beneficiary.
 - In Deed of Trust states, we can execute a Request for Reconveyance and/or Substitution of Trustee. The Trustee must be named and Freddie Mac cannot sign as or be named as Trustee.
 - Recording information section of document must be completed.
 - Signature block may be left blank and we will fill in with the name of the available signatory.
4. Include a completed Request for Assistance Form for each loan, which includes:
 - Borrower name (Name of borrower who took out the loan in question)
 - Complete property address: street address, city, state and zip code
 - Original Note date (date the borrower signed the mortgage)
 - Date Mortgage Paid Off
 - Original Loan amount
 - Reason for Requesting Assistance (Description of problem which needs resolution)
 - If a closing date is pending for a sale or refinance, provide the closing information in the Reason for Requesting Assistance Section. We cannot guarantee to meet the closing date, but will make an effort to expedite your request.
5. Include photocopies of the recorded Mortgage/Deed of Trust, all Assignments or Deeds, showing Book and Page, and/or a title report indicating complete chain and showing any gaps.
6. For properties in **foreclosure**, please send your documentation to: Foreclosures@freddiemac.com. For properties in **REO**, please send your documentation to: REO_Repurchase_DeedExe@freddiemac.com.

Thank you for your cooperation.

MORTGAGE INFORMATION:

Freddie Mac Loan Number:

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Borrower(s) Name on Mortgage: _____

Property Address on Mortgage: Street _____

City _____

State _____ Zip _____

Date Mortgage Originated: _____

Date Mortgage Paid Off: _____

Original Loan Amount: \$ _____

REASON FOR REQUESTING ASSISTANCE:

REQUESTED BY:

Date: _____

Contact: _____

Company: _____

Address: _____

Telephone: _____

Signature: _____



REMINDER!

**PLEASE ENCLOSE THE DOCUMENT YOU
NEED FREDDIE MAC TO SIGN AND THE
SUPPORTING DOCUMENTATION REQUESTED
ABOVE TO AVOID DELAYS IN PROCESSING**