

Selling Mortgages to Freddie Mac for Cash

User Guide

September 2016

Overview of the Selling System

The selling system is a web-based system that integrates all secondary marketing functions on one platform. This system provides a seamless secondary marketing process that incorporates the pricing, contracting, loan entry, loan allocation, purchase edits, note certification, contract settlement and funding functions. It links together all the secondary marketing steps, reducing the need to interact with multiple systems. You can sell loans to Freddie Mac for cash through Mandatory Cash contracts and Best Efforts contracts, on a servicing-retained and servicing-released basis, or through Guarantor or MultiLender Swap (known as MultiLender in the selling system) in exchange for participation certificates.

Hours of Operation

Normal System Hours of Operations

8:00 a.m. – 8:00 p.m. ET, Monday through Friday business days

Cash Contract Execution Availability

- **Mandatory Contract Execution Availability:**
8:30 a.m. – 5:00 p.m. ET, Monday through Friday business days
- **Best Efforts Contract Execution Availability:**
8:30 a.m. – 8:00 p.m. ET, Monday through Friday business days
- **WAC ARM Cash Contract Execution Availability:**
9:00 a.m. – 5:00 p.m. ET, Monday through Friday business days

User Roles

User roles determine a designated user's authority within an organization to access various screens and perform selected functions within the application.

The selling system has defined several user roles for the Cash, Guarantor and MultiLender executions. To obtain access to the selling system or modify and/or delete an existing user, complete [Form 900](#), *Selling System Authorized User Identification and Certification Form* and return it in accordance with the instructions on the form. Your organization may assign multiple user roles to an individual.

Please note: Once you receive your user ID and password, test them immediately to ensure that you have the appropriate access.

Introduction to the Selling System

Use the following table to help you determine which tasks each user role can accomplish.

User Roles	
If you need to...	One of your user roles must include...
Take Out Cash Contract Accept or reject contract pricing View the Exclusionary List	Cash SMO
Take Out a Guarantor or MultiLender Contract View Settlement Statements Approve/disapprove proposed certification changes	Guarantor SMO
View and control the Contract Pipeline View and control the Loan Pipeline	Pipeline Manager
Pair-off Contracts (Cash) Add Loans to Contract Remove Loans from Contracts Price Loan Against Contract Search for Contracts	Secondary Analyst
Create New Loans Modify Loans Import Loans Import from Loan Prospector® Modify Best Efforts Import (Cash) View Import Results Customize Import Formats Delete Loans Search for Loans	Loan Manager
Review Certification Issues View Evaluation Issues Clear Loan Edits Evaluate Loans Enter Settlement Details Create/View Certification Forms View Settlement Statements Search for Loans Search for Contracts Designate a Warehouse Lender Access Transfer Servicing Instructions (Cash only)	Closer/Shipper

Introduction to the Selling System

Additional Roles for Guarantor and MultiLender	
If you need to...	One of your user roles must include...
Create Security Wire Transfer Instructions Edit Security Wire Transfer Instructions Delete Security Wire Transfer Instructions (The employee assigned to this role may not have the role of Setup Manager.)	Set Up Administrator (Guarantor)
Approve Security Wire Transfer Instructions Reject Security Wire Transfer Instructions	Setup Manager (Guarantor)
Select Security Wire Transfer Instructions Assign Security Wire Transfer Instructions Remove Security Wire Transfer Instructions	Security Wire Assignor (Guarantor)
View Freddie Mac's Exclusionary List	Exclusionary List

Logging On

You must connect to the Internet before you can use the selling system. Once you connect:

1. Enter the following URL in your browser: <https://sell.FreddieMac.com/>. The log-in screen displays. Freddie Mac recommends that you bookmark this location.



2. Enter you **User name** and **Password**.
3. Click **OK**. The Login: Terms & Conditions screen will display

Introduction to the Selling System

Freddie Mac Selling
Login: Terms & Conditions

To use Freddie Mac's Selling or Servicing Systems, you must agree to the following:

AGREEMENT TO USE THE FREDDIE MAC SELLING OR SERVICING SYSTEMS

As the authorized representative of the Seller/Servicer, I hereby agree, by clicking on the button below entitled "I Agree", that: (i) Seller/Servicer consents to engage in electronic transactions or to review certain information in accordance with the applicable provisions of Section 1.3 of the Freddie Mac Single-Family Seller/Servicer Guide ("Guide"); (ii) I have electronically signed and intended to sign this electronic record; (iii) Seller/Servicer shall be bound by the Guide, other Purchase Documents, as that term is defined in the Guide, and any electronic transactions entered into using the Selling or Servicing Systems; and (iv) Seller/Servicer must timely download, export, copy or print copies of electronic records of its electronic transactions for its record retention requirements.

NOTICE: The shaded data fields in the Selling System loan data screens are not required to be completed at this time. You may enter the data, but the data you enter in such fields will not: (a) be used by Freddie Mac in determining loan eligibility or the loan purchase decision; and (b) constitute actual or constructive notice to Freddie Mac of any fact or matter related to any loan. Freddie Mac reserves the right to delete such data at any time in its sole discretion.

4. Review the Terms & Conditions and click **I Agree** to indicate you want to proceed.
5. Select your Role Type and click **Continue**.

Freddie Mac Selling
Login: Role Types

Role Types

First, please select which Role type you want to work as :

Seller/Servicer
 Document Custodian
 Freddie Mac

[Build Information](#)

By using this website, you agree to be bound by the attached [Terms & Conditions](#)
If you have comments concerning our website, please contact the [Freddie Mac Webmaster](#)
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6. Enter your **Unit ID** and/or **Seller/Servicer Number** (for Seller/Servicer role) or **Unit ID** and/or **Document Custodian Number** (for Document Custodian role). If you selected Freddie Mac role, the Welcome screen displays automatically.

Introduction to the Selling System

Freddie Mac Selling Login: Context

Context

Next, fill in One or both of the fields below :

Unit ID :

Seller/Service Number :

[Build Information](#)

By using this website, you agree to be bound by the attached [Terms & Conditions](#)
If you have comments concerning our website, please contact the [Freddie Mac Webmaster](#)
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7. Click **Continue**.

The Welcome screen displays. This is also known as the home page of the selling system.

Introduction to the Selling System

Home | Help | News | Contact Us | Admin | Logout | FreddieMac.com

Freddie Mac
Selling
Welcome to the Selling System

Welcome to the Freddie Mac Selling System

2 days left until the selling system is updated with the ULDD Phase 2 requirements
Beginning May 19, the selling system will contain the ULDD Phase 2 requirements, which are effective for all loans with Application Received Dates on or after March 1, 2014, and delivered on or after August 25, 2014.

The Latest News as of May 8, 2014

Prepare for the Selling System Update on May 19

The selling system transition period begins on Monday, May 19, when the selling system will be updated for the ULDD Phase 2 requirements. Read our [Single-Family News Center](#) article with important information to help ensure your loans continue to process and fund smoothly, before and after the update.

New ULDD tutorials to help you prepare:

- [Prepare for the ULDD Phase 2 Conversion](#) job aid
- [Get Ready for ULDD Phase 2](#) tutorial

Customer Test Environment Now Available

The Freddie Mac selling system customer test environment (CTE) is now available to help you prepare for the Uniform Loan Delivery Dataset (ULDD) Phase 2 requirements. Access the CTE using your existing login credentials to preview the ULDD selling system, which will be updated with the Phase 2 requirements on Monday, May 19, 2014. For more information, read our [Single-Family News Center](#) [article](#).

Historical Loan Data

Beginning April 14, 2014, the selling system provides a new feature that provides you with access to historical loan delivery data for fulfilled contracts and the loans associated with those contracts. For more information, read our [Single-Family News Center](#) [article](#).

Self-Service Password Reset Capability – Action Required

Create your user profile today to manage your personal information and password for Single-Family business applications. Click [here](#) to get started. For more information, read our [Single-Family News Center](#) [article](#).

Selling System Resources

Visit FreddieMac.com for information and resources on the following topics:

- [Selling System Tips for Resolving Delivery Edits](#)
- [Selling and Delivering Loans](#)
- [Selling System Resources](#)
- [Training and Resources](#)
- [Selling System Updates, 2nd Quarter 2014 Tutorial](#)

For the latest information on the selling system performance, please sign up for a technology alert on the FreddieMac.com [Subscription Center](#).

Possible Selling System Compatibility Issues with Internet Explorer 10 or Higher

The selling system is currently certified on Windows Internet Explorer Version 9.0. Sellers who use Windows Internet Explorer 10 or higher may experience compatibility issues when using the selling system. Adding the selling system to the list of sites in Internet Explorer's Compatibility View may help resolve this issue. Please work with your internal IT department if you continue to experience problems.

Remember to Log In to Avoid Service Interruptions

In order to keep your access to Freddie Mac systems active and prevent service interruption, you must sign in to each account every 120 days. Please remind other users within your organization of this requirement, if applicable. If you have any questions, please call 800-FREDDIE.

Selling System Hours of Operation

8 a.m. – 8 p.m. ET, Monday through Friday business days. Visit our [online listing](#) for a complete schedule, including holiday hours.

Customer Service

8 a.m. – 8 p.m. ET, Monday through Friday business days. Call (800) FREDDIE and enter "3" for loan delivery.

Navigation

This page will provide updates regarding the selling system. It is updated regularly, so check it often.



This page will provide updates regarding the selling system. It is updated regularly, so check it often.

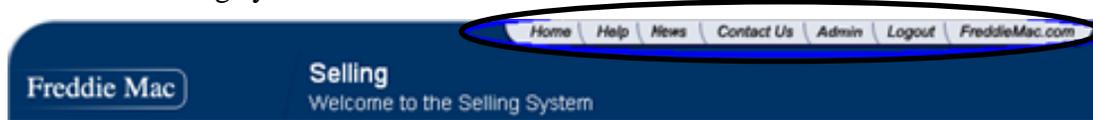
Navigation

It is easy to navigate in the selling system. Each screen has two main navigation components—the top menu bar and the left navigation bar.

Introduction to the Selling System

Top Menu Bar

The menu bar is located across the top of each screen and offers support functionality to users of the selling system.



The following table describes the various features and functions available on the Top Menu Bar.

Top Menu Bar Features and Functions	
Tab Name	Description
Home	The Home tab always returns you to the Welcome screen/home page of the selling system.
Help	The Help tab links to Online Help which provides process overviews, procedures, and video clips on how to complete tasks within the selling system.
News	The News tab will take you to Freddie Mac's Selling System News page which provides timely information about system features and other news.
Contact Us	The Contact Us tab provides customer-service contact information.
Admin	The Admin tab allows the Setup Administrator user role to create new and edit existing wire instructions (for Guarantor and MultiLender sellers only).
Logout	The Logout tab logs you out of the selling system.
FreddieMac.com	The FreddieMac.com tab links to FreddieMac.com, our corporate website.

Left Navigation Bar

The left navigation bar (shown on previous page, with blue background) enables you to access and perform many different functions in the selling system. The particular user role(s) assigned to you determines what functions you can access. Only those functions available to your user role will display in the left navigation bar.

Introduction to the Selling System

The selling system functions accessible from the left navigation bar are described in the table below.

Functionality	Allows the user to . . .
Pricing and Contracting	
Request FM Price Sheet (Cash Only)	<ul style="list-style-type: none"> ▪ Request, print and export Freddie Mac Price Sheets ▪ View Exhibit 19, Postsettlement Delivery Fees ▪ Execute a Freddie Mac Cash Contract
Take Out Cash Contract	Execute a Freddie Mac Cash contract
Take Out Guarantor Contract	Execute a Freddie Mac Guarantor contract
Add Loans to Contract	Add loans to a contract to fulfill the contract terms
Remove Loans From Contract	Remove loans from a contract
Pair-Off Contract (Cash Only)	Cancel all or part of the remaining balance on a contract if the contract cannot be fulfilled. A fee may be assessed
Manage Templates	Create and modify contract templates
Import Guarantor Contracts	Import Guarantor Contract
View Import Contract Results	View the results of the import
Loans	
Loan Pipeline	<ul style="list-style-type: none"> ▪ Manage loans in your pipeline ▪ View, modify, evaluate, and delete pipeline loans ▪ Compare pipeline loans with loan data in Loan Prospector®
Create New Loan	Enter a new loan into the system to fulfill contract terms
View Evaluation Issues	Search and view loans with evaluation issues
View Evaluation Results	Check the progress of loan evaluation and access loan evaluation results
MISMO XML Import	Import loans into the system using the ULDD specification based on the MISMO v3.0 standard
Import from LP	Import loan data from Loan Prospector into the system to fulfill contract terms
View Import Results	View the results of an import
Customize Import Formats	Create customized import formats for loan data
Export Data	Export loan or contract data into a CSV (comma-delimited), Excel, or XML format
View Export Results	<ul style="list-style-type: none"> ▪ Check the progress of export files ▪ Access completed export files ▪ Download export files

Introduction to the Selling System

Functionality	Allows the user to . . .
Settlement	
Review Certification Issues	Identify certification issues on loans submitted for certification
Enter Settlement Details	<ul style="list-style-type: none"> ▪ Select wiring instructions ▪ Select a Warehouse Lender, if applicable ▪ Select the Servicer, if applicable ▪ Change your default Custodian, if applicable
Create/View Certification Forms	Build, view and print: <ul style="list-style-type: none"> ▪ Form 996E <i>Warehouse Provider Release and Transfer</i> ▪ Form 1034E <i>Custodial Certification Schedule</i> ▪ Note Delivery Cover Sheet
Record Warehouse Lender Release	Indicates the Warehouse Lender has released its security interest in the Notes. You must confirm the Wire Instructions.
View Warehouse Lender Release	Print and View Form 996E <i>Warehouse Provider Release and Transfer</i>
View Settlement Statements	Print and view: <ul style="list-style-type: none"> ▪ <i>Loan Purchase Statement</i> ▪ <i>Funding (Settlement) Detail Report</i>
Transfer Servicing Instructions (Cash Servicing Released Only)	Print and view: <ul style="list-style-type: none"> ▪ Transfer of Servicing Packaging and Shipping Instructions ▪ Document Checklist ▪ Seller Payment/Refund Transmittal
Other	
View Contract Pipeline	View all of your organization's contract activity in the system and search for contracts in your pipeline
View Exclusionary List	Print and view Freddie Mac's Exclusionary List
Search for Contracts	Search for contracts in your pipeline
Change User Context	Log in using a different seller number (when your company has more than one) or branch (if applicable) without completely logging out of the system

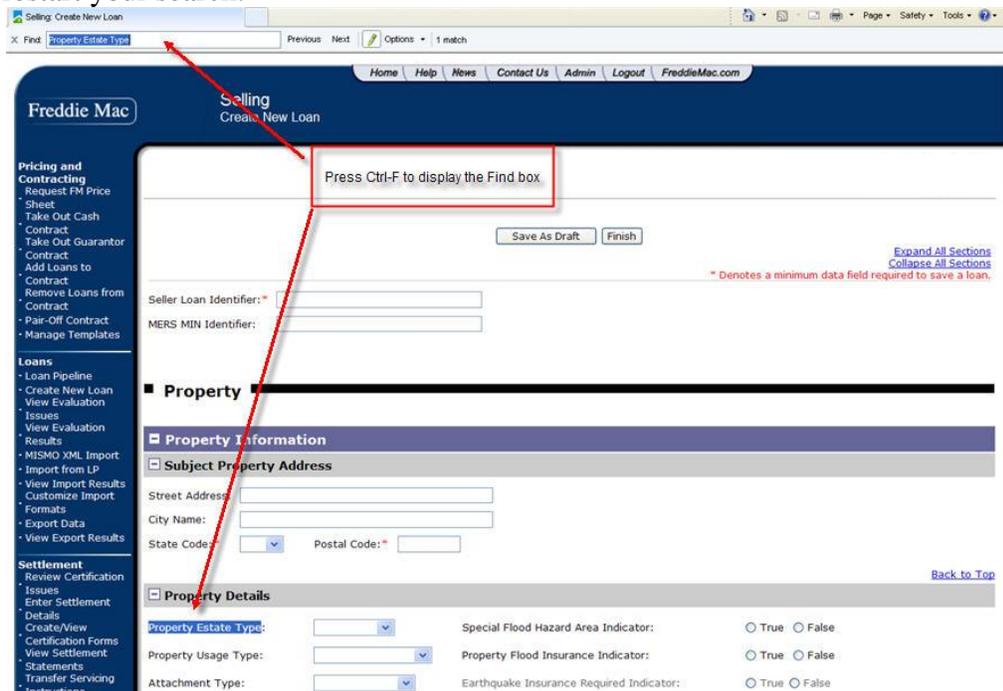
Find Feature

The find feature in the selling system will help you find information. Just key in the name of the topic, the function name or the data field name and the system will find it by searching in the screen/page you are viewing. The find feature will help you when clearing loan edits. For instance, when you search for a data point name, the system conducts a search based on the screen (or loan state) you are viewing. To use the find feature, follow these procedures:

1. Press **Ctrl F** on your keyboard to access the Find feature. The Find box will display.
2. Enter the ULDD data point field name.
3. Press the **Enter** key or click "**Next**".

Introduction to the Selling System

The system locates and highlights each occurrence of the data point. If no results display, confirm the spelling of the data point, or select another loan state tab and restart your search.



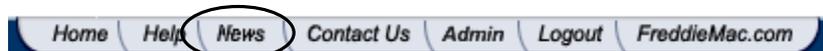
Selling System Help

When you sell loans to Freddie Mac, you have comprehensive help to guide you through available functionality. Several types of help are available, including online help, live support, instructor-led training, and the Learning Center on FreddieMac.com/learn.

Selling System News

To provide you with the best Web-based, all-in-one solution for pricing, contracting, and delivery, Freddie Mac periodically updates the way you sell loans to us by making system enhancements and performance improvements. Freddie Mac provides pricing updates, new execution and delivery requirements, and ULDD announcements via the News tab.

To access the News tab while in the selling system, go to the top menu bar and click on News.



The Single-Family News Center: Sell and Deliver page displays.

Introduction to the Selling System

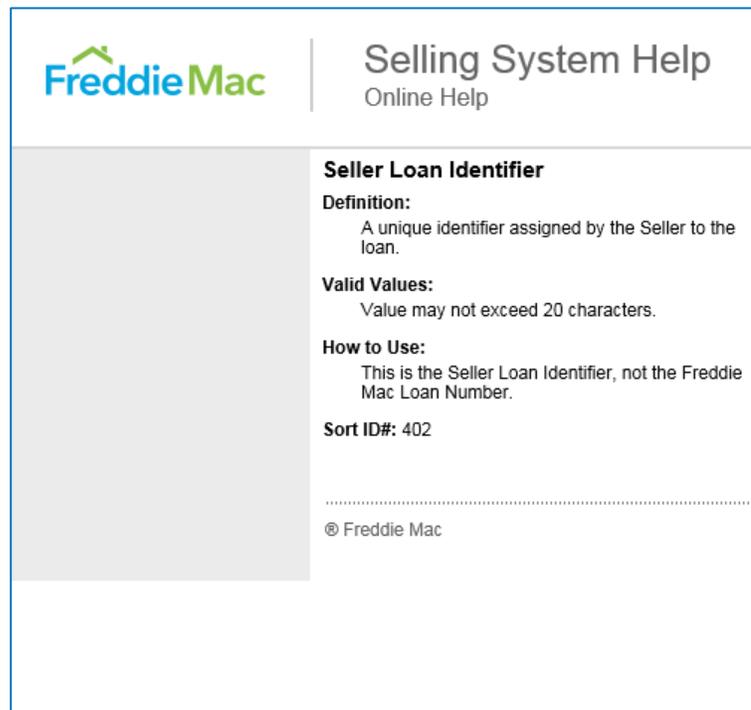
The screenshot displays the Freddie Mac website's 'Sell and Deliver' section. The top navigation bar includes 'MENU', 'HOME', 'Careers', and 'Contact Us', along with a search bar and 'SEARCH' button. The Freddie Mac logo and tagline 'We make home possible' are on the left, and social media links for Facebook, LinkedIn, YouTube, and Twitter are on the right. The main content area is titled 'Sell and Deliver' and features a large image of three business professionals. Below this, there are three featured sections: 'Selling System' (describing integration of secondary market functions), 'Loan Quality Advisor' (describing an automated way to identify credit issues), and 'Loan Coverage Advisor' (describing a tool for calculating representation and warranty relief). A 'Loan Advisor Suite' banner indicates a coming in 2016. A 'Resources' section on the right lists various guides and documents. A left-hand navigation menu lists categories like 'Single-Family', 'Mortgage Products', 'Multifamily', 'Debt Securities', 'Mortgage Securities', and 'Credit Risk Offerings'.

Field-Level Help

The selling system now provides help at the field level. When on the Create New Loan screen, you can access help by clicking the data point name. The online help window opens and displays the following:

- **Definition.** Provides a definition for the data point you selected. (Each data point in the Create/Modify Loan screen has field-level help.)
- **Valid Values.** Describes the values available in the drop-down menus that are allowable by Freddie Mac, including how and when to select them. Additionally, for those fields into which text must be entered, describes the number of characters allowed and the proper format to use. For example, some data points prohibit decimal places while others (Note Amount) accept them.
- **When to Use.** Describes whether the data point is required based on if you are delivering Phase 1 data points or Phase 2.
- **How to Use.** Provides additional information if needed.
- **Sort ID#.** Allows you to cross reference the associated data point with Appendices A and D of *Single Family Seller/Servicer Guide* Chapter 6302. This can help when mapping to your internal systems or attempting to clear a selling system edit.

Introduction to the Selling System



The screenshot shows the 'Selling System Help' online help page. At the top left is the Freddie Mac logo. To the right, the page title is 'Selling System Help' with 'Online Help' underneath. The main content area is titled 'Seller Loan Identifier'. It includes a 'Definition:' section stating it's a unique identifier assigned by the seller to the loan. A 'Valid Values:' section states the value may not exceed 20 characters. A 'How to Use:' section clarifies it's the Seller Loan Identifier, not the Freddie Mac Loan Number. The 'Sort ID#' is listed as 402. At the bottom, there is a copyright notice: '© Freddie Mac'.

Online Help

Online help provides process overviews, procedures, and the most current user guides. You can access Online Help from any screen within the system, by clicking the Help tab on the top menu bar. The main help menu displays allowing you to select the function with which you need help.

Live Support

Customers may obtain live support by calling Customer Support (800 FREDDIE and selecting “3”). The support line is available Monday through Friday from 8:00 a.m. until 8:00 p.m. Eastern Time.

Request Freddie Mac Indication Price Sheet

Chapter 2

Overview

The selling system puts you in control, providing you with an easy and efficient process to access real-time seller-specific Freddie Mac cash prices. You can request a Freddie Mac contract-level or loan-level price sheet and receive indication prices based on criteria you select.

Indication prices are real-time Freddie Mac prices that you would receive if you executed a contract at that moment in time. Thus, when viewing a Freddie Mac Mandatory Price Sheet, the selling system allows you to immediately access the Take Out Mandatory Cash Contract function by clicking on an Indication Price link. This feature allows for quicker execution of cash contracts when a favorable price is evident. However, if you are not taking out a contract when you obtain indication pricing and market conditions change, there is no guarantee that you will receive the indication price if/ when you decide to execute that contract.

The sections below will provide you with a general understanding of pricing components, contract and pricing options for creating a price sheet.

The following components will affect the indication pricing you receive:

- Contract Option
- Servicing Option
- Pricing Detail
- Servicing Fee Rate
- Contract Product
- Interest Rate
- Remittance Option
- Contract Period

Contract Options

There are two types of contracts available in the selling system: mandatory contracts, available for fixed-rate mortgages and ARMs; and best efforts contracts, available for fixed-rate mortgages *only*. The contract option you select can affect the indication price you receive. Each contract option has specific characteristics and basic rules, some of which are listed below:

- Mandatory:
 - Minimum contract amount is \$1000
 - Contract may contain single or multiple loans
 - Extensions are not permitted
 - Contract terms cannot be modified
 - Subject to purchase tolerance and pair-offs

Request Freddie Mac Indication Price Sheet

See Section 6101.3 and 6102.4 of the *Freddie Mac Single-Family Seller/Servicer Guide* (Guide) for additional information.

- Best Efforts:
 - Minimum contract amount is \$1000
 - Contract is limited to a single loan
 - Extensions are permitted
 - Modifications are allowed to contract terms and most loan data fields

See Section 6101.4 of the Guide for additional information.

Servicing Option

The servicing option selection indicates who will service the mortgages sold to Freddie Mac.

- **Servicing Released** is selected when you transfer servicing to a Freddie Mac-selected servicer. There are additional steps that you must follow to provide the servicer with required documentation. See Section 6101.7 of the Guide for additional information regarding the Servicing Released Sales Process. This option is available only for eligible fixed-rate mortgages.
- **Servicing Retained/CTOS** should be selected when the seller will retain servicing or will execute a concurrent transfer of servicing.

Pricing Detail

Contract level pricing provides an indication price when basic contract attributes are selected. Loan level prices are the indication prices for particular mortgages adjusted to reflect potential delivery fees.

- **Contract Level Pricing** parameters include but are not limited to: contract option, servicing option, servicing fee, contract amount, contract and/or pricing product, contract period, interest rate, CS/LTV, and remittance option.
- **Loan Level Pricing** parameters include all contract parameters in addition to: contract period (can select any number of days from 5 to 90), loan product, property type, occupancy, purpose, number of units, state where property is located, LP level, credit score, and LTV.

Servicing Fee Rate (Servicing Spread)

The servicing fee rate (Servicing Spread) you select has an impact on the pricing you receive.

For fixed-rate mortgages sold servicing released, the servicing fee rate defaults to 0.250% (25 basis points) and is non-negotiable. Refer to Guide Sections 6101.6(c), 6102.9(b), 6201.3(a)(b)(c) and 6101.6 and Guide Exhibit 28A. Otherwise, when taking out a Mandatory Cash Contract or Best Efforts Contract for fixed-rate mortgages, you must select a Minimum Contract Servicing Spread that is at least 0.250% and not more than .050%.

For WAC ARM Cash Contracts, you must select a weighted average Servicing Spread for the contract that is no less than 0.250% (25 basis points) and no greater than 0.375% (37.5 basis points) and must also select a separate Servicing Spread for each ARM

Request Freddie Mac Indication Price Sheet

allocated to the contract that is either 0.250% or 0.375%. See Sections 6101.6(c), 6102.9(b), 6201.3(a)(b)(c) and 6102.8 of the Guide for additional information regarding Servicing Spreads for WAC ARM Cash contracts.

Contract Product

The contract product is the selling system's highest-level indicator of the types of mortgages that can be delivered under a contract. By selecting the contract product and other contract terms you define the parameters of the contract and, at a high level, the indication prices for the contract. For eligible loan products available for each Contract Product, please refer to Guide Exhibit 17S, *Available Mortgage Products*.

Interest Rate

Interest rates impact the pricing of your loans. You can select an interest rate range in one-eighth increments to include on your price sheet. You can also select all interest rates to return a price for each published interest rate. Prices are displayed in one-eighth increments.

Remittance Option

For fixed-rate contracts, the following remittance cycle options are available:

- **Gold** remittance cycle, and
- **First Tuesday** remittance cycle

If you elect to sell mortgages under the Servicing Released Sales Process, you must use the Gold remittance cycle.

For WAC ARM Cash contracts, the following remittance cycle options are available:

- **First Tuesday** remittance cycle, and
- Accelerated Remittance Cycle (ARC)

The remittance cycles are described in Section 8303.18 of the Guide. Guide Exhibit 6, *Matrix of Remittance Cycle Options*, summarizes the remittance cycles available for mortgages sold to Freddie Mac.

Contract Period

The contract period refers to the number of calendar days you have to forward all delivery-related documents and/or data to Freddie Mac to fulfill your contract. You have the option of selecting all contract periods or choosing from a 5-, 10-, 15-, 30-, 45-, 60-, 75-, and/or 90-day contract period. Your price may be affected depending on the number of days you select. Loan level pricing allows you to obtain indication prices for a specific number of calendar days from 5 to 90.

Request Freddie Mac Indication Price Sheet

Request Freddie Mac Price Sheet

The following section will outline the procedures to obtain contract level and loan level price sheets, print price sheets, and Take Out a Cash Contract while viewing the prices.

Follow these steps to request a price sheet for a contract.

1. From the left navigation bar select **Request FM Price Sheet**. The Request Freddie Mac Price Sheet screen displays.

The screenshot shows the Freddie Mac web interface for requesting a price sheet. The top navigation bar includes links for Home, Help, News, Contact Us, Admin, Logout, and FreddieMac.com. The main header displays 'Freddie Mac' and 'Selling Request FreddieMac Price Sheet'. On the left, a navigation menu lists various options, with 'Request FM Price Sheet' highlighted. The main content area is titled 'Choose your parameters to begin creating a Freddie Mac price sheet.' and contains three sections: 'Contract Option' with radio buttons for 'Mandatory' (selected) and 'Best Efforts'; 'Servicing Option' with radio buttons for 'Released' (selected) and 'Retained/CTOS'; and 'Pricing Detail' with radio buttons for 'Contract Level Pricing' (selected) and 'Loan Level Pricing'. A 'Create Price Sheet >>' button is located at the bottom right of the form area.

2. Select your desired Contract Option.
3. Select your desired Servicing Option.
4. Select **Contract Level Pricing** under Pricing Detail
5. Click **Create Price Sheet >>**.

Request Freddie Mac Indication Price Sheet

The Request Freddie Mac Price Sheet re-displays with additional options.

Selling
Request Freddie Mac Price SheetHome Help News Contact Us Admin Logout FreddieMac.com

Organization: Test-Org
Seller/Servicer: 486565
Branch: 206473

Enter your parameters below to receive a Freddie Mac price sheet for servicing retained/CTOS loans.

Contract Option: Mandatory
Servicing Option: Retained/CTOS
Servicing Fee Rate: 0.250 %

Contract Product	Contract Period
<input type="checkbox"/> All Products	<input type="checkbox"/> All contract periods
Single Family Fixed	<input type="checkbox"/> 5 day
<input type="checkbox"/> 40-Year Fixed-Rate Conventional	<input type="checkbox"/> 10 day
<input type="checkbox"/> 20-Year Fixed Rate Conventional	<input checked="" type="checkbox"/> 15 day
<input type="checkbox"/> 30-Year Fixed Rate FHA/VA	<input checked="" type="checkbox"/> 30 day
<input type="checkbox"/> 15-Year Fixed Rate FHA/VA	<input type="checkbox"/> 45 day
<input type="checkbox"/> 30-Year Affordable Merit Rate	<input type="checkbox"/> 60 day
<input type="checkbox"/> 15-Year Convertible Biweekly	<input type="checkbox"/> 75 day
<input type="checkbox"/> 15-Year Non-Convertible Biweekly	<input type="checkbox"/> 90 day
<input type="checkbox"/> 15-Year Daily Simple Interest	
<input type="checkbox"/> 7-Year Balloon/Reset	
<input type="checkbox"/> 15/15 30-Year Fixed-Rate Initial Interest	
ARM	
<input type="checkbox"/> 1/1 1-Year CMT ARM 1/1/6 or 2/2/6	<input type="checkbox"/> 3/1 1-Year CMT ARM 2/2/6
<input type="checkbox"/> 5/1 1-Year CMT ARM 2/2/5	<input type="checkbox"/> 5/1 1-Year CMT ARM 5/2/5
<input type="checkbox"/> 7/1 1-Year CMT ARM 5/2/5	<input type="checkbox"/> 10/1 1-Year CMT ARM 5/2/5
<input type="checkbox"/> 1/1 1-Year LIBOR ARM 2/2/6	<input type="checkbox"/> 3/1 1-Year LIBOR ARM 2/2/5 or 6
<input type="checkbox"/> 5/1 1-Year LIBOR ARM 2/2/5 or 6	<input type="checkbox"/> 5/1 1-Year LIBOR ARM 5/2/5
<input type="checkbox"/> 7/1 1-Year LIBOR ARM 5/2/5	<input type="checkbox"/> 10/1 1-Year LIBOR ARM 5/2/5
<input type="checkbox"/> NonCnvt Initial Interest 3/1 1-Year CMT ARM 2/2/6	<input type="checkbox"/> NonCnvt Initial Interest 5/1 1-Year CMT ARM 2/2/5 or 6
<input type="checkbox"/> NonCnvt Initial Interest 5/1 1-Year CMT ARM 2/2/6	<input type="checkbox"/> NonCnvt Initial Interest 7/1 1-Year CMT ARM 2/2/5 or 6

Interest Rate: From 4.25 % to 4.5 % or All Interest Rates

Remittance Option: Gold First Tuesday

[CLEAR](#) [NEXT>>](#)

Request Freddie Mac Indication Price Sheet

6. Select the appropriate pricing variables to view your price sheet.
7. Click **NEXT>>**. The Freddie Mac Price Sheet displays as shown below.

Home Help News Contact Us Admin Logout FreddieMac.com

Selling
Freddie Mac Price Sheet

Organization: Test-Org
Seller/Service: 486565
Branch: 206473

[Printer-friendly Version](#)

These current Freddie Mac prices for Servicing Retained/CTOS Mandatory pricing were based on the following criteria:

Contract Option:	Mandatory	Servicing Fee Rate:	0.250%
Servicing Option:	Retained/CTOS	Remittance Option:	Gold

[Postsettlement Delivery Fees and Cash Adjustor for Relief Refinance Mortgages](#) (if applicable) are not included in the Contract Product prices displayed.

Valid as of 05/08/2014 04:15:01 AM EDT

30-Year Fixed Rate Conventional

Note Rate Percent	Contract Period: 15 day	Contract Period: 30 day
4.250%	102.114	101.956
4.375%	102.886	102.705
4.500%	103.632	103.451

Contract Day: 15 Day: 05/23/2014 ↔ **Expiration Dates:** 30 Day: 06/09/2014

[Download Price Sheet](#)

[comma delimited format]

8. Click the **Printer-friendly Version** link to print your rate sheet. The rate sheet displays in a separate browser.
9. Select **File:Print...** from the browser menu to print the price sheet.



You can view the Postsettlement Delivery Fees (Exhibit 19) from this screen by clicking the **Postsettlement Delivery Fee** link.

You can view the fees for Relief Refinance Mortgages by clicking the Cash Adjustor for Relief Refinance Mortgages.

Request Freddie Mac Indication Price Sheet

Take Out a Contract from the Price Sheet

Once you have requested an indication price sheet, you can easily take out a mandatory cash contract. The following procedure will show you how to take out a contract from the price sheet.

1. From the Freddie Mac Price Sheet click an Indication Price link for the Interest Rate that you want to use to take out a Mandatory cash contract.

For example, if you want to take out a contract directly from the price sheet page, click the price for the Note Rate Percent and Contract Period you want. In this example, we selected a 4.5% Note Rate/Interest Rate at a cash price of 103.451 with a 30 day contract period.

The screenshot shows the Freddie Mac Price Sheet interface. At the top, there is a navigation bar with links: Home, Help, News, Contact Us, Admin, Logout, and FreddieMac.com. Below this, the page title is "Selling Freddie Mac Price Sheet". On the right side, there is user information: Organization: Test-Org, Seller/Service: 486565, and Branch: 206473. A link for "Printer-friendly Version" is also present.

The main content area states: "These current Freddie Mac prices for Servicing Retained/CTOS Mandatory pricing were based on the following criteria:"

Contract Option:	Mandatory	Servicing Fee Rate:	0.250%
Servicing Option:	Retained/CTOS	Remittance Option:	Gold

Below the table, it notes: "Postsettlement Delivery Fees and Cash Adjustor for Relief Refinance Mortgages (if applicable) are not included in the Contract Product prices displayed."

The data is valid as of 05/08/2014 04:15:01 AM EDT.

The main table is titled "30-Year Fixed Rate Conventional" and has the following structure:

Note Rate Percent	Contract Period: 15 day	Contract Period: 30 day
4.250%	102.114	101.956
4.375%	102.886	102.705
4.500%	103.632	103.451

At the bottom, there is a section for "Contract Day:" and "Expiration Dates":

15 Day:	05/23/2014	30 Day:	06/09/2014
---------	------------	---------	------------

A "Download Price Sheet" link is located at the bottom right of the screenshot.

2. The Loan Purchase Contract Terms screen displays. Select a **Master Commitment** number, if applicable. If you do not have a Master Commitment, choose "None" from the drop-down menu.
3. Complete all required fields in the **Contract** and **Servicing Retained Information** sections.

Request Freddie Mac Indication Price Sheet



The screen could look different depending on the servicing option you selected.

Home Help News Contact Us Admin Logout FreddieMac.com

Selling
Loan Purchase Contract Terms

Organization: Test-Org
Seller/Servicer: 486565
Branch: 206473

Please complete the fields below. * denotes a required field.

Contract Information

Master Commitment:* NONE

Contract Product:* 30-Year Fixed Rate Conventional [Show Details](#)

Contract Amount:* \$ 1,000,000.00

Contract Name: Example 1

Contract Period:* 30 days (Enter a number between 2 and 90)

Interest Rate Percent Range:* from 4.000 % to 4.500 %
(in 0.125 increments)

0% - <=105%

>105% - <=115%

>115% - <=125%

>125%

Servicing Retained Information

Servicing Option:* Retained CTOS

Designated Servicer #:* 486565 Test

Servicing Fee Rate:* 0.250 %

Remittance Option:* Gold

Interest / Principal Remittance Type:* Scheduled/Actual
(no additional options available at this time)

Prepayment Remittance Due Days:* 5 days

Clear Form Price Contract

<< Change Contract parameters



Selections made on the Request Freddie Mac Price Sheet screen will automatically populate on this screen. The contract interest rate range is the interest rate selected from the rate sheet. You can edit/override any populated field(s). To change your servicing option, select <<Change Contract parameters.

4. Click **Price Contract**. The Contract Price screen displays. This screen displays the price that you will receive for mortgages sold under this contract. You will have 60 seconds to accept or reject the price.

Request Freddie Mac Indication Price Sheet

Home | Help | News | Contact Us | Admin | Logout | FreddieMac.com

Selling
Contract Price

Organization: Test-Org
Seller/Servicer: 486565
Branch: 206473

****Contract Price**

You have 60 seconds to accept, reject, or adjust the contract price.

Contract Amount: \$1,000,000.00 Contract Product: 30-Year Fixed Rate Conventional
Expiration Date: 06/09/2014

Interest Rate Range: 4.000% 4.125% 4.250% 4.375% 4.500%
Contract Price: 99.894 100.925 101.956 102.705 103.451

Time Remaining: 57 Seconds

** Price information displayed here is not final. Final price adjustments for each mortgage will be determined at settlement and reflected on your settlement statement.

Contract Details

Investor Contract Identifier:	31412764	Servicing Option:	Retained
Contract Name:	Example 1	Designated Servicer #:	486565
Contract Type:	Mandatory	Servicing Fee Rate:	0.250%
Expiration Date:	06/09/2014	Prepayment Remittance Due Days:	5
Contract Period:	30	Remittance Option:	Gold
Master Commitment:	NONE		

5. Click **Accept** from the Contract Price screen if you agree to the terms. The system will prompt "You have 15 seconds to accept this price."

Request Freddie Mac Indication Price Sheet

[Home](#) | [Help](#) | [News](#) | [Contact Us](#) | [Admin](#) | [Logout](#) | [FreddieMac.com](#)

Selling
 Contract Price

Organization: Test-Org
 Seller/Service: 486565
 Branch: 206473

****Contract Price**

You have 15 seconds to accept this price.

Contract Amount:	\$1,000,000.00	Contract Product:	30-Year Fixed Rate Conventional
Expiration Date:	06/09/2014		

Interest Rate Range:	4.000%	4.125%	4.250%	4.375%	4.500%
Contract Price:	99.894	100.925	101.956	102.705	103.451

Time Remaining: 12 Seconds

** Price information displayed here is not final. Final price adjustments for each mortgage will be determined at settlement and reflected on your settlement statement.

- Click **I Agree**. The Cash Contract Details screen displays along with a summary of your contract terms.

[Home](#) | [Help](#) | [News](#) | [Contact Us](#) | [Admin](#) | [Logout](#) | [FreddieMac.com](#)

Selling
 Cash Contract Details

Organization: Test-Org
 Seller/Service: 486565
 Branch: 206473

Summary of Contract Terms:

Contract Name:	Example 1	Remaining Balance:	\$1,000,000.00
Investor Contract Identifier:	31412764	Contract Amount:	\$1,000,000
Contract Type:	Mandatory	Contract Status:	Accepted
Contract Product:	30-Year Fixed Rate Conventional	Accepted Date:	05/08/2014 15:11:37
LTV Ratio Percent Range:	0% - <=105%	Pair off Amc:	
Master Commitment:	NONE	Expiration Date:	06/09/2014
Loan Amortization Period Count:	239 to 362 months	Servicing Option:	Retained
Note Rate Percent Range:	4.000% to 4.500%	Servicer #:	486565
Loan Maturity Period Count:	241 to 360 months	Servicing Fee Rate:	0.250%
		Remittance Option:	Gold
		Total UPB:	\$0.00

Interest Rate Range:	4.000%	4.125%	4.250%	4.375%	4.500%
Contract Price:	99.894	100.925	101.956	102.705	103.451

There are no loans added to this contract.

Contract Options
[Modify Mandatory Contract](#)
[Change Contract Name](#)
[Add Loan\(s\)](#)
[Pair-off](#)
[View/Print Contract Confirmation](#)

Loan Options
 No options available

Request Freddie Mac Indication Price Sheet

Request a Loan Level Price Sheet

The following procedure will outline how to request a Loan Level indication price sheet.

1. From the left navigation bar select **Request FM Price Sheet**. The Request Freddie Mac Price Sheet screen displays.

The screenshot shows a web application interface for requesting a Freddie Mac price sheet. At the top, there is a navigation bar with links for Home, Help, News, Contact Us, Admin, Logout, and FreddieMac.com. Below this, the page title is 'Selling Request FreddieMac Price Sheet'. On the left, there is a navigation menu with 'Pricing and Contracting' selected, showing options like 'Request FM Price Sheet', 'Take Out Cash Contract', 'Take Out Guarantor Contract', 'Add Loans to Contract', 'Remove Loans from Contract', 'Pair-Off Contract', 'Manage Templates', 'Import Guarantor Contracts', 'View Import', and 'Contract Results'. The main content area is titled 'Choose your parameters to begin creating a Freddie Mac price sheet.' and contains three sections: 'Contract Option' with radio buttons for 'Mandatory' (selected) and 'Best Efforts'; 'Servicing Option' with radio buttons for 'Released' and 'Retained/CTOS' (selected); and 'Pricing Detail' with radio buttons for 'Contract Level Pricing' and 'Loan Level Pricing' (selected). A 'Create Price Sheet >>' button is located at the bottom right of the form. In the top right corner of the main content area, there is a small box displaying 'Organization: Test-Org', 'Seller/Service: 486565', and 'Branch: 206473'.

2. Select your desired **Contract Option** and **Servicing Option**.
3. Select **Loan Level Pricing** under Pricing Detail.
4. Click **Create Price Sheet >>**. The Request Freddie Mac Price Sheet re-displays with additional options to select.

Request Freddie Mac Indication Price Sheet

Organization: Test-Org
Seller/Service: 486565
Branch: 206473

* denotes a required field.

Please enter data into the relevant fields below. You may create up to five sample loans.

Contract Option: Mandatory Servicing Fee Rate: 0.250 %
 Servicing Option: Retained/CTOS Remittance Option: Gold First Tuesday

Note Rate Percent:* From 4.25 % to 4.5 % or All Note Rates
 Contract Period:* 30 days
 Note Amount:* \$ 175,000.00
 Loan Reference Product Label:* 30-Year Fixed Rate Conventional

Enter data in the relevant fields below.

Payment Frequency Type: Monthly Convertible Indicator
 Section Of Act Type: Assumability Indicator
 Loan Program Identifier:

To receive a Loan Level indication net price (including some, but not all standard delivery fees), please provide data for the additional section below.

Property Estate Type: Fee Simple PUD Indicator
 Construction Method Type: Site Built State Code: VA
 Project Legal structure Type: LP Price Level:
 (This will apply only to A-Minus loans)
 Property Usage Type: Primary Residence Loan Level Credit Score Value: 780
 Loan Purpose Type: Purchase LTV Ratio Percent: 75 %
 Refinance Cash Out Determination Type: Financed Unit Count: 1

[Add to Request](#)

[CLEAR](#) [NEXT>>](#)

- Select the appropriate pricing variables to view your price sheet. The fields located in the second half of the screen will determine the loan level indication price.
- Click **Add to Request** to add your loan selections to the list of loans to attain a loan level price for up to five pricing scenarios. The Request Freddie Mac Price Sheet re-displays with your loan level price request.

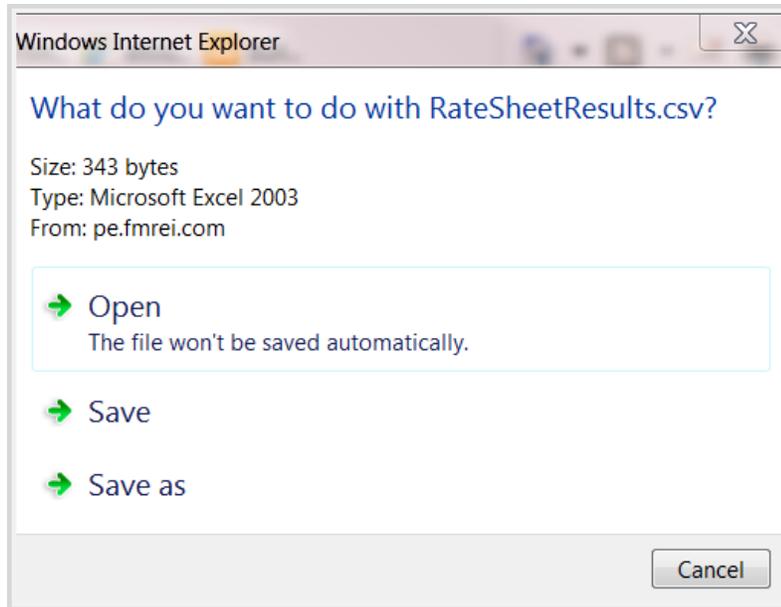
[Add to Request](#)

Loan 1						
Loan Reference Product:	30-Year Fixed-Rate Conventional	Note Amount:	175000.00	Loan Purpose Type:	Purchase	Remove
Note Rate Percent:	4.25 - 4.5 %	Contract Period:	30	State Code:	VA	
Payment Frequency Type:	Monthly	Property Estate Type:	Fee Simple	LP Price Level:		
Section Of Act Type:		Construction Method Type:	Site Built	Loan Level Credit Score Value:	780	
Loan Program Identifier:		Project Legal Structure Type:		Financed Unit Count:	1	
Convertible Indicator:	false	PUD Indicator:	false	LTV Ratio Percent:	75.0 %	
Assumability Indicator:	false	Property Usage Type:	Primary Residence	Refinance Cash Out Determination Type:		

[CLEAR](#) [NEXT>>](#)

- If you want to receive loan level indication prices for another loan, select the appropriate pricing variables for your next loan.
- Click **Add to Request** to add the loan. You may view loan level pricing for up to five loans.
- Once you add the desired number of loans to your request, click **Next>>**. The Freddie Mac Price Sheet screen displays with loan level prices for each loan added.

Request Freddie Mac Indication Price Sheet



If you choose...	Then...
Open	The price sheet will open in the comma-delimited program you have chosen.
Save	The .csv file will automatically download, allowing you to open the file/folder or view downloads.
Save as	The Save As window appears. Type the name of your file in the File name field and click Save .

Introduction

This chapter contains an overview of Cash Contracts, a listing of contract data fields, general contract requirements, an example of the Contract Details screen and provides information on the Contract Pipeline.

Overview

A contract (also known as a purchase contract) is an agreement between the Seller and Freddie Mac covering the purchase of a specific dollar amount of mortgages, the Seller's obligation to deliver such mortgages on a mandatory or optional basis, and the delivery period. Within the selling system a seller can take out a contract to sell loans to Freddie Mac. The *Single-Family Seller/Servicer Guide* (Guide) governs the business relationship between a Seller/Servicer and Freddie Mac relating to the sale and servicing of mortgages and may be supplemented by other negotiated terms that constitute part of the Seller/Servicer's Purchase Documents, as that term is defined in the Guide Glossary. See also Guide Chapter 1501 for more information about Master Agreements and Master Commitments that provide Seller- or Servicer-specific negotiated terms, and also for more information about Guide Plus Additional Provisions.

You can sell mortgages to Freddie Mac for cash without entering into a Master Agreement or Master Commitment Contract. If you do, you enter into a Cash Purchase Contract that incorporates the Guide by reference, and all mortgages you sell to Freddie Mac for cash must meet Guide requirements.

Master Agreements and Master Commitments

A Master Agreement and/or Master Commitment is a binding contract between Freddie Mac and the Seller. These contracts contain Seller- and/or Servicer-specific, negotiated terms for the purchase and sale and/or servicing of mortgages. A Master Commitment is usually issued in conjunction with the Master Agreement, but may not be.

A Master Agreement provides the terms for origination, underwriting, delivery and other relevant terms under which Freddie Mac will purchase eligible mortgages over a fixed period of time.

See Guide Chapter 1501 for additional information about Master Agreements and Master Commitments.

Types of Cash Contracts

Under the Cash program, Freddie Mac offers the following contract types:

- Mandatory Fixed-Rate Cash
- Mandatory WAC ARM Cash
- Best Efforts Cash

Cash Contracts

Refer to the sections below for contract description types and general requirements for Mandatory and Best Efforts contracts.

Mandatory Fixed Rate Cash Contracts

Under a Mandatory Fixed-Rate Cash Contract, a Seller must sell Freddie Mac one or more fixed-rate mortgages that meet all of the contract requirements and have an aggregate unpaid principal balance (UPB) equal to the contract amount (subject to the purchase tolerance) and complete all requirements for the sale of the mortgages by close of business on the Purchase Contract Expiration Date.

See Guide Section 6101.3 for more information about Fixed-Rate Mandatory Cash Contracts.

Refer to the table below for general contract requirements.

Mandatory Fixed-Rate Cash Contracts	
Feature	Description
Contract Product	15-, 20-, and 30- year fully amortizing fixed-rate mortgages. See Guide Exhibit 17S: Available Mortgage Products for servicing retained mortgages. See the Availability Matrix for Cash Servicing Released and Best Efforts mortgages: Availability Matrix
Remittance Cycle	Gold
Servicing Spread	<ul style="list-style-type: none">▪ Minimum servicing spread of 0.25%▪ Maximum servicing spread of .50%
Servicing Options	<ul style="list-style-type: none">▪ Servicing Retained▪ Servicing Released▪ Concurrent Transfer of Servicing (CTOS)
Minimum Contract Amount	\$1,000
Contract Period	2 to 90 day contract delivery period.

Cash Contracts

Mandatory Fixed-Rate Cash Contracts	
Feature	Description
Pair-off	If you are unable to fulfill the terms of a mandatory contract within the cash tolerance levels you will be charged a pair-off fee. The pair-off amount for a cash contract is equal to the original contract/commitment amount, less the applicable purchase tolerance and less the amount of mortgages previously purchased by Freddie Mac under the applicable contract. The purchase tolerance is equal to the greater of 2.5% of the Purchase Contract amount or \$10,000.
Loan Substitutions Allowed	Yes, if the loan fits within the terms of the original contract.
Contract extensions and Relocks Allowed	Not allowed for Mandatory Contracts.
Settlement	<ul style="list-style-type: none">▪ Request a specific settlement date or loans can settle individually within a contract as they are ready▪ If loans are certified by noon, receive settlement on the same day if your settlement designation is AM/PM▪ Access settlement statements on the day of funding/settlement

Mandatory WAC ARM Cash Contracts

Under a Mandatory WAC ARM Cash Contract, a Seller must sell Freddie Mac one or more ARMs that meet all of the contract requirements and have an aggregate unpaid principal balance (UPB) equal to the contract amount (subject to the purchase tolerance) and complete all requirements for the sale of the mortgages by close of business on the contract expiration date.

Under WAC ARM Cash, the ARMs in a single contract may be delivered with Note Rates, Margins, Life Caps, Servicing Spreads and number of months to the next Interest Change Date that vary within a specified range.

Calculating Weighted Averages

When delivering loans under a WAC ARM Cash Contract, the selling system will calculate the weighted averages of certain loan attributes. The weighted average Note Rate is calculated by multiplying the unpaid principal balance (UPB) of each ARM allocated to a contract by the Note Rate of the ARM. To determine the weighted average Note Rate, add the sum of this calculation for each ARM and divide by the total UPB of all ARMs in the contract. For example:

Cash Contracts

Loan	UPB	Note Rate (%)	(UPB x Note Rate)
1	\$100,000.00	4.50	450,000.00
2	\$200,000.00	4.75	950,000.00
3	\$300,000.00	5.00	1,500,000.00

Total UPB = \$600,000.00

Total UPB x Note Rate = 2,900,000.00

Weighted Average Note Rate = 2,900,000.00 divided by 600,000.00 = 4.833333

The weighted average gross margin is calculated by multiplying the UPB of each ARM allocated to a contract by the gross margin of that ARM. To determine the weighted average gross margin, add the sum of this calculation for each ARM allocated to the contract and divide by the total UPB of all ARMs in the contract. For example:

Loan	UPB	Gross Margin (%)	(UPB x Margin)
1	\$100,000.00	2.75	275,000.00
2	\$200,000.00	2.5	500,000.00
3	\$300,000.00	2.5	750,000.00

Total UPB = \$600,000.00

Total UPB x Margin = 1,525,000.00

Weighted Average Gross Margin = 1,525,000.00 divided by 600,000.00 = 2.541666

Yield Maintenance Fee

If the weighted averages of the Loan Attributes (Note Rate, Servicing Spread, Margin, months to adjustment date and Life Cap) are outside the contract tolerances calculated by the selling system, a yield maintenance fee will be assessed, that may result in a fee due Freddie Mac from the Seller or a fee due to the Seller from Freddie Mac. See Guide Section 6102.5 for more information about the Yield Maintenance fee. Yield Maintenance fees will be included in the Seller's monthly invoice and paid as set forth in Guide Chapter 6303.

If applicable, the yield maintenance fee will appear on the **Pair-Off** screen and the **View Weighted Average Terms** from the Cash Contract Details screen after the contract is fulfilled. No Yield Maintenance Fee will be assessed if you do not deliver under the WAC ARM Cash Contract.

Cash Contracts

See Guide Chapters 6102 and 4401 for more information about WAC ARM Cash Contracts and ARMs eligible for sale to Freddie Mac.

Refer to the table below for general contract requirements.

Mandatory WAC ARM Cash Contracts	
Feature	Description
Contract Product	<ul style="list-style-type: none"> ▪ First lien mortgages that are fully amortizing with an original maturity not exceeding 30 years ▪ Nonconvertible CMT-indexed ARMs or LIBOR-indexed ARMs <p>See Guide Exhibit 17S: Available Mortgage Products</p>
Remittance Cycle	<ul style="list-style-type: none"> ▪ First Tuesday ▪ Accelerated Remittance Cycle (ARC) <p>See Guide Section 8303.16 and Guide Exhibit 6, Matrix of Remittance Cycle Options.</p>
Servicing Spread	<ul style="list-style-type: none"> ▪ Minimum servicing spread of 0.25% ▪ Maximum servicing spread of 0.375% <p>(ARMs with a weighted average servicing spread for the contract that is no less than 0.25% and no greater than 0.375%, and have a separate servicing spread for each mortgage allocated to the contract that is either 0.25% or 0.375 %.)</p>
Servicing Options	<ul style="list-style-type: none"> ▪ Servicing Retained ▪ Concurrent Transfer of Servicing (CTOS)
Minimum Contract Amount	\$1,000
Contract Period	2 to 90 day contract delivery period
Pair-off	<p>If you are unable to fulfill the terms of a mandatory contract within the cash tolerance levels, you will be charged a pair-off fee. The pair-off amount for cash contract is equal to the original contract/commitment amount, less the applicable purchase tolerance and less the amount of mortgages previously purchased by Freddie Mac under the applicable Purchase Contract. The purchase tolerance is equal to the greater of 2.5% of the Purchase Contract amount or \$10,000.</p>

Cash Contracts

Mandatory WAC ARM Cash Contracts	
Feature	Description
Yield Maintenance Fee	The selling system will calculate the weighted averages of the Loan Attributes and if they are not within the applicable Contract Level Tolerances, a Yield Maintenance Fee will be assessed. Refer to Guide Section 6102.5 for additional information on Yield Maintenance Fees.
Loan Substitutions Allowed	Loan substitutions are allowed if the loan fits within the terms of the original contract.
Contract extensions and Relocks Allowed	Not applicable for Mandatory Contracts.
Settlement	<ul style="list-style-type: none"> ▪ Request a specific settlement date, or loans can settle individually within a contract as they are ready ▪ If loans are certified by noon, receive settlement on the same day if your settlement designation is AM/PM ▪ Access settlement statements on the day of settlement

Pair-off

In the event a mandatory contract amount will not be fulfilled by delivery of mortgages, Freddie Mac allows the seller to:

- Pair-off part or all of a current contract
- Transfer non-funded loans to a new contract (pair-off and recommit)

The pair-off process used in the selling system may result in either a fee due Freddie Mac from Seller or a fee due to Seller from Freddie Mac, depending on market conditions. The pair-off fee calculated and provided by the selling system is non-negotiable. The pair-off fee will be included in your monthly invoice as set forth in Guide Chapter 6303 of the Guide. See Guide Section 6401.1 for more information about pairing off Cash Purchase Contracts through the selling system.

The chart below provides a detailed list of options when pairing off a contract.

Options	Description
Remaining Balance on Contract	The pair-off amount is the contract amount minus the purchase tolerance, amount of previous pair-offs, and all funded and non-funded loans that have been added to the contract.
Pair-off Amount to Fulfill	The pair-off amount is the contract amount minus the purchase tolerance; previous pair offs, and funded loans in the contract.
Other Amount	You select the pair-off amount.

Cash Contracts

Options	Description
Pair-off and transfer the entire unfulfilled amount to a new contract	You pair-off the unfulfilled contract amount and transfer the balance to a new contract. The new contract will retain data from the original contract except for the contract number, name, amount, accepted date, expiration date, and period. The original contract amount will move to fulfilled status.
Pair-off and transfer only selected non-funded loans to a new contract	You pair-off the non-funded loans you select and transfer the balance to a new contract. The new contract will retain data from the original contract except for the contract number, name, amount, accepted date, expiration date, and period. The original contract amount will move to fulfilled status.

Best Efforts Cash Contracts

Under a Best Efforts contract, the Seller may take out a Best Effort Contract to sell a specific fixed-rate mortgage and must:

- Use its best efforts to close and fund a specified mortgage
- Sell the mortgage to Freddie Mac, at a cash price determined by Freddie Mac, if the mortgage with the same borrower(s) and property address is closed and funded

If the mortgage specified under a Best Efforts Contract closes and funds after the Best Efforts Contract expires, the Seller remains obligated to sell the mortgage to Freddie Mac under that same Best Efforts Contract. See Section 6101.4 for the impact on pricing of selling a mortgage under a Best Efforts Contract that has expired.

Furthermore, the Seller may not:

- Substitute a mortgage with a different borrower(s) or a different property address for the mortgage specified in the Best Efforts Contract
- Take out another Best Efforts Contract or a Mandatory Cash Contract, either sequentially or at the same time, for the same mortgage
- Take out a Best Efforts Contract with fictitious borrower data or a fictitious property address
- Sell a mortgage specified in a Best Efforts Contract to another investor

See Guide Section 6101.4 for more information about Best Efforts Cash Contracts.

Best Efforts Cash Contracts	
Feature	Description
Contract Product	15-, 20-, and 30- year fully amortizing fixed-rate mortgages. See the Availability Matrix for Cash Servicing Released and Best Efforts mortgages: Availability Matrix
Remittance Cycle	Gold

Cash Contracts

Best Efforts Cash Contracts	
Feature	Description
Servicing Spread	<ul style="list-style-type: none"> ▪ Minimum servicing spread of 0.25% ▪ Maximum servicing spread of 0.50%
Servicing Options	<ul style="list-style-type: none"> ▪ Servicing Retained ▪ Servicing Released
Minimum Contract Amount	\$1,000
Contract Period	2 to 90 day contract delivery period
Pair-off	Not applicable
Loan Substitutions Allowed	Substitutions are not allowed for Best Efforts contracts
Contract Extensions and Reactivation/Relocks Allowed	<ul style="list-style-type: none"> ▪ The Seller may extend a Best Efforts Contract at any time prior to funding for a fee <ul style="list-style-type: none"> ○ A maximum of two 30-day extensions is allowed ○ Click here to view a listing of Best Efforts extension fees: Best Efforts Extension Fees ▪ The Seller may reactivate/relock a Best Efforts Contract that has expired or has been withdrawn and is in the "unfulfilled" contract status for more than 30 days. When this occurs, the contract will be re-priced at the current market price. <p>See Guide Section 6101.4 for more information on Best Efforts extensions.</p>
Settlement	<ul style="list-style-type: none"> ▪ Request a specific settlement date or loans can settle individually within a contract as they are ready ▪ If loans are certified by noon, receive settlement on the same day if your settlement designation is AM/PM ▪ Access settlement statements on the day of funding/settlement

Cash Contracts

Purchase Tolerance

The purchase tolerance for Cash Purchase Contracts is the greater of \$10,000 or 2.5 percent of the contract amount. For example:

Contract Amount	\$500,000.00
Purchase Tolerance is plus or minus the greater of \$10,000 or 2.5% of the contract amount.	\$12,500.00
Fulfilled Contract Range	\$487,500.00 – \$512,500.00

If you deliver mortgages with an aggregate unpaid principal balance that is within the “fulfilled contract range” shown above, you would not need to pair-off the contract. If you do not sell mortgages with an aggregate UPB of at least \$487,500, you may request a pair-off until the contract expiration date; otherwise the selling system will calculate the pair-off automatically after expiration.

What’s Next?

The sections below contain: descriptions of the servicing options, links to access the online tool for contract data field descriptions and a summary of the contract details screen.

Servicing Options

The following Servicing Options are available for mortgages sold for cash through the selling system:

- **Servicing Released (also known as the Servicing Released Sales Process)** – Select this option when you transfer servicing concurrently with the mortgage sale to a Servicer selected by Freddie Mac.

With the Servicing Released Sales Process, Servicers are pre-selected by Freddie Mac to bid on the fixed-rate mortgages you sell to us. The Servicer that returns the best price wins the bid and the servicing rights for those mortgages. When you take out a fixed-rate Cash contract with the servicing released option, the Servicer ID number for your loan will display in the loan details section of the cash contract details screen after loans are added to the contract. If you modify the loan terms, the servicing buyer may change or rescind their bid. If the bid is rescinded and no other servicing buyer bids on your loan, you will be subject to a pair-off fee.

For more information on the Servicing Released Sales Process, refer to Guide Section 6101.7 and Guide Exhibit 28A, *Loan Servicing Purchase and Sale Agreement for the Servicing-Released Sales Process*.

Cash Contracts

The Servicing Released option is available with the following contract types:

- Mandatory, Fixed-rate
- Best Efforts
- **Servicing Retained** – Select this option when you will retain servicing.

The Servicing Retained option is available with the following contract types:

- Mandatory, Fixed-rate Cash Contracts
- Best Efforts Cash Contracts
- WAC ARM Cash Contracts
- **Concurrent Transfer of Servicing (CTOS)** – Select this option when you will be transferring servicing simultaneously with the sale of the mortgage to Freddie Mac to a Servicer you select. CTOS requires pre-approval by Freddie Mac and a completed Form 960, *Agreement for Concurrent Transfer of Servicing of Single-Family Mortgages*, processed by us prior to taking out a contract (see Guide Chapter 7101).

The Concurrent Transfer of Servicing (CTOS) option is available with the following contract types:

- Mandatory, Fixed-rate Cash Contracts
- WAC ARM Cash Contracts

Contract Data Fields Descriptions

When you take out a cash contract in the selling system, you will complete the informational data required to create the contract terms. Access the [Cash Contract Data Field Definitions](#) online tool (http://www.freddiemac.com/help/ss_tool/cash_contract/cc_main_help.html) and view the field descriptions for the following cash contract types:

- Mandatory, Fixed-rate
- Mandatory WAC ARM
- Best Efforts

Cash Contract Details Screen

The Cash Contract Details screen will display after you create a contract, and accept the contract terms and the contract price. This screen provides a Summary of Contract Terms including the Interest Rate Range and Contract Price. From here you can link to additional functions for Contract Options and Loan Options. The Loan Options functions are available after loans are added and/or allocated to the contract.

Cash Contracts

Home | Help | News | Contact Us | Admin | Logout | FreddieMac.com

Freddie Mac
Selling
Cash Contract Details

Pricing and Contracting

- Request FM Price Sheet
- Take Out Cash Contract
- Take Out Guarantor Contract
- Add Loans to Contract
- Remove Loans from Contract
- Pair-Off Contract
- Manage Templates

Loans

- Loan Pipeline
- Create New Loan
- View Evaluation Issues
- View Evaluation Results
- MISMO XML Import
- Import from LP
- View Import Results
- Customize Import Formats
- Export Data
- View Export Results

Settlement

- Review
- Certification Issues
- Enter Settlement Details
- Create/View
- Certification Forms
- View Settlement
- Statements
- Transfer Servicing
- Instructions

Summary of Contract Terms:

Contract Name:	ZZZ-TW	Remaining Balance:	\$516.58
Investor Contract Identifier:	31410920	Contract Amount:	\$183,000
Contract Type:	Mandatory	Contract Status:	Accepted
Contract Product:	30-Year Fixed Rate Conventional	Accepted Date:	11/15/2011 15:11:47
LTV Ratio Percent Range:	0% - <=105%	Pair off Amount:	
Master Commitment:	NONE	Expiration Date:	02/13/2012
Loan Amortization Period Count:	239 to 362 months	Servicing Option:	Retained
Note Rate Percent Range:	4.000% to 4.500%	Servicer #:	486565
Loan Maturity Period Count:	241 to 360 months	Servicing Fee Rate:	0.250%
		Remittance Option:	Gold
		Total UPB:	\$182,483.42

Interest Rate Range: 4.000% 4.125% 4.250% 4.375% 4.500%

Contract Price: 100.598 101.248 101.886 102.488 103.089

Contract Options

[Change Contract Name](#)

[Add Loan\(s\)](#)

[Pair-off](#)

[View/Print Contract Confirmation](#)

Loan Options

[Price Loan\(s\) Against Contract](#)

[Remove Loan\(s\)](#)

[Enter Settlement Details](#)

[Evaluate Loan\(s\)](#)

[Build Form 1034](#)

[Build Form 996E](#)

Loan Details

Go to Loan Pipeline to view additional columns for these loans

Seller Loan Identifier	Primary Borrower Last Name	Interest Rate	Loan Reference Product Label	Loan Status	Unpaid Principal Balance	WHLServicer	Net Price	Total Fees
ZZZ-TRAINING-CTE-TRAINING-CTE-2	TESTCASE2	4.125%	30-Year Fixed Rate Conventional	New	\$182,483.42	No 486565		\$0.00

Displaying: 1-1 of 1 Loans
Loans Per Page: 25

Cash Contracts

Summary of Contract Terms

Most of the data in this section defaults from the contract terms you created and accepted. The remaining data fields are derived by the selling system and are driven by the contract terms. Refer to the table below for a description of those fields.

Summary of Contract Terms			
Field Name	Description		Special Notes /Valid Values
Remaining Balance	The remaining balance required to fulfill the contract amount. The remaining balance amount will decrease as loans are allocated to the contract.		The remaining balance will decline based on the amount of each allocated loan's unpaid principal balance (UPB).
Contract Status	Status	Definition	The contract status is also available in the Contract Pipeline.
	Open	Indicates the Seller has entered the contract terms, saved the data and rejected the contract price. (The contract has not been priced.)	
	Accepted	Indicates the Seller accepted the terms of the contract.	
	Fulfilled	Indicates the contract has been satisfied with mortgages totaling the unpaid principal balance (UPB) of the contract or the contract has been paired off.	
	Unfulfilled	For Best Efforts contracts only and indicates the contract has expired.	
Contract Acceptance Date	The date and time the contract terms and price was accepted.		<ul style="list-style-type: none"> ▪ Date will display: mm/dd/yyyy ▪ A 24-hour time value will display: (HH/MM/SS)
Pair-off Amount	The pair-off amount is the original contract amount less the purchase tolerance and less the amount of mortgages previously purchased under the contract. The purchase tolerance is equal to the greater of 2.5% of the Purchase Contract amount or \$10,000. The pair-off option is applicable to Mandatory contracts only.		Pair-offs can be initiated by the seller on or before the contract expiration or Freddie Mac will pair-off the unfulfilled contract amount after the contract expiration.
Total UPB	The total unpaid principal balance of all of the loans allocated against the contract.		Best Efforts contracts consist of a single loan.

Cash Contracts

Interest Rate Range and Contract Price

For Mandatory cash contracts, the interest rate range indicates a 51 basis-point note-rate range. You receive a cash price for each one-eighth-interest rate increment when you take out your contract.

Interest Rate Range:	4.250%	4.375%	4.500%	4.625%	4.750%
Contract Price:	101.675	102.358	103.010	103.541	104.033



Best Efforts contracts allow for a single note rate and do not allow a note-rate range. Best efforts contracts contain a single loan whereas mandatory contracts may contain multiple loans.



To view the cash price for a loan that does not fall on the one-eighth-percent increment, go to the Loan Details section and click the link in the Total Fees column. The fee window will display the cash base price.

Contract Options Box

The Contract Options box provides shortcuts to additional functionality. Use this functionality to manage, monitor and update your contracts. Note, these shortcuts can be different depending on the contract type. Refer to the chapters titled Take Out WAC ARM Contract and Take Out a Best Efforts for more information.

The left navigator bar contains identical links to some of the same functionality located in the Contract Options box. Clicking the links on the left navigation bar will advance you to a search criteria screen where you will begin by searching for the contract before you can enable the functionality.

Example of the Contract Options box for a Mandatory contract.

Home Help News Contact Us Admin Logout FreddieMac.com

Selling Cash Contract Details

Summary of Contract Terms:

Contract Name:		Remaining Balance:	\$1,500,000.00
Investor Contract Identifier:	31410998	Contract Amount:	\$1,500,000
Contract Type:	Mandatory	Contract Status:	Accepted
Contract Product:	30-Year Fixed Rate Conventional	Accepted Date:	01/18/2012 12:45:33
LTV Ratio Percent Range:	0% - <=105%	Pair off Amount:	
Master Commitment:	NONE	Expiration Date:	02/17/2012
Loan Amortization Period Count:	239 to 362 months	Servicing Option:	Retained
Note Rate Percent Range:	4.500% to 5.000%	Servicer #:	486565
Loan Maturity Period Count:	241 to 360 months	Servicing Fee Rate:	0.250%
		Remittance Option:	Gold
		Total UPB:	\$0.00

Contract Options
[Change Contract Name](#)
[Add Loan\(s\)](#)
[Pair-off](#)
[View/Print Contract Confirmation](#)

Loan Options
No options available

Cash Contracts

Example of the Contract Options box for a Best Efforts contract.

Selling
Cash Contract Details

Organization: Test-Org
Seller/Service: 486565
Branch: 206473

Summary of Contract Terms:

Contract Name:	BE_SR_DEMO	Remaining Balance:	\$0.00
Investor Contract Identifier:	31412781	Contract Amount:	\$320,000
Contract Type:	Best Efforts	Contract Status:	Accepted
Contract Product:	30-Year Fixed Rate Conventional	Accepted Date:	05/14/2014 16:16:01
LTV Ratio Percent Range:	0% - <=105%	Expiration Date:	07/14/2014
Master Commitment:	NONE	Servicing Option:	Released
Loan Amortization Period Count:	239 to 362 months	Escrow Coverage:	Yes
Note Rate Percent Range:	4.000% to 4.000%	State code:	VA
Loan Maturity Period Count:	241 to 360 months	Cross Sell Rights:	Seller Released
		CS/LTV (A-Minus):	Yes
		Average Loan Amount:	\$320,000.00

Contract Options

- [Modify Best Efforts Contract](#)
- [Change Contract Name](#)
- [View/Print Contract Confirmation](#)
- [View Change History](#)

Loan Options

- [Enter Settlement Details](#)
- [Evaluate Loan\(s\)](#)
- [Modify Best Effort Import](#)
- [Build Form 1034](#)
- [Build Form 996E](#)
- [Set Docs Drawn Date](#)
- [Withdraw Loan](#)

Refer to the table below for a description of the functionality in the Contract Options box.

Link Name	Clicking this link will take you to...	Special Notes /Valid Values
Modify Best Efforts Contract	The Modify Best Efforts Contract screen where you can modify certain contract terms.	Applicable for Best Efforts Contracts ONLY.
Change Contract Name	The Change Contract Name screen. From here, you can change the name of your contract.	This feature is used by sellers that want to track their contracts using a specific contract name. For instance, 10 Day Fixed Rate.
Add Loan(s)	The Add Loans screen. From here, you can search for loans that are eligible for the contract terms.	The search results will display up to a maximum of 800 loans. You must select loans to be allocated to the contract from the list displayed.
Pair-off	The Pair-Off contract screen. From here you can request a pair-off on a Mandatory contract.	Applicable for Mandatory Contracts ONLY. This functionality can be accessed until the contract expiration date.
View/Print Contract Confirmation	The Purchase Contract Confirmation report.	<ul style="list-style-type: none"> View report Print Report Save as a PDF

Cash Contracts

Link Name	Clicking this link will take you to...	Special Notes /Valid Values
View Weighted Average Terms	A display of the weighted average terms for the contract.	Applicable to WAC ARM Contracts ONLY.
View Change History	View a display of the contract history to track price changes due to contract and/or loan modifications.	Applicable to Best Efforts Contracts ONLY.

Loan Options

The loan options box will display on the Cash Contract Details screen **after** loan(s) are allocated to the contract. The Loan Options box provides shortcuts to additional functionality. Use this functionality to manage, process, finalize and complete the loan delivery process and fulfill the terms of the contract. Note – for Best Efforts contracts, the Loan Options box will contain added functionality. Refer to the chapter in this user guide titled *Take Out a Best Efforts* for more information.

The left navigation bar contains identical links to some of the same functionality located in the Loan Options box. Clicking the links on the left navigation bar will advance you to a search criteria screen where you will begin by searching for the contract and/or loans before you can enable the functionality.

Example of the Loan Options box for a Mandatory Contract

The screenshot displays the 'Selling Cash Contract Details' page. At the top, there is a navigation bar with links for Home, Help, News, Contact Us, Admin, Logout, and FreddieMac.com. Below this, the page title 'Selling Cash Contract Details' is shown. The main content area is divided into two sections: 'Summary of Contract Terms' and 'Contract Options'.

Summary of Contract Terms:

Contract Name:		Remaining Balance:	\$1,340,599.06
Investor Contract Identifier:	31410998	Contract Amount:	\$1,500,000
Contract Type:	Mandatory	Contract Status:	Accepted
Contract Product:	30-Year Fixed Rate Conventional	Accepted Date:	01/18/2012 12:45:33
LTV Ratio Percent Range:	0% - <=105%	Pair off Amount:	
Master Commitment:	NONE	Expiration Date:	02/17/2012
Loan Amortization Period Count:	239 to 362 months	Servicing Option:	Retained
Note Rate Percent Range:	4.500% to 5.000%	Servicer #:	486565
Loan Maturity Period Count:	241 to 360 months	Servicing Fee Rate:	0.250%
		Remittance Option:	Gold
		Total UPB:	\$159,400.94

Contract Options

- [Change Contract Name](#)
- [Add Loan\(s\)](#)
- [Pair-off](#)
- [View/Print Contract Confirmation](#)

Loan Options

- [Price Loan\(s\) Against Contract](#)
- [Remove Loan\(s\)](#)
- [Enter Settlement Details](#)
- [Evaluate Loan\(s\)](#)
- [Build Form 1034](#)
- [Build Form 996E](#)

Cash Contracts

Example of the Loan Options box for a Best Efforts Contract

Selling
 Cash Contract Details

Organization: Test-Org
 Seller/Service: 486565
 Branch: 206473

Summary of Contract Terms:

Contract Name:	BE_SR_DEMO	Remaining Balance:	\$0.00
Investor Contract Identifier:	31412781	Contract Amount:	\$320,000
Contract Type:	Best Efforts	Contract Status:	Accepted
Contract Product:	30-Year Fixed Rate Conventional	Accepted Date:	05/14/2014 16:16:01
LTV Ratio Percent Range:	0% - <=105%	Expiration Date:	07/14/2014
Master Commitment:	NONE	Servicing Option:	Released
Loan Amortization Period Count:	239 to 362 months	Escrow Coverage:	Yes
Note Rate Percent Range:	4.000% to 4.000%	State code:	VA
Loan Maturity Period Count:	241 to 360 months	Cross Sell Rights:	Seller Released
		CS/LTV (A-Minus):	Yes
		Average Loan Amount:	\$320,000.00

Contract Options

- [Modify Best Efforts Contract](#)
- [Change Contract Name](#)
- [View/Print Contract Confirmation](#)
- [View Change History](#)

Loan Options

- [Enter Settlement Details](#)
- [Evaluate Loan\(s\)](#)
- [Modify Best Effort Import](#)
- [Build Form 1034](#)
- [Build Form 996E](#)
- [Set Docs Drawn Date](#)
- [Withdraw Loan](#)

Refer to the table below for a description of the functionality in the Loan Options box.

Link Name	Clicking this link will...	Special Notes /Valid Values
Price Loan(s) Against Contract	Automatically price the allocated loans against the contract terms. This functionality is only available on the Cash Contract Details screen. Not applicable for Best Efforts Contracts.	Price Loans Against the Contract after modifying contract or loan data.
Remove Loan(s)	Take you directly to the Contract: Remove Loans screen. From this screen, you can remove specific loans (deallocate) from the contract. The deallocated loans will continue to display in the Loan Pipeline until they are delivered and fulfilled through another contract or deleted from the selling system. Not applicable for Best Efforts Contracts.	Removing loans from the contract will affect the dollar values displayed in the Remaining Balance and Total UPB data fields.
Enter Settlement Details	Take you directly to the Enter Settlement Details screen and will automatically populate the contract number for you unlike when you access the same functionality from the left navigation bar.	Use this functionality to: <ul style="list-style-type: none"> ▪ Enter a specific settlement date ▪ Assign warehouse lender wiring instructions ▪ Assign an alternate Servicer ▪ Assign an alternate Custodian

Cash Contracts

Link Name	Clicking this link will...	Special Notes /Valid Values
Evaluate Loan(s)	Takes you directly to the Evaluate Loan screen and will display the evaluation edits on a single loan basis in numeric, seller loan identifier order. Contracts with greater than 500 loans, will undergo a different sequence as referenced in Guide Chapter 1301, <i>General Responsibilities of the Seller/Service</i>	Loans must be evaluated and all critical edits must be cleared before funding/settlement can occur.Chapter 5 –page 26
Modify Best Efforts Import	Takes you to the Modify Best Effort Import screen where you can import loan modifications for pre-existing Best Efforts loans that are in accepted status. You can only import one loan per file, and the file must be in the accepted MISMO XML format.	N/A Chapter 5 – page 35
Build Form 1034E	Take you directly to the Manage Settlement Forms screen and will automatically populate the contract number for you unlike when you access the same functionality from the left navigation bar.	Form 1034 must be attached to in front of the Notes and any application collateral documents. The notes must be certified before funding/settlement can occur. <i>For more information on how to build Form 1034E, refer to Chapter 9, Note Certification Process.Chapter 9 – page 5</i>
Build Form 996E	Take you directly to the Manage Settlement Forms screen. And will automatically populate the contract number for you unlike when you access the same functionality from the left navigation bar.	Form 996 is used only when there is a Warehouse Lender relationship. The Warehouse Lender must forward the release to Freddie Mac before funding/settlement can occur. <i>For more information about how to Build Form 996E, refer to Chapter 9, Note Certification Process. Chapter 5 – page 43</i>
Set Docs Drawn Date (Best Efforts)	Takes you directly to the Set Docs Drawn Date functionality.	Setting the Docs Drawn Date is an optional function and ONLY applies to Best Efforts Contracts.Chapter 5 – page 45
Withdraw Loan (Best Efforts)	Takes you directly to the Withdraw Loans functionality where you can withdraw an expired or withdrawn Best Efforts Contract.	Applicable ONLY to Best Efforts Contracts. Chapter 5 – page 46

Cash Contracts

LP Activity Information

The LP Activity section only applies to Best Efforts contracts and will display above the Loan Details section. The information in this section defaults from the contract terms you created and accepted.

LP Activity	
CS/LTV (A-Minus):	No
LP Indicator:	Non LP Loan
LP Price Level:	

The table below contains summary-level information regarding LP Activity:

LP Activity	Description
CS/LTV (A-Minus)	Tells you if the loan is subject to a CS/LTV A-Minus delivery fee. (Y=yes and N=no.)
LP Indicator	A Loan Prospector indicator that identifies whether the loan is an LP loan, Non-LP or LP Exclude.
LP Price Level	A Loan Prospector price level field that corresponds to the CS/LTV Fee Level greater than zero. See Exhibit 19 for more details.

For more information on LP Activity, refer to the chapter in this user guide titled *Take Out Best Efforts Contract*.

Loan Details

The Loan Details section will display information after loans are allocated to the contract. This section provides summary-level information on the allocated loans.

Loan Details									
Go to Loan Pipeline to view additional columns for these loans									
<input type="checkbox"/>	Seller Loan Identifier	Primary Borrower Last Name	Interest Rate	Loan Reference Product Label	Loan Status	Unpaid Principal Balance	WHL Servicer	Net Price	Total Fees
	700000012	DOE	4.375%	30-Year Fixed Rate Conventional	New	\$251,818.51	No 486565		\$0.00

Column Name	Description	Special Notes /Valid Values
Seller Loan Identifier	A unique identifier assigned by the Seller to the loan.	This data defaults from the loan.
Primary Borrower Last Name	The last name of the Primary Borrower.	This data defaults from the loan.

Cash Contracts

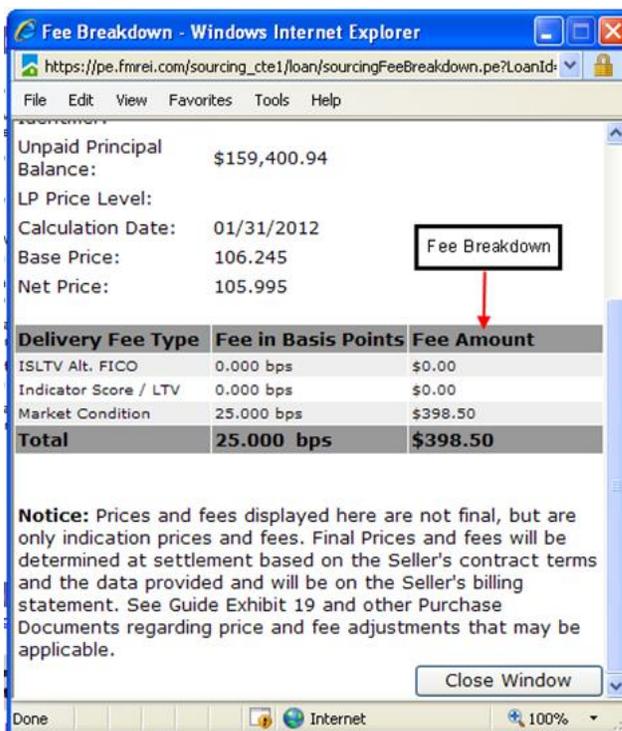
Column Name	Description		Special Notes /Valid Values
Interest Rate	The interest rate on the mortgage.		This data defaults from the loan.
Loan Referenced Product Label	The Loan Referenced Product Label for the mortgage is derived by the selling system after the loan is created and specific data points are entered and saved in the system. This is known as Label a Loan. For more information, refer to the chapter titled <i>Loans</i> .		This data defaults from the loan.
Loan Status	<i>Status</i>	<i>Description</i>	This data defaults from the loan and is based on the completion of processing and delivery functions within the selling system.
	New	New loan.	
	Certified	Note is certified.	
	Settlement Locked	Delivery is complete. No further edits allowed.	
	Ready to Fund	Funding is set.	
	Funded	Loan is funded.	
Unpaid Principal Balance	The Loan Acquisition Scheduled UPB Amount. This is the scheduled unpaid principal balance (UPB) of the mortgage as of the Funding Date.		This data defaults from the loan.
WHL	Indicates if there is a Warehouse Lender Relationship. This column will display a value of Yes or No.		This data defaults from the loan.

Cash Contracts

Column Name	Description	Special Notes /Valid Values
Servicer	The Freddie Mac assigned six-digit Servicer Identification number.	<p>This number identifies the Servicer for the mortgage. The Servicer number can change before the loan reaches a “Settlement Locked” status as follows:</p> <ul style="list-style-type: none"> • For Mandatory Servicing Retained contracts, the seller modifies the contract and selects a different Servicer ID. • For mortgages sold through the Servicing Released Sales Process, the Servicer ID can change automatically when modifications are made to the loan or contract before the loan reaches a “Settlement Locked” status.
Net Price	This price represents the base price of the loan after adjustments are made for delivery fees and delivery fee credits as per Guide Exhibit 19. All other types of fees applicable to mortgages sold under the Cash program are assessed on the Seller’s monthly invoice. Refer to Guide Section 6303.5.	This is sometimes known as the All in Price, the purchase price for mortgages that includes all of the applicable Postsettlement Delivery Fees in Guide Exhibit 19.

Cash Contracts

Column Name	Description	Special Notes /Valid Values
Total Fees	<p>This is the total dollar amount of the applicable delivery fees as noted in Guide Exhibit 19.</p> <ol style="list-style-type: none"> Access the fee breakdown window from the: <ul style="list-style-type: none"> Loan Details section of the Contract Details Screen, or Loan Pipeline using the advanced search criteria. Click the Total Fees link, to open the fee breakdown window. This window displays a breakdown of the applicable delivery fees for that loan. Additional fees may apply. 	



To view additional summary-level loan information, go to the Loan Pipeline.

Contract Pipeline Overview

The Contract Pipeline functionality makes it easy for you to manage your contracts and quickly view and check the status of your contracts. Access this functionality by clicking **View Contract Pipeline** on the left navigation bar.

Use **View Contract Pipeline** to search, view, sort, and manage all of your contracts in the selling system. You can filter Ready to Fund, Settlement Locked, Accepted and Fulfilled contract statuses. You can also take advantage of the date range search to narrow your search for Accepted contracts. Getting familiar with this function will make it easier for you to efficiently manage all of your selling system contracts with Freddie Mac.

Cash Contracts

The Contract Pipeline (View Freddie Mac Pipeline) screen for Cash contracts provides summary information about accepted and fulfilled contracts. The default view organizes this data by contract number in chronological order. You can change the way the data is organized by clicking on the link in the column header. For example, if you want your data to be organized by settlement date, click on the link [Settlement Date](#) and the data will re-appear displaying all contracts by the earliest settlement date. A sample of the Contract Pipeline screen is displayed below.

The following table defines the various data elements found on the Contract Pipeline screen.

View Freddie Mac Pipeline Screen – Cash	
Column Name	Description
Investor Contract Identifier	Identifies the Freddie Mac selling system assigned contract number. If you click this link it will take you to the Contract Details screen for the contract.
Contract Product	The mortgage product for the Contract
Contract Type	Specifies if the Contract is Mandatory or Best Efforts
Contract Accepted Date	The date and time the contract terms and price were accepted.
Contract Expiration Date	The date in which all contract and delivery terms must be met.
Contract Amount	The total amount of the contract
Remaining Balance on Contract	The remaining balance of the contract less the Unpaid Principal Balance of the loans allocated against the contract
Remaining Balance to Fulfill	The remaining balance to fulfill the contract less the cash tolerance

Cash Contracts

View Freddie Mac Pipeline Screen – Cash	
Column Name	Description
Note Rate Percent Range	Indicates the allowable 51 basis point note rate range for the contract
Edits Cleared	Indicates a Yes or No status on whether all critical loan edits have passed evaluation
Certification Status	Indicates the status of the Form 1034 and the Notes of: Not Built (the form 1034 has not been built in the selling system), or Certified if the notes were received and certified by the Document Custodian.
996E Complete	Indicates the status of the Form 996E of: Yes (has been built), N/A (not applicable), or 996 Not Built

How to View the Contract Pipeline

Follow the steps below to view the Contract Pipeline.

1. Click on **View Contract Pipeline** from the left navigation bar. The View Contract Freddie Mac Pipeline screen displays and defaults to the Cash tab.

2. Enter a minimum of at least one search criteria field.



The search criterion automatically defaults to the Mandatory and Best Efforts Contract Options.

3. Click **List Contracts**.

The View Contract Pipeline screen will refresh and display your contract results and will list the contracts that meet your search criteria.

Cash Contracts

Selling
View Freddie Mac Pipeline

Organization: Test-Org
Seller/Service: 486565
Branch: 206473

Filter contracts using the criteria below

Cash Guarantor and Multilender

Contract Product: All Products
Investor Contract Identifier: [text box]
Contract Option: Mandatory Best Efforts

Contract Status: Accepted Fulfilled
From: [calendar icon] To: [calendar icon]
[mm/dd/yyyy] [mm/dd/yyyy]
(The date range must be 31 days or less for fulfilled contracts.)
List Contracts

Displaying: 101-116 of 116 Contracts First Prev << 1 2 3 4 5 >> Next Last Contracts Per Page: 25

Investor Contract Identifier	Contract Product	Contract Type	Contract Accepted Date	Contract Expiration Date	Contract Amount	Remaining Balance on Contract	Remaining Balance To Fulfill	Note Rate Percent Range	Edits Cleared	Certification Status	996 Complete
123654789	30-Year Fixed Rate Conventional	Mandatory	04/23/2014	04/28/2014	\$1,000,000.00	\$1,000,000.00	\$975,000.00	4.750% - 5.250%	N	Not Built	996 Not Built
123654789	7/1 1-Year LIBOR ARM 5/2/5	Mandatory	04/24/2014	06/23/2014	\$1,000,000.00	\$1,000,000.00	\$975,000.00	3.750% - 4.250%	N	Not Built	996 Not Built
123654789	30-Year Fixed Rate Conventional	Mandatory	05/08/2014	06/09/2014	\$1,000,000.00	\$1,000,000.00	\$975,000.00	4.000% - 4.500%	N	Not Built	996 Not Built
123654789	30-Year Fixed Rate Conventional	Mandatory	05/12/2014	08/11/2014	\$650,000.00	\$650,000.00	\$633,750.00	4.125% - 4.625%	N	Not Built	996 Not Built

Tips for Using the Contract Pipeline

Use the following tips when viewing the Contract Pipeline:

- Click the **Investor Contract Identifier** link to view and access the Contract Details screen.

Execution Option: Guarantor Multilender

Security Product: All Products
Investor Contract Identifier: [text box]
Pool #: [text box]
MC Type: [dropdown]

Contract Status: Accepted Ready To Fund Settlement Locked
Settled status: Fulfilled
Approval status: Approved Incomplete Not Applicable
List Contracts

Settlement Date (for pending contracts): From: 04/16/2012 To: 05/16/2012
Settlement Date (for fulfilled contracts): From: 03/17/2012 To: 04/16/2012
(The date range must be 31 days or less for fulfilled contracts.)

Investor Contract Identifier	Pool #	MC Type	Contract Name	Contract Status	Security Product	Security Coupon	Security Amount	Allocated Loan UPR	Final Delivery Date	Settlement Date	Edits Cleared	Certification Status	Pool Valid	Approval Status	Wire Ready	996 Complete	Awaiting Warehouse Lender Assignment	Loans Priced
123654789	A88052	Flow	Guide1	Accepted	30-Year Gold PC	4.00%	\$1,500,000.00	\$0.00	04/09/2012	04/16/2012				Not Applicable				
123654789	A88053	Flow	UG Fixed	Accepted	30-Year Gold PC	4.50%	\$1,000,000.00	\$0.00	04/12/2012	04/17/2012				Not Applicable				
123654789	611443	Flow	WAC ARM UG	Accepted	NonConvrt 1/1 1-Year CMT ARM 2/2/2-6		\$1,000,000.00	\$0.00	04/17/2012	04/24/2012				Not Applicable				

Displaying: 1-3 of 3 Contracts Contracts Per Page: 25

- Use the page links at bottom of screen when search results give multiple pages.

Displaying: 1 - 25 of 29 contracts

First | Prev | << 1 2 >> | Next | Last

RESELLER: 2004 @ 4:39:11 PM, EST

To re-sort the order of the contracts listed, click on the individual column name you wish to sort by.

Take Out a Mandatory Cash Contract

Overview of Mandatory Cash Contracts

This chapter provides step-by-step instructions on how to take out a Mandatory Fixed-rate and Mandatory WAC ARM cash contract in the selling system.

Under Mandatory Cash Contracts, a Seller must sell Freddie Mac one or more mortgages that meet all of the contract requirements and have an aggregate unpaid principal balance (UPB) equal to the contract amount (subject to the purchase tolerance). The seller must also complete all requirements for the sale of the mortgages by close of business on the contract expiration date. For more information on how to meet Freddie Mac's delivery standards, refer to: [Good Delivery Standards for Cash](#).

The terms of the Purchase Contract are provided in the selling system and made available in the Selling System's Purchase Contract Confirmation.

Fixed-rate mortgages and ARMs may be sold to Freddie Mac under Mandatory Cash Contracts. See Section 6101.3 of the *Single-Family Seller/Servicer Guide* (Guide) for more information about Fixed-rate Mandatory Cash Contracts and Guide Section 6102.4 for more information about Mandatory WAC ARM Cash Contracts. Also see Guide Chapter 4401 for information about Special Eligibility Requirements for ARMs.

Types of Mandatory Cash Contracts

Under the Cash program, Freddie Mac offers the following Mandatory contracts:

- Fixed-rate, Servicing Retained
- Fixed-rate, Servicing Released known as the Servicing Released Sales Process
- WAC ARM, Servicing Retained

The procedures below provide step-by-step instructions on how to take out mandatory cash contracts.

Take Out a Fixed-rate, Servicing Retained Cash Contract

When you select the Servicing-Retained option you retain the servicing for mortgages sold to Freddie Mac.

Follow the steps below to take out a Mandatory, Fixed-rate Servicing Retained Cash contract.

1. From the left navigation, select **Take Out Cash Contract**. The Take Out Contract screen displays.

Mandatory Cash Contracts

Freddie Mac Selling Take Out Contract

Organization: Test-Org
Seller/Service: 486565
Branch: 206473

Choose your contract parameters to begin creating a contract.

Create new contract:

Contract Option: Mandatory

Fixed

ARM

Best Efforts (Fixed Only)

Servicing Option: Released (Fixed Only)

Retained

CTOS

To Create A Contract Using A Loan:

For loans in the system: Enter either the seller loan identifier and/or the primary borrower's last name.

Seller Loan Identifier:

Primary Borrower Last Name:

For loans not yet in the system: [Create new loan. >>](#) (Best Efforts only.)

[Cash Adjustor for Relief Refinance Mortgages](#)

[Create Contract >>](#)

2. Select **Mandatory/Fixed** as the Contract Option.
3. Select **Retained** as the Servicing Option.
4. Click **Create Contract >>**. The Loan Purchase Contract Terms screen displays.

Mandatory Cash Contracts

Selling
Loan Purchase Contract Terms

Organization: Test Unit
Seller/Service: 486565
Branch: 990841152

Please complete the fields below. * denotes a required field.

Contract Information

Master Commitment:*
Contract Product:* [Show Details](#)
Contract Amount:* \$
Contract Name:
Contract Period:* days (Enter a number between 2 and 90)
Interest Rate Percent Range:* from % to %
(in 0.125 increments)
 0% - <=105%
 >105% - <=115%
 >115% - <=125%
 >125%
LTV Ratio Percent Range:*
Effective Time: Date: Time: (HH:MM:SS) AM PM

Servicing Retained Information

Servicing Option:* Retained CTOS
Designated Servicer #:*
Servicing Fee Rate:* %
Remittance Option:*
Interest / Principal Remittance Type:* Scheduled/Actual
(no additional options available at this time)
Prepayment Remittance Due Days:* days

[<< Change Contract parameters](#)

5. Select a **Master Commitment** number, if applicable. If you do not have a Master Commitment, you must select **None** from the drop-down menu.
6. Complete the **Contract Information** and **Servicing Retained Information** fields.
7. Click **Price Contract**. The Contract Price screen displays. Displayed prices are indication prices per the disclaimer on the Contract Price screen. You will have 60 seconds to accept or reject the price.

Mandatory Cash Contracts

Selling
Contract Price

Organization: Test-Org
Seller/Service: 486565
Branch: 206473

****Contract Price**

You have 60 seconds to accept, reject, or adjust the contract price.

Contract Amount: \$875,000.00 Contract Product: 30-Year Fixed Rate Conventional
Expiration Date: 09/02/2014

Interest Rate Range: 4.000% 4.125% 4.250% 4.375% 4.500%
Contract Price: 99.074 100.067 101.059 101.867 102.664

Time Remaining: 54 Seconds

** Price information displayed here is not final. Final price adjustments for each mortgage will be determined at settlement and reflected on your settlement statement.

Contract Details

Investor Contract Identifier:	31412846	Servicing Option:	Retained
Contract Name:	Mand FR 092014	Designated Servicer #:	486565
Contract Type:	Mandatory	Servicing Fee Rate:	0.250%
Expiration Date:	09/02/2014	Prepayment Remittance Due Days:	5
Contract Period:	90	Remittance Option:	Gold
Master Commitment:	NONE		

8. Click **Accept** from the Contract Price screen if you agree to the terms. The system will prompt "You have 15 seconds to accept this price."



For information on how to use the Reject button, refer to the section titled Reject a Contract Price.

****Contract Price**

You have 15 seconds to accept this price.

Contract Amount: \$875,000.00 Contract Product: 30-Year Fixed Rate Conventional
Expiration Date: 09/02/2014

Interest Rate Range: 4.000% 4.125% 4.250% 4.375% 4.500%
Contract Price: 99.074 100.067 101.059 101.867 102.664

Time Remaining: 13 Seconds

** Price information displayed here is not final. Final price adjustments for each mortgage will be determined at settlement and reflected on your settlement statement.

9. Click **I Agree**. The Cash Contract Details screen displays along with a summary of your contract terms.

Mandatory Cash Contracts

Selling
Cash Contract Details

Organization: Test-Org
Seller/Service: 486565
Branch: 206473

Summary of Contract Terms:

Contract Name:	Mand FR 092014	Remaining Balance:	\$875,000.00
Investor Contract Identifier:	31412846	Contract Amount:	\$875,000
Contract Type:	Mandatory	Contract Status:	Accepted
Contract Product:	30-Year Fixed Rate Conventional	Accepted Date:	06/04/2014 14:55:11
LTV Ratio Percent Range:	0% - <=105%	Pair off Amount:	
Master Commitment:	NONE	Expiration Date:	09/02/2014
Loan Amortization Period Count:	239 to 362 months	Servicing Option:	Retained
Note Rate Percent Range:	4.000% to 4.500%	Servicer #:	486565
Loan Maturity Period Count:	241 to 360 months	Servicing Fee Rate:	0.250%
		Remittance Option:	Gold
		Total UPB:	\$0.00

Contract Options

- [Modify Mandatory Contract](#)
- [Change Contract Name](#)
- [Add Loan\(s\)](#)
- [Pair-off](#)
- [View/Print Contract Confirmation](#)

Loan Options

No options available

Interest Rate Range: 4.000% 4.125% 4.250% 4.375% 4.500%

Contract Price: 99.074 100.067 101.059 101.867 102.664

There are no loans added to this contract.

Note: Prices and fees displayed here are not final. Prices and fees will be determined at settlement and reflected on your settlement statement based on the data provided by the Seller. Refer to Guide Exhibit 19 and other Purchase Documents for more information about price and fee adjustments that may apply.

- To view and/or print your contract confirmation, click **View/Print Contract Confirmation** in the Contract Options box. The Purchase Contract Confirmation displays in a new window.



You can also add loans to your contract by clicking **Add Loans** in the Contract Options box.

- Click the Printer icon on the toolbar to print the Purchase Contract Confirmation.

Take Out a WAC ARM Cash Servicing Retained Contract

When you take out a WAC ARM Cash Contract in the selling system, you enter a contract interest rate, margin, life cap, and other contract-level attributes, and the system provides you with loan-level tolerances and contract-level weighted average tolerances for the loans eligible for sale under that contract. The price for each ARM will be based on its specific attributes.

For information on Calculating Weighted Averages or the Yield Maintenance Fee refer to Chapter 3 of this user guide.

Follow the steps below to take out a Mandatory, WAC ARM Cash Servicing Retained contract.

Mandatory Cash Contracts

1. From the left navigation bar select **Take Out Cash Contract**. The Take Out Contract screen displays.

Freddie Mac Selling Take Out Contract

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Pricing and Contracting

- Request FM Price Sheet
- Take Out Cash Contract
- Take Out Guarantor Contract
- Add Loans to Contract
- Remove Loans from Contract
- Pair-Off Contract
- Manage Templates

Loans

- Loan Pipeline
- Creates New Loan
- View Evaluation Issues
- View Evaluation Results
- MISMO XML Import
- Import from LP
- View Import Results
- Customize Import Formats
- Export Data
- View Export Results

Settlement

- Review
- Certification Issues
- Enter Settlement Details
- Create/View Certification Forms
- View Settlement Statements

Choose your contract parameters to begin creating a contract.

Create new contract:

Contract Option: Mandatory

Fixed

ARM

Best Efforts (Fixed Only)

Servicing Option: Released (Fixed Only)

Retained

CTOS

To Create A Contract Using A Loan:

For loans in the system: Enter either the seller loan identifier and/or the primary borrower's last name.

Seller Loan Identifier:

Primary Borrower Last Name:

[Create Contract >>](#)

OR

Create contract from an existing template:

(Not yet available for ARMs)

[Create Contract from Template >>](#)

2. Select **Mandatory** and **ARM** Contract Option.
3. Select the **Retained Servicing** Option.
4. Click [Create Contract >>](#). The Create Contract screen displays.

Mandatory Cash Contracts

Selling
Create Contract

Organization: Test Unit
Seller/Service: 486565
Branch: 990841152

Please complete the fields below. * denotes a required field.

Contract Information

Master Commitment:* NONE
Index Source Type: All
Contract Product:* 5/1 1-Year CMT ARM 2/2/5 [Show Details](#)
Contract Amount:* 500,000.00
Contract Name: arm0816
Contract Period:* 60 days (Enter a number between 2 and 90)
Convertible Indicator:* false
Assumability Indicator:* true
Assumability Type:* Assumable After First Rate Change Date, Assumable For Life Of Loan
Effective Time: Date: 8/16/2016 Time: 01:35:34 (HH:MM:SS) AM PM

Contract Weighted Averages**	Product's Acceptable Values or Ranges
Contract Interest Rate:* 3.5	
Contract Gross Margin:* 3.0 %	2.5% - 3.375%
Servicing Fee During Fixed Period:* .25	0.25% - 0.375%
First Per Change Maximum Increase Rate Percent*:* 2 %	2%
Subsequent Per Change Maximum Increase Rate Percent*:* 2 %	2%
Life of Loan Rate Cap Percent:* 5 %	5%
Number of Months To Next Payment Adjustment:* 60 months	54 - 66 months

**Enter gross values, not net of servicing fee, for the weighted averages.
*First and Subsequent Per Change Maximum value supports both Increase and Decrease.

Servicing Retained Information

Servicing Option:* Retained CTOS
Designated Servicer #:* 486565 Test
Remittance Option:* First Tuesday
Interest / Principal Remittance Type:* Scheduled/Actual
(no additional options available at this time)
Prepayment Remittance Due Days:* 5 days

Cancel **Save and Continue**

5. Complete the Create Contract screen. You have the option to click **Show Details** link to determine the acceptable range of values for a particular product.
6. Click **Save and Continue**. The Verify Contract Terms screen displays.

Mandatory Cash Contracts

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Selling
Verify Contract Terms

Verify your entries and allowable ranges before pricing the contract.

Contract Information:

Contract Name:		Contract Amount:	\$500,000.00
Contract #:	31411084	Contract Period:	60 days
Contract Type:	Mandatory	:	04/09/2012
Contract Product:	5/1 1-Year CMT ARM 2/2/5	Servicing Option:	Retained
Master Commitment:	NONE	Designated Servicer #:	486565
Convertible Indicator:	false	Remittance Option:	First Tuesday
Assumability Indicator:	true	Prepayment Remittance Due Days:	5

	Weighted Average	Weighted Average Range for Contract**		Allocable Loans for Contract	
		Min	Max	Min	Max
Contract Interest Rate:	3.500%	3.400%	3.600%	3.250%	3.750%
Contract Gross Margin:	3.000%	2.500%	3.250%	2.500%	3.250%
Servicing Fee During Fixed Period:	0.250%	0.250%	0.250%	0.250%	0.375%
First Per Change Maximum Increase Rate Percent*:	2.000%	2.000%	2.000%	2.000%	
Subsequent Per Change Maximum Increase Rate Percent*:	2.000%	2.000%	2.000%	2.000%	
Life of Loan Rate Cap Percent:	5.000%	5.000%	5.000%	5.000%	
Number of Months To Next Payment Adjustment:	60	58	62	54	66

**If the loans allocated to the contract change the weighted average beyond this allowable range, the contract may reprice.

**First and Subsequent Per Change Maximum value supports both Increase and Decrease.

[<< Change Contract Terms](#)

- Click **Price Contract**. The Contract Price screen displays with the price that you will receive for a mortgage sold under this contract. You will have 60 seconds to accept or reject the price.

Mandatory Cash Contracts

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Selling
Contract Price

****Contract Price**

You have 60 seconds to accept this price.

Contract Amount: \$500,000.00 Contract Product: 5/1 1-Year CMT ARM 2/2/5
Expiration Date: 04/09/2012

Interest Rate: 3.500%
Contract Price: 101.666

Time Remaining: 52 Seconds

** Price information displayed here is not final. Final price adjustments for each mortgage will be determined at settlement and reflected on your settlement statement.

Adjustments to Price

Interest Rate:	3.250%	3.375%	3.500%	3.625%	3.750%
Adjusted Price:	101.541	101.586	101.666	101.697	101.723
Price Adjustment:	(0.125%)	(0.080%)	0.000%	0.031%	0.057%

Number of Months To Next Payment Adjustment	Initial Period Cap	Price Adjustment
	0.000%	0.000%

8. Click **Accept** from the Contract Price screen if you agree to the terms. The system will prompt, “You have 15 seconds to accept this price.”



For information on how to use the Reject button, refer to the section titled Reject a Contract Price.

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Selling
Contract Price

****Contract Price**

You have 15 seconds to accept this price.

Contract Amount: \$500,000.00 Contract Product: 5/1 1-Year CMT ARM 2/2/5
Expiration Date: 04/09/2012

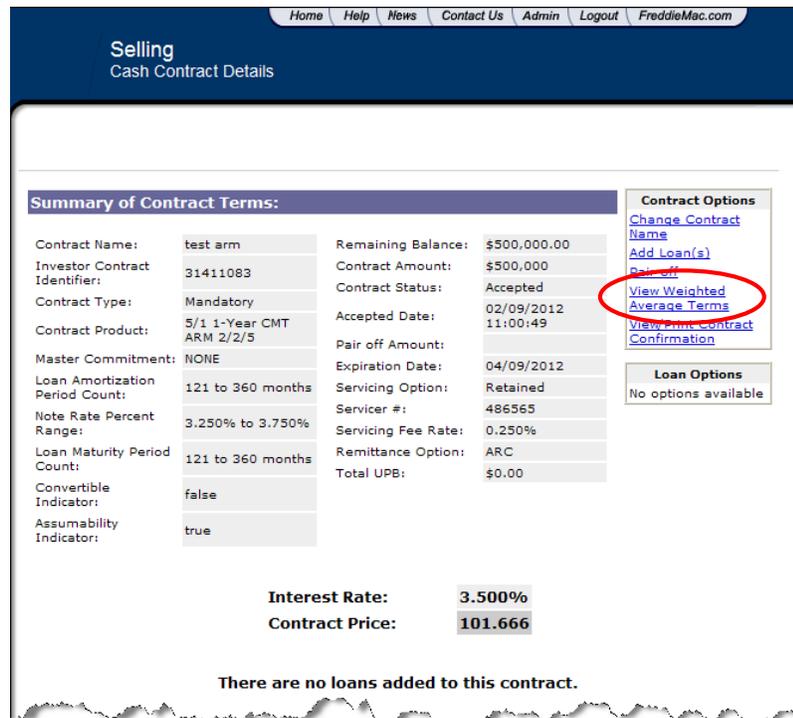
Interest Rate: 3.500%
Contract Price: 101.666

Time Remaining: 9 Seconds

** Price information displayed here is not final. Final price adjustments for each mortgage will be determined at settlement and reflected on your settlement statement.

9. Click **I Agree**. The Cash Contract Details screen displays along with a summary of your contract terms and loan details.

Mandatory Cash Contracts



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Selling
Cash Contract Details

Summary of Contract Terms:

Contract Name:	test arm	Remaining Balance:	\$500,000.00
Investor Contract Identifier:	31411083	Contract Amount:	\$500,000
Contract Type:	Mandatory	Contract Status:	Accepted
Contract Product:	5/1 1-Year CMT ARM 2/2/5	Accepted Date:	02/09/2012 11:00:49
Master Commitment:	NONE	Pair off Amount:	
Loan Amortization Period Count:	121 to 360 months	Expiration Date:	04/09/2012
Note Rate Percent Range:	3.250% to 3.750%	Servicing Option:	Retained
Loan Maturity Period Count:	121 to 360 months	Servicer #:	486565
Convertible Indicator:	false	Servicing Fee Rate:	0.250%
Assumability Indicator:	true	Remittance Option:	ARC
		Total UPB:	\$0.00

Contract Options

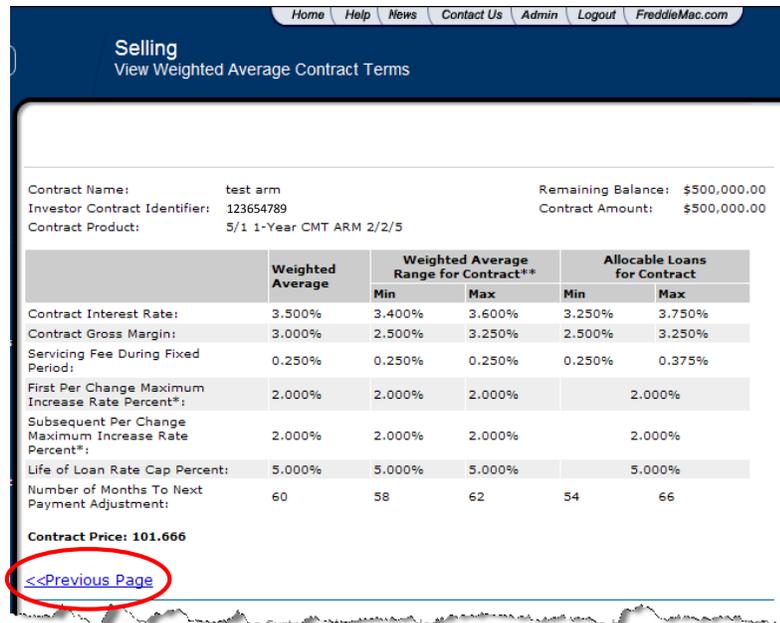
- [Change Contract Name](#)
- [Add Loan\(s\)](#)
- [Pair off](#)
- [View Weighted Average Terms](#)
- [View Firm Contract Confirmation](#)

Loan Options
No options available

Interest Rate: 3.500%
Contract Price: 101.666

There are no loans added to this contract.

10. Click **View Weighted Average Terms** from the Contract Options box. The View Weighted Average Contract Terms screen displays.



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Selling
View Weighted Average Contract Terms

Contract Name: test arm Remaining Balance: \$500,000.00
Investor Contract Identifier: 123654789 Contract Amount: \$500,000.00
Contract Product: 5/1 1-Year CMT ARM 2/2/5

	Weighted Average	Weighted Average Range for Contract**		Allocable Loans for Contract	
		Min	Max	Min	Max
Contract Interest Rate:	3.500%	3.400%	3.600%	3.250%	3.750%
Contract Gross Margin:	3.000%	2.500%	3.250%	2.500%	3.250%
Servicing Fee During Fixed Period:	0.250%	0.250%	0.250%	0.250%	0.375%
First Per Change Maximum Increase Rate Percent*:	2.000%	2.000%	2.000%	2.000%	
Subsequent Per Change Maximum Increase Rate Percent*:	2.000%	2.000%	2.000%	2.000%	
Life of Loan Rate Cap Percent:	5.000%	5.000%	5.000%	5.000%	
Number of Months To Next Payment Adjustment:	60	58	62	54	66

Contract Price: 101.666

[<<Previous Page](#)



The View Weighted Average Contract Terms screen can help you determine ARM loans that can be added to a contract.

11. Click **<< Previous Page** to return to the Cash Contract Details screen.

Mandatory Cash Contracts

Take Out a Fixed-rate Servicing-Released Cash Contract

Sellers that select the Servicing-Released option will transfer servicing concurrently with the mortgage sale to a Servicer selected by Freddie Mac. The following procedures will show you how to take out a Fixed-rate, Mandatory Servicing Released Cash contract under the Servicing Released Sales Process.



Only fixed-rate mortgages may be sold under the Servicing Released Sales Process.

1. From the left navigation bar select **Take Out Cash Contract**. The Take Out Contract screen displays.

2. Select **Mandatory / Fixed** as the Contract Option.
3. Select **Released** as the Servicing Option.
4. Click **Create Contract >>**. The Loan Purchase Contract Terms screen displays.

Mandatory Cash Contracts

Freddie Mac Selling Loan Purchase Contract Terms

Please complete the fields below. * denotes a required field.

Contract Information

Master Commitment:* NONE
Contract Product:* 30-Year Fixed Rate Conventional Show Details
Contract Amount:* \$ 2,000,000.00
Contract Name: test1
Contract Period:* 90 days (Enter a number between 2 and 90)
Interest Rate Percent Range:* from 4.5 % to 5 % (in 0.125 increments)
LTV Ratio Percent Range:*
 0% - <=105%
 >105% - <=115%
 >115% - <=125%
 >125%

Servicing Released Information
(Common for most of the loans applied to this contract.)

Escrow Coverage:* Taxes And Insurance CS/LTV (A-Minus):* Yes No
State Code:* VA Average Unpaid Principal Balance:* \$ 200,000.00
Cross Sell Rights:*
 Seller Retained
 Seller Released

Clear Form Save without Pricing Price Contract

[<< Change Contract parameters](#)

5. Select a **Master Commitment** number, if applicable. If you do not have a Master Commitment, you must select **None** from the drop-down menu.
6. Complete the **Contract Information** and **Servicing Released Information** fields.
7. Click **Price Contract**. The Contract Price screen displays. Displayed prices are indication prices per the disclaimer on the Contract Price screen. You will have 60 seconds to accept or reject the price.

Selling Contract Price

****Contract Price**

You have 60 seconds to accept this price.

Contract Amount: \$2,000,000.00 Contract Product: 30-Year Fixed Rate Conventional
Expiration Date: 05/03/2012

Interest Rate Range: 4.500% 4.625% 4.750% 4.875% 5.000%
Contract Price: 105.147 105.488 105.808 106.142 106.462

Time Remaining: 53 Seconds

Accept Reject

** Price information displayed here is not final. Final price adjustments for each mortgage will be determined at settlement and reflected on your settlement statement.

Contract Details

Investor Contract Identifier:	31411066	Servicing Option:	Released
Contract Name:	test 3	Escrow Indicator:	Yes
Contract Type:	Mandatory	State Code:	VA
Expiration Date:	05/123654789	Cross Sell Rights:	Seller Released
Contract Period:	90	CS/LTV (A-Minus):	No
Master Commitment:	NONE	Average Unpaid Principal Balance:	\$200,000.00



For information on how to use the Reject button, refer to the section titled Reject a Contract Price.

Mandatory Cash Contracts

- Click **Accept** from the Contract Price screen if you agree to the terms. The system will prompt, "You have 15 seconds to accept this price."

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Selling Contract Price

****Contract Price**

You have 15 seconds to accept this price.

Contract Amount: \$2,000,000.00 Contract Product: 30-Year Fixed Rate Conventional
 Expiration Date: 05/03/2012

Interest Rate Range:	4.500%	4.625%	4.750%	4.875%	5.000%
Contract Price:	105.147	105.488	105.808	106.142	106.462

Time Remaining: 7 Seconds

** Price information displayed here is not final. Final price adjustments for each mortgage will be determined at settlement and reflected on your settlement statement.

- Click **I Agree**. The Cash Contract Details screen displays along with a summary of your contract terms.

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Freddie Mac **Selling Cash Contract Details**

Summary of Contract Terms:

Contract Name:	test1	Remaining Balance:	\$2,000,000.00
Investor Contract Identifier:	123654789	Contract Amount:	\$2,000,000
Contract Type:	Mandatory	Contract Status:	Accepted
Contract Product:	30-Year Fixed Rate Conventional	Accepted Date:	06/28/2012 10:54:25
LTV Ratio Percent Range:	0% - <=105%	Pair off Amount:	
Master Commitment:	NONE	Expiration Date:	09/26/2012
Loan Amortization Period Count:	239 to 362 months	Servicing Option:	Released
Note Rate Percent Range:	4.500% to 5.000%	Escrow Coverage:	Yes
Loan Maturity Period Count:	241 to 360 months	State code:	VA
		Cross Sell Rights:	Seller Released
		CS/LTV (A-Minus):	No
		Average Loan Amount:	\$200,000.00
		Total UPB:	\$0.00

Contract Options

[Change Contract Name](#)
[Add Loan\(s\)](#)
[Pair-off](#)
[View/Print Contract Confirmation](#)

Loan Options

No options available

Interest Rate Range: 4.500% 4.625% 4.750% 4.875% 5.000%
Contract Price: 106.274 106.661 106.935 107.224 107.494

There are no loans added to this contract.

- To view and/or print your contract confirmation, click **View/Print Contract Confirmation** in the Contract Options box. The Purchase Contract Confirmation displays in a new window.



You can also add loans to your contract using this screen by clicking **Add Loans** in the Contract Options box.

Mandatory Cash Contracts



If you select the Servicing Released Sales Process, you must also supply all loan data requested by the selling system so that the servicing buyer may provide an accurate bid for the purchase of the servicing rights. Otherwise, the servicing buyer may rescind its bid later and you will be subject to a pair-off fee.

Reject a Contract Price

Whenever you receive an indication price on a cash contract, you have the option to reject that contract price. You can either wait a few moments to re-price the contract or return to the contract to modify the terms and re-price. A contract with a rejected price remains in the selling system and can be accessed later via the View Contract Pipeline or Search for Contracts functions. The steps below begin at the Contract Price – 60 seconds to accept price screen:

1. From the Contract Price screen, click **Reject**. The Rejected Contract screen displays.

The screenshot shows the 'Selling Contract Price' screen. At the top, there is a navigation bar with links: Home, Help, News, Contact Us, Admin, Logout, and FreddieMac.com. The page title is 'Selling Contract Price'. On the right, it displays 'Organization: Test-Org', 'Seller/Servicer: 486565', and 'Branch: 206473'. The main content area is titled '**Contract Price' and contains the text: 'You have 60 seconds to accept, reject, or adjust the contract price.' Below this, it shows 'Contract Amount: \$200,000.00', 'Expiration Date: 09/02/2014', and 'Contract Product: 30-Year Fixed Rate Conventional'. An 'Interest Rate Range' is shown as '4.000% 4.125% 4.250% 4.375% 4.500%'. Below that, 'Contract Price' options are listed: '99.074 100.067 101.059 101.867 102.664'. A 'Time Remaining: 53 Seconds' progress bar is visible. At the bottom, there are 'Accept' and 'Reject' buttons, with the 'Reject' button highlighted by a red box. A disclaimer states: '** Price information displayed here is not final. Final price adjustments for each mortgage will be determined at settlement and reflected on your settlement statement.' Below the disclaimer is a 'Contract Details' section with a table of contract information.

Contract Details	
Investor Contract Identifier:	31412848
Contract Name:	
Contract Type:	Mandatory
Expiration Date:	09/02/2014
Contract Period:	90
Master Commitment:	NONE
Servicing Option:	Retained
Designated Servicer #:	486565
Servicing Fee Rate:	0.250%
Prepayment Remittance Due Days:	5
Remittance Option:	Gold

2. To reprice the contract, click **Re-Price**. The Contract Price screen displays.

Mandatory Cash Contracts

****Contract Price**

The contract prices were rejected.

Contract Amount: \$200,000.00 Contract Product: 30-Year Fixed Rate Conventional
Expiration Date: 09/02/2014

Contract Details

Investor Contract Identifier:	31412848	Servicing Option:	Retained
Contract Name:		Designated Servicer #:	486565
Contract Type:	Mandatory	Servicing Fee Rate:	0.250%
Expiration Date:	09/02/2014	Prepayment Remittance Due Days:	5
Contract Period:	90	Remittance Option:	Gold
Master Commitment:	NONE		

- To return to the Loan Purchase Contract Terms screen, click **Return To Contract Terms**. The Loan Purchase Contract Terms screen displays. You may make changes to the contract terms and price the contract again.



A rejected contract will be saved and can be accessed by performing a search.

Managing the Contract

Now that you've learned about how to take out a contract, the next step is to learn about how to manage the contract using the Contract Details screen. The Contract Details screen summarizes the contract terms and contains functionality to help you manage and fulfill the contract.

Contract Details

The Contract Details screen allows you to manage your contract. This screen displays the summary of contract terms and loan details such as:

- Details on the contract options you selected
- Investor Contract Identifier
- Interest Range
- Contract Price
- Loan Details

Mandatory Cash Contracts

Freddie Mac Selling Cash Contract Details

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Pricing and Contracting

- Request FM Price Sheet
- Take Out Cash
- Contract Take Out
- Guarantor Contract
- Add Loans to Contract
- Remove Loans from Contract
- Pair-Off Contract
- Manage Templates

Loans

- Loan Pipeline
- Create New Loan
- View Evaluation Issues
- View Evaluation Results
- MISMO XML Import
- Import from LP
- View Import Results
- Customize Import Formats
- Export Data
- View Export Results

Settlement

- Review
- Certification Issues
- Enter Settlement Details
- Create/View Certification Forms
- View Settlement Statements
- Transfer Servicing Instructions
- View Contract

Summary of Contract Terms:

Contract Name:	test 2	Remaining Balance:	\$801.00
Investor Contract Identifier:	31411046	Contract Amount:	\$200,000
Contract Type:	Mandatory	Contract Status:	Accepted
Contract Product:	30-Year Fixed Rate Conventional	Accepted Date:	02/03/2012 10:27:16
LTV Ratio Percent Range:	0% - <=105%	Pair off Amount:	
Master Commitment:	NONE	Expiration Date:	03/05/2012
Loan Amortization Period Count:	239 to 362 months	Servicing Option:	Retained
Note Rate Percent Range:	4.500% to 5.000%	Servicer #:	486565
Loan Maturity Period Count:	241 to 360 months	Servicing Fee Rate:	0.250%
		Remittance Option:	Gold
		Total UPB:	\$199,199.00

Contract Options

- [Change Contract Name](#)
- [Add Loan\(s\)](#)
- [Pair-off](#)
- [View/Print Contract Confirmation](#)

Loan Options

- [Price Loan\(s\) Against Contract](#)
- [Remove Loan\(s\)](#)
- [Enter Settlement Details](#)
- [Evaluate Loan\(s\)](#)
- [Build Form 1034](#)
- [Build Form 996E](#)

Interest Rate Range: 4.500% 4.625% 4.750% 4.875% 5.000%

Contract Price: 105.185 105.474 105.728 105.990 106.244

Loan Details

[Go to Loan Pipeline to view additional columns for these loans](#)

Seller Loan Identifier	Primary Borrower Last Name	Interest Rate	Loan Reference Product Label	Loan Status	Unpaid Principal Balance	WHLService	Net Price	Total Fees
ZZZ-TRAINING-CTE	CTE-TRAINING-TESTCASE1	4.5%	30-Year Fixed Rate Conventional	New	\$199,199.00	No		\$0.00

Displaying: 1-1 of 1 Loans Loans Per Page: 25

Contract Options Box

The Contract Options provide shortcuts to additional functionality. You will use the functionality to maintain and update your contracts and to move loans to a ready-to-fund status.

The functions for Cash contracts are:

- Change Contract Name
- Add Loan(s)
- Pair-off
- View/Print Contract Confirmation

Change Contract Name

Click Change Contract Name if you want to track contracts by a unique name assigned by you. Follow the steps below:

1. From the Contract Details screen, click the Change Contract Name link.

Mandatory Cash Contracts

Selling
Cash Contract Details

Organization: Test-Org
Seller/Servicer: 486565
Branch: 206473

Summary of Contract Terms:

Contract Name:	FRR SPR	Remaining Balance:	\$250,000.00
Investor Contract Identifier:	31412768	Contract Amount:	\$250,000
Contract Type:	Mandatory	Contract Status:	Accepted
Contract Product:	30-Year Fixed Rate Conventional	Accepted Date:	05/13/2014 04:54:54
LTV Ratio Percent Range:	0% - <=105%	Pair off Amount:	
Master Commitment:	NONE	Expiration Date:	08/11/2014
Loan Amortization Period Count:	239 to 362 months	Servicing Option:	Retained
Note Rate Percent Range:	4.000% to 4.500%	Servicer #:	486565
Loan Maturity Period Count:	241 to 360 months	Servicing Fee Rate:	0.250%
		Remittance Option:	Gold
		Total UPB:	\$0.00

Contract Options

[Change Contract Name](#)
[Add Loan\(s\)](#)
[Pair-off](#)
[View/Print Contract Confirmation](#)

Loan Options
No options available

Interest Rate Range: 4.000% 4.125% 4.250% 4.375% 4.500%
Contract Price: 98.797 99.820 100.844 101.605 102.367

There are no loans added to this contract.

- The Change Contract Name screen displays. Enter the Contract Name and Click Save Contract Name.

Selling
Change Contract Name

Organization: Test-Org
Seller/Servicer: 486565
Branch: 206473

Type in the new name for the contract below:

Contract Name:

[<< Back to Contract Details](#)

- The Contract Details screen redisplay with the contract name you assigned.

Selling
Cash Contract Details

Organization: Test-Org
Seller/Servicer: 486565
Branch: 206473

Summary of Contract Terms:

Contract Name:	Freddie August Cash	Remaining Balance:	\$250,000.00
Investor Contract Identifier:	31412768	Contract Amount:	\$250,000
Contract Type:	Mandatory	Contract Status:	Accepted
Contract Product:	30-Year Fixed Rate Conventional	Accepted Date:	05/13/2014 04:54:54
LTV Ratio Percent Range:	0% - <=105%	Pair off Amount:	
Master Commitment:	NONE	Expiration Date:	08/11/2014
Loan Amortization Period Count:	239 to 362 months	Servicing Option:	Retained
Note Rate Percent Range:	4.000% to 4.500%	Servicer #:	486565
Loan Maturity Period Count:	241 to 360 months	Servicing Fee Rate:	0.250%
		Remittance Option:	Gold
		Total UPB:	\$0.00

Contract Options

[Modify Mandatory Contract](#)
[Change Contract Name](#)
[Add Loan\(s\)](#)
[Pair-off](#)
[View/Print Contract Confirmation](#)

Loan Options
No options available

Mandatory Cash Contracts

Add Loans to a Contract

Follow the steps below to allocate and/or add loans to a contract

1. From the Contract Details screen, click the Add Loan(s) link located in the Contract Options box.

Selling Cash Contract Details

Organization: Test-Org
Seller/ Servicer: 486565
Branch: 206473

Summary of Contract Terms:

Contract Name:	FRR SPR	Remaining Balance:	\$250,000.00
Investor Contract Identifier:	31412768	Contract Amount:	\$250,000
Contract Type:	Mandatory	Contract Status:	Accepted
Contract Product:	30-Year Fixed Rate Conventional	Accepted Date:	05/13/2014 04:54:54
LTV Ratio Percent Range:	0% - <=105%	Pair off Amount:	
Master Commitment:	NONE	Expiration Date:	08/11/2014
Loan Amortization Period Count:	239 to 362 months	Servicing Option:	Retained
Note Rate Percent Range:	4.000% to 4.500%	Servicer #:	486565
Loan Maturity Period Count:	241 to 360 months	Servicing Fee Rate:	0,250%
		Remittance Option:	Gold
		Total UPB:	\$0.00

Contract Options

- [Change Contract Name](#)
- [Add Loan\(s\)](#)
- [Pair-off](#)
- [View/Print Contract Confirmation](#)

Loan Options

No options available

Interest Rate Range: 4.000% 4.125% 4.250% 4.375% 4.500%

Contract Price: 98.797 99.820 100.844 101.605 102.367

There are no loans added to this contract.

2. Enter the criteria for the loans you wish to allocate to this contract.

Select loans to add to the contract. The maximum number of loans that can be displayed below is 800.

Summary of Contract Terms:

Contract Name:	FRR SPR	Remaining Balance:	\$250,000.00
Investor Contract Identifier:	31412768	Contract Amount:	\$250,000
Contract Type:	Mandatory	Contract Status:	Accepted
Contract Product:	30-Year Fixed Rate Conventional	Accepted Date:	05/13/2014 04:54:54
LTV Ratio Percent Range:	0% - <=105%	Pair off Amount:	
Master Commitment:	NONE	Expiration Date:	08/11/2014
Loan Amortization Period Count:	239 to 362 months	Servicing Option:	Retained
Note Rate Percent Range:	4.000% to 4.500%	Servicer #:	486565
Loan Maturity Period Count:	241 to 360 months	Servicing Fee Rate:	0.250%
		Remittance Option:	Gold
		Total UPB:	\$0.00

Seller Loan Identifier:

Primary Borrower Last Name:

Loan Status:

Interest Rate Range: 4.000 % to 4.500 %

Loan Create Date: From To
[mm/dd/yyyy] [mm/dd/yyyy]

Certified: Yes No Both

Edits Cleared: Yes No Both

Standard Searches will not include Modified and Converted Loans. To include them, please check the applicable boxes below:

Loan Type: Modified Converted

[List Loans](#)

[<<Contract Details](#)

3. Click List Loans. The Contract: Add Loans screen will display with the list of available loans that can be allocated to this contract.

Mandatory Cash Contracts

Select loans to add to the contract. The maximum number of loans that can be displayed below is 800.

Summary of Contract Terms:

Contract Name:	FRR SPR	Remaining Balance:	\$250,000.00
Investor Contract Identifier:	31412768	Contract Amount:	\$250,000
Contract Type:	Mandatory	Contract Status:	Accepted
Contract Product:	30-Year Fixed Rate Conventional	Accepted Date:	05/13/2014 04:54:54
LTV Ratio Percent Range:	0% - <=105%	Pair off Amount:	
Master Commitment:	NONE	Expiration Date:	08/11/2014
Loan Amortization Period Count:	239 to 362 months	Servicing Option:	Retained
Note Rate Percent Range:	4.000% to 4.500%	Servicer #:	486565
Loan Maturity Period Count:	241 to 360 months	Servicing Fee Rate:	0.250%
		Remittance Option:	Gold
		Total UPB:	\$0.00

Seller Loan Identifier: Certified: Yes No Both

Primary Borrower Last Name: Edits Cleared: Yes No Both

Loan Status:

Interest Rate Range: % to % Loan Create Date: From To

Standard Searches will not include Modified and Converted Loans. To include them, please check the applicable boxes below:

Loan Type: Modified Converted

Displaying: 1-4 of 4 Loans Loans Per Page: 25

Select Page Select All 4 Loans Total Selected: 1

Seller Loan Identifier	Last Name	Interest Rate	Loan Status	UPB	Loan Reference Product Label	Certified	Edits Clear	Select
Z2222 - TRAINING	SMITH	4.125%	New	\$181,439.56	Not Labeled	No	No	<input checked="" type="checkbox"/>
0010012345	CHAMBERLAIN	4.500%	New	\$336,800.00	30-Year Fixed Rate Conventional	No	No	<input type="checkbox"/>
0213	JORDAN	4.000%	New	\$200,000.00	15-Year Fixed Rate Conventional	No	No	<input type="checkbox"/>
Z221TEST	BROWN	4.125%	New	\$181,963.28	30-Year Fixed Rate Conventional	No	No	<input type="checkbox"/>

- Select the loans by checking the box next to the Seller Loan Identifier.
- Click the Add Selected Loans to Contract button. The Contract Details screen will re-display with the newly added loans which are identified by the Seller Loan Identifier.

Mandatory Cash Contracts

Selling
 Cash Contract Details

Organization: Test-Org
 Seller/Service: 486565
 Branch: 206473

Summary of Contract Terms:			
Contract Name:	FRR SPR	Remaining Balance:	\$68,036.72
Investor Contract Identifier:	31412768	Contract Amount:	\$250,000
Contract Type:	Mandatory	Contract Status:	Accepted
Contract Product:	30-Year Fixed Rate Conventional	Accepted Date:	05/13/2014 04:54:54
LTV Ratio Percent Range:	0% - <=105%	Pair off Amount:	
Master Commitment:	NONE	Expiration Date:	08/11/2014
Loan Amortization Period Count:	239 to 362 months	Servicing Option:	Retained
Note Rate Percent Range:	4.000% to 4.500%	Servicer #:	486565
Loan Maturity Period Count:	241 to 360 months	Servicing Fee Rate:	0.250%
		Remittance Option:	Gold
		Total UPB:	\$181,963.28

Contract Options	
Change Contract Name	Add Loan(s)
Pair-off	View/Print Contract Confirmation

Loan Options	
Price Loan(s) Against Contract	Remove Loan(s)
Enter Settlement Details	Evaluate Loan(s)
Build Form 1034	Build Form 996E

Interest Rate Range:	4.000%	4.125%	4.250%	4.375%	4.500%
Contract Price:	98.797	99.820	100.844	101.605	102.367

Loan Details									
Go to Loan Pipeline to view additional columns for these loans									
Seller Loan Identifier	Primary Borrower Last Name	Interest Rate	Loan Reference Label	Product	Loan Status	Unpaid Principal Balance	WHLService	Net Price	Total Fees
ZZZ1TEST	BROWN	4.125%	30-Year Fixed Rate Conventional		New	\$181,963.28	No	486565	\$0.00

Displaying: 1-1 of 1 Loans Loans Per Page: 25 ▼



Your loans will need to be re-evaluated once they have been allocated to a contract. This ensures you will receive full edits. The required fields needed to label a loan must be complete in order to allocate that loan.

Pair-Off

You can elect to pair-off a mandatory cash contract on or before the contract expiration date. Follow the steps below to initiate the pair-off process.

1. From the Contract Details screen, click the the Pair-off link in the Contract Options box.

Mandatory Cash Contracts

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Selling
Cash Contract Details

Summary of Contract Terms:

Contract Name:	test 2	Remaining Balance:	\$801.00
Investor Contract Identifier:	31411046	Contract Amount:	\$200,000
Contract Type:	Mandatory	Contract Status:	Accepted
Contract Product:	30-Year Fixed Rate Conventional	Accepted Date:	02/03/2012 10:27:16
LTV Ratio Percent Range:	0% - <=105%	Pair off Amount:	
Master Commitment:	NONE	Expiration Date:	03/05/2012
Loan Amortization Period Count:	239 to 362 months	Servicing Option:	Retained
Note Rate Percent Range:	4.500% to 5.000%	Servicer #:	486565
Loan Maturity Period Count:	241 to 360 months	Servicing Fee Rate:	0.250%
		Remittance Option:	Gold
		Total UPB:	\$199,199.00

Contract Options

- [Change Contract Name](#)
- [Add Loan\(s\)](#)
- [Pair-off](#)
- [View/Print Contract Confirmation](#)

Loan Options

- [Price Loan\(s\) Against Contract](#)
- [Remove Loan\(s\)](#)
- [Enter Settlement Details](#)
- [Evaluate Loan\(s\)](#)
- [Build Form 1034](#)
- [Build Form 996E](#)

Interest Rate Range: 4.500% 4.625% 4.750% 4.875% 5.000%

Contract Price: 105.185 105.474 105.728 105.990 106.244

2. The Specify Pair-Off Amount screen displays.

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Selling
Specify Pair-Off Amount

Investor Contract Identifier: 123654789 Contract Type: Mandatory
Contract Name: test 2 Expiration Date: 03/05/2012

* Denotes a required field.

Contract Amount: \$200,000.00
Tolerance Amount: \$10,000.00

Funded Loans: \$0.00
Unfulfilled Amount(non-funded loans, remaining balance and tolerance): \$200,000.00
Non-Funded Loans: \$199,199.00

Previously Paired-Off Amount:

Choose a pair-off option:*

Pair Off:

- Remaining Balance On Contract \$0.00
- Pair-Off Amount to Fulfill** \$190,000.00
- Other Amount \$ (Enter any amount up to the Remaining Balance)

Pair Off and transfer to a new contract:

- Transfer entire unfulfilled amount
- Transfer only the non-funded loans by selecting the loans to include

New Contract Period:* [] Days (between 2 and 90)
Additional Contract Amount: \$ []
New Contract Name: []

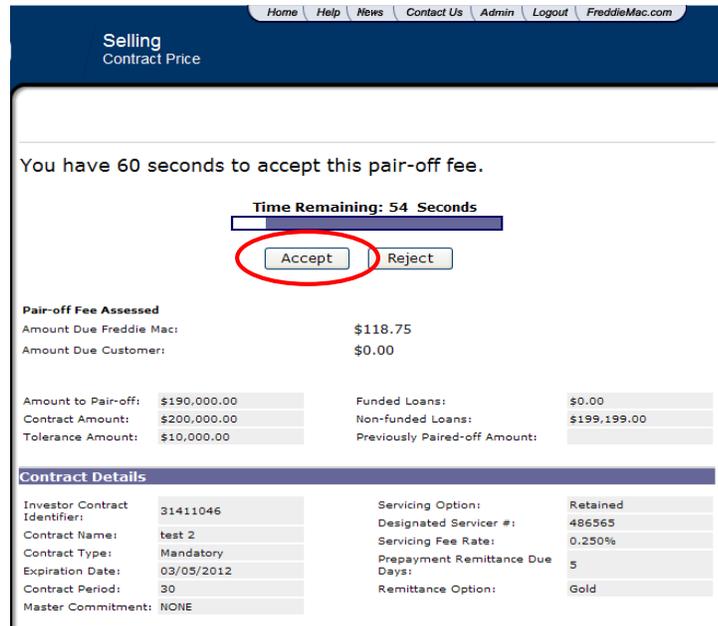
**For ARMS, may incur a yield maintenance fee in addition to the pair-off fee.

[Request Pair Off](#)

[Back to Contract Details](#)

Mandatory Cash Contracts

3. Select the amount to pair-off from **Choose a pair-off option** section.
4. Click **Request Pair-Off**. The Confirm Pair-Off Fee screen displays with the pair-off fee. You will have 60 seconds to accept or reject the pair off.



Selling
Contract Price

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You have 60 seconds to accept this pair-off fee.

Time Remaining: 54 Seconds

Pair-off Fee Assessed

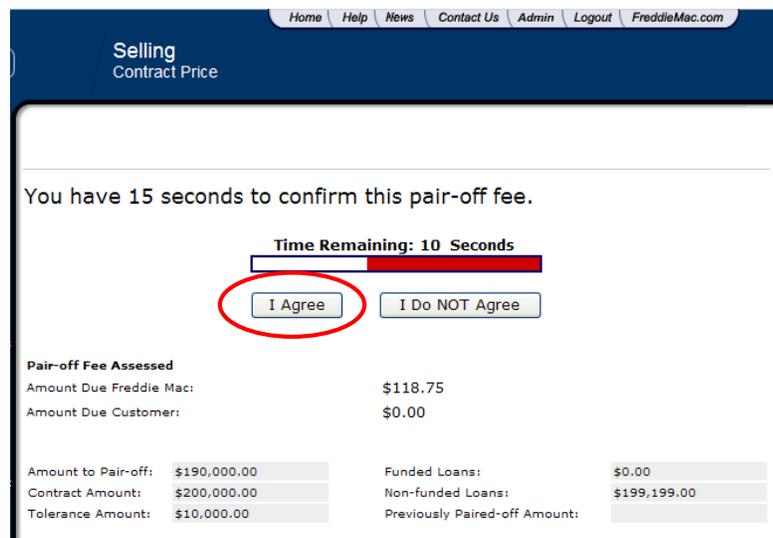
Amount Due Freddie Mac:	\$118.75
Amount Due Customer:	\$0.00

Amount to Pair-off:	\$190,000.00	Funded Loans:	\$0.00
Contract Amount:	\$200,000.00	Non-funded Loans:	\$199,199.00
Tolerance Amount:	\$10,000.00	Previously Paired-off Amount:	

Contract Details

Investor Contract Identifier:	31411046	Servicing Option:	Retained
Contract Name:	test 2	Designated Servicer #:	486565
Contract Type:	Mandatory	Servicing Fee Rate:	0.250%
Expiration Date:	03/05/2012	Prepayment Remittance Due Days:	5
Contract Period:	30	Remittance Option:	Gold
Master Commitment:	NONE		

5. To accept, click **Accept**. A confirmation message appears. You will have 15 seconds to agree or reject the pair-off.



Selling
Contract Price

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You have 15 seconds to confirm this pair-off fee.

Time Remaining: 10 Seconds

Pair-off Fee Assessed

Amount Due Freddie Mac:	\$118.75
Amount Due Customer:	\$0.00

Amount to Pair-off:	\$190,000.00	Funded Loans:	\$0.00
Contract Amount:	\$200,000.00	Non-funded Loans:	\$199,199.00
Tolerance Amount:	\$10,000.00	Previously Paired-off Amount:	

6. Click **I Agree** to pair-off the contract. The Pair-Off Confirmation screen displays.

Mandatory Cash Contracts

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Selling
Pair-Off Confirmation

Please print your Pair-Off Confirmation before leaving this screen. Your ongoing access to a copy of the Pair-Off Confirmation will be the paper copy that you print out. This Pair-Off Confirmation contains your pair-off information for your records.

[View/Print Pair-Off Confirmation](#)

Freddie Mac

Test-Org
Test Test
Test, VA 22102

In accordance with the terms and conditions of the Freddie Mac Sellers' and Servicers' guide (The "Guide"), the Federal Home Loan Mortgage Corporation ("Freddie Mac") has made the following decision regarding your mandatory delivery contract:

Freddie Mac has assessed a pair-off fee on the contract indicated below. No further deliveries may be made on this contract other than those agreed to at the time of the pair-off by Freddie Mac.

Seller/Servicer Number:	111222
Contract Name:	test 2
Contract Type:	Mandatory
Investor Contract Identifier:	123654789
Expiration Date:	03/05/2012
Contract Amount:	\$200,000.00
Tolerance Amount:	\$10,000.00
Paired off Amount:	\$190,000.00
Date Assessed:	02/03/2012

Amount Due to Freddie Mac:	\$118.75
Amount Due to Customer:	\$0.00

Remittance Instructions:
The fee will appear on your monthly Seller invoice. The Proceeds due Freddie Mac should be included with your monthly remittance per the instructions on your consolidated statement.

If you have any questions regarding this statement, please call your Enterprise Cash Representative.

[Return to Contract Details](#)

7. To print your confirmation click **View/Print Pair-off Confirmation**. A new browser launches with your Pair-off Confirmation.
8. Click the print icon on the toolbar to print.
9. Click **Close Window** button to close the window.
10. From the Pair-Off Confirmation screen click the **Return to Contract Details** button to return to the Contract Details screen. The Contract Details screen displays with the updated Remaining Balance for the contract.

Mandatory Cash Contracts

Pair-Off and Transfer to a New Contract

The selling system also allows you to pair-off a contract and transfer non-funded loans to a new contract. This sometimes referred to as Pair-Off and Recommit. Follow the steps below to pair-off a contract and transfer non-funded loans to a new contract.

1. From the Contract Details screen, click **Pair-off** in the Contract Options box. The Pair-off Contract screen displays.

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Selling

Cash Contract Details

Summary of Contract Terms:

Contract Name:	Certify7	Remaining Balance:	\$203,547.09
Investor Contract Identifier:	31410819	Contract Amount:	\$1,300,000
Contract Type:	Mandatory	Contract Status:	Accepted
Contract Product:	30-Year Fixed Rate Conventional	Accepted Date:	11/07/2011 14:06:37
LTV Ratio Percent Range:	0% - <=105%	Pair off Amount:	
Master Commitment:	NONE	Expiration Date:	02/06/2012
Loan Amortization Period Count:	239 to 362 months	Servicing Option:	Retained
Note Rate Percent Range:	400.000% to 450.000%	Servicer #:	486565
Loan Maturity Period Count:	241 to 360 months	Servicing Fee Rate:	0.250%
		Remittance Option:	Gold
		Total UPB:	\$1,096,452.91

Contract Options

- [Change Contract Name](#)
- [Add Loan\(s\)](#)
- [Pair-off](#) Pair-off link
- [View/Print Contract Confirmation](#)

Loan Options

- [Price Loan\(s\) Against Contract](#)
- [Remove Loan\(s\)](#)
- [Enter Settlement Details](#)
- [Evaluate Loan\(s\)](#)
- [Build Form 1034](#)
- [Build Form 996E](#)

Interest Rate Range: 4.000% 4.125% 4.250% 4.375% 4.500%

Contract Price: 100.751 101.369 101.928 102.495 103.053

Loan Details

[Go to Loan Pipeline to view additional columns for these loans](#)

Seller Loan Identifier	Primary Borrower Last Name	Interest Rate	Loan Reference Product Label	Loan Status	Unpaid Principal Balance	WHL	Servicer	Net Price	Total Fees
206	DOE6	4.125%	30-Year Fixed Rate Conventional	Certification Released	\$182,742.15	No	486565	101.119	\$456.25
207	DOE7	4.125%	30-Year Fixed Rate Conventional	Certification Released	\$182,742.15	No	486565	101.119	\$456.25
202	DOE2	4.125%	30-Year Fixed Rate Conventional	New	\$182,742.16	No	486565	101.119	\$457.00
203	DOE BROTHERS	4.125%	30-Year Fixed Rate Conventional	Certification Released	\$182,742.15	No	486565	101.119	\$456.25
204	DOE4	4.125%	30-Year Fixed Rate Conventional	Certification Released	\$182,742.15	No	486565	101.119	\$456.25
205	DOE5	4.125%	30-Year Fixed Rate Conventional	Certification Released	\$182,742.15	No	486565	101.119	\$456.25

Displaying: 1-6 of 6 Loans Loans Per Page: 25

Mandatory Cash Contracts

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Selling
Specify Pair-Off Amount

Investor Contract Identifier: 123654789 Contract Type: Mandatory
Contract Name: Certify7 Expiration Date: 02/06/2012

* Denotes a required field.

Contract Amount: \$1,300,000.00
Tolerance Amount: \$32,500.00

Funded Loans: \$0.00
Unfulfilled Amount(non-funded loans, remaining balance and tolerance): \$1,300,000.00
Non-Funded Loans: \$1,096,452.91

Previously Paired-Off Amount:

Choose a pair-off option:*

Pair Off:

- Remaining Balance On Contract \$171,047.09
- Pair-Off Amount to Fulfill** \$1,267,500.00
- Other Amount \$ (Enter any amount up to the Remaining Balance)

Pair Off and transfer to a new contract:

- Transfer entire unfulfilled amount
- Transfer only the non-funded loans by selecting the loans to include**

New Contract Period:* 60 Days (between 2 and 90)

Additional Contract Amount: \$

New Contract Name:

**For ARMS, may incur a yield maintenance fee in addition to the pair-off fee.

[Request Pair Off](#)

[<< Back to Contract Details](#)

2. Select the **Pair-Off and transfer to a new contract** option and the type of transfer you want.
3. Click **Request Pair Off**. The Pair-Off Contract: Select Loans screen displays.

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Selling
Pair-off Contract: Select Loans

Contract #: 123654789

Select the non-funded loans you wish to transfer to a new account.

Additional Contract Amount: \$0.00 Non-funded Loan Amount: \$1,096,452.91
Selected Loan UPB: [View Selected UPB Amount](#)

Non-Funded Loans

Seller Loan Identifier	Primary Borrower Last Name	Interest Rate	UPB	Loan Reference Product Label	Loan Status	Certification Status	Edits Clear	Warehouse Lender Assigned
<input checked="" type="checkbox"/> 206	DOE6	4.125%	\$182,742.15	30-Year Fixed Rate Conventional	Certification Released	No	No	No
<input checked="" type="checkbox"/> 207	DOE7	4.125%	\$182,742.15	30-Year Fixed Rate Conventional	Certification Released	No	No	No
<input type="checkbox"/> 202	DOE2	4.125%	\$182,742.16	30-Year Fixed Rate Conventional	New	No	No	No
<input type="checkbox"/> 203	DOE BROTHERS	4.125%	\$182,742.15	30-Year Fixed Rate Conventional	Certification Released	No	No	No
<input type="checkbox"/> 204	DOE4	4.125%	\$182,742.15	30-Year Fixed Rate Conventional	Certification Released	No	No	No
<input type="checkbox"/> 205	DOE5	4.125%	\$182,742.15	30-Year Fixed Rate Conventional	Certification Released	No	No	No

Select Page Select All 6 Loans Total Selected: 2

Displaying: 1-6 of 6 Loans Loans Per Page: 25

[<< Back to PairOff](#) [Continue and View Totals](#)

Mandatory Cash Contracts

4. Select the loans to add to the new contract, by clicking on the box next to Seller Loan Identifier column.



To view the unpaid principal balance (UPB) of the loans selected, click **View Selected UPB Amount**. A pop-up window displays showing the total UPB of the selected loans.

5. Click **Continue and View Totals**. The Pair-off Contract: Confirm Loans screen displays.

Seller Loan Identifier	Primary Borrower Last Name	Interest Rate	Interest UPB	Loan Reference Product Label	Loan Status	Certification Status	Edits Clear	Warehouse Lender Assigned
206	DOE6	4.125%	\$182,742.15	30-Year Fixed Rate Conventional	Certification Released	No	No	No
207	DOE7	4.125%	\$182,742.15	30-Year Fixed Rate Conventional	Certification Released	No	No	No

6. Click **Pair Off and Price Contract**. The Confirm Pair-off and Price screen displays. You have 60 seconds to accept pair-off fee and new contract price.
7. Click **Accept** if you agree with the pair-off fee and new contract price. A confirmation message appears. You will have 15 seconds to agree or reject the pair-off.
8. Click **I Agree** to pair-off the contract. The Contract Details screen for the new contract displays.
9. You can click the **Change Contract Name** link to create a name for your new contract.



You can click the contract number link at the top of the screen to view the original contract that you paired off. The contract details screen displays for that contract.

View/Print Contract Confirmation Report

The Contract Confirmation Report is also known as the Purchase Contract Confirmation. You may view, print or save this report as a PDF. Information from this report is also available via the export data sets.

Follow the steps below to access the Contract Confirmation Report.

Mandatory Cash Contracts

- From the Contract Details screen, click the View/Print Contract Confirmation Report link.

Selling
Cash Contract Details

Organization: Test-Org
 Seller/Service: 486565
 Branch: 206473

Summary of Contract Terms:

Contract Name:	FRR SPR	Remaining Balance:	\$250,000.00
Investor Contract Identifier:	31412768	Contract Amount:	\$250,000
Contract Type:	Mandatory	Contract Status:	Accepted
Contract Product:	30-Year Fixed Rate Conventional	Accepted Date:	05/13/2014 04:54:54
LTV Ratio Percent Range:	0% - <=105%	Pair off Amount:	
Master Commitment:	NONE	Expiration Date:	08/11/2014
Loan Amortization Period Count:	239 to 362 months	Servicing Option:	Retained
Note Rate Percent Range:	4.000% to 4.500%	Servicer #:	486565
Loan Maturity Period Count:	241 to 360 months	Servicing Fee Rate:	0.250%
		Remittance Option:	Gold
		Total UPB:	\$0.00

Interest Rate Range:	4.000%	4.125%	4.250%	4.375%	4.500%
Contract Price:	98.797	99.820	100.844	101.605	102.367

[View/Print Contract Confirmation](#)

Contract Options
[Change Contract Name](#)
[Add Loan\(s\)](#)
[Pair-off](#)
[View/Print Contract Confirmation](#)

Loan Options
 No options available

There are no loans added to this contract.

- The Purchase Contract Confirmation Report displays. You may select File and choose to Print or Save the report as a PDF.

Purchase Contract Confirmation

This Purchase Contract Confirmation confirms the terms of the commitment of the Seller named below to sell to the Federal Home Loan Mortgage Corporation (Freddie Mac) Home Mortgages or undivided interest in Home Mortgages in total principal amount to be purchased by Freddie Mac as stated herein, on the terms stated below, in accordance with the Purchase Documents as defined in the Guide, all of which are fully incorporated into such commitment by reference.

This also confirms that all Mortgages sold under the commitment confirmed by this Purchase Contract Confirmation will be serviced in accordance with the terms of the unitary, indivisible master servicing contract comprised of the Guide, applicable bulletins, any applicable users' guide, and any other applicable Purchase Documents, all of which are fully incorporated herein by reference.

If Seller has a Master Agreement, the terms of the Purchase Documents in effect on the date of the Master Agreement shall apply to all Cash Purchase Contracts entered into during the effective period of the Master Agreement. If Seller has a mandatory Master Commitment without a Master Agreement, the terms of the Purchase Documents in effect on the date of the mandatory Master Commitment shall apply to all Cash Purchase Contracts entered into during the effective period of the mandatory Master Commitment. In the absence of a Master Agreement or a mandatory Master Commitment without a Master Agreement, the terms of the Purchase Documents in effect on the Date of Seller's Offer shall apply to all Purchase Contracts, unless otherwise agreed by Freddie Mac and the Seller in writing.

Contract Details

Contract Name:	[REDACTED]	Contract Amount:	\$800,000.00
Investor Contract Identifier:	[REDACTED]	Contract Period:	20 days
Contract Option:	Mandatory	Expiration:	6/07/2016
Mortgage Type:	Conventional	Contract Product:	30-Year Fixed Rate Conventional
Loan Amortization Period Type:	Month		

Overview

Under a Best Efforts cash contract, you must use your best effort to close and fund a specific mortgage that you have agreed to sell to Freddie Mac. Best Efforts Pricing is based on the possibility that you may not be able to deliver that mortgage. If, in spite of your best efforts to close and fund the mortgage, it does not close, you will not be assessed a pair-off fee. However, if you fail to provide Freddie Mac with specific mortgage status notifications required and/or fail to sell the mortgage to Freddie Mac when you close and fund it, you must indemnify Freddie Mac and may also be subject to a fee. See Section 6101.4 of the *Single-Family Seller/Service Guide* (Guide) for more information about Best Efforts Contracts under fixed-rate Cash. ARMs are not eligible for sale under Best Efforts Contracts.

To take out a Best Efforts contract, you must simultaneously create or import a loan in the selling system, or use an existing loan to take out a contract. A Best Efforts contract will only consist of one loan.

Under no circumstances may you:

- Substitute a mortgage with a different borrower(s) or a different property address for the mortgages specified in the Best Efforts Contract
- Take out another Best Efforts Contract or a Mandatory Cash Contract, either sequentially or at the same time, for the same mortgage
- Take out a Best Efforts Contract with fictitious borrower data or a fictitious property address, or
- Sell a mortgage specified in a Best Efforts Contract to another investor.

The procedures below provide step-by-step instructions on how to take out a Best Efforts contract.

Create a Loan for a Best Efforts Contract

Follow the steps below to take out a Best Efforts contract and simultaneously create a loan with partial loan data. This is known as “Best Efforts, Quick Loan” entry method. With the Quick Loan entry method, you can create general loan parameters and obtain a contract price. You can return to the loan at a later date and provide additional loan details or to complete the remaining required or conditionally required loan data. When you update loan data, the contract and loan will automatically re-price based on the changes you made.

1. From the left navigation bar select **Take Out Cash Contract**. The Take Out Contract screen displays.

Take Out a Best Efforts Contract

Freddie Mac Selling Take Out Contract

Organization: Test-Org
Seller/Servicer: 486565
Branch: 206473

Choose your contract parameters to begin creating a contract.

Create new contract:

Contract Option: Mandatory
 Fixed
 ARM
 Best Efforts (Fixed Only)

Servicing Option: Released (Fixed Only)
 Retained
 CTOS

To Create A Contract Using A Loan:

For loans in the system: Enter either the seller loan identifier and/or the primary borrower's last name.

Seller Loan Identifier:

Primary Borrower Last Name:

For loans not yet in the system: [Create new loan. >>](#)(Best Efforts only.)

[Cash Adjustor for Relief Refinance Mortgages](#)

[Create Contract >>](#)

2. Select Best Efforts (Fixed Only) as the Contract Option.
3. Select your Servicing Option.
4. Click **Create new loan. >>**. The Create Loan For Best Efforts Contract screen displays. The system allows you to create a new loan using a minimum number of fields.

Take Out a Best Efforts Contract

Selling
Create Loan For Best Efforts Contract

Organization: Test-Org
Seller/Service: 488565
Branch: 206473

Enter the required loan information and click **Save & Continue** to create a contract for the loan

[Previous Page](#) * Denotes a required field

These fields are required for new originations, to save a loan, and to price a contract.

Seller Loan Identifier:*

Subject Property Address

Street Address:*

City Name:*

State Code:*

Postal Code:*

Property Details

Property Estate Type:*

Project Legal Structure Type:*

Property Usage Type:*

PUD Indicator: True False

Financed Unit Count:*

Construction Details

Construction Method Type:*

Borrower Information

Borrower 1

Borrower Classification Type:*

Non-Individual Borrower Type:*

First Name:*

Middle Name:

Last Name:*

Suffix Name:

Non-Individual Borrower Name:*

Taxpayer Identifier Type:*

Taxpayer Identifier Value:*

Appraisal/Property Valuation Details

Property Valuation Amount: \$*

Loan Information

Loan Details

Loan Purpose Type:*

Purchase Price Amount: \$*

Product Details

Mortgage Type:*

Section Of Act Type:*

Interest Calculation Type:*

Balloon Indicator:*

Payment Frequency Type:*

Loan Amortization Type:*

Loan Program Identifier

Loan Program Identifier:*

Interest Calculation Period Type:*

Note Details

Note Date:*

Application Received Date:*

Note Rate Percent:*

Note Amount:*

Notice: If your loan has not closed, you must provide an estimated "Scheduled First Payment Date" and "Loan Maturity Date" below. These dates are used to calculate the loan's term to maturity. These dates must be updated if the actual dates differ.

Scheduled First Payment Date:*

Loan Maturity Date:*

Conversion Option Details

Assumability Details

Interest Only Details

Additional Loan Fields That Affect Pricing

If you do not provide this information, the Selling System will assume values to price this loan.

Additional Loan Information

Loan Details

Refinance Cash Out Determination Type:*

Loan Level Credit Details

Loan Level Credit Score Value:*

Credit Score Impairment Type:*

Loan Level Credit Score Selection Method Type:*

Underwriting Details

Automated Underwriting System Type:*

Automated Underwriting Case Identifier:*

Payment Details

Loan Acquisition Scheduled UPB Amount: \$*

5. Complete the fields required for new originations marked with a red asterisk.

Take Out a Best Efforts Contract

 If the loan is a purchase transaction, you must enter the Purchase Price Amount data field in order to Save & Continue.

 If you elect to complete all of the applicable fields in the section titled “Additional Loan Fields That Affect Pricing,” the Selling System will price the contract and loan based on the values you entered. If you elect to complete these fields at a later date and time, the selling system will assume values to initially price the contract and loan.

6. Click **Save & Continue**. The Single Loan Create Contract screen displays.

Selling
Single Loan Create Contract

Organization: Test Unit
Seller/Service: 486565
Branch: 990841152

Please complete the fields below. * denotes a required field.

Contract Information

Master Commitment:* [Show Details](#)

Contract Product:* 30-Year Fixed Rate Conventional

Contract Amount:* \$179,000.00

Contract Name:

Contract Period:* days (Enter a number between 2 and 90)

Interest Rate Percent Range:* from to
(in 0.125 increments)

LTV Ratio Percent Range:*
 0% - <=105%
 >105% - <=115%
 >115% - <=125%
 >125%

Effective Time:* Date: Time: (HH:MM:SS) AM PM

Servicing Retained Information

Servicing Option:* Retained CTOS

Designated Servicer #:*

Servicing Fee Rate:* %

Remittance Option:*

Interest / Principal Remittance Type:* Scheduled/Actual
(no additional options available at this time)

Prepayment Remittance Due Days: 5 days

LP Activity

CS/LTV (A-Minus): Yes

LP Indicator: Non LP Loan

LP Price Level:

7. Select a **Master Commitment** number, if applicable. If you do not have a Master Commitment, you must select **None** from the drop-down menu.
8. Complete the remaining **Contract Information** and **Servicing Retained** or **Servicing Released Information** fields.

Take Out a Best Efforts Contract

- Click **Price Contract**. The Contract Price screen displays. This screen displays the price that you will receive for a mortgage sold under this contract based on the information provided. You will have 60 seconds to accept or reject the price.

Selling
Contract Price

Organization: Test-Org
Seller/Service: 486565
Branch: 206473

****Contract Price**

You have 60 seconds to accept this price.

Contract Amount:	\$250,000.00	Contract Product:	30-Year Fixed Rate Conventional
Expiration Date:	08/11/2014	Loan Reference Product Label:	30-Year Fixed Rate Conventional

Interest Rate Range: 4.000%
Contract Price: 98.538
Loan Net Price: 98.288

Time Remaining: 59 Seconds

** Price information displayed here is not final. Final price adjustments for each mortgage will be determined at settlement and reflected on your settlement statement.

Contract Details

Investor Contract Identifier:	31412777	Servicing Option:	Retained
Contract Name:	Test Bestefforts	Designated Servicer #:	486565
Contract Type:	Best Efforts	Servicing Fee Rate:	0.250%
Expiration Date:	08/11/2014	Prepayment Remittance Due Days:	5
Contract Period:	90	Remittance Option:	Gold
Master Commitment:	NONE		

Loan Details

Seller Loan Identifier:	BE TEST 1
Borrower Name:	JOHN BESTEFFORTS
Unpaid Principal Balance:	\$250,000.00
Interest Rate:	4.000%

LP Activity

CS/LTV (A-Minus):	No
LP Indicator:	Non LP Loan
LP Price Level:	

- Click **Accept** from the Contract Price screen if you agree to the terms. The system will prompt, "You have 15 seconds to accept this price."



For information on how to reject the price, refer to the section titled "Reject a Contract".

Take Out a Best Efforts Contract

Organization: Test-Org
Seller/Service: 486565
Branch: 206473

Selling Contract Price

****Contract Price**

You have 15 seconds to accept this price.

Contract Amount:	\$250,000.00	Contract Product:	30-Year Fixed Rate Conventional
Expiration Date:	08/11/2014	Loan Reference Product Label:	30-Year Fixed Rate Conventional

Interest Rate Range: 4.000%

Contract Price: 98.538

Loan Net Price: 98.288

Time Remaining: 13 Seconds

** Price information displayed here is not final. Final price adjustments for each mortgage will be determined at settlement and reflected on your settlement statement.

11. Click **I Agree**. The Cash Contract Details screen displays along with a summary of your contract terms and loan details.

Organization: Test-Org
Seller/Service: 486565
Branch: 206473

Selling Cash Contract Details

Summary of Contract Terms:

Contract Name:	Test Bestefforts	Remaining Balance:	\$0.00
Investor Contract Identifier:	31412777	Contract Amount:	\$250,000
Contract Type:	Best Efforts	Contract Status:	Accepted
Contract Product:	30-Year Fixed Rate Conventional	Accepted Date:	05/13/2014 16:52:04
LTV Ratio Percent Range:	0% - <=105%	Expiration Date:	08/11/2014
Master Commitment:	NONE	Servicing Option:	Retained
Loan Amortization Period Count:	239 to 362 months	Servicer #:	486565
Note Rate Percent Range:	4.000% to 4.000%	Servicing Fee Rate:	0.250%
Loan Maturity Period Count:	241 to 360 months	Remittance Option:	Gold

Interest Rate Range: 4.000%

Contract Price: 98.538

Contract Options

- [Modify Best Efforts Contract](#)
- [Change Contract Name](#)
- [View/Print Contract Confirmation](#)

Loan Options

- [Enter Settlement Details](#)
- [Evaluate Loan\(s\)](#)
- [Modify Best Effort Import](#)
- [Build Form 1034](#)
- [Build Form 996E](#)
- [Set Docs Drawn Date](#)
- [Withdraw Loan](#)

LP Activity

CS/LTV (A-Minus):	No
LP Indicator:	Non LP Loan
LP Price Level:	

Loan Details

[Go to Loan Pipeline to view additional columns for these loans](#)

Seller Loan Identifier	Primary Borrower Last Name	Interest Rate	Loan Reference Product Label	Loan Status	Unpaid Principal Balance	WHLService	Net Price	Total Fees
BE TEST	BESTEFFECTS	4.0%	30-Year Fixed Rate Conventional	New	\$250,000.00	No	98.288	\$625.00

Displaying: 1-1 of 1 Loans Loans Per Page: 25

Take Out a Best Efforts Contract

Take Out a Best Efforts Contract Using an Existing Loan

Follow the steps below to take out a Best Efforts contract using an existing loan in the selling system. You can also view and print the confirmation contract.

1. From the left navigation select **Take Out A Cash Contract**. The Take Out Contract screen displays.

Selling
Take Out Contract

Organization: Test Unit
Seller/Service: 486565
Branch: 990841152

Choose your contract parameters to begin creating a contract.

Create new contract:

Contract Option: Mandatory
 Fixed
 ARM
 Best Efforts (Fixed Only)

Servicing Option: Released (Fixed Only)
 Retained
 CTOS

To Create A Contract Using A Loan:

For loans in the system: Enter either the seller loan identifier and/or the primary borrower's last name.

Seller Loan Identifier: x

Primary Borrower Last Name:

For loans not yet in the system: [Create new loan.](#)
>>(Best Efforts only.)

[Cash Adjustor for Relief Refinance Mortgages](#)

[Create Contract >>](#)

2. Select **Best Efforts** under Contract Option.
3. Select a Servicing Option.
4. Enter your **Seller Loan Identifier** and/or **Primary Borrower Last Name**.
5. Click **Create Contract >>**. The Search Loan For Single Loan Contract screen displays.

Take Out a Best Efforts Contract

Selling
Search Loan For Single Loan Contract

Organization: Test Unit
Seller/Service: 486565
Branch: 990841152

Please confirm this is the loan to use to create a contract.

Displaying: 1-1 of 1 Loan Loans Per Page: 25 ▼

Loan Search Results						
Seller Loan Identifier	Primary Borrower Last Name	Primary Borrower First Name	Interest Rate	Unpaid Principal Balance	Loan Reference Product Label	Loan Status
GR64960	BENNETT	WILLIAM	3.425%	\$170,600.00	30-Year Fixed Rate Conventional	New

Displaying: 1-1 of 1 Loan Loans Per Page: 25 ▼

[<< Search Page](#)

6. Select the loan you want to use to create a new contract by selecting the **Seller Loan Identifier** link of the desired loan. The Single Loan Create Contract screen displays.



If the selected loan does not have enough data to create a contract, then the Modify Loan screen displays. You must complete the necessary fields and click **Save and Return to Contract**. The Loan Purchase Contract Terms screen redisplay with the updated information.

Take Out a Best Efforts Contract

Selling
Single Loan Create Contract

Organization: Test Unit
Seller/Service: 486565
Branch: 990841152

Please complete the fields below. * denotes a required field.

Contract Information

Master Commitment:* NONE
Contract Product:* 30-Year Fixed Rate Conventional [Show Details](#)
Contract Amount:* \$170,600.00
Contract Name: BE081606
Contract Period:* 90 days (Enter a number between 2 and 90)
Interest Rate Percent Range:* from 3.375% to 3.500%
(in 0.125 increments)
LTV Ratio Percent Range:*
 0% - <=105%
 >105% - <=115%
 >115% - <=125%
 >125%
Effective Time:* Date: 08/16/2016 Time: 02:44:11 (HH:MM:SS) AM PM

Servicing Retained Information

Servicing Option:* Retained CTOS
Designated Servicer #:* 486565 Test
Servicing Fee Rate:* 0.25 %
Remittance Option:* Gold
Interest / Principal Remittance Type:* Scheduled/Actual
(no additional options available at this time)
Prepayment Remittance Due Days: 5 days

LP Activity

CS/LTV (A-Minus): No
LP Indicator: Non LP Loan
LP Price Level:

Clear Form Price Contract

7. Select a **Master Commitment** number, if applicable. If you do not have a Master Commitment, you must select **None** from the drop-down menu.
8. Complete the remaining **Contract Information** and **Servicing Retained** or **Servicing Released Information** fields.
9. Click **Price Contract**. The Contract Price screen displays. This screen displays the price that you will receive for a mortgage sold under this contract based on the information provided. You will have 60 seconds to accept or reject the price.

Take Out a Best Efforts Contract

Selling
Contract Price

Organization: Test-Org
Seller/Service: 486565
Branch: 206473

****Contract Price**

You have 60 seconds to accept this price.

Contract Amount:	\$225,000.00	Contract Product:	30-Year Fixed Rate Conventional
Expiration Date:	08/11/2014	Loan Reference Product Label:	30-Year Fixed Rate Conventional

Interest Rate Range: 4.000%
Contract Price: 98.538
Loan Net Price: 98.538

Time Remaining: 57 Seconds

** Price information displayed here is not final. Final price adjustments for each mortgage will be determined at settlement and reflected on your settlement statement.

Contract Details

Investor Contract Identifier:	31412778	Servicing Option:	Retained
Contract Name:	Bestefforts2	Designated Servicer #:	486565
Contract Type:	Best Efforts	Servicing Fee Rate:	0.250%
Expiration Date:	08/11/2014	Prepayment Remittance Due Days:	5
Contract Period:	90	Remittance Option:	Gold
Master Commitment:	NONE		

Loan Details

Seller Loan Identifier:	BESTEFFORTS2	CS/LTV (A-Minus):	No
Borrower Name:	JOHN BESTEFFORTS2	LP Indicator:	Non LP Loan
Unpaid Principal Balance:	\$0.00	LP Price Level:	
Interest Rate:	4.000%		

LP Activity

10. Click **Accept** from the Contract Price screen if you agree to the terms. The system will prompt, "You have 15 seconds to accept this price."



For information on how to reject the price, refer to the section titled "Reject a Contract".

Take Out a Best Efforts Contract

Selling Contract Price

Organization: Test-Org
Seller/Service: 486565
Branch: 206473

****Contract Price**

You have 15 seconds to accept this price.

Contract Amount:	\$225,000.00	Contract Product:	30-Year Fixed Rate Conventional
Expiration Date:	08/11/2014	Loan Reference Product Label:	30-Year Fixed Rate Conventional

Interest Rate Range: 4.000%

Contract Price: 98.538

Loan Net Price: 98.538

Time Remaining: 14 Seconds

** Price information displayed here is not final. Final price adjustments for each mortgage will be determined at settlement and reflected on your settlement statement.

- Click **I Agree**. The Cash Contract Details screen displays along with a summary of your contract terms.

Selling Cash Contract Details

Organization: Test Unit
Seller/Service: 486565
Branch: 990841152

Summary of Contract Terms:

Contract Name:	BE081606	Remaining Balance:	\$0.00
Investor Contract Identifier:	33148835	Contract Amount:	\$170,600
Contract Type:	Best Efforts	Contract Status:	Accepted
Contract Product:	30-Year Fixed Rate Conventional	Accepted Date:	08/16/2016 14:44:11
LTV Ratio Percent Range:	0% - <=105%	Expiration Date:	11/14/2016
Master Commitment:	NONE	MC Type:	Flow
Loan Amortization Period Count:	239 to 362 months	Servicing Option:	Retained
Note Rate Percent Range:	3.375% to 3.500%	Servicer #:	486565
Loan Maturity Period Count:	241 to 360 months	Servicing Fee Rate:	0.250%
		Remittance Option:	Gold

Contract Options

- [Modify Best Efforts Contract](#)
- [Change Contract Name](#)
- [View/Print Contract Confirmation](#)
- [Refresh](#)
- [Contract Details](#)
- [R&W Relief Summary Info](#)

Loan Options

- [Enter Settlement Details](#)
- [Evaluate Loan\(s\)](#)
- [Modify Best Effort Import](#)
- [Build Form 1034](#)
- [Build Form 996E](#)
- [Set Docs Drawn Date](#)
- [Withdraw Loan](#)

Interest Rate Range: 3.375% 3.500%

Contract Price: 100.635 101.384

LP Activity

CS/LTV (A-Minus): No
LP Indicator: Non LP Loan
LP Price Level:

Loan Details

[Go to Loan Pipeline to view additional columns for these loans](#)

Seller Loan Identifier	Primary Borrower Last Name	Interest Rate	Loan Reference Product Label	Loan Status	Wire Instructions Attached Date	Unpaid Principal Balance	WHL	Servicer	Net Price	Total Fees
GR64960	BENNETT	3.425%	30-Year Fixed Rate Conventional	New		\$170,600.00	No	486565	100.420	\$83.00

Displaying: 1-1 of 1 Loans Loans Per Page: 25

Take Out a Best Efforts Contract

Reject a Contract

You can reject a Best Efforts contract price from the Contract Price screen while the 60-second timer is in progress. The following steps begin in the Contract Price screen and illustrate how to reject the contract price and return to the Single Loan Create Contract screen. From there, you can amend the contract terms and re-price the contract. Note however, if you do not want to proceed with the contract, the loan will be saved to the Loan Pipeline.

1. From the Contract Price screen, click **Reject**.

Selling Contract Price

Organization: Test Unit
Seller/Servicer: 486565
Branch: 990841152

****Contract Price**

You have 60 seconds to accept this price.

Contract Amount:	\$170,600.00	Contract Product:	30-Year Fixed Rate Conventional
Expiration Date:	11/14/2016	Loan Reference Product Label:	30-Year Fixed Rate Conventional

Interest Rate Range: 3.375% 3.500%
Contract Price: 100.635 101.384
Loan Net Price: 100.420

Time Remaining: 35 Seconds

Accept Reject

** Price information displayed here is not final. Final price adjustments for each mortgage will be determined at settlement and reflected on your settlement statement.

Contract Details

Investor Contract Identifier:	33148836	Servicing Option:	Retained
Contract Name:	ModBE012	Designated Servicer #:	486565
Contract Type:	Best Efforts	Servicing Fee Rate:	0.250%
Expiration Date:	11/14/2016	Prepayment Remittance Due Days:	5
Contract Period:	90	Remittance Option:	Gold
Master Commitment:	NONE	MC Type:	Flow

Loan Details

Seller Loan Identifier:	GR54960	CS/LTV (A-Minus):	No
Borrower Name:	WILLIAM BENNETT	LP Indicator:	Non LP Loan
Unpaid Principal Balance:	\$170,600.00	LP Price Level:	
Interest Rate:	3.425%		

2. The Contract Price screen re-displays with the **Re-Price** (to reprice contract) and **Return To Contract Terms** (which returns you back to the Single Loan Create Contract screen to adjust terms) buttons. Click Return to Contract Terms to modify the contract.

Take Out a Best Efforts Contract

Selling
Contract Price

Organization: Test Unit
 Seller/Servicer: 486565
 Branch: 990841152

****Contract Price**

You have rejected the following prices:

Contract Amount:	\$170,600.00	Contract Product:	30-Year Fixed Rate Conventional
Expiration Date:	11/14/2016	Loan Reference:	30-Year Fixed Rate Conventional
Loan Net Price:	100.420	Product Label:	

Re-Price
Return To Contract Terms

Contract Details

Investor Contract Identifier: 33148836	Servicing Option: Retained
Contract Name: ModBE012	Designated Servicer #: 486565
Contract Type: Best Efforts	Servicing Fee Rate: 0.250%
Expiration Date: 11/14/2016	Prepayment Remittance Due Days: 5
Contract Period: 90	Remittance Option: Gold
Master Commitment: NONE	MC Type: Flow

Loan Details	LP Activity
Seller Loan Identifier: GR54960	CS/LTV (A-Minus): No
Borrower Name: WILLIAM BENNETT	LP Indicator: Non LP Loan
Unpaid Principal Balance: \$170,600.00	LP Price Level:
Interest Rate: 3.425%	

- The Single Loan Create Contract screen displays. Modify the terms you want to change then click **Price Contract** to restart the pricing acceptance process.

Selling
Single Loan Create Contract

Organization: Test Unit
 Seller/Servicer: 486565
 Branch: 990841152

Please complete the fields below. * denotes a required field.

Contract Information

Master Commitment:*	NONE	
Contract Product:*	30-Year Fixed Rate Conventional	Show Details
Contract Amount:*	\$170,600.00	
Contract Name:	ModBE012	
Contract Period:*	60 days (Enter a number between 2 and 90)	
Interest Rate Percent Range:*	from 3.375% to 3.500%	
LTV Ratio Percent Range:*	<input checked="" type="radio"/> 0% - <=105% <input type="radio"/> >105% - <=115% <input type="radio"/> >115% - <=125% <input type="radio"/> >125%	Changed Contract Period from 90 to 60 days
Effective Time:*	Date: 08/16/2016	Time: 02:59:47 (HH:MM:SS) <input type="radio"/> AM <input checked="" type="radio"/> PM

Servicing Retained Information

Servicing Option:*	<input checked="" type="radio"/> Retained <input type="radio"/> CTOS	
Designated Servicer #:*	486565 Test	
Servicing Fee Rate:*	0.25 %	
Remittance Option:*	Gold	
Interest / Principal Remittance Type:*	<input checked="" type="radio"/> Scheduled/Actual <small>(no additional options available at this time)</small>	
Prepayment Remittance Due Days:	5 days	

LP Activity

CS/LTV (A-Minus):	No	
LP Indicator:	Non LP Loan	
LP Price Level:		

Clear Form
Price Contract

Take Out a Best Efforts Contract

Managing the Contract

Now that you've learned about how to take out a Best Efforts Contract, the next step is to learn about the Contract Details screen. The Contract Details screen summarizes the contract terms and contains functionality to help you to manage and fulfill the contract.

Cash Contract Details

The Cash Contract Details screen provides a summary of contract terms and links you to additional contract and loan functionality including but not limited to:

- Detailed information about the contract options you selected
- The remaining balance required to fulfill the contract
- Contract prices for the interest rate range you chose
- Total unpaid principal balance (Total UPB) for the contract
- The Contract Price (The contract price includes the Servicing Released Premium for mortgages sold through the Servicing Released Sales Process.)
- LP Activity (for Best Efforts Servicing Released/Servicing Retained) information includes:

Loan Prospector Activity Information	
LP Activity	Description
CS/LTV (A-Minus)	Tells you if the loan is subject to a CS/LTV (A-minus) delivery fee. <ul style="list-style-type: none">▪ “Y” (yes) – LP Caution loans and A-minus eligible loans with a price level and Non-LP loans subject to a CS/LTV fee based on the grid on Exhibit 19▪ “N” (no) – LP Exclude, LP Accept, or Non-LP loans that do not fall on the CS/LTV grid on Exhibit 19
LP Indicator	A Loan Prospector indicator that identifies whether a loan is an LP loan, Non-LP loan, or LP Exclude. <ul style="list-style-type: none">▪ “LP” indicates a loan has received an LP assessment.▪ “Non-LP” indicates a loan has not received an LP assessment. This also includes loans that are delivered without an AUS Key.▪ “LP Exclude” indicates, based on the data you've provided, that a loan has significant inaccurate or insufficient data, indicated by a Credit Score Type (CST) of I (significant inaccurate credit information) or T (insufficient credit information).
LP Price Level	A Loan Prospector price level field that corresponds to the “CS/LTV Fee Level” shown on the LP Feedback Certificate with a value that is greater than zero. (It will be blank if there is no associated price level.) See Exhibit 19 for more details.

- Contract Options
- Loan Options

Take Out a Best Efforts Contract

Selling
Cash Contract Details

Organization: Test Unit
 Seller/Servicer: 486565
 Branch: 990841152

Summary of Contract Terms:

Contract Name:	BE2816	Remaining Balance:	\$0.00
Investor Contract Identifier:	33148838	Contract Amount:	\$170,600
Contract Type:	Best Efforts	Contract Status:	Accepted
Contract Product:	30-Year Fixed Rate Conventional	Accepted Date:	08/16/2016 15:20:23
LTV Ratio Percent Range:	0% - <=105%	Expiration Date:	11/14/2016
Master Commitment:	NONE	MC Type:	Flow
Loan Amortization Period Count:	239 to 362 months	Servicing Option:	Retained
Note Rate Percent Range:	3.375% to 3.500%	Servicer #:	486565
Loan Maturity Period Count:	241 to 360 months	Servicing Fee Rate:	0.250%
		Remittance Option:	Gold

Contract Options

- [Modify Best Efforts Contract](#)
- [Change Contract Name](#)
- [View/Print Contract Confirmation](#)
- [Refresh](#)
- [Contract Details](#)
- [R&W Relief Summary Info](#)

Interest Rate Range: 3.375% 3.500%

Contract Price: 100.635 101.384

LP Activity

CS/LTV (A-Minus): No

LP Indicator: Non LP Loan

LP Price Level:

Loan Details

[Go to Loan Pipeline to view additional columns for these loans](#)

Seller Loan Identifier Last Name	Primary Borrower	Interest Rate	Loan Reference Product Label	Loan Status	Wire Instructions Attached Date	Unpaid Principal Balance	WHL Servicer	Net Price	Total Fees
GR54960	BENNETT	3.425%	30-Year Fixed Rate Conventional	New		\$170,600.00	No	486565	100,420 \$853.00

Displaying: 1-1 of 1 Loans Loans Per Page: 25

The procedures below provide step-by-step instructions on how to use the functions in the Contract Options and Loan Options boxes.

The Contract Details screen can be accessed from the left navigation bar by clicking View Contract Pipeline and entering the required search criteria.

Contract Options

The Contract Options provide shortcuts to additional functionality. The Contract Options functions for Best Efforts contracts are shown below and are listed in the order in which they display:

- Modify Best Efforts Contract
- Change Contract Name
- View/Print Contract Confirmation
- View Change History (This option will display only after the contract/loan has been modified.)

Selling Mortgages to Freddie Mac for Cash
Chapter 5

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Take Out a Best Efforts Contract

Follow the procedures below to learn more about how to use the functionality in the Contract Options box.

Modify a Best Efforts Contract

You can modify the following Best Efforts contract terms:

- Master Commitment number
- Contract name
- Contract period (Extend or Relock the contract period)
- The LTV Ratio Percent Range
- Cross-sell rights option (Servicing Released only)
- Designated Servicer (Servicing Retained only)
- Servicing Fee Rate (Servicing Retained only)
- Servicing option
- Remittance Option (Servicing Retained only)



If you selected the Best Efforts, Servicing Released option for a mortgage sold through the Servicing Released Sales Process, any modification to contract or loan data could potentially result in a change to the servicing buyer, a change in the contract price or notification that a servicing buyer/bid is no longer available, even if the mortgage is otherwise eligible for sale to Freddie Mac.

For servicing-retained contracts, the Selling System will validate that the servicing option selected for the contract agrees with the servicing option selected for the loan. You'll receive a critical edit if this validation fails. For example, if the servicing option for the contract indicates servicing-retained, then the Servicer you select in the Enter Settlement Details screen must agree.

How to Modify Best Efforts Contract Terms

You can modify the terms of a Best Efforts contract any time before the contract expiration date and before the contract is in a Ready to Fund status. Follow the steps below to modify the contract terms:

1. From the Welcome screen, enter your Investor Contract Identifier in the **Search for Existing Contract** box.

Selling
Welcome to the Selling System

Organization: Test Unit
Seller/Servicer: 486565
Branch: 990841152

Welcome to the Freddie Mac Selling System

Search for Existing Loan

Seller Loan Identifier: GO

Freddie Mac Loan #: GO

[Search in Loan Pipeline](#)

Search for Existing Contract

Investor Contract Identifier: GO

[Basic Search](#) [Advanced Search](#)

Take Out a Best Efforts Contract

- Click **GO** or press Enter. The Cash Contract Details screen for the contract displays.

Selling
Cash Contract Details

Organization: Test Unit
 Seller/Service: 486565
 Branch: 990841152

Summary of Contract Terms:

Contract Name:	BE081606	Remaining Balance:	\$0.00
Investor Contract Identifier:	33148835	Contract Amount:	\$170,600
Contract Type:	Best Efforts	Contract Status:	Accepted
Contract Product:	30-Year Fixed Rate Conventional	Accepted Date:	08/16/2016 14:44:11
LTV Ratio Percent Range:	0% - <=105%	Expiration Date:	11/14/2016
Master Commitment:	NONE	MC Type:	Flow
Loan Amortization Period Count:	239 to 362 months	Servicing Option:	Retained
Note Rate Percent Range:	3.375% to 3.500%	Servicer #:	486565
Loan Maturity Period Count:	241 to 360 months	Servicing Fee Rate:	0.250%
		Remittance Option:	Gold

Contract Options

[Modify Best Efforts Contract](#)

[Change Contract Name](#)

[View/Print Contract Confirmation](#)

[Refresh](#)

[Contract Details](#)

[R&W Relief Summary Info](#)

Interest Rate Range: 3.375% 3.500%

Contract Price: 100.635 101.384

LP Activity

CS/LTV (A-Minus): No

LP Indicator: Non LP Loan

LP Price Level:

Loan Details

[Go to Loan Pipeline to view additional columns for these loans](#)

Seller Loan Identifier	Primary Borrower Last Name	Interest Rate	Loan Reference Product Label	Loan Status	Wire Instructions Attached Date	Unpaid Principal Balance	WHLService	Net Price	Total Fees
GR64960	BENNETT	3.425%	30-Year Fixed Rate Conventional	New	08/16/2016 14:49:00	\$170,600.00	No	486565 100.420	\$853.00

Displaying: 1-1 of 1 Loans Loans Per Page: 25

- Click **Modify Best Efforts Contract** in the Contract Options Box. The Modify Best Efforts Contract screen displays.

Selling Mortgages to Freddie Mac for Cash
Chapter 5

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Take Out a Best Efforts Contract

Selling
Modify Best Efforts Contract

Organization: Test Unit
Seller/Service: 486565
Branch: 990841132

Please complete the fields below. **Investor Contract Identifier: 33148835**
* denotes a required field.

Contract Information

Master Commitment:* NONE
Contract Product:* 30-Year Fixed Rate Conventional [Show Details](#)
Contract Amount:* \$170,600.00
Contract Name: BE081606
Contract Period:* 90 Days Extends: or 0 days
Expiration Date: 11/14/2016
Interest Rate Percent Range:* from 3.375% to 3.500%
(in 0.125 increments)
LTV Ratio Percent Range:*
 0% - <=105%
 >105% - <=115%
 >115% - <=125%
 >125%

Servicing Retained Information

This Contract is **Servicing Retained/CTOS** . To change it to Servicing Released , click below.

Servicing Option:* Retained CTOS
Designated Servicer #:* 486565 Test
Servicing Fee Rate:* 0.25 %
Remittance Option:* **First Tuesday**
Interest / Principal Remittance Type:* Scheduled/Actual
(no additional options available at this time)
Prepayment Remittance Due Days: 5 days

LP Activity

CS/LTV (A-Minus): No
LP Indicator: Non LP Loan
LP Price Level:

4. Modify the data you want to change.
5. Click **Reprice Contract**. The Contract Price screen displays. Displayed prices are indication prices per the disclaimer on the Contract Price screen. The Loan Net Price is also present here. You will have 60 seconds to accept or reject the price.

Take Out a Best Efforts Contract

Selling Contract Price

Organization: Test Unit
Seller/Service: 486565
Branch: 990841152

****Contract Price**

You have 60 seconds to accept this price.

Contract Amount: \$170,600.00 Contract Product: 30-Year Fixed Rate Conventional
Expiration Date: 11/14/2016 Loan Reference Product Label: 30-Year Fixed Rate Conventional

Interest Rate Range: 3.375% 3.500%
Contract Price: 100.600 101.349
Loan Net Price: 100.385

Time Remaining: 57 Seconds

** Price information displayed here is not final. Final price adjustments for each mortgage will be determined at settlement and reflected on your settlement statement.

Contract Details

Investor Contract Identifier:	33148835	Servicing Option:	Retained
Contract Name:	BE081606	Designated Servicer #:	486565
Contract Type:	Best Efforts	Servicing Fee Rate:	0.250%
Expiration Date:	11/14/2016	Prepayment Remittance Due Days:	5
Contract Period:	90	Remittance Option:	First Tuesday
Master Commitment:	NONE	MC Type:	Flow

Loan Details

Seller Loan Identifier:	GR64960	CS/LTV (A-Minus):	No
Borrower Name:	WILLIAM BENNETT	LP Indicator:	Non LP Loan
Unpaid Principal Balance:	\$170,600.00	LP Price Level:	
Interest Rate:	3.425%		

- Click **Accept** from the Contract Price screen if you agree to the terms. The system will prompt, “You have 15 seconds to accept this price.”

Selling Contract Price

Organization: Test Unit
Seller/Service: 486565
Branch: 990841152

****Contract Price**

You have 15 seconds to accept this price.

Contract Amount: \$170,600.00 Contract Product: 30-Year Fixed Rate Conventional
Expiration Date: 11/14/2016 Loan Reference Product Label: 30-Year Fixed Rate Conventional

Interest Rate Range: 3.375% 3.500%
Contract Price: 100.600 101.349
Loan Net Price: 100.385

Time Remaining: 14 Seconds

** Price information displayed here is not final. Final price adjustments for each mortgage will be determined at settlement and reflected on your settlement statement.

- Click **I Agree** to confirm your acceptance of the price. The Cash Contract Details screen displays.

Take Out a Best Efforts Contract

Selling
Cash Contract Details

Organization: Test Unit
 Seller/Servicer: 486565
 Branch: 990841152

Summary of Contract Terms:				Contract Options	
Contract Name:	BE081606	Remaining Balance:	\$0.00	Modify Best Efforts Contract Change Contract Name View/Print Contract Confirmation View Change History Refresh Contract Details R&W Relief Summary Info	
Investor Contract Identifier:	33148835	Contract Amount:	\$170,600		
Contract Type:	Best Efforts	Contract Status:	Accepted		
Contract Product:	30-Year Fixed Rate Conventional	Accepted Date:	08/16/2016 14:44:11		
LTV Ratio Percent Range:	0% - <=105%	Expiration Date:	11/14/2016		
Master Commitment:	NONE	MC Type:	Flow		
Loan Amortization Period Count:	239 to 362 months	Servicing Option:	Retained		
Note Rate Percent Range:	3.375% to 3.500%	Servicer #:	486565		
Loan Maturity Period Count:	241 to 360 months	Servicing Fee Rate:	0.250%		
		Remittance Option:	First Tuesday		

Interest Rate Range: 3.375% 3.500%
Contract Price: 100.600 101.349

LP Activity
 CS/LTV (A-Minus): No
 LP Indicator: Non LP Loan
 LP Price Level:

Loan Details
[Go to Loan Pipeline to view additional columns for these loans](#)

Seller Loan Identifier	Primary Borrower Last Name	Interest Rate	Loan Reference Product Label	Loan Status	Wire Instructions Attached Date	Unpaid Principal Balance	WHLServicer	Net Price	Total Fees
GR64960	BENNETT	3.425%	30-Year Fixed Rate Conventional	New	08/16/2016 14:49:00	\$170,600.00 No	486565	100.385	\$853.00

Displaying: 1-1 of 1 Loans Loans Per Page: 25

Extend or Reactivate a Best Efforts Contract

If a Best Efforts Contract has expired or has been withdrawn and is in the "unfulfilled" contract status for less than 30 days, you may extend the contract. When the contract is extended, it will be re-priced at the lower of the:

- Original accepted price minus the Best Efforts Contract extension fee, or
- Current market price

You may extend a Best Efforts contract only twice, and no single extension request may exceed 30 days. The minimum amount of time you may extend a Best Efforts contract is 5 days. In exchange for the contract extension, a Seller will be assessed a fee. In addition, when you extend a Best Efforts Cash Contract, the price may change. See Guide Section 6101.4 for more information about re-pricing of Best Efforts Contracts.

You may Reactivate a Best Efforts Contract that has expired or has been withdrawn and is in the "unfulfilled" contract status for more than 30 days. When a reactivation occurs, the contract will be re-priced at the current market price.

Take Out a Best Efforts Contract

The Steps to Extend an existing Best Efforts Contract or to Reactivate a Best Efforts contract that with an Unfulfilled status (for more than 30 days) are the same. Follow the steps below to extend or reactive a contract:

1. From the Welcome screen, enter your contract number in the **Search for Existing Contract** field.

Selling
Welcome to the Selling System

Organization: Test Unit
Seller/Service: 486565
Branch: 990841152

Welcome to the Freddie Mac Selling System

Search for Existing Loan

Seller Loan Identifier:

Freddie Mac Loan #:

[Search in Loan Pipeline](#)

Search for Existing Contract

Investor Contract Identifier:

[Basic Search](#) [Advanced Search](#)

2. Click **GO** or press Enter. The Cash Contract Details screen displays.

Selling
Cash Contract Details

Organization: Test Unit
Seller/Service: 486565
Branch: 990841152

Summary of Contract Terms:

Contract Name:	BE2816	Remaining Balance:	\$0.00
Investor Contract Identifier:	33148838	Contract Amount:	\$170,600
Contract Type:	Best Efforts	Contract Status:	Accepted
Contract Product:	30-Year Fixed Rate Conventional	Accepted Date:	08/16/2016 15:20:23
LTV Ratio Percent Range:	0% - <=105%	Expiration Date:	11/14/2016
Master Commitment:	NONE	MC Type:	Flow
Loan Amortization Period Count:	239 to 362 months	Servicing Option:	Retained
Note Rate Percent Range:	3.375% to 3.500%	Servicer #:	486565
Loan Maturity Period Count:	241 to 360 months	Servicing Fee Rate:	0.250%
		Remittance Option:	Gold

Contract Options

- [Modify Best Efforts Contract](#)
- [Change Contract Name](#)
- [View/Print Contract Confirmation](#)
- [Refresh](#)
- [Contract Details](#)
- [R&W Relief Summary Info](#)

Loan Options

- [Enter Settlement Details](#)
- [Evaluate Loan\(s\)](#)
- [Modify Best Effort Import](#)
- [Build Form 1034](#)
- [Build Form 996E](#)
- [Set Docs Drawn Date](#)
- [Withdraw Loan](#)

Interest Rate Range: 3.375% 3.500%

Contract Price: 100.635 101.384

LP Activity

CS/LTV (A-Minus): No

LP Indicator: Non LP Loan

LP Price Level:

Loan Details

[Go to Loan Pipeline to view additional columns for these loans](#)

Seller Loan Identifier	Primary Borrower Last Name	Interest Rate	Loan Reference Product Label	Loan Status	Wire Instructions Attached Date	Unpaid Principal Balance	WHL	Service	Net Price	Total Fees
GR54960	BENNETT	3.425%	30-Year Fixed Rate Conventional	New	08/16/2016 15:21:15	\$170,600.00	No	486565	100.420	\$853.00

Displaying: 1-1 of 1 Loans

Loans Per Page: 25

Take Out a Best Efforts Contract

- Go to the Contract Options box and click **Modify Best Efforts Contract**. The Modify Best Efforts Contract screen displays.

Selling
Modify Best Efforts Contract

Organization: Test Unit
Seller/Servicer: 486565
Branch: 990841152

Please complete the fields below. **Investor Contract Identifier: 33148838**
* denotes a required field.

Contract Information

Master Commitment:* NONE
Contract Product:* 30-Year Fixed Rate Conventional [Show Details](#)
Contract Amount:* \$170,600.00
Contract Name: BE2816
Contract Period:* 90 Days Extends: [] days or 15 days
Expiration Date: 11/14/2016
Interest Rate Percent Range:* from 3.375% to 3.500%
(in 0.125 increments)
LTV Ratio Percent Range:*
 0% - <=105%
 >105% - <=115%
 >115% - <=125%
 >125%

Servicing Retained Information

This Contract is **Servicing Retained/CTOS** . To change it to Servicing Released , click below.

[Change to Servicing Released](#)

Servicing Option:* Retained CTOS
Designated Servicer #:* 486565 Test
Servicing Fee Rate:* 0.25 %
Remittance Option:* Gold
Interest / Principal Remittance Type:* Scheduled/Actual
(no additional options available at this time)
Prepayment Remittance Due Days: 5 days

LP Activity

CS/LTV (A-Minus): No
LP Indicator: Non LP Loan
LP Price Level: []

[Reprice Contract](#) [Reset Form](#)

- In the **Extends** drop down data field, select the number of days you want to extend the contract. If your choice isn't listed, you can enter a number in the **days** data field. The system will allow up to a 30-day extension for each extension request, and will allow a maximum of two 30-day extensions.
- Click **Reprice Contract**. The Contract Price screen displays. This screen displays the price that you will receive for a mortgage sold under this contract. You will have 60 seconds to accept or reject the price, or receive an indication price.

Take Out a Best Efforts Contract

- Click **Accept** from the Contract Price screen if you agree to the terms. The system will prompt, “You have 15 seconds to accept this price.”

Selling Contract Price

Organization: Test Unit
Seller/Service: 486565
Branch: 990841152

****Contract Price**

You have 60 seconds to accept this price.

Contract Amount: \$170,600.00 Contract Product: 30-Year Fixed Rate Conventional
Expiration Date: 11/29/2016 Loan Reference Product Label: 30-Year Fixed Rate Conventional

Interest Rate Range: 3.375% 3.500%
Contract Price: 100.410 101.159
Loan Net Price: 100.195

Time Remaining: 57 Seconds

** Price information displayed here is not final. Final price adjustments for each mortgage will be determined at settlement and reflected on your settlement statement.

Contract Details

Investor Contract Identifier:	33148838	Servicing Option:	Retained
Contract Name:	BE2816	Designated Servicer #:	486565
Contract Type:	Best Efforts	Servicing Fee Rate:	0.250%
Expiration Date:	11/29/2016	Prepayment Remittance Due Days:	5
Contract Period:	105	Remittance Option:	Gold
Master Commitment:	NONE	MC Type:	Flow

Loan Details

Seller Loan Identifier:	GR54960	CS/LTV (A-Minus):	No
Borrower Name:	WILLIAM BENNETT	LP Indicator:	Non LP Loan
Unpaid Principal Balance:	\$170,600.00	LP Price Level:	
Interest Rate:	3.425%		

- Click **I Agree** to confirm your acceptance of the price. The Cash Contract Details screen displays. Review the new expiration date.

Take Out a Best Efforts Contract

Selling
Cash Contract Details

Organization: Test Unit
 Seller/Service: 486565
 Branch: 990841152

Summary of Contract Terms:				Contract Options	
Contract Name:	BE2816	Remaining Balance:	\$0.00	Modify Best Efforts Contract Change Contract Name View/Print Contract Confirmation View Change History Refresh Contract Details R&W Relief Summary Info	
Investor Contract Identifier:	33148838	Contract Amount:	\$170,600		
Contract Type:	Best Efforts	Contract Status:	Accepted		
Contract Product:	30-Year Fixed Rate Conventional	Accepted Date:	08/16/2016 15:20:23		
LTV Ratio Percent Range:	0% - <=105%	Expiration Date:	11/29/2016		
Master Commitment:	NONE	MC Type:	Flow		
Loan Amortization Period Count:	239 to 362 months	Servicing Option:	Retained		
Note Rate Percent Range:	3.375% to 3.500%	Servicer #:	486565		
Loan Maturity Period Count:	241 to 360 months	Servicing Fee Rate:	0.250%		
		Remittance Option:	Gold		

Interest Rate Range: 3.375% 3.500%

Contract Price: 100.410 101.159

LP Activity

CS/LTV (A-Minus): No

LP Indicator: Non LP Loan

LP Price Level:

Loan Details

[Go to Loan Pipeline to view additional columns for these loans](#)

Seller Loan Identifier	Primary Borrower Last Name	Interest Rate	Loan Reference Product Label	Loan Status	Wire Instructions Attached Date	Unpaid Principal Balance	WHLService#	Net Price	Total Fees
GR54960	BENNETT	3.425%	30-Year Fixed Rate Conventional	New	08/16/2016 15:21:15	\$170,600.00	No 486565	100.195	\$853.00



If the mortgage specified in a Best Efforts contract closes and funds after the Best Efforts contract expires, the Seller is obligated to sell the mortgage to Freddie Mac under that same contract; however, the price is determined at time of sale. You may NOT take out a new contract to sell a mortgage previously specified in an expired Best Efforts contract.

Change Contract Name

This feature is used by sellers that want to track their contracts using a specific contract name. For instance, MODIFYBE as shown in the contract details screen above.

View/Print Contract Confirmation

This function is used to access the Purchase Contract Confirmation Report. From here you can view, print or save the report as a PDF.

Take Out a Best Efforts Contract

View Change History

Whenever you make a change or modify a Best Efforts contract or loan, you can view a listing of the modifications made to the contract and loan by accessing View Change History. Follow the steps below to access a history of changes made.

1. Select **View Change History** in the Contract Options Box to review the history of changes/modifications to this loan.

Freddie Mac Selling Cash Contract Details

Organization: Test-Org
Seller/Service: 486565
Branch: 206473

Summary of Contract Terms:

Contract Name:	Modifybe	Remaining Balance:	\$0.00
Investor Contract Identifier:	31412780	Contract Amount:	\$225,000
Contract Type:	Best Efforts	Contract Status:	Accepted
Contract Product:	30-Year Fixed Rate Conventional	Accepted Date:	05/13/2014 18:04:30
LTV Ratio Percent Range:	0% - <=105%	Expiration Date:	07/29/2014
Master Commitment:	NONE	Servicing Option:	Retained
Loan Amortization Period Count:	239 to 362 months	Servicer #:	486565
Note Rate Percent Range:	4.250% to 4.250%	Servicing Fee Rate:	0.250%
Loan Maturity Period Count:	241 to 360 months	Remittance Option:	Gold

Contract Options

- Modify Best Efforts Contract
- Change Contract Name
- View/Print Contract Confirmation
- View Change History**

Loan Options

- Enter Settlement Details
- Evaluate Loan(s)
- Modify Best Effort Import
- Build Form 1034
- Build Form 996E
- Set Docs Drawn Date
- Withdraw Loan

Interest Rate Range: **4.250%**
Contract Price: **100.620**

2. The change history for the contract opens in a separate window.

Change History

Investor Contract Identifier: 31412780 Contract Name: Modifybe
Seller Loan Identifier: MODIFYBE Primary Borrower First Name: JOHN
Primary Borrower Last Name: MODIFYBE

Date/Time	Changed By	Field Changed	From	To
5/13/2014 18:28:07	TOM N JERRY	Loan: Net Price	100.845	100.620
5/13/2014 18:28:07	TOM N JERRY	Contract: Period	60	75
5/13/2014 18:28:07	TOM N JERRY	Contract: Expiration Date	7/14/2014	7/29/2014
5/13/2014 18:28:07	TOM N JERRY	Contract: Number of Extensions	0	1

Close Window

3. Click **Close Window** when you have finished viewing the changes.

Take Out a Best Efforts Contract

Loan Options Box

Loan Options provides shortcuts to additional functionality to help you manage, maintain, and finalize the loan for certification and contract fulfillment. The contract status will change to Ready to Fund after the loan is certified.

The Loan Options for Best Efforts contracts are shown below and are listed in the order in which they display:

- Enter Settlement Details
- Evaluate Loan(s)
- Modify Best Effort Import
- Build Form 1034
- Build Form 996E
- Set the Docs Drawn Date
- Withdraw Loans



If you want to **manually** modify loan data, you must click on the Seller Loan Identifier link in the Contract Details screen. Refer to the section titled How to Manually Modify Best Efforts Loan Data.

Loan Details									
Go to Loan Pipeline to view additional columns for these loans									
<input type="checkbox"/>	Seller Loan Identifier	Primary Borrower Last Name	Interest Rate	Loan Reference Product Label	Loan Status	Unpaid Principal Balance	WHL Service	Net Price	Total Fees
<input type="checkbox"/>	TRAINING MW 042014LEE		4.0%	30-Year Fixed Rate Conventional	New	\$0.00	No	120787 98.228	\$4,800.00

Displaying: 1-1 of 1 Loans Loans Per Page: 25 ▼

Follow the procedures below to learn more about how to use the functionality in the Loan Options box.

Evaluate Loans

Loans are edited for accuracy, completeness, and compliance with Freddie Mac requirements. Loan edits are performed using the Evaluate Loans functionality and this step must be performed before the contract can fund. You can clear loan edits anytime after the loan data resides in the selling system. When you evaluate a Best Efforts loan, the system will automatically perform a reprice of the contract and loan, even if the price is not changing. If you do not accept the price, the system will not save the edits.

Follow the steps below to evaluate a Best Efforts loan from the Contract Details screen:

1. From the Contract Details screen, go to the Loan Options box and click Evaluate Loan(s).

Take Out a Best Efforts Contract

Selling
Cash Contract Details

Organization: FE_S000
Seller/Service: 879603
Branch: 308

Summary of Contract Terms:

Contract Name:	SPR BE6	Remaining Balance:	\$0.00
Investor Contract Identifier:	31412871	Contract Amount:	\$250,000
Contract Type:	Best Efforts	Contract Status:	Accepted
Contract Product:	30-Year Fixed Rate Conventional	Accepted Date:	06/17/2014 18:58:04
LTV Ratio Percent Range:	0% - <=105%	Expiration Date:	09/15/2014
Master Commitment:	NONE	Servicing Option:	Retained
Loan Amortization Period Count:	239 to 362 months	Servicer #:	879603
Note Rate Percent Range:	4.000% to 4.000%	Servicing Fee Rate:	0.250%
Loan Maturity Period Count:	241 to 360 months	Remittance Option:	Gold

Interest Rate Range: 4.000%
Contract Price: 99.865

Contract Options
[Modify Best Efforts Contract](#)
[Change Contract Name](#)
[View/Print Contract Confirmation](#)
[View Change History](#)

Loan Options
[Enter Settlement Details](#)
[Evaluate Loan\(s\)](#)
[Modify Best Effort Import](#)
[Build Form 1034](#)
[Build Form 996E](#)
[Set Docs Drawn Date](#)
[Withdraw Loan](#)

LP Activity
 CS/LTV (A-Minus): No
 LP Indicator: Non LP Loan
 LP Price Level:

Loan Details

Go to Loan Pipeline to view additional columns for these loans

Seller Loan Identifier	Primary Borrower Last Name	Interest Rate	Loan Reference Product Label	Loan Status	Unpaid Principal Balance	WHL/Servicer	Net Price	Total Fees
06060606	DOE6	4.0%	30-Year Fixed Rate Conventional	New	\$250,000.00	No 486565	99.615	\$625.00

- The Evaluate Loan screen displays. Review the critical and warning edits and modify the data as needed.

Selling
Evaluate Loan

Seller Loan Identifier: 06060606
 Freddie Mac Loan Number: 513827000
 Investor Contract Identifier: 31412871
 Borrower: DOE6, JOHN

Mortgage Conformity Type: Conforming Mortgage
 Loan Reference Product Label: 30-Year Fixed Rate Conventional

Evaluation Decision: No

Loan 1 of 1 Finished

[<< Back to Contract \(No Save\)](#)

Critical Errors:
 Determine Appraisal Compliance:
 • The Appraisal Identifier does not exist. Please check the Appraisal Identifier entered and confirm the appraisal has been successfully submitted to the UCDP.

This loan is allocated to a best efforts contract. Modifying the loan will cause the contract to be repriced. After changing the loan here, continue to the contract screen to complete the change.

Continue to Contract Reprice

Expand All Sections
 Collapse All Sections
 * Denotes a minimum data field required to save a loan.

Seller Loan Identifier:
 MERS MIN Identifier:

Take Out a Best Efforts Contract

3. Click Continue to Contract Reprice.

The screenshot shows a web interface titled "Selling Evaluate Loan". At the top, it displays loan details: Seller Loan Identifier: 06060606, Freddie Mac Loan Number: 519827000, Investor Contract Identifier: 31412871, and Borrower: DOE6, JOHN. It also shows Mortgage Conformity Type: Conforming Mortgage and Loan Reference Product Label: 30-Year Fixed Rate Conventional. The Evaluation Decision is "No". Below this, there is a "Loan 1 of 1" indicator and a "Finished" button. A link "<< Back to Contract (No Save)" is present. A "Critical Errors" section is highlighted with a yellow sticky note icon, containing a message: "Determine Appraisal Compliance: The Appraisal Identifier does not exist. Please check the Appraisal Identifier entered and confirm the appraisal has been successfully submitted to the UCDP." Below the error, a warning message states: "This loan is allocated to a best efforts contract. Modifying the loan will cause the contract to be repriced. After changing the loan here, continue to the contract screen to complete the change." A button labeled "Continue to Contract Reprice" is highlighted with a red box. At the bottom, there are input fields for "Seller Loan Identifier:" (containing 06060606) and "MERS MIN Identifier:". A red asterisk note at the bottom right says "* Denotes a minimum data field required to save a loan." Links for "Expand All Sections" and "Collapse All Sections" are also visible.



Critical errors are displayed first, followed by warning messages.



Critical errors will prevent your loan from moving into Ready to Fund status. You must correct these errors in order to move into the settlement cycle. The critical error message will provide tips on how to resolve these issues.



Warnings are not necessary to correct in order to move into the settlement cycle. However, Freddie Mac recommends that you review these errors and clear if necessary.

4. The Modify Best Efforts Contract screen displays. Review the information and click **Reprice Contract**.

Take Out a Best Efforts Contract

Selling
Modify Best Efforts Contract

Organization: 06_0000
Sales/Service: 070000
Branch: 0000

Please complete the fields below. **Investor Contract Identifier: 31412871**
* denotes a required field.

Contract Information

Master Commitment:* NONE
Contract Product:* 30-Year Fixed Rate Conventional [Show Details](#)
Contract Amount:* \$250,000.00
Contract Name: SPR BE6
Contract Period:* 90 Days Extends: or 0 days
Expiration Date: 09/15/2014
Interest Rate Percent Range:* from 4.000% to 4.000%
(in 0.125 increments)
LTV Ratio Percent Range:*
 0% - <=105%
 >105% - <=115%
 >115% - <=125%
 >125%

Servicing Retained Information

Servicing Option:* Retained CTOS
Designated Servicer #:* 486565 Test
Servicing Fee Rate:* 0.25 %
Remittance Option:* Gold
Interest / Principal Remittance Type:*
 Scheduled/Actual
(no additional options available at this time)
Prepayment Remittance Due Days: 5 days

LP Activity

CS/LTV (A-Minus): No
LP Indicator: Non LP Loan
LP Price Level:

[Reprice Contract](#) [Reset Form](#)

[<< Previous Page](#)



If you choose to, you may modify a contract term before clicking the **Reprice Contract** button.

5. The Contract Price screen displays a 60 second pricing timer. Click **Accept** to advance to the 15-second pricing timer and then click **I Agree**.

Take Out a Best Efforts Contract

Selling
Contract Price

Organization: PE Best
Seller/Service: SPB013
Branch: 1143

****Contract Price**

You have 60 seconds to accept this price.

Contract Amount:	\$250,000.00	Contract Product:	30-Year Fixed Rate Conventional
Expiration Date:	09/15/2014	Loan Reference Product Label:	30-Year Fixed Rate Conventional

Interest Rate Range: 4.000%
Contract Price: 99.865
Loan Net Price: 99.615

Time Remaining: 58 Seconds

** Price information displayed here is not final. Final price adjustments for each mortgage will be determined at settlement and reflected on your settlement statement.

Contract Details

Investor Contract Identifier:	31412871	Servicing Option:	Retained
Contract Name:	SPR BE6	Designated Servicer #:	486565
Contract Type:	Best Efforts	Servicing Fee Rate:	0.250%
Expiration Date:	09/15/2014	Prepayment Remittance Due Days:	5
Contract Period:	90	Remittance Option:	Gold
Master Commitment:	NONE		

Loan Details

Seller Loan Identifier:	06060606	CS/LTV (A-Minus):	No
Borrower Name:	JOHN DOE6	LP Indicator:	Non LP Loan
Unpaid Principal Balance:	\$250,000.00	LP Price Level:	
Interest Rate:	4.000%		

- The Cash Contract Details screen displays. Click **Evaluate Loan(s)**.

Take Out a Best Efforts Contract

Selling
Cash Contract Details

Organization: PE_S008
Seller/Service: 872603
Branch: 5282

Summary of Contract Terms:

Contract Name:	SPR BE6	Remaining Balance:	\$0.00
Investor Contract Identifier:	31412871	Contract Amount:	\$250,000
Contract Type:	Best Efforts	Contract Status:	Accepted
Contract Product:	30-Year Fixed Rate Conventional	Accepted Date:	06/17/2014 18:58:04
LTV Ratio Percent Range:	0% - <=105%	Expiration Date:	09/15/2014
Master Commitment:	NONE	Servicing Option:	Retained
Loan Amortization Period Count:	239 to 362 months	Servicer #:	879603
Note Rate Percent Range:	4.000% to 4.000%	Servicing Fee Rate:	0.250%
Loan Maturity Period Count:	241 to 360 months	Remittance Option:	Gold

Contract Options

- [Modify Best Efforts Contract](#)
- [Change Contract Name](#)
- [View/Print Contract Confirmation](#)
- [View Change History](#)

Loan Options

- [Enter Settlement Details](#)
- [Evaluate Loan\(s\)](#)
- [Modify Best Effort Import](#)
- [Build Form 1034](#)
- [Build Form 996E](#)
- [Set Docs Drawn Date](#)
- [Withdraw Loan](#)

Interest Rate Range: 4.000%
Contract Price: 99.865

LP Activity

CS/LTV (A-Minus): No
LP Indicator: Non LP Loan
LP Price Level:

Loan Details

[Go to Loan Pipeline to view additional columns for these loans](#)

Seller Loan Identifier	Primary Borrower Last Name	Interest Rate	Loan Reference Product Label	Loan Status	Unpaid Principal Balance	WHL	Service	Net Price	Total Fees
06060606	DOE6	4.0%	30-Year Fixed Rate Conventional	New	\$250,000.00	No	486565	99.615	\$625.00

- The Evaluate Loan screen displays. Click **Finished** to verify whether all critical edits cleared evaluation.

Selling
Evaluate Loan

Seller Loan Identifier: 06060606
Freddie Mac Loan Number: 513837000
Investor Contract Identifier: 31412871
Borrower: DOE6, JOHN

Organization: PE_S008
Seller/Service: 872603
Branch: 5282

Mortgage Conformity Type: Conforming Mortgage
Loan Reference Product Label: 30-Year Fixed Rate Conventional

Evaluation Decision: No

Loan 1 of 1 **Finished**

[<< Back to Contract \(No Save\)](#)

- The Summary of Evaluated Loans screen displays. If the Edits Clear? column displays Y, all critical edits are clear. However, if the Edits Clear? column displays N, critical edits were not cleared and must be cleared before the loan can fund. If critical edits are not clear, repeat steps 1–8 above. Also refer to the

Take Out a Best Efforts Contract

sections titled How to Modify Best Efforts Loan Data Using Manual Entry and How to Modify Best Efforts Loan Terms by Importing a File.

Organization: FE_0000
Seller/Service: 070000
Branch: 0200

[<< Back to Contract](#)

The following loans did not pass evaluation:

Primary Borrower Name	Seller Loan Identifier	Investor Contract Identifier	Pool #	Loan Status	Edits Clear?	Note Certified?
DOE6, JOHN	06060606	31412871		New	N	N

[<< Back to Contract](#)

How to Modify Best Efforts Loan Data Using Manual Entry

When you modify a Best Efforts loan, the screens that display depend on where you are in the loan process:

- If you have not built the Form 1034 for the new loan, the screen that displays after you make your changes will force you to re-price the contract. The screens for re-pricing will automatically display and you must accept the price on the timer screens.
- If you already built the Form 1034 for the new loan and want to make edits to non-certifiable data fields, you can make the edits by manual entry or by importing the modifications. In addition, the contract will automatically re-price and accept the price change for you. You will not have the opportunity to accept or reject the new price. To view your updated price, you must search for the contract and view your new price on the Cash Contract Details screen.
- If you already built the Form 1034 and want to modify a certifiable data field, the *Modify Best Efforts Import* functionality will not overwrite a certifiable data field after the Form 1034 (Custodial Certification Schedule) is built. You must do the following:
 - Remove the loan from the Form 1034
 - Re-import the modified best efforts data
 - Re-evaluate the loan
 - Build the Form 1034 for the specified loan
 - Submit the modified Form 1034 to the custodian

Take Out a Best Efforts Contract

The following procedures show you how to manually modify a loan allocated to a Best Efforts contract.

1. From the Welcome screen, enter your Investor Contract Identifier in the **Search for Existing Contract** box.

The screenshot shows the 'Welcome to the Freddie Mac Selling System' interface. At the top right, it displays 'Organization: Test-Org', 'Seller/Service: 486565', and 'Branch: 206473'. Below this, there are two search boxes: 'Search for Existing Loan' and 'Search for Existing Contract'. The 'Search for Existing Contract' box is highlighted with a red rectangle and contains the text 'Investor Contract Identifier: 31412780' followed by a 'GO' button. Below the search boxes are links for 'Basic Search' and 'Advanced Search'.

2. Click **GO** or press the Enter key. The Cash Contract Details screen for the contract displays.

The screenshot displays the 'Summary of Contract Terms' screen. It includes a 'Contract Options' sidebar with links like 'Modify Best Efforts Contract' and 'Change Contract Name'. The main content area shows contract details in a table format:

Contract Name:	Modifybe	Remaining Balance:	\$0.00
Investor Contract Identifier:	31412780	Contract Amount:	\$225,000
Contract Type:	Best Efforts	Contract Status:	Accepted
Contract Product:	30-Year Fixed Rate Conventional	Accepted Date:	05/13/2014 18:04:30
LTV Ratio Percent Range:	0% - <=105%	Expiration Date:	07/29/2014
Master Commitment:	NONE	Servicing Option:	Retained
Loan Amortization Period Count:	239 to 362 months	Servicer #:	486565
Note Rate Percent Range:	4.250% to 4.250%	Servicing Fee Rate:	0.250%
Loan Maturity Period Count:	241 to 360 months	Remittance Option:	Gold

Below the table, it shows 'Interest Rate Range: 4.250%' and 'Contract Price: 100.620'. There is also an 'LP Activity' section with fields for 'CS/LTV (A-Minus):', 'LP Indicator:', and 'LP Price Level:'. At the bottom, there is a 'Loan Details' section with a table:

Seller Loan Identifier	Primary Borrower Last Name	Interest Rate	Loan Reference Product Label	Loan Status	Unpaid Principal Balance	WHLServicer Net Price	Total Fees
MODIFYBE	MODIFYBE	4.25%	30-Year Fixed Rate Conventional	New	\$225,000.00	No 486565100.620	\$0.00

3. Click the **Seller Loan Identifier** link to modify. The Modify Best Effort Loan screen displays.

Take Out a Best Efforts Contract

Selling
Modify Best Effort Loan

Seller Loan Identifier: MODIFYBE
Freddie Mac Loan Number: 513826997
Investor Contract Identifier: 31412780
Borrower: MODIFYBE, JOHN

Organization: Test-Org
Seller/Service: 486565
Branch: 206473

Mortgage Conformity Type: Conforming Mortgage
Loan Reference Product Label: 30-Year Fixed Rate Conventional

Evaluation Decision: No

To compare with selected LP data:
[Compare with LP](#)

This loan is allocated to a best efforts contract. Modifying the loan will cause the contract to be repriced.
After changing the loan here, continue to the contract screen to complete the change.

[Back To Contract \(No Save\)](#) [Continue to Contract Reprice](#)

[Expand All Sections](#)
[Collapse All Sections](#)

* Denotes a minimum data field required to save a loan.

Seller Loan Identifier: *
MERS MIN Identifier:

4. Make your loan modifications.
5. Click **Continue to Contract Reprice**. The Modify Best Efforts Contract screen displays with updated information, if applicable.

Take Out a Best Efforts Contract

Selling
Modify Best Efforts Contract

Organization: Test-Org
Seller/Service: 486565
Branch: 206473

Please complete the fields below. **Investor Contract Identifier: 31412780**
* denotes a required field.

Contract Information

Master Commitment:* NONE
Contract Product:* 30-Year Fixed Rate Conventional [Show Details](#)
Contract Amount:* \$225,000.00
Contract Name: Modifybe
Contract Period:* 75 Days Extends: or 0 days
Expiration Date: 07/29/2014
Interest Rate Percent Range:* from 4.250% to 4.250%
(in 0.125 increments)
LTV Ratio Percent Range:*
 0% - <=105%
 >105% - <=115%
 >115% - <=125%
 >125%

Servicing Retained Information

This Contract is **Servicing Retained/CTOS**. To change it to Servicing Released, click below.

[Change to Servicing Released](#)

Servicing Option:* Retained CTOS
Designated Servicer #:* 486565 Test
Servicing Fee Rate:* 0.25 %
Remittance Option:* Gold
Interest / Principal Remittance Type:* Scheduled/Actual
(no additional options available at this time)
Prepayment Remittance Due Days: 5 days

LP Activity

CS/LTV (A-Minus): No
LP Indicator: Non LP Loan
LP Price Level:

[Reprice Contract](#) [Reset Form](#)

6. Click **Reprice Contract**. The Contract Price screen displays. Displayed prices are indication prices per the disclaimer on the Contract Price screen. The Loan Net Price is also present here. You will have 60 seconds to accept or reject the price.
7. Click **Accept** from the Contract Price screen if you agree to the terms. If you reject the re-price, the changes made to the loan will not be saved. The system will prompt, "You have 15 seconds to accept this price."

Take Out a Best Efforts Contract

The screenshot shows a web interface for selling a contract. At the top, it says 'Selling Contract Price'. In the top right corner, it displays 'Organization: Test-Org', 'Seller/Service: 486565', and 'Branch: 206473'. Below this, there is a header 'Contract Price' and a message: 'You have 15 seconds to accept this price.' The contract details are as follows:

Contract Amount:	\$225,000.00	Contract Product:	30-Year Fixed Rate Conventional
Expiration Date:	07/29/2014	Loan Reference Product Label:	30-Year Fixed Rate Conventional

Below the contract details, the following information is displayed:

Interest Rate Range:	4.250%
Contract Price:	100.620
Loan Net Price:	100.620

A timer shows 'Time Remaining: 12 Seconds' with a red progress bar. At the bottom, there are two buttons: 'I Agree' (highlighted with a red box) and 'I Do NOT Agree'. A disclaimer at the bottom reads: '** Price information displayed here is not final. Final price adjustments for each mortgage will be determined at settlement and reflected on your settlement statement.'

8. Click **I Agree** to confirm your acceptance of the price. The Cash Contract Details screen displays.
9. Review the information on the Cash Contract Details screen.

Import Best Efforts Loan Modifications

The selling system permits you to import loan modifications for pre-existing Best Efforts loans that are in accepted status.

Modifications to loan data may impact your Best Efforts price. When you modify Best Efforts loan data, you will be required to accept or reject a revised contract price. If you accept the price change, the modifications will be saved and if you reject the price change, the modifications will not be saved.

Best Efforts loans can be created in the selling system using the MISMO XML Import link or by manual entry. Use the Modify Best Efforts Import link only after you've created a Best Efforts loan. The link(s) are available as follows:

- selling system left navigation (below the MISMO XML link), and
- loan options box on the Cash Contract Details screen

The Modify Best Efforts Import functionality will not overwrite a certifiable data field after the Form 1034 (Custodial Certification Schedule) is built. If you need to modify a certifiable data field after the Form 1034 is built you must do the following:

- Remove the loan from the Form 1034
- Re-import the modified best efforts data
- Re-evaluate the loan
- Build the Form 1034 for the specified loan once all edits are cleared

Take Out a Best Efforts Contract

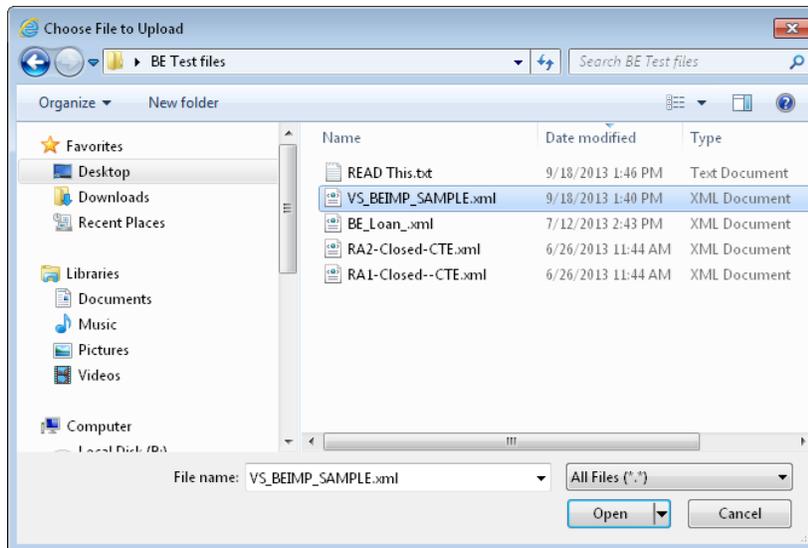
How to Modify Best Efforts Loan Data Using Import

Follow the steps below to import and modify an existing Best Efforts loan:

1. Click **Modify Best Effort Import** link which opens the *Best Effort Import* screen.



2. From the Best Effort Import screen, click **Browse...** which opens the *Choose File to Upload* window.



3. From the *Choose File to Upload* window, select the file you want to import and click **Open**.



You can only import one loan per file, and the file must be in the accepted MISMO XML format.

4. After selecting the loan file, click the **Import Loan** button. The Modify Best Efforts Contract screen will display. (If the Modify Best Efforts Contract screen does not display, then skip to step 9, otherwise continue with step 5).

Take Out a Best Efforts Contract

Freddie Mac Selling Modify Best Effort Import

Organization: [redacted] Seller/Service: 137884 Branch: #6433

* Denotes a required field.

Please browse for your loan file. The loan must already be allocated to a Best Efforts contract. Please ensure that the file you are about to import conforms to Freddie Mac's import file standards. The modify Best Effort import function is used for an existing loan and contract and is limited to one loan per file.

File:*
\\VS_BEIMP_SAMPLE.xml [Browse...]

[Import Loan]

Click here to begin the import process of your selected loan file.

NOTICE: The Selling System only maintains loan and loan purchase data back to January 1, 2010. Older data is stored elsewhere under our record retention policy.

[Build Information](#)

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5. Review the Modify Best Efforts Contract screen and verify that your contract information is correct. If the contract information is incorrect, click the Reset Form button and start over.
6. Click the **Reprice Contract** button at the bottom of the screen, which takes you to a 60-second Contract Price screen.

Freddie Mac Selling Modify Best Efforts Contract

Organization: [redacted] Seller/Service: 137884 Branch: #6433

Please complete the fields below. Investor Contract Identifier: [redacted] * denotes a required field.

Contract Information

Master Commitment: * M12092733

Contract Product: * 30-Year Fixed Rate Conventional [Show Details](#)

Contract Amount: * \$298,241.00

Contract Name: VS_BEIMP_SAMP

Contract Period: * 18 Days Extends: [dropdown] or 0 days

Expiration Date: 10/07/2013

Interest Rate Percent Range: * from 3.625% to 3.625%

(in 0.125 increments)

LTV Ratio Percent Range: *

- 0% - <=105%
- >105% - <=115%
- >115% - <=125%

Take Out a Best Efforts Contract

Transaction Services
Originator Pipeline
Aggregator Pipeline
Settlement
Review
Certification Issues
Enter Settlement Details
Create/View
Certification Forms
Record Warehouse
Lender Release
View Warehouse
Lender Release
View Settlement
Statements
Transfer Servicing
Instructions
View Contract Pipeline
View Certification Pipeline
Search For Contracts

Servicing Option: * Retained CTOS
Designated Servicer #: * 137881
Servicing Fee Rate: * 0.25 %
Remittance Option: * Gold
Interest / Principal Remittance Type: * Scheduled/Actual
(no additional options available at this time)
Prepayment Remittance Days: 5 days

LP Activity
CS/LTV (A-Minus): No
LP Indicator: LP Loan
LP Price Level:

Reprice Contract Reset Form

<< Previous Page

After confirming data has been modified correctly, click here to reprice Best Efforts contract.

- From the 60-second Contract Price screen select the **Accept** (if you want to accept the price) or **Reject** (if you do not agree with the price) button. If you accept the price the system will save your imported modifications. If you reject the price, the system will not save the imported modifications.

Freddie Mac Selling Contract Price

Organization: Seller/Servicer: Branch:

****Contract Price**

You have 60 seconds to accept this price.

Contract Amount: \$298,241.00 Contract Product: 30-Year Fixed Rate Conventional
Expiration Date: 10/07/2013 Loan Reference Product Label: 30-Year Fixed Rate Conventional

Interest Rate Range: 3.625%
Contract Price: 94.033
Loan Net Price: 93.533

Time Remaining: 59 Seconds

Accept Reject

** Price information displayed here is not final. Final price adjustments for each mortgage will be determined at settlement and reflected on your settlement statement.

Contract Details

Contract Results

- From the 15-second Contract Price screen, select the **I Agree** (with the price) or **Do NOT Agree** (with the price) button. Selecting **I Agree** will take you to the *Cash Contract Details* screen where you can see a summary of your contract terms.

Take Out a Best Efforts Contract

Freddie Mac Selling Contract Price

Organization: [redacted] Seller/Service: 137881 Branch: 44411

****Contract Price**

You have 15 seconds to accept this price.

Contract Amount: \$298,241.00 Contract Product: 30-Year Fixed Rate Conventional
 Expiration Date: 10/07/2013 Loan Reference: 30-Year Fixed Rate Conventional
 Product Label: 30-Year Fixed Rate Conventional

Interest Rate Range: 3.625%
 Contract Price: 94.033
 Loan Net Price: 93.533

Time Remaining: 14 Seconds

** Price information displayed here is not final. Final price adjustments for each mortgage will be determined at settlement and reflected on your settlement statement.

Freddie Mac Selling Cash Contract Details

Organization: [redacted] Seller/Service: 137881 Branch: 44411

Summary of Contract Terms:

Contract Name:	VS_BEIMP_SAMP	Remaining Balance:	\$0.00
Investor Contract Identifier:	33962792	Contract Amount:	\$298,241
Contract Type:	Best Efforts	Contract Status:	Accepted
Contract Product:	30-Year Fixed Rate Conventional	Accepted Date:	09/18/2013 13:36:36
LTV Ratio Percent Range:	0% - <=105%	Expiration Date:	10/07/2013
Master Commitment:	MS_2012793	Servicing Option:	Retained
Loan Amortization Period Count:	239 to 360 months	Servicer #:	137881
Note Rate Percent Range:	3.625%	Servicing Fee Rate:	0.250%
Loan Maturity Period Count:	241 to 360 months		

Contract Options:
[Modify Best Efforts Contract](#)
[Change Contract Name](#)
[View/Print Contract Confirmation](#)
[View Change History](#)

Loan Options:
[Enter Settlement Details](#)
[Evaluate Loan\(s\)](#)
[Modify Best Effort Import](#)
[Build Form 1034](#)
[Build Form 996E](#)
[Set Docs Drawn Date](#)
[Withdraw Loan](#)

Interest Rate Range: 3.625%
 Contract Price: 94.033

Takes you to the same Best Effort Import screen.

- After importing the loan file (in step 4), the system may take you to the *Import Loan Results* screen. If it does, locate the file you imported and check the status. If the status states “In Progress”, click the **Refresh Import Status** button until the status changes to “Completed”. If status states “ERROR”, click on the link in the “Import Errors” column to view the error(s). This may require you to adjust your import file. After making the adjustments, re-import by repeating steps 1–8.

Take Out a Best Efforts Contract

Freddie Mac Selling Import Loan Results

Organization: Seller/Service: Branch:

View any errors by clicking on the quantities listed in the errors columns. Large import files may take some time to process. While the import is in process, you can perform other tasks in the system. To update the status, click on the refresh import status button.

Refresh Import Status

Click to refresh imported loan file if status reflects "in-Progress".

File Name	User ID	Date/Time	Total Loans	Total Current UBB	Processed	Import Errors	Allocation Errors	Evaluation Errors	Loan Reference Label Warning	Status
VS_BEIMP_SAMPLE_2013-09-26 172509.xml	FREDDIE_ALLR0LE10	2013/09/26 3:35 PM	2	\$298,240.09	1	1	0	0	0	ERROR
VS_BEIMP_SAMPLE_test_2013-09-26 171337.xml					1	0	0	0	0	Completed
VS_BEIMP_SAMPLE_2013-09-26 171229.xml				\$298,240.09	1	1	0	0	0	ERROR
DC-RA-08-Loan-Batch_2013-09-26 170438.xml				N/A	1	1	0	0	0	ERROR
VS_BEIMP_L43_TC20_2013-09-26 112809.xml	PEBANK7_ALLR0LE4	2013/09/26 11:28 AM	1	\$300,000.00	1	0	0	0	0	ERROR

Click here to see detailed import error message when Status indicates "ERROR".

Build Form 1034

You must deliver mortgage notes and any supplemental required documentation to a Document Custodian. The Build 1034 functionality allows you to create the Form 1034(E), select a certification due date and print the form so you can forward it along with the applicable Note and any required supporting documentation to the Document Custodian.



When the 1034 is generated in the selling system, it is identified as the 1034E

1. From the Contract Details screen, click Build Form 1034.

Take Out a Best Efforts Contract

Selling
 Cash Contract Details

Organization: PE 8088
 Seller/Service: 879603
 Branch: 5282

Summary of Contract Terms:		Contract Options	
Contract Name:	SPR BE6	Remaining Balance:	\$0.00
Investor Contract Identifier:	31412871	Contract Amount:	\$250,000
Contract Type:	Best Efforts	Contract Status:	Accepted
Contract Product:	30-Year Fixed Rate Conventional	Accepted Date:	06/17/2014 18:58:04
LTV Ratio Percent Range:	0% - <=105%	Expiration Date:	09/15/2014
Master Commitment:	NONE	Servicing Option:	Retained
Loan Amortization Period Count:	239 to 362 months	Servicer #:	879603
Note Rate Percent Range:	4.000% to 4.000%	Servicing Fee Rate:	0.250%
Loan Maturity Period Count:	241 to 360 months	Remittance Option:	Gold

Loan Options	
Modify Best Efforts Contract	Change Contract Name
View/Print Contract Confirmation	View Change History
Loan Options	
Enter Settlement Details	Evaluate Loan(s)
Modify Best Effort Import	Build Form 1034
Build Form 996E	Set Docs Drawn Date
Withdraw Loan	

Interest Rate Range: 4.000%

Contract Price: 99.865

LP Activity

CS/LTV (A-Minus):	No
LP Indicator:	Non LP Loan
LP Price Level:	

Loan Details

[Go to Loan Pipeline to view additional columns for these loans](#)

Seller Loan Identifier	Primary Borrower Last Name	Interest Rate	Loan Reference Label	Product	Loan Status	Unpaid Principal Balance	WHL	Service	Net Price	Total Fees
06060606	DOE6	4.0%	30-Year Fixed Rate Conventional		New	\$250,000.00	No	879603	99.615	\$625.00

Displaying: 1-1 of 1 Loans Loans Per Page: 25 ▼

- The Create/View Certification Forms: Build screen displays. Enter the applicable information and select the loan.

Take Out a Best Efforts Contract

Selling
Create/View Certification Forms: Build

Organization: PE_BANK
Seller/Service: 5790000
Branch: 5282

Choose the loans you would like to appear on the 1034E -- Custodial Certification Schedule Form. Form 1034E can be Built, Viewed or Printed in a particular sort order only when sorting on these columns: Investor Contract Identifier, Pool #, Seller Loan Identifier, Freddie Mac Loan Number, or Primary Borrower Name. ☑ Indicates eMortgage

Update Certification Due Dates to:
(mm/dd/yyyy)

Sort by clicking on header:

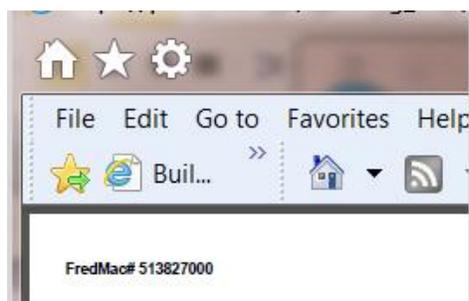
<input type="checkbox"/>	Investor Contract Identifier	Pool #	Seller Loan Identifier	Freddie Mac Loan Number	Primary Borrower Name	Requested Settlement Date	Custodian	Certification Due Date	Loan Reference Product Label	Interest Rate
<input type="checkbox"/>			06060606	513827000	DOE6, JOHN	ASAP	PE_BANK 1000078, FREDDIE CITY, NY	09/15/2014	30-Year Fixed Rate Conventional	4.000%

Select Page Select All 1 Loan Total Selected: 0

Displaying: 1 - 1 of 1 Loan Loans per page: 25

[<< Back To Contract](#)

- You may opt to print a label that contains the Freddie Mac Loan number by clicking **Print Labels**. The label screen will launch in a separate window. Ensure the printer contains Avery #5267 labels.



- Click **Update and Build Form** to view and print Custodial Certification Schedule, Form 1034E.

Take Out a Best Efforts Contract

Custodial Certification Schedule - Windows Internet Explorer provided by Freddie Mac

File Edit View Favorites Tools Help

Home... CE T...

Page Safety Tools

Freddie Mac
We make home possible™

1034E -- Custodial Certification Schedule

Custodial Certification Schedule

Custodian Number:	1000078	Date of Print:	6/17/2014
Custodian:	PE_BANK	Seller Identifier:	878888
Certification Batch Identifier:	1744680	Seller Name:	PE_BANK
Prepared by:	JERRY,TOM	Investor Contract Identifier:	31412871
Earliest Certification Due Date:	6/19/2014		

Total Loans (Notes): 1 **Total Note Amount: \$250,000.00**

PHLMIC Ln #	Note Date	Street Address	City Name		
513827000	6/1/2014	1 maple avenue	vienna		
Seller Ln id	Service Id	Note Rate Percent***	State Code	Postal Code	
06060606	**	4.000 %	VA	22102	
MERS MIN id	Note Amt	Sched First Pymt Date	Init P&I Pymt Amt***	Ln Mod Effective Date	Latest Conv Effective Date
	\$ 250,000.00	8/1/2014	\$ 1,193.54		
Invest Contract Id	Pool #	Ln Maturity Date	Primary Borrower**	Secondary Borrower**	
31412871		7/1/2044	DOE6, JOHN		

*Note: * denotes the format for the borrower name is Last name, First name Middle name
 **Note: ** denotes the seller identifier is identical to the servicer identifier.
 ***Note: ***For Adjustable Rate loans, the Current Interest Rate Percent will be displayed in the Note Rate Percent field, and Current Principal And Interest Payment Amount will be displayed in the Initial Principal And Interest Payment Amount field

Reminder: As stated in sections 46.2, 47.1, and 52.2 of the Single-Family Seller/Servicer Guide (the Guide), the Seller/Servicer must maintain a legible copy of each Note, together with any related modification or assumption/release of liability instrument, in the Mortgage files.

Please print the name of the person to contact for questions related to delivery of the loans above:

Preparer's Name:	JERRY,TOM	Telephone #:	
------------------	-----------	--------------	--

1034E

For more information, details and requirements on the certification process refer to The Certification Process for the Selling System.

Build Form 996E

The Form 996E is an authorization that the warehouse lender is relinquishing their rights and interest in the mortgage Note sold to Freddie Mac. It also verifies the wiring instructions of the warehouse lender or designee.

If you are using a warehouse lender, and they hold your mortgage notes, you must send Form 1034E, Form 1034ES or Note Cover Sheet to them along with the Form 996E. The warehouse lender will execute Form 996E and will forward it to Freddie Mac. Freddie Mac must receive the fully executed Form 996E before funding will occur. The warehouse lender will forward all applicable Notes, Form 1034E, Form 1034ES or Note Cover Sheet to the custodian. If you are using a warehouse lender, allow enough time to send the forms to your warehouse lender and for the warehouse lender to forward all applicable and required forms to Freddie Mac and to your custodian.

Take Out a Best Efforts Contract

3. The Warehouse Provider Release and Transfer Form 996E will display in a separate browser. Print the form and forward it to the warehouse lender. Ensure the warehouse lender releases all required information timely to the cocument custodian, if applicable, and to Freddie Mac.

For more information, details and requirements on the Form 996E process refer to Chapter 8 – *Warehouse Lender Release Process*.

Set the Docs Drawn Date

Setting the Docs Drawn Date is an optional step. Entry of this date notifies Freddie Mac that the probability of loan delivery is likely. Sellers often times use this date for internal reporting and monitoring purposes.

Follow the steps below to **Set Docs Drawn Date**.

1. From the Welcome screen, enter the Investor Contract Identifier in the **Search for Existing Contract** box.

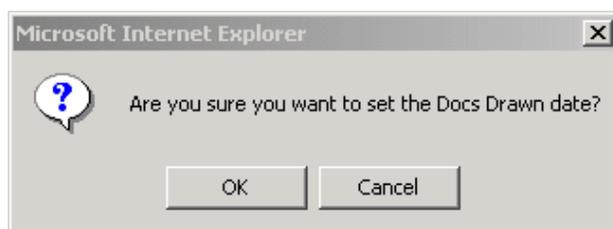
The screenshot shows the 'Welcome to the Freddie Mac Selling System' interface. At the top right, it displays 'Organization: Test-Org', 'Seller/Service: 486565', and 'Branch: 206473'. Below this is a search area with two tabs: 'Search for Existing Loan' and 'Search for Existing Contract'. The 'Search for Existing Contract' tab is active and highlighted with a red border. It contains an input field for 'Investor Contract Identifier' with the value '31412780' and a 'GO' button. Below the input field are links for 'Basic Search' and 'Advanced Search'. To the left of the search area is a 'Search for Existing Loan' section with an input field for 'Seller Loan Identifier' and a 'GO' button, along with a link for 'Search in Loan Pipeline'.

2. Click **GO** or press **Enter**. The Cash Contract Details screen displays.

The screenshot shows the 'Summary of Contract Terms' screen. At the top right, it displays 'Organization: Test-Org', 'Seller/Service: 486565', and 'Branch: 206473'. The main content is divided into two columns. The left column contains contract details: Contract Name (Modifybe), Investor Contract Identifier (31412780), Contract Type (Best Efforts), Contract Product (123654789 late Conventional), LTV Ratio Percent Range (0% - <=105%), Master Commitment (NONE), Loan Amortization Period Count (239 to 362 months), Note Rate Percent Range (4.250% to 4.250%), and Loan Maturity Period Count (241 to 360 months). The right column contains contract status and options: Remaining Balance (\$0.00), Contract Amount (\$225,000), Contract Status (Accepted), Accepted Date (05/13/2014 18:04:30), Expiration Date (07/29/2014), Servicing Option (Retained), Servicer # (486565), Servicing Fee Rate (0.250%), and Remittance Option (Gold). Below the contract details are two boxes: 'Contract Options' with links for 'Modify Best Efforts Contract', 'Change Contract Name', 'View/Print Contract Confirmation', and 'View Change History'; and 'Loan Options' with links for 'Enter Settlement Details', 'Evaluate Loan(s)', 'Modify Best Effort Import', 'Build Form 1034', 'Build Form 996E', 'Set Docs Drawn Date' (highlighted with a red border), and 'Withdraw Loan'.

3. Go to the Loan Options box and click **Set Docs Drawn Date**. A message appears asking, “Are you sure you want to set the Docs Drawn date?”

Take Out a Best Efforts Contract



4. Click **OK**. The Cash Contract Details screen re-displays with a confirmation message.

Selling
Cash Contract Details

Organization: Test-Org
Seller/Service: 486565
Branch: 206473

Confirmation:
Docs drawn date set to May 13, 2014 7:09:13 PM.

Summary of Contract Terms:

Contract Name:	Modifybe	Remaining Balance:	\$0.00
Investor Contract Identifier:	31412780	Contract Amount:	\$225,000
Contract Type:	Best Efforts	Contract Status:	Accepted
Contract Product:	30-Year Fixed Rate Conventional	Accepted Date:	05/13/2014 18:04:30
LTV Ratio Percent Range:	0% - <=105%	Expiration Date:	07/29/2014
Master Commitment:	NONE	Servicing Option:	Retained
Loan Amortization Period Count:	239 to 362 months	Servicer #:	486565
Note Rate Percent Range:	4.250% to 4.250%	Servicing Fee Rate:	0.250%
Loan Maturity Period Count:	241 to 360 months	Remittance Option:	Gold

Contract Options

- [Modify Best Efforts Contract](#)
- [Change Contract Name](#)
- [View/Print Contract Confirmation](#)
- [View Change History](#)

Loan Options

- [Enter Settlement Details](#)
- [Evaluate Loan\(s\)](#)
- [Modify Best Effort Import](#)
- [Build Form 1034](#)
- [Build Form 996E](#)
- [Set Docs Drawn Date](#)
- [Withdraw Loan](#)

Interest Rate Range: 4.250%
Contract Price: 100.620

Withdraw a Loan

The “Withdraw Loan” date is the date you determine your mortgage will not close. You must enter the withdraw date in the selling system no later than the close of business on the business day following:

- the day you deny the borrower’s mortgage application, or
- the day the borrower withdraws the mortgage application, or
- the day the borrower exercises his/her rescission option

By providing the Withdraw Loan date in the selling system you are notifying Freddie Mac of the change in the application status.

Take Out a Best Efforts Contract

Follow the steps below to notify Freddie Mac and withdraw a loan:

1. From the Cash Contract Details screen go to the Loan Options box and click **Withdraw Loan**.

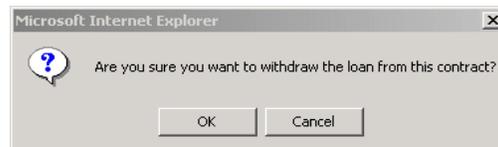
The screenshot shows the 'Selling Cash Contract Details' page. The 'Loan Options' menu is visible on the right side, with the 'Withdraw Loan' link highlighted by a red oval. An arrow points from a box labeled 'Withdraw Loan link' to this link.

Summary of Contract Terms:	
Contract Name:	Remaining Balance: \$0.00
Investor Contract Identifier: 123456789	Contract Amount: \$100,000
Contract Type: Best Efforts	Contract Status: Accepted
Contract Product: 40-Year Fixed-Rate Conventional	Accepted Date: 11/18/2011 09:23:36
LTV Ratio Percent Range: 0% - <=105%	Expiration Date: 01/23/2012
Master Commitment: NONE	Servicing Option: Retained
Loan Amortization Period Count: 359 to 482 months	Servicer #: *****
Note Rate Percent Range: 4.000% to 4.000%	Servicing Fee Rate: 0.250%
Loan Maturity Period Count: 361 to 480 months	Remittance Option: Gold

Interest Rate Range: **4.000%**
Contract Price: **96.814**

Loan Options
[Enter Settlement Details](#)
[Evaluate Loan\(s\)](#)
[Modify Best Effort Import](#)
[Build Form 1034](#)
[Build Form 996E](#)
[Set Loan Status Date](#)
[Withdraw Loan](#)
[Build bill of sale](#)

2. A message appears asking “Are you sure you want to withdraw the loan from this contract?”



3. Click **OK**. The Cash Contract Details screen redisplay with a confirmation message.

The screenshot shows the 'Selling Cash Contract Details' page after the loan withdrawal. A red box highlights a confirmation message: "Confirmation: Loan successfully withdrawn on Feb 7, 2012 3:24:55 PM." The 'Loan Options' menu is still visible, but the 'Withdraw Loan' link is no longer highlighted.

Summary of Contract Terms:	
Contract Name:	Remaining Balance: \$0.00
Investor Contract Identifier: 123456789	Contract Amount: \$100,000
Contract Type: Best Efforts	Contract Status: Unfulfilled
Contract Product: 40-Year Fixed-Rate Conventional	Accepted Date: 11/18/2011 09:23:36
LTV Ratio Percent Range: 0% - <=105%	Expiration Date: 01/23/2012
Master Commitment: NONE	Servicing Option: Retained
Loan Amortization Period Count: 359 to 482 months	Servicer #: *****
Note Rate Percent Range: 4.000% to 4.000%	Servicing Fee Rate: 0.250%
Loan Maturity Period Count: 361 to 480 months	Remittance Option: Gold

Overview of Managing Loans

Loans are managed in the selling system for contract fulfillment purposes. You can manage loans directly from the Loan Pipeline screen or from the Contract Details screen. When you manage loans from the Contract Details screen, you are managing loans for a specific contract. When you manage loans from the Loan Pipeline, you can manage any loan, regardless of whether or not the loan is allocated to a contract. The first step to managing yours loans is to learn about how to create loans in the selling system.

The sections below provide information and procedures on the following:

- The Loan Pipeline Overview
- The Loan Pipeline Screen
- Loan Pipeline Search Results
- View/Modify Loans
- Evaluate Loans
- Delete Loans
- Compare with LP
- Calculate Loan Acquisition Scheduled UPB

Loan Pipeline Overview

Loan Pipeline is a function you will use to search for loans and manage loans saved in the selling system. The Loan Pipeline allows you to filter information based on various criteria to narrow your search and list desired loans. It is recommended that this is the first function to go to if you want to perform any action to a loan. Access the Loan Pipeline from the left navigation bar.

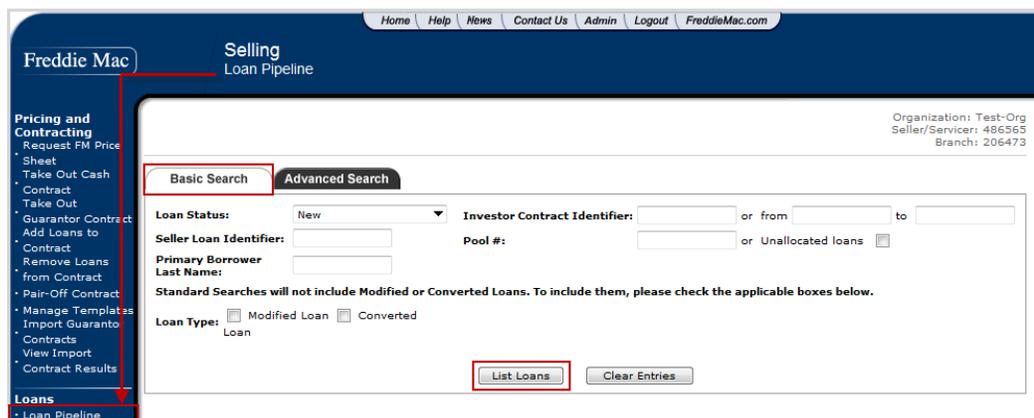
Manage Loans

Loan Pipeline Screen

It is easiest to understand the Loan Pipeline screen by dividing the screen into four areas:

Loan Pipeline Screen	
Loan Pipeline Areas	Description
Basic Search	This is the default tab displayed upon entering the Loan Pipeline function. This search is a fast way to obtain a specific loan or range of loans.
Advanced Search	This search tab allows you to enter additional criteria to search for loans. Use the advanced search tab to display additional columns such as the status of Form 996E, <i>Requested Settlement Date and Total Delivery Fees</i> .
Action buttons	The buttons will provide access to the following functionality: <ul style="list-style-type: none"> View/Modify Loan Evaluate Delete Compare with LP Calculate Loan Acquisition Scheduled UPB Amount Action buttons available are dependent upon your user role and the status of the loan(s).
Loan Pipeline Results	This area lists the Loan Pipeline search results. The maximum number of loans that can be listed is 7000. The labeled data columns shown depend on whether you performed a Basic Search or an Advanced Search. Use the advanced search tab to display pipeline results that include delivery fee information.

The following diagrams illustrate the structure on the Loan Pipeline screen. Notice the four areas: Basic Search, Advanced Search, Action Buttons, and Loan Pipeline Results for each search as described in the table above.



Manage Loans

Selling Loan Pipeline

Organization: Test-Org
 Seller/Service: 486565
 Branch: 206473

Basic Search Advanced Search

Loan Status: Investor Contract Identifier: or from to

Seller Loan Identifier: Pool #: or Unallocated loans

Primary Borrower Last Name:

Standard Searches will not include Modified or Converted Loans. To include them, please check the applicable boxes below.

Loan Types: Modified Loan Converted Loan

Action Buttons

Displaying: 1-3 of 3 Loans Loans Per Page: 25 ▼

Select Page Select All 3 Loans Total Selected: 0

Basic Search Results

Select	Seller Loan Identifier ↑	Last Name	Investor Contract Identifier	Pool #	Contract Expires	Loan Status	Certification Status	Edits Cleared	Wire Assigned
<input type="checkbox"/>	1BE	MAC	31411145		03/16/2012	New	New	N	Y
<input type="checkbox"/>	5500	MAC	Unallocated			New	New	N	N
<input type="checkbox"/>	BESR1	MAC	31411234		05/29/2012	New	New	N	Y

Select Page Select All 3 Loans Total Selected: 0

Displaying: 1-3 of 3 Loans Loans Per Page: 25 ▼

Results as of Wed May 14 18:34:55 EDT 2014.

Note: Seller warrants that all information submitted to Freddie Mac is true, complete and accurate. Inaccurate and/or incomplete values provided by Seller will result in incorrect scheduled Loan Acquisition Scheduled UPB Amount calculation.

Selling Loan Pipeline

Organization: Test-Org
 Seller/Service: 486565
 Branch: 206473

Basic Search Advanced Search

Loan Status: Investor Contract Identifier: or from to

Seller Loan Identifier: Pool #: or Unallocated loans

Primary Borrower Last Name: Requested Settlement Date: from to or ASAP

Interest Rate Range: from to % Loan Amortization Type: Fixed Rate ARM Both

Evaluation Status: Loan Reference Product Label:

Standard Searches will not include Modified or Converted Loans. To include them, please check the applicable boxes below.

Loan Type: Modified Loan Converted Loan

[Additional Fields](#)

Displaying: 1-3 of 3 Loans Loans Per Page: 25 ▼

Select Page Select All 3 Loans Total Selected: 0

Advanced Search Results

Select	Seller Loan Identifier ↑	Freddie Mac Loan #	Last Name	Investor Contract Identifier	Pool #	Contract Expires	UPB	Interest Rate	Loan Reference Product Label	Loan Status	Certification Status	Edits Cleared	Wire Assigned	99E Complete	Requested Settlement Date	Total Delivery Fees
<input type="checkbox"/>	0213	513826758	JORDAN	Unallocated			\$200,000.00	4.000%	15-Year Fixed Rate Conventional	New	New	N	Y	N/A	ASAP	
<input type="checkbox"/>	741963	513826748	LEE	31411386		06/11/2012	\$184,224.94	3.625%	15-Year Fixed Rate Conventional	New	New	N	Y	N/A	ASAP	\$460.56
<input type="checkbox"/>	CLEARABLE1SIDLOAN		SMITHERI	Unallocated			\$154,800.87	5.000%	15-Year Fixed Rate Conventional	New	New	N	N	N/A		

Select Page Select All 3 Loans Total Selected: 0

Displaying: 1-3 of 3 Loans Loans Per Page: 25 ▼

Note: Prices and fees displayed here are not final.

Manage Loans

Loan Pipeline Search Results

The pipeline column names that appear on the loan pipeline results list depend on whether you perform a Basic Search or an Advanced Search. The following table lists each column name displayed on the pipeline, a brief description, and the search tab it is displayed.

Column Header Name and Search Tab Name	Description/Definition
Seller Loan Identifier <i>Basic & Advanced Tabs</i>	This is the unique identifying number assigned by an institution to a loan application.
Freddie Mac Loan # <i>Advanced Tab</i>	This is the unique identifying number assigned by Freddie Mac to a loan after the loan has been allocated to a contract.
Last Name <i>Basic & Advanced Tabs</i>	Last name of borrower.
Investor Contract Identifier <i>Basic & Advanced Tabs</i>	This is the contract number of the contract.
Pool # <i>Basic & Advanced Tabs</i>	This is the PC Pool Number assigned to the contract.
Contract Expires <i>Basic & Advanced Tabs</i>	The last date of a period of time a Seller has committed to deliver mortgages to fulfill a contract.
UPB <i>Advanced Tab</i>	Indicates the Unpaid Principal Balance of the loan.
Interest Rate <i>Advanced Tab</i>	The original interest rate as indicated on the Note. Also known as Note Interest Rate.
Loan Reference Product Label <i>Advanced Tab</i>	Indicates the product type assigned by the selling system based on the data delivered. For example, 30-year fixed conventional.
Loan Status**	Indicates the state a loan is in at a specific point during the loan life cycle. A loan has one of the following statuses: New, Certification Released, Ready to Fund, Settlement Locked, and Funded.
Certification Status <i>Basic & Advanced Tabs</i>	Indicates if the loans in the contract have completed certification. Indicates if Form 1034E has been completed.
Edits Cleared <i>Basic & Advanced Tabs</i>	Indicates by Yes or No if all loan edits have passed evaluation.
Wire Assigned <i>Basic & Advanced Tabs</i>	Indicates by a Yes or No if wires have been assigned to the contract.

Manage Loans

Column Header Name and Search Tab Name	Description/Definition
996E Complete <i>Advanced Tab</i>	Indicates by Yes, No, or N/A if the form 996E has been completed.
Requested Settlement Date (For Cash Only) <i>Advanced Tab</i>	Seller requested. Indicates the date of payment to a Seller when Freddie Mac purchases a mortgage. Freddie Mac disperses payment to the Warehouse Lender or the Seller for a mortgage. The mortgage must be in the possession of Freddie Mac or the Custodian and certification must be complete by the final delivery date.
Total Delivery Fees <i>Advanced Tab</i>	<p>This column displays a link that shows the total fee dollar amount and basis points for each applicable delivery fee. The Fee Breakdown window will display the Seller Loan Identifier, Freddie Mac Loan Number, Investor Contract Identifier (if allocated to a contract), Unpaid Principal Balance (UPB), LP Price Level (for loans that have gone through LP), and Calculation Date for all loans.</p> <p>This pop-up window will also display the Base Price and Net Price. The “Fee Breakdown” window will display the following for all Guarantor Fixed Rate, WAC ARM Guarantor and MultiLender loans: Required spread (Gfee), Gfee Add-on adjustments (if applicable), Buy Up Buy Down and the Gfee Add-on (Temporary Payroll Tax Cut Continuation Act of 2011) information.</p>

** Prior to the contract expiration date or the Final Delivery date, go to the Loan Pipeline to ensure the loan status reflects Ready to Fund. If the status displays “New or Certification Released”, you may need to take corrective actions in order to move forward to a Settlement Locked status.

Loan Status

The chart below lists and defines each loan status.

Loan Status	
Status	Definition
New	A loan has been created in the selling system, but has not been certified.
Certification Released	A loan has been created in the system and has been successfully certified, but must be re-evaluated. Changes cannot be made to certified data fields. In addition, if using a warehouse lender, Freddie Mac must receive the executed Form 996E before the loan reflects the certification released status.

Manage Loans

Loan Status	
Status	Definition
Ready to Fund	A loan has been allocated to a contract, successfully certified, and purchase edits have been cleared. You can make modifications to fields that are not included in the certification process and you can remove loans from a contract when loans are in this status.
Settlement Locked	A loan has been allocated to a contract, successfully certified, purchase edits have been cleared, and funding will occur within one business day. Once in this status, loan modifications cannot be made and the loan cannot be removed from the contract.
Funded	Indicates that the loan has funded.

How to View Loan Pipeline

Follow the steps below to view your loan pipeline.

1. From the left navigation bar select **Loan Pipeline**. The Loan Pipeline Screen displays defaulting at the Basic Search tab.

The screenshot shows the 'Selling Loan Pipeline' interface. The 'Advanced Search' tab is active. The search criteria are as follows:

- Loan Status: New
- Seller Loan Identifier: [Empty]
- Primary Borrower Last Name: mac
- Interest Rate Range: from [] to [] %
- Evaluation Status: [Empty]
- Investor Contract Identifier: [Empty] or from [] to []
- Pool #: [Empty] or Unallocated loans
- Requested Settlement Date: from [] to [] or ASAP
- Loan Amortization Type: Fixed Rate ARM Both
- Loan Reference Product Label: [Empty]
- Standard Searches will not include Modified or Converted Loans. To include them, please check the applicable boxes below.
- Loan Type: Modified Loan Converted Loan
- Additional Fields:
 - Certification Status: [Empty]
 - Property State Code: [Empty]
 - Contract Name: [Empty]
 - Loan Prospector@(LP) Type: [Empty]
 - Create Date: from [] to []
 - Actual Settlement Date: from [] to []
 - Contract Execution: Cash Guarantor Multilender All

The 'List Loans' button is highlighted with a red box.

2. At the Basic or Advanced Search tab, enter your search criteria. You must select at least one field.
3. Click **List Loans**. The Loan Pipeline screen re-displays with the loans that meet your criteria in the Loan Pipeline results section.

Manage Loans

Organization: Test-Org
Seller/Service: 486565
Branch: 206473

Basic Search **Advanced Search**

Loan Status: New
Seller Loan Identifier:
Primary Borrower Last Name:
Interest Rate Range: from to %
Evaluation Status:

Investor Contract Identifier: or from to
Pool #: or Unallocated loans
Requested Settlement Date: from to or ASAP
Loan Amortization Type: Fixed Rate ARM Both
Loan Reference Product Label: 15-Year Fixed Rate Conventional

Standard Searches will not include Modified or Converted Loans. To include them, please check the applicable boxes below.
Loan Type: Modified Loan Converted Loan

Additional Fields
Certification Status:
Property State Code:
Contract Name:
Loan Prospector@(LP) Type:

Create Date: from to
Actual Settlement Date: from to
Contract Execution: Cash Guarantor Multiender All

List Loans Clear Entries

View/Modify Evaluate Delete Compare with LP Calculate Loan Acquisition Scheduled UPB Amount

Displaying: 1-3 of 3 Loans Loans Per Page: 25

Select	Seller Loan Identifier	Freddie Mac Loan #	Last Name	Investor Contract Identifier	Pool #	Contract Expires	UPB	Interest Rate	Loan Reference Product Label	Loan Status	Certification Status	Edits Cleared	Wire Assigned	906 Complete	Requested Settlement Date	Total Delivery Fees
<input type="checkbox"/>	0213	513826758	JORDAN	Unallocated			\$200,000.00	4.000%	15-Year Fixed Rate Conventional	New	New	N	Y	N/A	ASAP	
<input type="checkbox"/>	741963	513826748	LEE	31411586		06/11/2012	\$184,224.94	3.625%	15-Year Fixed Rate Conventional	New	New	N	Y	N/A	ASAP	\$460.56
<input type="checkbox"/>	CLEARABLE1SDLOAN		SMITHERI	Unallocated			\$154,800.87	5.000%	15-Year Fixed Rate Conventional	New	New	N	N	N/A		

Note: Prices and fees displayed here are not final.

Select Page Select All 3 Loans Total Selected: 0

Displaying: 1-3 of 3 Loans Loans Per Page: 25

Refer to the sections below for step-by-step procedures on how to use the action buttons in the Loan Pipeline. The procedures will flow in the order in which they display within the Loan Pipeline, from left to right.

View/Modify Loans

You can make changes to loans after they are saved in the selling system by using the View/Modify function. Follow the steps below to modify loans.

1. From the left navigation bar, select **Loan Pipeline**. The Loan Pipeline screen displays with the Basic Search tab as default.
2. Enter your search criteria. You must enter at least one field.
3. Click **List Loans**. The Loan Pipeline screen re-displays with a list of loans that meet your criteria.



To modify a Best Efforts loan where the 1034E has not been built, you must modify it via the Contract Details screen, by clicking the Modify Best Efforts Contract link in the Options box.

Manage Loans

Selling Loan Pipeline

Organization: Test-Org
Seller/Services: 486365
Branch: 206473

Basic Search | Advanced Search

Loan Status: | Investor Contract Identifier: or from to
 Seller Loan Identifier: | Pool #: or Unallocated loans
 Primary Borrower Last Name: | Requested Settlement Date: from (mm/dd/yyyy) to (mm/dd/yyyy) or ASAP
 Interest Rate Range: from to % | Loan Amortization Type: Fixed Rate ARM Both
 Evaluation Status: | Loan Reference Product Label: 15-Year Fixed Rate Conventional

Standard Searches will not include Modified or Converted Loans. To include them, please check the applicable boxes below.
 Loan Type: Modified Loan Converted Loan

Additional Fields
 Certification Status: | Create Date: from (mm/dd/yyyy) to (mm/dd/yyyy)
 Property State Code: | Actual Settlement Date: from (mm/dd/yyyy) to (mm/dd/yyyy)
 Contract Name: | Contract Execution: Cash Guarantor Multiender All
 Loan Prospector® (LP) Type:

Displaying: 1-3 of 3 Loans | Loans Per Page: 25
 Select Page Select All 3 Loans | Total Selected: 2

Select	Seller Loan Identifier	Freddie Mac Loan #	Last Name	Investor Contract Identifier	Pool #	Contract Expires	UPB	Interest Rate	Loan Reference Product Label	Loan Status	Certification Status	Edits Cleared	Wire Assigned	996 Complete	Requested Settlement Date	Total Delivery Fees
<input checked="" type="checkbox"/>	0213	513826758	JORDAN	Unallocated			\$200,000.00	4.000%	15-Year Fixed Rate Conventional	New	New	N	Y	N/A	ASAP	
<input checked="" type="checkbox"/>	741353	513826748	LEE	31411586		06/11/2012	\$184,224.94	3.625%	15-Year Fixed Rate Conventional	New	New	N	Y	N/A	ASAP	\$460.05
<input type="checkbox"/>	CLEARABLE1SDLOAN		SMITHERI	Unallocated			\$154,800.87	5.000%	15-Year Fixed Rate Conventional	New	New	N	N	N/A		

Note: Prices and fees displayed here are not final.

Select Page Select All 3 Loans | Total Selected: 2
 Displaying: 1-3 of 3 Loans | Loans Per Page: 25

4. Select the loans you want to modify by checking the box next to the loan.
5. Click the **View/Modify** button. The Modify Loan screen appears with the first loan you selected.

Selling Modify Loan

Organization: Test-Org
Seller/Services: 486365
Branch: 206473

Seller Loan Identifier: CLEARABLE1SDLOAN
 Freddie Mac Loan Number:
 Investor Contract Identifier:
 Borrower: SMITHERI, JOHNVI

Mortgage Conformity Type: Conforming Mortgage
 Loan Reference Product Label: 15-Year Fixed Rate Conventional

Evaluation Decision: No

Loan 2 of 2

[<< Back to Pipeline Search Results \(No Save\)](#)

To compare with selected LP data:

Expand All Sections
 Collapse All Sections
 * Denotes a minimum data field required to save a loan.

Seller Loan Identifier: CLEARABLE1SDLOAN
 MERS MIN Identifier: 40441

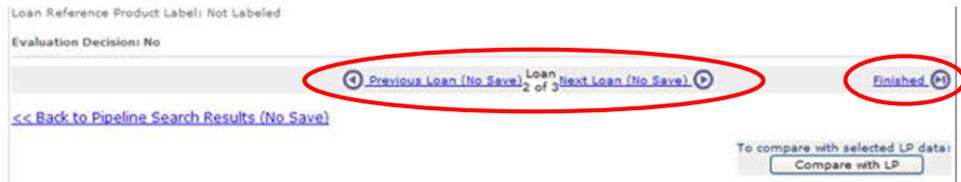
Property Information
 Subject Property Address
 Street Address: 123 Main St

6. Make changes to your loan information.
7. Click **Finish** when done.

Manage Loans



If you selected more than one loan to modify, you will move to the next loan selected. You also have the option to move to next loan or previous loan with no save.



- When you have completed all your modifications click **Finished**. The Summary of Modified Loans screen displays a summary of the loans you modified.



You can see the results of Loan Prospector (LP) assessments at the bottom of the Modify Loan screen. The LP indicators indicate if the loan is determined to be LP, Non LP, or LP Exclude. The CS/LTV (A-minus) indicator determines if the loan is subject to CS/LTV (A-minus) Delivery Fees according to Exhibit 19, Postsettlement Delivery Fees in the *Freddie Mac Single-Family Seller/Service Guide*.



You cannot modify Best Efforts loans from the Loan Pipeline. You must access the Contract Details screen to modify a Best Efforts loan. Refer to Modify a Best Efforts Contract (the section in Help) for more information on Best Efforts contracts.

Organization: Test-Org
Seller/Service: 486565
Branch: 206473

Selling

Summary of Modified Loans

[<< Back to Pipeline Search Results](#)

Evaluate Loans

2 loans were modified. 0 loans were modified and unallocated.
If you would like to evaluate, select the loan(s) and click on the evaluate button at the bottom of the page.

Primary Borrower Name	Seller Loan Identifier	Investor Contract Identifier	Pool #	Loan Status	Edits Clear?	Note Certified?
<input type="checkbox"/> JORDAN, ADRIENNE	0213	Unallocated		New	N	N
<input type="checkbox"/> SMITHERI, JOHNYI	CLEARABLE1SDLOAN	Unallocated		New	N	N
<input type="checkbox"/> Select All						

Evaluate Loans

[<< Back to Pipeline Search Results](#)



If you want to evaluate all of the loans, you modified, check the 'Select All' box and then click **Evaluate Loans**.

Manage Loans

Evaluate Loans

Loans must be evaluated and all critical edits must be cleared before funding can occur. The system can accommodate the evaluation of one or many loans. Loans are evaluated for accuracy, completeness, and compliance with Freddie Mac requirements. You can clear loan edits any time after the loan is saved in the selling system.



Critical errors prevent the loan from moving to a Ready to Fund status. You must correct these errors in order to move into the settlement cycle.



Warnings edits do not prevent the loan from moving to a Ready to Fund status; however, Freddie Mac recommends that you review these errors and clear if necessary.

How to Evaluate Loans

Follow the steps below to evaluate loans from the Loan Pipeline.

1. From the left navigation bar select **Loan Pipeline**. The Loan Pipeline Screen displays with the Basic Search tab as default.
2. From the Basic or Advanced Search tab, enter your search criteria. You must select at least one field.
3. Click **List Loans**. The Loan Pipeline screen displays.

Manage Loans

Selling Loan Pipeline

Home | Help | News | Contact Us | Admin | Logout | FreddieMac.com

Basic Search | **Advanced Search**

Loan Status: Investor Contract Identifier: or from to
 Seller Loan Identifier: Pool #: or Unallocated loans
 Primary Borrower Last Name:

Standard Searches will not include Modified or Converted Loans. To include them, please check the applicable boxes below.
 Loan Type: Modified Loan Converted Loan

Displaying: 1-19 of 19 Loans Loans Per Page: 25

Select Page Select All 19 Loans Total Selected: 0

Select	Seller Loan Identifier	Last Name	Investor Contract Identifier	Pool #	Contract Expires	Loan Status	Certification Status	Edits Cleared	Wire Assigned
<input type="checkbox"/>	0000000001	MAC	Unallocated			New	New	N	N
<input type="checkbox"/>	01121617TRAINING	DOE	Unallocated			New	New	N	N
<input type="checkbox"/>	112233445	SMITH	Unallocated			New	New	N	N
<input type="checkbox"/>	123456	JONES	Unallocated			New	New	N	N
<input type="checkbox"/>	123456789	DOE	Unallocated			New	New	N	N
<input type="checkbox"/>	223445667	JOLLEY	Unallocated			New	New	N	N
<input type="checkbox"/>	23	DOE	Unallocated			New	New	N	N
<input type="checkbox"/>	22456789TRAINING	DOE	Unallocated			New	New	N	N
<input type="checkbox"/>	456321	FARRELL	123654789		01/09/2012	New	New	N	Y
<input type="checkbox"/>	700000000	DOE	Unallocated			New	New	Y	N
<input type="checkbox"/>	888888	PALI	Unallocated			New	New	N	N
<input type="checkbox"/>	9191957	SMITH	Unallocated			New	New	N	N
<input type="checkbox"/>	TESTING1234567891011	DOE	Unallocated			New	New	N	N
<input type="checkbox"/>	TESTINGAW234567	SMITH	Unallocated			New	New	N	N
<input type="checkbox"/>	TRAINING_BP_001	HENDERSON	Unallocated			New	New	N	N
<input type="checkbox"/>	TRAINING_MW0003	TAHOE	Unallocated			New	New	N	N
<input type="checkbox"/>	TRAINING1014	TRAINER	Unallocated			New	New	N	N
<input type="checkbox"/>	WELLS123	SMITH	Unallocated			New	New	N	N
<input type="checkbox"/>	ZZZ-TRAINING-CTE	CTE-TRAINING-TESTCASE1	123654789		01/09/2012	New	New	N	Y

Select Page Select All 19 Loans Total Selected: 0

Displaying: 1-19 of 19 Loans Loans Per Page: 25

Results as of Wed Feb 15 10:09:48 EST 2012.

Note: Seller warrants that all information submitted to Freddie Mac is true, complete and accurate. Inaccurate and/or incomplete values provided by Seller will result in incorrect scheduled Loan Acquisition Scheduled UPB Amount calculation.

- Select the loan(s) you want to evaluate by checking the Select box next to each loan.
- Click **Evaluate**. The system will evaluate your loans. If you picked more than one loan, the first loan that has evaluation messages displays.

Selling Evaluate Loan

Home | Help | News | Contact Us | Admin | Logout | FreddieMac.com

Seller Loan Identifier: 112233445
 Freddie Mac Loan Number:
 Investor Contract Identifier:
 Borrower: SMITH, TRAINING03WOOD

Mortgage Conformity Type: Conforming Mortgage
 Loan Reference Product Label: 30-Year Fixed Rate Conventional

Evaluation Decision: No

Loan: 1 of 3

[Back to Pipeline Search Results \(No Save\)](#)

Critical Errors:
 FICO and AUS Compliance:
 • Credit score compliance cannot be determined because one or more data elements used in evaluation are missing.

Determine Subject Loan SO DQ Completeness:
 • The HMDA Rate Spread Percent (Subject Loan, At Closing) is required only when it is greater than or equal to 1.50%.
 • Either an Automated Underwriting Case Identifier (Subject Loan, At Closing) or a valid Loan Level Credit Score Value (Subject Loan, At Closing) is required.
 • Either an Automated Underwriting Case Identifier (Subject Loan, At Closing) or a valid Loan Level Credit Score Value (Subject Loan, At Closing) is required.
 • Either an Automated Underwriting Case Identifier (Subject Loan, At Closing) or a valid Loan Level Credit Score Value (Subject Loan, At Closing) is required.
 • Either an Automated Underwriting Case Identifier (Subject Loan, At Closing) or a valid Loan Level Credit Score Value (Subject Loan, At Closing) is required.

Determine Data Quality SO Reasonableness Compliance:
 • The Loan Acquisition Scheduled UPB Amount (Subject Loan, Current) must be less than or equal to the Calculated Scheduled UPB.

[Expand All Sections](#)
[Collapse All Sections](#)
 * Denotes a minimum data field required to save a loan.

Seller Loan Identifier:
 HERS MIN Identifier:

Property

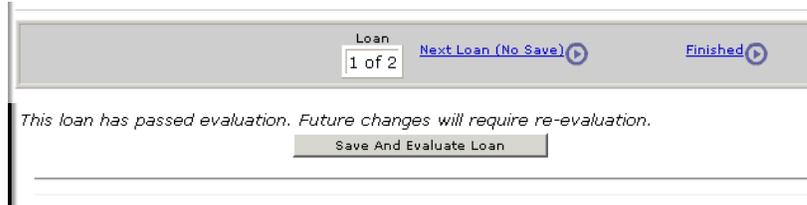
Property Information

Subject Property Address

Street Address:
 City Name:
 State Code: Postal Code:

Manage Loans

- Review the critical and/or warning messages and make your corrections to the loan data by scrolling down the screen and updating fields accordingly.
- Click **Save and Evaluate**. Once you have successfully cleared all edits on this loan, a confirmation message displays.

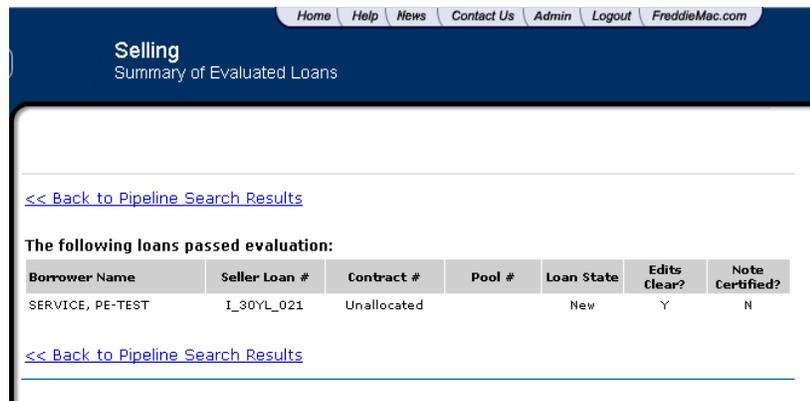


Loan 1 of 2 [Next Loan \(No Save\)](#) [Finished](#)

This loan has passed evaluation. Future changes will require re-evaluation.

[Save And Evaluate Loan](#)

- Click **Next Loan (No Save)** if you have additional loans that need corrections, but you are not making any modifications to the current loan.
- Click **Finished** to indicate that you are finished evaluating your loans. The Summary of Evaluated Loans screen displays. Go to the column titled Edits Clear? to ensure the status reflects Y for yes. If the status still reflect N for no, you must return to the loan and clear the remaining critical edits by repeating steps 4–9.



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Selling
Summary of Evaluated Loans

[<< Back to Pipeline Search Results](#)

The following loans passed evaluation:

Borrower Name	Seller Loan #	Contract #	Pool #	Loan State	Edits Clear?	Note Certified?
SERVICE, PE-TEST	I_30YL_021	Unallocated		New	Y	N

[<< Back to Pipeline Search Results](#)



The View Evaluation Issues link located on the left navigation bar allows you to view evaluation edits for single or multiple loans in a printer friendly view or gives you the option to export files in a .csv format. This will enable you to correct loan data in your LOS and re-import the corrected data or manually enter corrected data.

Tips to Clear edits in your Loan Origination System (LOS):

- Run purchase edits upon import by selecting the Evaluate at Import option on the Import screen.
- Print or export loan evaluation issues from the Import Results: Evaluation Errors Detail screen or from the left navigation bar **View Evaluation Issues**. This report shows critical and warning messages.
- Use the report to modify loans in your LOS.

Re-import loans to the selling system and re-run the evaluation process.

Manage Loans

Delete Loans

You have the ability to delete loans from your loan pipeline. However, you may not delete loans allocated to contract or associated with a Form 1034E, Note Delivery Cover Sheet or a completed 996.

In order to delete loans from a contract or a 1034E, you must first remove loan(s) from the contract, the 1034E, and/or the note cover sheet.

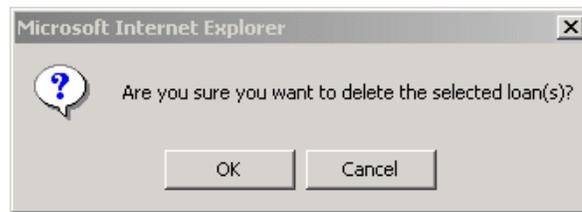
Follow the steps below to delete loans.

1. From the left navigation select **Loan Pipeline**. The Loan Pipeline Screen displays defaulted at the Basic Search tab.
2. Enter your search criteria. You must select at least one field.
3. Click **List Loans**. The Loans Pipeline screen re-displays with loan search results.

The screenshot shows the 'Selling Loan Pipeline' interface. At the top, there are navigation links: Home, Help, News, Contact Us, Admin, Logout, and FreddieMac.com. Below this is the 'Selling Loan Pipeline' header. The main area is divided into 'Basic Search' and 'Advanced Search' tabs. The 'Basic Search' section contains several input fields: 'Loan Status' (set to 'New'), 'Seller Loan Identifier', 'Primary Borrower Last Name', 'Investor Contract Identifier', 'Pool #', and checkboxes for 'Modified Loan' and 'Converted Loan'. There are 'List Loans' and 'Clear Entries' buttons. Below the search area is a toolbar with buttons for 'View/Modify', 'Evaluate', 'Delete' (circled in red), 'Compare with LP', and 'Calculate Loan Acquisition Scheduled UPB Amount'. A status bar indicates 'Displaying: 1-19 of 19 Loans' and 'Loans Per Page: 25'. Below this is a table of loans with columns: Select, Seller Loan Identifier, Last Name, Investor Contract Identifier, Pool #, Contract Expires, Loan Status, Certification Status, Edits Cleared, and Wire Assigned. The table contains 19 rows of loan data. At the bottom, there is a note: 'Note: Seller warrants that all information submitted to Freddie Mac is true, complete and accurate. Inaccurate and/or incomplete values provided by Seller will result in incorrect scheduled Loan Acquisition Scheduled UPB Amount calculation.'

4. Select the loan(s) you want to delete by clicking the box next to each loan.
5. Click **Delete**. A confirmation message displays asking if you are sure you want to delete the loans.

Manage Loans



6. Click **OK** to delete the selected loan(s). The Summary of Deleted Loans screen displays with a confirmation message.



Loan Prospector Compare Overview

The Compare with LP function allows you to compare and modify a pre-existing loan in the selling system. The following data points are required to identify the LP loan data for comparing:

- Automated Underwriting Case Identifier (LP Key Number)
- Primary Borrower Taxpayer Identifier Value
- Secondary Borrower Taxpayer Identifier Value (required if there are two borrowers)

When a matching transaction is found and you execute the comparison, the selling system will list LP values with selling system values that do not match. You may then select the data you want to exist in the selling system.

Compare with LP

Follow the steps below to compare and modify an existing selling system loan with loan data in LP using the LP Compare functionality.

1. From the Loan Pipeline, search for the loans you want to compare and modify with loan data in LP.
2. Select the loan(s) you want to compare to LP by clicking the box next to each loan.

Manage Loans

Selling Loan Pipeline

Home | Help | News | Contact Us | Admin | Logout | FreddieMac.com

Basic Search | **Advanced Search**

Loan Status: Investor Contract Identifier: or from to
 Seller Loan Identifier: Pool #: or Unallocated loans
 Primary Borrower Last Name:

Standard Searches will not include Modified or Converted Loans. To include them, please check the applicable boxes below.
 Loan Type: Modified Loan Converted Loan

Displaying: 1-19 of 19 Loans Loans Per Page: 25

Select Page Select All 19 Loans Total Selected: 0

Select	Seller Loan Identifier	Last Name	Investor Contract Identifier	Pool #	Contract Expires	Loan Status	Certification Status	Edits Cleared	Wire Assigned
<input type="checkbox"/>	0000000001	MAC	Unallocated			New	New	N	N
<input type="checkbox"/>	101121617TRAINING	DOE	Unallocated			New	New	N	N
<input type="checkbox"/>	112233444	SMITH	Unallocated			New	New	N	N
<input type="checkbox"/>	123456	JONES	Unallocated			New	New	N	N
<input type="checkbox"/>	123456789	DOE	Unallocated			New	New	N	N
<input type="checkbox"/>	223445667	JOLLEY	Unallocated			New	New	N	N
<input type="checkbox"/>	23	DOE	Unallocated			New	New	N	N
<input type="checkbox"/>	23456789TRAINING	DOE	Unallocated			New	New	N	N
<input type="checkbox"/>	456721	FARRELL	123456789		01/09/2012	New	New	N	Y
<input type="checkbox"/>	700000000	DOE	Unallocated			New	New	Y	N
<input type="checkbox"/>	888888	PALI	Unallocated	123654789		New	New	N	N
<input type="checkbox"/>	919192	SMITH	Unallocated			New	New	N	N
<input type="checkbox"/>	TESTING1234567891011	DOE	Unallocated			New	New	N	N
<input type="checkbox"/>	TESTINGAW234567	SMITH	Unallocated			New	New	N	N
<input type="checkbox"/>	TRAINING_BP_001	HENDERSON	Unallocated			New	New	N	N
<input type="checkbox"/>	TRAINING_MW0002	TAHOE	Unallocated			New	New	N	N
<input type="checkbox"/>	TRAINING1014	TRAINER	Unallocated			New	New	N	N
<input type="checkbox"/>	WELLS123	SMITH	Unallocated			New	New	N	N
<input type="checkbox"/>	ZZZ-TRAINING-CTE	CTE-TRAINING-TESTCASE1	123456789		01/09/2012	New	New	N	Y

Select Page Select All 19 Loans Total Selected: 0

Displaying: 1-19 of 19 Loans **123654789** Loans Per Page: 25

Results as of: Wed Feb 15 10:09:48 EST 2012.

Note: Seller warrants that all information submitted to Freddie Mac is true, complete and accurate. Inaccurate and/or incomplete values provided by Seller will result in incorrect scheduled Loan Acquisition Scheduled UPB Amount calculation.

3. Click **Compare with LP**. The Modify Loan screen displays.

Selling Modify Loan

Home | Help | News | Contact Us | Admin | Logout | FreddieMac.com

Seller Loan Identifier: 112233WOO
 Freddie Mac Loan Number:
 Investor Contract Identifier:
 Borrower: DOE, JOHN

Mortgage Conformity Type: Conforming Mortgage
 Loan Reference Product Label: 30-Year Fixed Rate Conventional

Evaluation Decision: No

[<< Back to Pipeline Search Results \(No Save\)](#)

To compare with selected LP data:

[Expand All Sections](#)
[Collapse All Sections](#)
* Denotes a minimum data field required to save a loan.

Seller Loan Identifier:*
 MERS MIN Identifier:

Property

Property Information

Subject Property Address

Street Address:
 City Name:
 State Code:* Postal Code:*

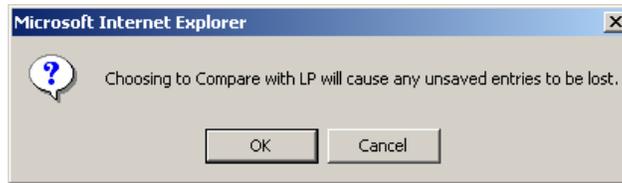
[Back to Top](#)

Property Details

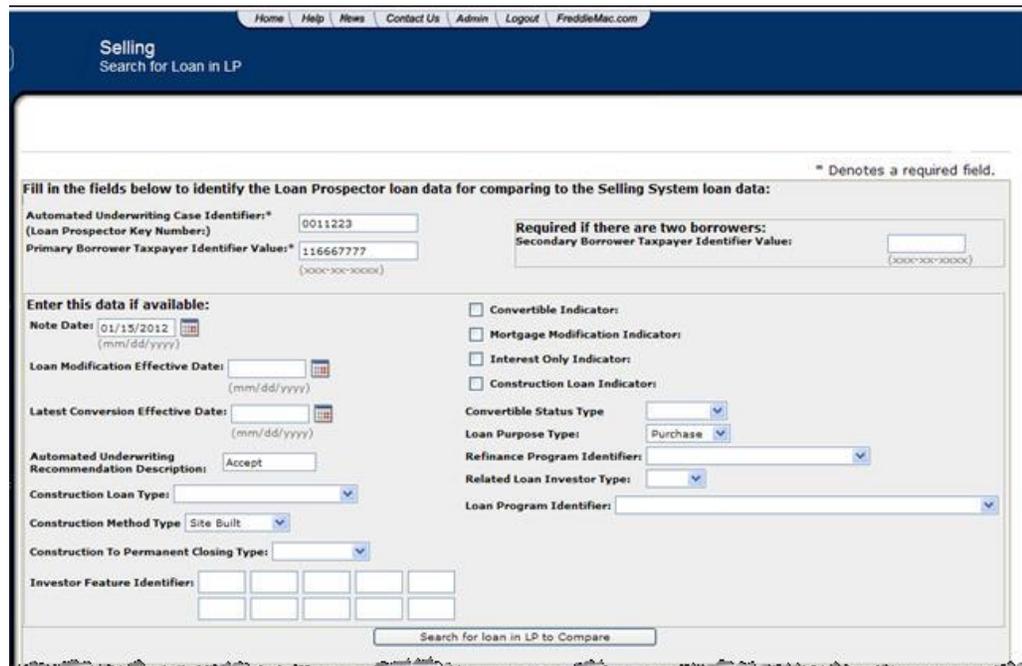
Property Estate Type: Special Flood Hazard Area Indicator: True False
 Property Usage Type: Property Flood Insurance Indicator: True False

Manage Loans

- Click **Compare with LP** to compare with selected LP data. The following message displays:



- Click **OK**. The Search for Loan in LP screen displays.

A screenshot of a web application interface titled "Selling Search for Loan in LP". The page has a blue header with navigation links: Home, Help, News, Contact Us, Admin, Logout, and FreddieMac.com. Below the header, there is a form with the following fields:

- Automated Underwriting Case Identifier* (Loan Prospector Key Number): 0011223
- Primary Borrower Taxpayer Identifier Value*: 116667777 (3000>300<30000)
- Required if there are two borrowers: Secondary Borrower Taxpayer Identifier Value: (3000>300<30000)
- Enter this data if available:
 - Note Date: 01/15/2012 (mm/dd/yyyy)
 - Loan Modification Effective Date: (mm/dd/yyyy)
 - Latest Conversion Effective Date: (mm/dd/yyyy)
 - Automated Underwriting Recommendation Description: Accept
 - Construction Loan Type: (dropdown)
 - Construction Method Type: Site Built (dropdown)
 - Construction To Permanent Closing Type: (dropdown)
 - Investor Feature Identifier: (grid of 10 input fields)
- Convertible Indicator: (checkbox)
- Mortgage Modification Indicator: (checkbox)
- Interest Only Indicator: (checkbox)
- Construction Loan Indicator: (checkbox)
- Convertible Status Type: (dropdown)
- Loan Purpose Type: Purchase (dropdown)
- Refinance Program Identifier: (dropdown)
- Related Loan Investor Type: (dropdown)
- Loan Program Identifier: (dropdown)

A "Search for loan in LP to Compare" button is located at the bottom of the form.

- Enter the required data and click **Search for loan in LP to Compare**. The Search for Loan in LP screen re-displays with results.



Only values that do not match exactly appear under the search area of screen. Those that match are not displayed.

Manage Loans

[Return to Modify Loan \(No Save\)](#)

Loan Prospector Feedback Certificate Transaction Information:			
Loan Prospector Key #:	0011223	Purchase Eligibility:	PURCHASE ELIGIBILITY DESCRIPTION FOUND IN LP-IODS
AUS Transaction Number:	116667777	Risk Class:	A+ - ACCEPT PLUS
AUS Transaction Date:	01/02/2012	LP Price Level:	01

Select the Loan Prospector values to update in the Selling System Modify Loan form:
LP Loan and Selling System Loan Values Compared below. (Note: Only differences are shown)

Common Data	<input type="checkbox"/> Select All	Loan Prospector Value	<input type="checkbox"/> Select All	Selling System Value
Primary Borrower Last Name:	<input type="radio"/>	LP-PLNAME	<input checked="" type="radio"/>	SCHWARZ
Primary Borrower First Name:	<input type="radio"/>	LP-PFNAME	<input checked="" type="radio"/>	ALABAMA
Appraised Value of Property:	<input type="radio"/>		<input checked="" type="radio"/>	\$369,000.00
	<input type="checkbox"/> Select All		<input type="checkbox"/> Select All	

The following searched field values will be updated.

Note Date:	01/27/2005	SCC Code:	
Modification/Conv. Date:			

Seller warrants that all information submitted to Freddie Mac is true, complete and accurate. Inaccurate and/or incomplete information may impact Seller's pricing and may result in Seller being assessed inappropriate or inaccurate postsettlement delivery fees.

[Return to Modify Loan \(No Save\)](#)

LP Feedback Certificate Transaction information

LP and Selling System Values to compare

7. Review the results and select the values you want reflected in the selling system.
8. If you do not want to update any changes to the selling system loan, click Return to Modify Loan (no Save).
9. Click **Update Form**. A warning message will appear.



10. Click **OK**. The Modify Loan screen displays with any pre-existing data modified.
11. Click **Finish** when done.

Manage Loans

Calculate Loan Acquisition Scheduled UPB Amount Overview

The *Freddie Mac Single-Family Seller/Servicer Guide* Sections 6302.2, 6302.3, 6302.4, 6302.22 and 6302.26 require that you calculate and deliver the scheduled unpaid principal balance (UPB) for the month of funding. The selling system makes it easy for you to comply with these requirements by calculating the scheduled UPB for you. You can access the **Calculate Loan Acquisition Scheduled UPB Amount** functionality from the Loan Pipeline.

Mortgages sold through the Servicing Released Sales Process, or under the Guarantor and MultiLender programs, will receive a critical edit if they do not meet the scheduled UPB requirements. You must clear this edit by using the **Calculate Loan Acquisition Scheduled UPB Amount** in the Selling System or by manually updating the current information in the Loan Acquisition Scheduled UPB Amount and the Last Paid Installment Due Date fields (located in the current tab) in order for your loan to move into a Ready to Fund status. For all other contract types, you will receive a warning message.

ARMs are not eligible for scheduled UPB calculations in the selling system. You can calculate the scheduled UPB for Best Effort loans that have had the 1034E built. Best Effort loans that have not had a 1034E built must be modified thru the Contract Pipeline and therefore are not eligible for the **Calculate Loan Acquisition Scheduled UPB Amount** functionality.

If your user role permits you to modify loans, then you will be able to calculate the scheduled UPB from the selling system's Loan Pipeline. When you choose to calculate, you will have the option to update the loan's existing Loan Acquisition Scheduled UPB Amount and Last Paid Installment Due Date with the new Loan Acquisition Scheduled UPB Amount and Last Paid Installment Due Date.

Keep in mind the Current UPB and Settlement Date are used to calculate the Loan Acquisition Scheduled UPB Amount. Therefore, it is important for you to supply information in the selling system that is complete and accurate. If a loan contains inaccurate values such as original P&I, it will result in an incorrect calculation.

Calculate Loan Acquisition Scheduled UPB

Follow the procedures below to calculate the scheduled UPB and Interest Paid to Date:

1. From the left navigation click **Loan Pipeline**. The Loan Pipeline screen displays.
2. Enter search criteria in the Basic Search or Advanced Search tab. You must enter at least one field to search.
3. Click **List Loans**. The Loan Pipeline screen re-displays with a list of loans that meet your search criteria.

Manage Loans

The screenshot shows the 'Selling Loan Pipeline' interface. At the top, there are navigation links: Home, Help, News, Contact Us, Admin, Logout, and FreddieMac.com. Below this is a search section with 'Basic Search' and 'Advanced Search' tabs. The search filters include:

- Loan Status: New (dropdown)
- Investor Contract Identifier: [] or from [] to []
- Seller Loan Identifier: []
- Pool #: [] or Unallocated loans
- Primary Borrower Last Name: []
- Standard Searches will not include Modified or Converted Loans. To include them, please check the applicable boxes below.
- Loan Type: Modified Loan Converted Loan

 Buttons for 'List Loans' and 'Clear Entries' are at the bottom of the search section. Below the search filters is a row of action buttons: 'View/Modify', 'Evaluate', 'Delete', 'Compare with LP', and 'Calculate Loan Acquisition Scheduled UPB Amount' (which is circled in red). Below the buttons, it says 'Displaying: 1-19 of 19 Loans' and 'Loans Per Page: 25'. There are also checkboxes for 'Select Page' and 'Select All 19 Loans' with 'Total Selected: 0'.

 The main part of the screenshot is a table of loans with the following columns: Select, Seller Loan Identifier, Last Name, Investor Contract Identifier, Pool #, Contract Expires, Loan Status, Certification Status, Edits Cleared, and Wire Assigned. The table contains 19 rows of loan data.

 Below the table, there are checkboxes for 'Select Page' and 'Select All 19 Loans' with 'Total Selected: 0'. It also says 'Displaying: 1-19 of 19 Loans' and 'Loans Per Page: 25'. At the bottom, there are navigation links: Home, Help, News, Contact Us, Admin, Logout, and FreddieMac.com. Below the navigation links is a row of action buttons: 'View/Modify', 'Evaluate', 'Delete', 'Compare with LP', and 'Calculate Loan Acquisition Scheduled UPB Amount'. Below the buttons is a note: 'Note: Seller warrants that all information submitted to Freddie Mac is true, complete and accurate. Inaccurate and/or incomplete values provided by Seller will result in incorrect scheduled Loan Acquisition Scheduled UPB Amount calculation.'

4. Select the loan(s) you want to **Calculate Loan Acquisition Scheduled UPB Amount** by checking the Select box next to Seller Loan Identifier



You can select up to 700 eligible loans to **Calculate Loan Acquisition Scheduled UPB Amount**. If more than 700 loans are selected, you will receive a message asking you to limit your selection.

5. Click **Calculate Loan Acquisition Scheduled UPB Amount**. The Scheduled UPB Results screen displays.

Manage Loans

Home Help News Contact Us Admin Logout FreddieMac.com

Selling

Loan Acquisition Scheduled UPB Results

To update the Loan Acquisition Scheduled UPB Amount and Last Paid Installment Due Date, please select the loans to be updated and click on the Update Loans button.

[<< Back to Pipeline Search Results](#)

Displaying: 1-2 of 2 Loans Loans Per Page: 25

Select Page Select All 2 Loans Total Selected: 0

	Seller Loan Identifier	Primary Borrower Last Name	Loan Acquisition Scheduled UPB Amount - Seller Delivered	Loan Acquisition Scheduled UPB Amount - System Calculated	Last Paid Installment Due Date - Seller Delivered	Last Paid Installment Due Date - System Calculated
<input type="checkbox"/>	112233WOO	DOE	\$160,000.00	\$160,000.00	02/01/2012	02/01/2012
<input type="checkbox"/>	1	BUNNY	\$199,600.00	\$199,276.08	12/01/2011	02/01/2012

Select Page Select All 2 Loans Total Selected: 0

Displaying: 1-2 of 2 Loans Loans Per Page: 25

Note: Seller warrants that all information submitted to Freddie Mac is true, complete and accurate. Inaccurate and/or incomplete values provided by Seller will result in incorrect scheduled Loan Acquisition Scheduled UPB Amount calculation.

[<< Back to Pipeline Search Results](#)

- Review and compare the Loan Acquisition Scheduled UPB Amount - Seller Delivered UPB and Last Paid Installment Due Date – Seller Delivered with the Loan Acquisition Scheduled UPB Amount – System Calculated and Last Paid Installment Due Date –System Calculated.
- Select the loan(s) you want to update by checking the Select box.
- Click **Update Loans**. The Scheduled UPB Update Summary screen displays the loans that were successfully updated.

Manage Loans

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Selling
Loan Acquisition Scheduled UPB Update Summary

[<< Back to Pipeline Search Results](#)

1 loans were successfully Updated

Seller Loan Identifier	Primary Borrower Last Name	Loan Acquisition Scheduled UPB Amount	Last Paid Installment Due Date
1	BUNNY	\$199,276.08	02/01/2012

1 loans were not selected for Updated

Seller Loan Identifier	Primary Borrower Last Name	Loan Acquisition Scheduled UPB Amount - System Calculated	Last Paid Installment Due Date
112233WOO	DOE	\$160,000.00	02/01/2012

[<< Back to Pipeline Search Results](#)

- To return to the Loan Pipeline, click [<< Back to Pipeline Search Results](#).

Create Loans Overview

You can create and add new loans to the selling system by entering loan data manually or by importing an XML file. When you create a loan in the selling system it is automatically saved in the Loan Pipeline. You can add loans to your pipeline at any point during the life cycle of a loan.

Once your loans are in the selling system, if your assigned user role(s) permits, you can search, modify, allocate/add, evaluate, delete, compare with Loan Prospector® (LP®), and calculate the loan's scheduled UPB from the Loan Pipeline. Loans must pass all critical evaluation edits prior to the final delivery date. The selling system also allows you to remove loans from a contract. When you remove a loan from a contract, the loan remains in the selling system until you delete it from your loan pipeline. For more information on the Loan Pipeline, refer to Chapter 6, Manage Loans.

The sections below provide information to assist you in data organization, navigation, how to find data, minimum data points, loan labeling and procedures on How to Create Loans in the selling system.

Data Organization

Section Headings

Your loan data is organized in the selling system into three sections on the Create New Loan and Modify Loan screens (See the illustration below for more clarification.):

- High-level black headings, also differentiated by a trailing black line. There are five high-level headings: Property, Borrower, Party, Loan, and Total Loans.
- Mid-level blue bar headings
- Low-level light-gray bar headings

It's important to pay attention to the section headings, because feedback messages may refer to a certain heading on the selling system screen.

Create Loans

Freddie Mac Selling Create New Loan

Organization: Test-Org
Seller/Service: 486565
Branch: 206473

Save As Draft Finish

Seller Loan Identifier: *
MERS MIN Identifier:

Property

Property Information

Subject Property Address
Property Details
Appraisal/Property Valuation Details
Title Details
Construction Details
Condominium Details

Borrower

Borrower Information

High-level headings
Mid-level headings
Low-level headings

Tabs

In addition to section headings, the selling system uses tabs to further organize the data for each loan. The following example illustrates various tabs. Tabs are used to:

- Organize data about each delivered loan by different points in the loan life cycle

Loan

Closing Current Modification Conversion

Product Information

Product Details

Lien Priority Type: [dropdown]
Mortgage Type: [dropdown]
Section Of Act Type: [dropdown]
Interest Calculation Type: [dropdown]
Interest Calculation Period Type: [dropdown]
Payment Frequency Type: [dropdown]

Balloon Indicator: [dropdown]
Loan Affordable Indicator: [dropdown]
Loan Amortization Type: * [dropdown]
Loan Amortization Period Type: [dropdown]

Delivered Values

Notice: Although Seller is required to calculate and deliver this value, which will be maintained by the Selling System, Freddie Mac will recalculate such value and use such recalculated value for all loan eligibility and pricing decisions.

Loan Amortization Period Count: [input]

Create Loans

- Access additional detail data points such as Adjustment data on an ARM loan

The screenshot shows the 'ARM Details' section of a loan creation interface. It contains various input fields for interest rate and adjustment parameters. At the bottom of this section, there are two tabs: 'First Adjustment' and 'Subsequent Adjustment'. The 'First Adjustment' tab is currently selected and highlighted with a red oval.

Initial Fixed Period Effective Months Count:	<input type="text"/>	Margin Rate Percent:	<input type="text"/> %
First Rate Change Payment Effective Date:	<input type="text"/> (mm/dd/yyyy)	Ceiling Rate Percent:	<input type="text"/> %
Index Source Type:	<input type="text"/>	Floor Rate Percent:	<input type="text"/> %
Interest And Payment Adjustment Index Lead Days Count:	<input type="text"/>	Interest Rate Rounding Type:	<input type="text"/>
Disclosed Index Rate Percent:	<input type="text"/> %	Interest Rate Rounding Percent:	<input type="text"/> %
First Adjustment Subsequent Adjustment			
Per Change Rate Adjustment Frequency Months Count:	<input type="text"/>	Per Change Maximum Increase Rate Percent:	<input type="text"/> %
First Rate Adjustment Effective Date:	<input type="text"/> (mm/dd/yyyy)	Per Change Maximum Decrease Rate Percent:	<input type="text"/> %

- Organize data about each borrower on the loan. For example, if you have three borrowers on a loan, you will most likely enter data for one borrower at a time. Access additional borrower data entry screens by clicking on the Add Borrower button immediately below the Borrower Information heading. You will need to select the appropriate borrower tab (Borrower 1, Borrower 2 or Borrower 3) to see and access that borrower's data.

The screenshot shows the 'Borrower' section of the loan creation interface. It features a 'Borrower Information' heading with an 'Add Borrower' button highlighted by a red oval. Below this, there are tabs for 'Borrower 1', 'Borrower 2', and 'Borrower 3'. The 'Borrower 1' tab is selected, showing a 'Borrower Details (Borrower 1)' form with various input fields for borrower information and a 'First Time Homebuyer Details' section.

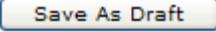
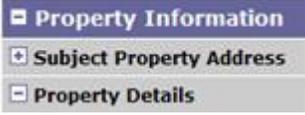
Borrower	
Borrower Information	
Add Borrower	
Borrower 1	
Borrower Details (Borrower 1)	
Borrower Classification Type:	<input type="text"/>
First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
Last Name:	<input type="text"/>
Suffix Name:	<input type="text"/>
Non-Individual Borrower Type:	<input type="text"/>
Non-Individual Borrower Name:	<input type="text"/>
Taxpayer Identifier Type:	<input type="text"/>
Taxpayer Identifier Value:	<input type="text"/>
Citizenship Residency Type:	<input type="text"/>
Employment Borrower Self Employed Indicator:	<input type="text"/>
First Time Homebuyer Details	
Borrower First Time Homebuyer Indicator:	<input type="text"/>
Counseling Confirmation Type:	<input type="text"/>
Counseling Format Type:	<input type="text"/>

As illustrated in the screen captures above, some tabs always display on the screen, such as the First Adjustment tab in the ARM Details section, while other tabs display as requested by the user (e.g., add additional borrowers 2 through 5).

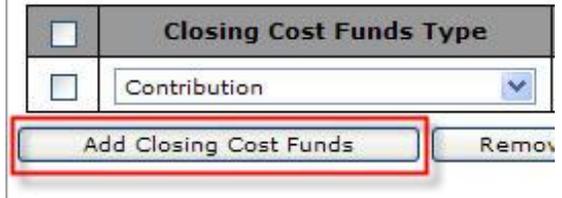
Create Loans

Navigation / Functional Features

Navigation and functional features of the Create New Loan screen are illustrated in the following table.

If You...	Then...
<p>Click Save as Draft (located on top and bottom of Create New Loan screen)</p> 	<p>The selling system will save the data points you have entered (provided that all minimum required data points have been completed) and will return you to the Modify Loan screen so you can continue entering data.</p>
<p>Click Finish (located on top and bottom of Create New Loan screen)</p> 	<p>The selling system saves the loan and advances you to the New Loan Summary screen.</p>
<p>Click Expand All Sections or Collapse All Sections (located in the upper right corner of the screen)</p> <p>Expand All Sections Collapse All Sections</p>	<p>All sections will automatically expand (to show sections and data below) or collapse (to hide sections and data below).</p>
<p>Click + or – sign (located by each container heading)</p> 	<p>The selected section will expand or collapse.</p>
<p>Click Back to Top (located at the end of each section)</p> <p>Back to Top</p>	<p>The selling system returns you to the top of the Create New Loan screen.</p>
<p>Complete the minimum required data points marked with an asterisk (*).</p> <p>State Code: * <input type="text" value=""/></p> <p>Postal Code: * <input type="text" value=""/></p>	<p>You are able to save the loan. All data points followed by a red asterisk must be completed in order to save the file in the selling system.</p>
<p>Select “True” for the data point located on a Mid-level heading section</p> 	<p>The section expands automatically to allow you to complete the detail data points in this section.</p>

Create Loans

If You...	Then...
<p>Do not make a selection or select “False” for the data point located on the Mid-level heading section</p> 	<p>The section will not automatically expand to display detailed data points for this section.</p>
<p>Click on the box in front of the data point you want to remove and click Remove Selected</p> 	<p>Only the row containing the check will be deleted.</p>
<p>Click Add (data point) button</p> 	<p>An additional row displays to allow you to input more data.</p>
<p>Click on a data point with radio buttons as the selection options</p> 	<p>Either “True” or “False” must then be selected. The radio buttons cannot be returned to blank.</p>

How to Use the Find Feature

The Find feature in the selling system will help you find information. Just key in the name of the topic, the function name or the data field name and the system will find it by searching in the screen/page you are viewing. The Find feature will help you when clearing loan edits. For instance, when you search for a data point name, the system conducts a search based on the screen (or loan state) you are viewing. To use the Find feature, follow these procedures:

1. Press **Ctrl F** on your keyboard to access the Find feature. The Find box will display.
2. Enter the ULDD data point field name.
3. Press the **Enter** key or click “**Next**”.
The system locates and highlights each occurrence of the data point. If no results display, confirm the spelling of the data point, or select another loan state tab and restart your search.

Create Loans

Freddie Mac Selling Create New Loan

Press Ctrl-f to display the Find box

Save As Draft Finish

* Denotes a minimum data field

Expand All Sections Collapse All Sections

Back to Top

Property Information

Subject Property Address

Street Address

City Name

State Code

Postal Code

Property Details

Property Usage Type

Attachment Type

Project Legal Structure Type

Special Flood Hazard Area Indicator: True False

Property Flood Insurance Indicator: True False

PUD Indicator: True False

Minimum Data Points Required to Save a Loan

You can create a loan in its entirety, enter partial loan information, or enter the minimum required data fields. Whichever method you use, certain data fields must be present to save the loan.

If you choose to save a loan in the selling system with only the minimum required data points, you may return at a later point in time to complete the remaining loan data points. You must return and complete entry of all remaining required fields before proceeding with contract fulfillment.

Create Loans

Minimum data points that are required to save a loan are marked with a red asterisk (*) on the Create New Loan and Modify Loan screens.

Minimum Data Points Required to Save a Loan

Required Field	Location
Seller Loan Identifier	Top portion of screen
State Code Postal Code	Property – Property Information – Subject Property Address
Financed Unit Count	Property – Property Information – Property Details
Borrower Classification Type = “Primary”	Borrower – Borrower Information – Borrower Details
<i>If the borrower is:</i> <ul style="list-style-type: none"> • An individual: Enter the First Name and Last Name • A Living Trust: For the Non-Individual Borrower – Enter the complete unparsed name of the Underwritten Settlor • A Native American tribe or tribal organization: For the Non-Individual Borrower – Enter the name of the Native American tribe or tribal organization. 	Borrower – Borrower Information – Borrower Details
<i>For loans that have neither modified nor converted:</i>	
Loan Amortization Type	Loan (Closing tab) – Product Information – Product Details
Note Amount	Loan (Closing tab) – Note Information – Note Details

Create Loans

Label a Loan with the Loan Reference Product Label

Before you can allocate a loan to a contract, it must contain the data required to Label the Loan. In the selling system, this is known as the *Loan Reference Product Label*. The selling system automatically labels the loan when the loan contains data sufficient to identify the loan product. When this occurs, the Loan Reference Product Label will display at the top of the Modify Loan and the New Loan Summary screens. If you attempt to allocate a loan to a contract before the Loan Reference Product Label is determined, the selling system will prevent you from allocating the loan against the contract.



Use the following table to assist you in accurately completing the *Loan Reference Product Label* information. For each type of loan (fixed-rate and adjustable rate mortgages (ARM)), an “X” indicates the additional data points required to properly label a loan in the selling system. These data points are in addition to the nine minimum data points that are already denoted with a red asterisk * in the selling system (with the exception of Loan Amortization Type).

Data Points Required to Accurately Label Loans									
Loan Type	Loan Amortization Type	Interest Calculation Period Type	Loan Maturity Date	Scheduled First Payment Date	Mortgage Type	Balloon Indicator	Interest Only Indicator	Per Change Rate Adjustment Frequency Months Count (Subsequent tab only)	Initial Fixed Period Effective Months Count
Fixed-rate	X	X	X	X	X	X	X		
ARM	X		X	X			X	X	X

Create Loans

Create a Loan Manually

The following procedure will assist you in manually creating a loan in the selling system. The illustrations in this procedure display fields specific to portions of the Create New Loan screen.

1. To start creating a loan select **Create New Loan** from the left navigation.

Freddie Mac Selling Create New Loan

Organization: Test-Org
Seller/Service: 485563
Branch: 206473

Save As Draft Finish

Expand All Sections
Collapse All Sections
* Denotes a minimum data field required to save a loan.

Seller Loan Identifier:*

MERS MIN Identifier:

Property

Property Information

Subject Property Address

Street Address:

City Name:

State Code:* Postal Code:*

Property Details

Property Estate Type: Special Flood Hazard Area Indicator: True False

Property Usage Type: Property Flood Insurance Indicator: True False

Attachment Type: PUD Indicator: True False

Project Legal Structure Type:

Property Structure Built Year:

Financed Unit Count:*

	Bedroom Count	Property Dwelling Unit Eligible Rent Amount
Unit 1 (Primary):	<input type="text"/>	\$ <input type="text"/>
Unit 2:	<input type="text"/>	\$ <input type="text"/>
Unit 3:	<input type="text"/>	\$ <input type="text"/>
Unit 4:	<input type="text"/>	\$ <input type="text"/>

Back to Top



The loan delivery data is organized into five high-level sections:

- Property
- Borrower
- Party
- Loan
- Total Loans



Refer to Guide Chapter 6302, Mortgage Delivery Instructions, for more information on data delivery instructions.

2. Enter the Seller Loan Identifier. This number is the same number assigned by your organization to the loan.

Seller Loan Identifier:*

3. Enter the MERS MIN Identifier if applicable.

MERS MIN Identifier:

Create Loans

4. Enter all required and conditionally required data in each section as follows:

Enter Property Data



The **Property** section contains data about the subject property. It has one mid-level section, **Property Information**, noted on the blue bar, and six low-level sections, noted on the grey bars.

- Subject Property Address
- Property Details
- Appraisal/Property Valuation Details
- Title Details (optional)
- Construction Details
- Condominium Details (only needed if subject property is a condo)

Property

Property Information

Subject Property Address

Street Address:

City Name:

State Code:* Postal Code:*

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Property Details

Property Estate Type: Special Flood Hazard Area Indicator: True False

Property Usage Type: Property Flood Insurance Indicator: True False

Attachment Type: PUD Indicator: True False

Project Legal Structure Type:

Property Structure Built Year:

Financed Unit Count:*

	Bedroom Count	Property Dwelling Unit Eligible Rent Amount
Unit 1 (Primary):	<input type="text"/>	\$ <input type="text"/>
Unit 2:	<input type="text"/>	\$ <input type="text"/>
Unit 3:	<input type="text"/>	\$ <input type="text"/>
Unit 4:	<input type="text"/>	\$ <input type="text"/>

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Appraisal/Property Valuation Details

Property Valuation Method Type: Property Valuation Amount: \$

Property Valuation Effective Date:
(mm/dd/yyyy)

Property Valuation Form Type:

Appraisal Identifier: AVM Model Name Type:

[Back to Top](#)

Construction Details

Construction Method Type: Manufactured Home Width Type:

[Back to Top](#)

Condominium Details

Project Name: Project Dwelling Unit Count:

Project Classification Identifier: Project Dwelling Units Sold Count:

Project Attachment Type: Condominium Project Status Type:

Project Design Type: Investor Collateral Program Identifier:

Create Loans

You must complete the required fields (marked with an asterisk *****) before saving. Once the required fields are entered, click the **Save as Draft** button at the top or bottom of the screen.



You may select **Save as Draft** after you have completed the minimum fields required to save a loan and return at a later point in time to complete the remaining data points.

To continue creating a loan, use the following detailed information pertaining to each section.

Enter Borrower Data

The **Borrower** section has one mid-level section, **Borrower Information**, as noted on the blue bar. Data for up to five borrowers on the loan can be entered in this section. The information for each borrower is separated into its own numbered tab, for example, “Borrower 1”, “Borrower 2”, up to “Borrower 5”. To open tabs for more than one borrower, click the “Add Borrower” button. You can add up to four additional borrowers (for a total of five).

The screenshot shows a web interface for entering borrower data. At the top is a blue bar labeled "Borrower Information" with an "Add Borrower" button highlighted in red. Below this are three tabs: "Borrower 1", "Borrower 2" (with a red 'x' icon), and "Borrower 3" (with a red 'x' icon). The "Borrower 3" tab is active, displaying a form with the following fields:

- Borrower Classification Type:*
- First Name:*
- Middle Name:
- Last Name:*
- Suffix Name:
- Non-Individual Borrower Type:
- Non-Individual Borrower Name:*
- Taxpayer Identifier Type:
- Taxpayer Identifier Value:
- Citizenship Residency Type:
- Employment Borrower Self Employed Indicator:
- First Time Homebuyer Details** (sub-section):
 - Borrower First Time Homebuyer Indicator:
 - Counseling Confirmation Type:
 - Counseling Format Type:



To remove a Borrower tab that you added, click the “x” in the red box.

Each **Borrower** tab contains four low-level sections noted on the grey bars:

- Borrower Details
- Borrower Data Required for Government Reporting
- Borrower Underwriting Details, and
- Borrower Mailing Address

Create Loans

Borrower Information

Borrower 1

Borrower Details (Borrower 1)

Borrower Classification Type:*	<input type="text"/>	Taxpayer Identifier Type:	<input type="text"/>
First Name:*	<input type="text"/>	Taxpayer Identifier Value:	<input type="text"/>
Middle Name:	<input type="text"/>	Citizenship Residency Type:	<input type="text"/>
Last Name:*	<input type="text"/>	Employment Borrower Self Employed Indicator:	<input type="text"/>
Suffix Name:	<input type="text"/>	First Time Homebuyer Details	
Non-Individual Borrower Type:	<input type="text"/>	Borrower First Time Homebuyer Indicator:	<input type="text"/>
Non-Individual Borrower Name:*	<input type="text"/>	Counseling Confirmation Type:	<input type="text"/>
		Counseling Format Type:	<input type="text"/>

Borrower Data Required for Government Reporting (Borrower 1)

Gender Type:	<input type="text"/>	Borrower Age At Application Years Count:	<input type="text"/>
HMDA Ethnicity Type:	<input type="text"/>	Borrower Birth Date:	<input type="text"/>  (mm/dd/yyyy)
HMDA Race Type:	<input type="checkbox"/> American Indian Or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black Or African American <input type="checkbox"/> Native Hawaiian Or Other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Information Not Provided By Applicant In Mail Internet Or Telephone Application <input type="checkbox"/> Not Applicable		

Borrower Underwriting Details (Borrower 1)

Borrower Qualifying Income Amount: (Monthly)	\$ <input type="text"/>	Credit Report Identifier:	<input type="text"/>
Bankruptcy Indicator:	<input type="text"/>	Loan Foreclosure Or Judgment Indicator:	<input type="text"/>
Credit Score Provider Name:	<input type="text"/>	Credit Score Value:	<input type="text"/>
Credit Repository Source Indicator:	<input type="text"/>	Credit Repository Source Type:	<input type="text"/>

Borrower Mailing Address (Borrower 1)

Street Address:	<input type="text"/>	Borrower Mail To Address Same As Property Indicator:	<input type="radio"/> True <input type="radio"/> False
City Name:	<input type="text"/>	Address Type:	<input type="text"/>
State Code:	<input type="text"/>	Postal Code:	<input type="text"/>
Country Code:	<input type="text"/>		

Take note of the following special considerations when entering borrower data.

Create Loans

Borrower Details

Deliver either the First Name and Last Name OR the Non-Individual Borrower Name as follows:

- Deliver the borrower's First Name and Last Name if the borrower is an individual (see the *Freddie Mac Single-Family Seller/Servicer Guide*, Section 6302.9(b)).
- Deliver the complete unparsed name of the Underwritten Settlor for the Non-Individual Borrower Name if the Borrower is a Living Trust (see the *Freddie Mac Single-Family Seller/Servicer Guide*, Section 6302.9(c)).
- Deliver the name of the Native American tribe or tribal organization for the Non-Individual Borrower Name (Sort ID 544) if the borrower is a Native American tribe or tribal organization (see the *Freddie Mac Single-Family Seller/Servicer Guide* Section 6302.13(b)(iii)).

Create Loans

Borrower Information

Add Borrower

Borrower 1

Borrower Details (Borrower 1)

Borrower Classification Type: * [dropdown]
First Name: * [text]
Middle Name: [text]
Last Name: * [text]
Suffix Name: [text]
Non-Individual Borrower Type: [dropdown]
Non-Individual Borrower Name: * [text]

Taxpayer Identifier Type: [dropdown]
Taxpayer Identifier Value: [text]
Citizenship Residency Type: [dropdown]
Employment Borrower Self Employed Indicator: [dropdown]

First Time Homebuyer Details

Borrower First Time Homebuyer Indicator: [dropdown]
Counseling Confirmation Type: [dropdown]
Counseling Format Type: [dropdown]

Borrower Data Required for Government Monitoring Purposes

Deliver all of the data in this section.

Borrower Data Required for Government Reporting (Borrower 1)

Gender Type: [dropdown]
HMDA Ethnicity Type: [dropdown]
HMDA Race Type: American Indian Or Alaska Native
 Asian
 Black Or African American
 Native Hawaiian Or Other Pacific Islander
 White
 Information Not Provided By Applicant In Mail Internet Or Telephone Application
 Not Applicable

Borrower Age At Application Years Count: [text]
Borrower Birth Date: [calendar icon] [text] (mm/dd/yyyy)

Borrower Underwriting Details

Deliver all required and conditionally required data in this section.

Borrower Underwriting Details (Borrower 1)

Borrower Qualifying Income Amount: \$ [text] (Monthly) Credit Report Identifier: [text]

Bankruptcy Indicator: [dropdown] Loan Foreclosure Or Judgment Indicator: [dropdown]

Credit Score Provider Name: [dropdown] Credit Score Value: [text]

Credit Repository Source Indicator: [dropdown] Credit Repository Source Type: [dropdown]

Borrower Mailing Address Section

Select True or False for the “Borrower Mail to Address Same As Property Indicator” field and complete the information in the Borrower Mailing Address section only if it is different from the Subject Property Address information.

Create Loans

Borrower Mailing Address (Borrower 1)

Street Address: Borrower Mail To Address Same As Property Indicator: True False

City Name: Address Type:

State Code: Postal Code:

Country Code:

There are times when not all borrower information is contained in the Borrower sections. For example:

Additional Underwriting Details

The Relationship between the Borrower Information section and Loan – Underwriting / Credit Information – Additional Underwriting Details section is that you will use the Additional Underwriting Details section to collectively report income and debts for all borrowers (even if more than five). If there are more than five borrowers on the mortgage, you must include the qualifying monthly income and debts for all borrowers on the loan in the Total Monthly Income Amount and Total Liabilities Monthly Payment Amount data points, not just the five borrowers you entered in the Borrower Information section.

Additional Underwriting Details

Total Monthly Income Amount: \$ Total Monthly Proposed Housing Expense Amount: \$

Borrower Reserves Monthly Payment Count: Total Liabilities Monthly Payment Amount: \$

Total Mortgaged Properties Count:

Origination Details

The Relationship between Borrower Information section and Loan – Origination Information – Origination Details section is the borrower count. The number of borrower tabs you have in Borrower Information must equal the number you enter for “Borrower Count” in the Loan Origination Details section. (So if there is a total of 7 borrowers on the loan, you must enter “5” in “Borrower Count” because 5 is the maximum amount of borrowers you can add.)

Origination Information

Origination Details

Application Received Date: 
(mm/dd/yyyy)

Borrower Price Lock Date: 
(mm/dd/yyyy)

Borrower Count:

Capitalized Loan Indicator:

Escrow Indicator:

HMDA HOEPA Loan Status Indicator:

HMDA Rate Spread Percent: %

Create Loans

Enter Party Data

The **Party** section includes sections and data points associated with the Loan Originator, the Mortgage Funder, and the Appraiser. This section identifies the role that the designated party plays in the transaction. A party may be either a person (individual) or a legal entity (non-individual). **Party** contains one mid-level section, **Party Information**, noted on the blue bar, which has three low-level sections noted on the grey bars:

- Loan Originator Details
- Mortgage Funder Details
- Appraiser Details

The screenshot shows a web form titled "Party" with a blue header bar. Below it is a "Party Information" section with three sub-sections: "Loan Originator Details", "Mortgage Funder Details", and "Appraiser Details".

- Loan Originator Details:** Includes fields for "Loan Originator Identifier", "Loan Origination Company Identifier", and a dropdown for "Loan Originator Type".
- Mortgage Funder Details:** Includes a field for "Note Pay To (Company Name)".
- Appraiser Details:** Includes fields for "Appraiser Supervisor Identifier" and "Appraiser License Identifier".

Enter Loan Data

The **Loan** section includes multiple sub-sections. The highest-level sections are represented with four tabs, each corresponding to a “loan state” or specific point in time for which the delivered data is valid. The loan state tabs help organize the data you need to enter. Notice that the Closing and Current tabs are larger than the others are and are set apart on the left. This is because all loans delivered to Freddie Mac require data to be entered in both the Closing and Current tabs. If you are delivering a modified or converted mortgage, the appropriate data must be entered in addition on either the Modification or Conversion tab in addition to the Closing and Current tabs. Together, the data in the two or three loan tabs fully define a single loan delivery.



The active tab (the tab you are working in) will display in white. The selling system automatically defaults to the Closing tab, so it will always be white when you first enter the selling system. Refer to the following table for a description of each loan state tab.

Create Loans

Loan State Tab	Description
Closing	This tab is used to submit data based on the origination, underwriting, and closing process of the loan to be sold. This is sometimes referred to as original loan information. Data is always required in this tab.
Current	This tab is used to submit data required to onboard servicing, data about the settlement transaction with Freddie Mac, and other investor-specific information. If you import your loans, data that appears in this tab is valid as of the date the data was retrieved from your system. If you use the selling system data-entry screens, data that appears in this tab must be current as of the time of delivery to Freddie Mac. Data is always required in this tab.
Modification	This tab is used to submit data for Seller-Owned Modifications and Construction Conversion or Renovation Mortgages with Modification Documentation. The data on this tab is accurate as of the time that the modified note terms became effective. Data is required in this tab only if you are delivering a modified loan.
Conversion	This tab is used to submit data for FRE- or Seller-Owned Converted Mortgages. The data on this tab is accurate as of the time that the converted note terms became effective. Data is required in this tab only if you are delivering a converted loan.

Enter Data in the Closing Tab

The Closing tab is the default loan state and represents the loan data at the completion of the closing process, sometimes referred to as the original loan state. The **Closing** tab has four mid-level sections noted on the blue bars:

- Product Information
- Note Information
- Origination Information
- Underwriting/Credit Information

Create Loans

■ Loan

Closing Current Modification Conversion

Product Information

- Product Details
- Daily Simple Interest (If Applicable)

Note Information

- Note Details
- ARM Details
- Temporary Buydown Details Buydown Temporary Subsidy Indicator:
- Conversion Option Details Convertible Indicator:
- Assumability Details
- Prepayment Penalty Details
- Interest Only Details Interest Only Indicator:

Origination Information

- Origination Details
- Funds Needed to Close Details
- Other Funds Collected at Closing Details

Underwriting/Credit Information

- Loan Details
- Streamlined Loan Details
- Construction Details Construction Loan Indicator:
- Loan Level Credit Details
- Underwriting Details
- Additional Underwriting Details
- Delivered LTV Values

Closing Current Modification Conversion

If you are delivering an un-modified loan, you must enter data into each one of these sections. You can expand the sections by clicking + sign to access and view the data points. Alternatively, if a heading bar contains an indicator field, for example “Buydown Temporary Subsidy Indicator”, and you select “True”, the section will open up for you to enter details about the buydown feature.

Enter Data in the Current Tab

The Current tab represents the loan data as of the time it was extracted from your system (if imported) or as of the time of delivery to Freddie Mac for manual entry.

Create Loans

The **Current** tab has six mid-level sections noted on the blue bar:

- Execution Information
- Product Information
- Payment Information
- Origination Information (data in this section required only if the delivered loan is being delivered through the Servicing Released Sales Process)
- Mortgage Insurance Information
- Secondary Financing/Related Loan Information (data in this section required only if the delivered loan has any subordinate liens)

The screenshot shows a web application interface for creating loans. At the top, there are four tabs: 'Closing', 'Current', 'Modification', and 'Conversion'. The 'Current' tab is active and has a white background. Below the tabs, there are six expandable sections, each with a blue header and a minus sign icon. The sections are: 'Execution Information' (with sub-sections 'Loan Level Buyup/Buydown Details' and 'Loan Level G-Fee Details'), 'Product Information' (with sub-sections 'Modification Details', 'Conversion Details', 'Reset Details', and 'Product Details'), 'Payment Information' (with sub-sections 'Payment Details', 'ARM Details', and 'Other Payment Details (If Applicable)'), 'Origination Information' (with sub-section 'Escrow Details'), 'Mortgage Insurance Information' (with sub-section 'Mortgage Insurance Details'), and 'Secondary Financing/Related Loan Information'. The 'Secondary Financing/Related Loan Information' section is expanded, showing a 'Related Loan 1' section with a plus sign icon. Below this, there are two dropdown menus for 'Lien Priority Type' and 'Mortgage Type'. A 'Closed-end Second' section contains a 'Current UPB Amount' field with a dollar sign. Below that is a 'HELOC Details' section with a 'HELOC Indicator' dropdown menu and an 'Add Related Loan' button. At the bottom of the interface, there are four tabs: 'Closing', 'Current', 'Modification', and 'Conversion'. The 'Current' tab is active. A 'Back to Top' link is located in the bottom right corner.

From the figure above, you can tell we are looking at the **Current** tab because it is the tab with a white background. You can expand the sections by clicking + sign to access and view the data points.



You must always complete data in the Closing and Current tabs.

Create Loans

Enter Data in the Modification Tab if Applicable

If the loan you are delivering is a Seller-Owned Modified Mortgage or a Construction Conversion or Renovation Mortgage with Modification Documentation, you must enter the data about the loan in the Modification tab. The **Modification** tab screen is nearly identical to the **Closing** tab screen and has the same four mid-level sections noted on the blue bars with one additional section:

- Modification Information
- Product Information (only differs from Closing tab in absence of Lien Priority Type in Product Details section)
- Note Information (only differs from Closing tab in absence of Note Date in Note Details Section)
- Origination Information
- Underwriting/Credit Information

The screenshot shows a web application interface for a loan. At the top, there is a navigation bar with four tabs: "Closing", "Current", "Modification", and "Conversion". The "Modification" tab is highlighted with a white background and a red border, while the others have a grey background. Below the tabs, the interface is organized into several sections, each with a blue header bar and a plus sign icon to expand it:

- Modification Information**: Includes "Modification Details".
- Product Information**: Includes "Product Details" and "Daily Simple Interest (If Applicable)".
- Note Information**: Includes "Note Details", "ARM Details", "Temporary Buydown Details" (with a dropdown for "Buydown Temporary Subsidy Indicator"), "Conversion Option Details" (with a dropdown for "Convertible Indicator"), "Assumability Details", "Prepayment Penalty Details", and "Interest Only Details" (with a dropdown for "Interest Only Indicator").
- Origination Information**: Includes "Origination Details", "Funds Needed to Close Details", and "Other Funds Collected at Closing Details".
- Underwriting/Credit Information**: This section is currently collapsed.

At the bottom of the interface, there is another set of navigation tabs: "Closing", "Current", "Modification", and "Conversion". The "Modification" tab is again highlighted with a white background.

From the figure above, you can tell we are looking at the **Modification** tab because it is the only tab with a white background. The **Modification** tab is used to deliver required and conditionally required information about the modified loan that became effective on the Loan Modification Effective date. Much of the data in this tab may not have changed since origination. Even if it has not changed, it is to be entered in this tab, because a modified loan is what you are delivering.

Create Loans

In addition to the data about the modified loan that you will enter in this tab, you must enter a subset of data about the original loan terms in the **Closing** tab. The data fields that you must enter will be highlighted in the **Closing** tab once and include:

Product Information – Product Details Section

- Lien Priority Type
- Mortgage Type
- Interest Calculation Type
- Payment Frequency Type
- Balloon Indicator
- Loan Amortization Type

Note Information – Note Details Section

- Note Date
- Note Amount
- Note Rate Percent
- Scheduled First Payment Date
- Initial Principal and Interest Payment Amount
- Loan Maturity Date

Note Information – ARM Details Section (If original loan was an ARM)

- Initial Fixed Period Effective Months Count
- First Adjustment Tab
 - Per Change Rate Adjustment Frequency Months Count
- Subsequent Adjustment Tab
 - Per Change Rate Adjustment Frequency Months Count

Note Information – Interest Only Details Section

- Interest Only Indicator (enter true only if the original loan had an interest only feature)
- Interest Only Term Months Count (enter only if the original loan had an interest only feature)

Enter Data in the Conversion Tab if Applicable

The **Conversion** tab is used to deliver required and conditionally required information about the converted loan once the conversion option has been exercised (for example, when a loan has converted from an ARM to a fixed-rate mortgage.) The **Conversion** tab screen is very short and has only two mid-level sections noted on the blue bars, one unique to this tab:

- Conversion Information
- Product Information

Create Loans

From the figure above, you can tell we are looking at the **Conversion** tab because it is the only tab with a white background.

Enter Total Loans Data

The **Total Loans** section has one mid-level section, **Additional LTV Details**, with one low-level section, **Delivered LTV Values**. Enter the **Combined LTV Ratio Percent** and the **Home Equity Combined LTV Ratio Percent** in the **Total Loans** section.



Although you are required to calculate and deliver these values, which will be maintained by the selling system, Freddie Mac will recalculate the values and use them for all loan eligibility and pricing decisions.

5. Once all data has been entered, you will click **Finish**. The **New Loan Summary** screen will display with a confirmation message, the Seller Loan Identifier, Borrower name, and Loan Reference Product Label if the appropriate fields were populated. You will then have the option to evaluate the loan you just created or to create another loan.

Create Loans

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Selling
New Loan Summary

Organization: Test-Org
Seller/Service: 486565
Branch: 206473

The loan has been saved successfully.

Seller Loan Identifier:	98741
Borrower:	WASHINGTON, GEORGE
Loan Reference Product Label:	

[Evaluate this loan](#) [Create Another loan](#)

Import Loans Overview

The selling system's import functionality allows you to import single or multiple loans with complete or partial loan data (provided the minimum required fields persist). If you import partial data, you can return later to complete the missing required data points.

There are three options to import data in the selling system:

Option 1: MISMO XML Import (for creating a new loan)

Option 2: Modify Best Effort Import (Use only to modify data on pre-existing Best Efforts loans that are in an accepted status. For more details, refer to Chapter 5, Best Efforts Loan Modifications.)

Option 3: Import from Loan Prospector® (LP). The selling system is integrated with Loan Prospector and allows you to import certain LP data to create a new loan in the selling system. Note that the data imported from LP constitutes partial loan information, so you must therefore provide additional loan data such as the Seller Loan Identifier, in order to save the loan. After saving the loan, other missing/required data may be provided using the import or manual entry methods.

Create Loans

The Import Loan Screen for MISMO XML

The import loan screen collects information about the parameters of your import file such as the location of the import file, if you are assigning a pool number at the time of import, if you are overwriting pre-existing data, etc. Refer to the following table on how to use the functionalities in the Import Loan screen.

Import Loan Screen Data Field Descriptions	
Field Name	Description
File	You must select the file location by clicking the browse button.
Overwrite Existing loans on Import?	You must select Yes or No. Select Yes to overwrite existing loan data in the selling system using the import file. Select No if there is no pre-existing loan data in the selling system. If you choose not to overwrite existing loans at import, then duplicate loans will display on the Import Errors Detail screen with the following message: “Loan was not processed because the loan ID already exists in the system and option to overwrite at Import was selected as No.”
Use only Seller Loan Identifier as the loan identifier	This checkbox is used when you wish to re-import loans using the Seller Loan Identifier for the purpose of overwriting existing Borrower loan data.
Evaluate the loans in this file at import	Checking this box will evaluate the loans upon import. This is a user preference as loans can be evaluated at a later time.
Assign a Investor Contract Identifier or Pool number to this file	Select No if you do not want to assign a contract or PC Pool number to the file. Select Yes to assign the contract identifier (the alphanumeric number that displays in the grayed-out box) to the loans during import. If a contract number pre-exists in the import file the selling system will not overwrite it. Select Yes to assign the pool # (the PC Pool number that displays in the grayed-out box) to the loans during import.
Import Loans	Click Import Loans to import the loan file.

MISMO XML Import

Follow the procedure below to import loans into the selling system using the MISMO XML file format.

1. From the left navigation bar, select **MISMO XML Import**. The **Import Loan** screen displays.

Create Loans

Freddie Mac Selling Import Loan

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Organization: Test-Org
Seller/Service: 486565
Branch: 206473

* Denotes a required field.

Please ensure that the file you are about to import conforms to Freddie Mac's file import standards. There is a maximum size limit of 20MB per file. If your file is above 20MB please ZIP it using standard WINZIP Tool.

File:* Browse...

Overwrite Existing loans on Import?

Yes
 No

Assign a Investor Contract Identifier or Pool number to this file

No. I do not want to specify a number here

Yes. Assign a Investor Contract Identifier to the loans during import
(Will not overwrite Investor Contract Identifier(s) given in the file.) on the Loan import screen.

Yes. Assign a pool # to the loans during import

Use only Seller Loan Identifier as the loan identifier
 Evaluate the loans in this file at import.

Import Loans

Pricing and Contracting

- Request FM Price Sheet
- Take Out Cash Contract
- Take Out Guarantor Contract
- Add Loans to Contract
- Remove Loans from Contract
- Pair-Off Contract
- Manage Templates
- Import Guarantor Contracts
- View Import
- Contract Results

Loans

- Loan Pipeline
- Create New Loan
- View Evaluation Issues
- View Evaluation Results
- MISMO XML Import**

2. Select **Browse** to locate the file you want to import.



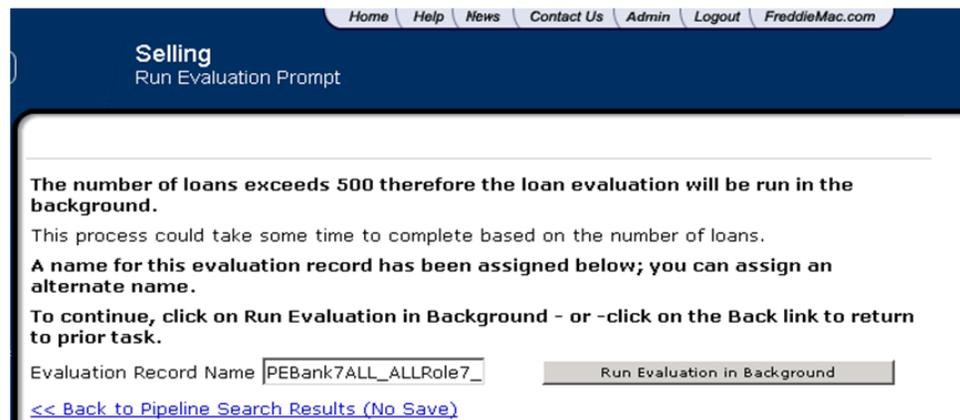
If your file size is greater than 20MB (approximately 800 loans), you must ZIP the file using the standard WINZIP tool.

3. Select **Yes** to **Overwrite Existing loans on Import** if you want to overwrite pre-existing data with a new file or select **No**.
4. If you are importing loans to be allocated to a Guarantor, MultiLender or WAC ARM Guarantor contract, select one of the options under **Assign a Investor Contract Identifier or Pool number to this file**.
5. If you want to use the **Seller Loan Identifier** as the only loan identifier, check the appropriate box.
6. If you want to evaluate the loans at import, check the **Evaluate the loans in this file at import** box.



When you evaluate more than 500 loans at one time, the Run Evaluation Prompt screen will display and inform you that the system will take some time to complete the evaluation. This gives you the opportunity to complete other tasks within the system while you wait.

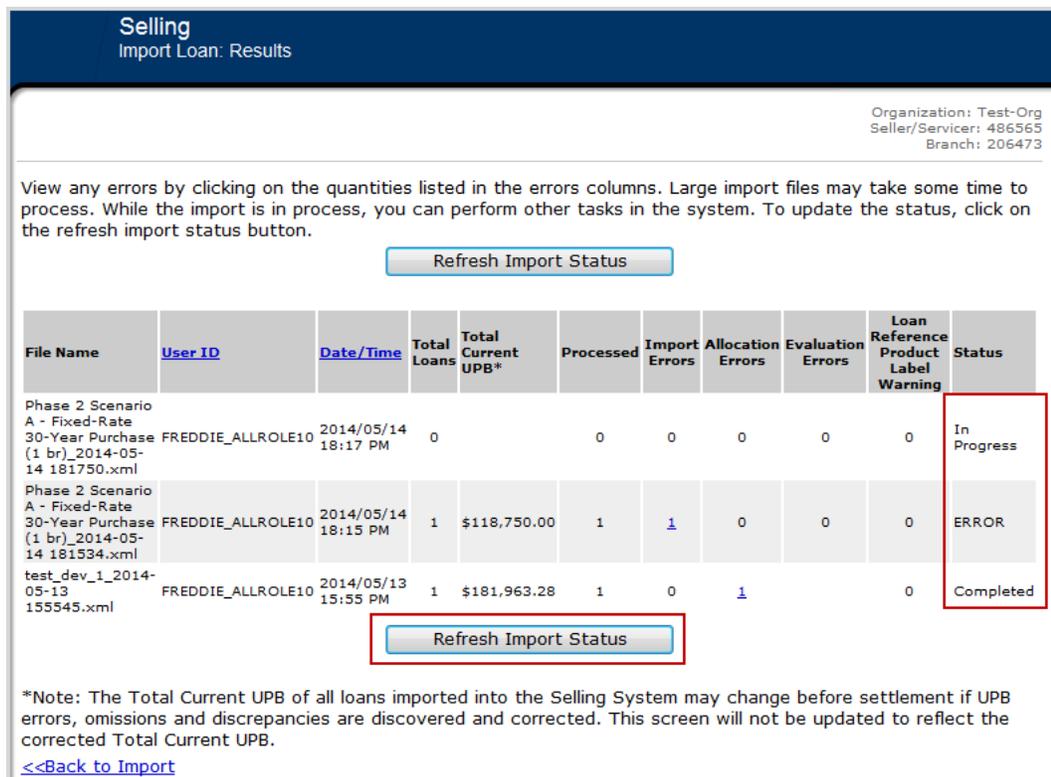
Create Loans



You can choose to Run Evaluation in Background and access other functionality, or return to the Loan Pipeline Search Results to work with another loan while awaiting the evaluation results. Additionally, the system will create a default Evaluation Record Name comprised of the user ID and date/time stamp. You may change the default name as desired.

If you choose to continue and run evaluation, you will be taken to the View Evaluation Results screen where you can wait until evaluation is complete or continue with another task. You can always return to the View Evaluation Results screen by accessing it from the left navigation menu.

7. Click **Import Loans** to import your file. The Import Loan: Results screen displays showing loans In Progress and/or Completed status.



8. Click **Refresh Import Status** until the status changes to Completed.

Create Loans

Selling
 Import Loan: Results

Organization: Test-Org
 Seller/Servicer: 486565
 Branch: 206473

View any errors by clicking on the quantities listed in the errors columns. Large import files may take some time to process. While the import is in process, you can perform other tasks in the system. To update the status, click on the refresh import status button.

File Name	User ID	Date/Time	Total Loans	Total Current UPB*	Processed	Import Errors	Allocation Errors	Evaluation Errors	Loan Reference Product Label Warning	Status
Phase 2 Scenario A - Fixed-Rate 30-Year Purchase (1 br)_2014-05-14 181750.xml										
FREDDIE_ALLROLE10	FREDDIE_ALLROLE10	2014/05/14 18:17 PM	1	\$118,750.00	1	0	0	<u>1</u>	0	Completed
Phase 2 Scenario A - Fixed-Rate 30-Year Purchase (1 br)_2014-05-14 181534.xml										
FREDDIE_ALLROLE10	FREDDIE_ALLROLE10	2014/05/14 18:15 PM	1	\$118,750.00	1	<u>1</u>	0	0	0	ERROR
test_dev_1_2014-05-13 155545.xml										
FREDDIE_ALLROLE10	FREDDIE_ALLROLE10	2014/05/13 15:55 PM	1	\$181,963.28	1	0	<u>1</u>		0	Completed

*Note: The Total Current UPB of all loans imported into the Selling System may change before settlement if UPB errors, omissions and discrepancies are discovered and corrected. This screen will not be updated to reflect the corrected Total Current UPB.

[<<Back to Import](#)



The Import Results are available for seven days. You can sort information by **User ID** or **Date/Time** by clicking on the header title of the same name.

Import Results Screen

The Import Results screen provides a summary of the results of your imports for a seven-day period. The results are organized in chronological order by import file name.

If the status of your file is In Progress, click **Refresh Import Status**. You may continue to work in the selling system while the import is in progress. To return to the Import Loan: Results screen, click **View Import Results** on the left navigation bar.

The following table provides descriptions of the information located on this screen.

Create Loans

Import Results Screen Data Field Descriptions		
Field Name	Definition	Special Notes
File Name	Indicates the name of the import file.	
User ID	Indicates the user ID of the person who imported the file.	Clicking on the column header will sort the loan results by user ID
Date/Time	Indicates the date and time the file was imported.	Clicking on the column header will sort the loan results by date/time
Total Loans	Indicates the total number of loans in the import file.	
Total Current UPB	<ul style="list-style-type: none"> ▪ Indicates the total current unpaid principal balance of the loans in the file being imported. ▪ In contrast, on each error details screen, this indicates the total current UPB of the loans with that particular error type. 	<ul style="list-style-type: none"> ▪ The following disclaimer note displays: “This Total Current UPB of all loans imported into the selling system may change before settlement if UPB errors, omissions and discrepancies are discovered and corrected. This indicator will not be updated to reflect the corrected Total Current UPB.” ▪ This amount is different from the Contract Details screen, which shows the Total UPB of a contract and will be adjusted to reflect any updates in system.
Processed	Indicates the total number of loans processed in the import file.	When this equals total loans, processing is complete.
Import Errors/	<ul style="list-style-type: none"> ▪ Indicates the number of loans that could not be imported due to loan data syntax errors. This count includes any duplicate loan IDs that already exist in the system and where the option to overwrite at Import was not selected. 	<ul style="list-style-type: none"> ▪ These errors must be corrected before the loans can be successfully imported.
Allocation Errors/	<ul style="list-style-type: none"> ▪ Indicates the number of loans that could not be allocated to the contract you specified at import. 	<ul style="list-style-type: none"> ▪ You must have selected the option to assign loans to a contract or pool number for data to be reflected here.
Evaluation Errors/	<ul style="list-style-type: none"> ▪ Indicates the number of loans in the import file that did not clear purchase edits. 	<ul style="list-style-type: none"> ▪ You must have selected the option to evaluate loans at import for data to be reflected here.

Create Loans

Import Results Screen Data Field Descriptions		
Field Name	Definition	Special Notes
Loan Reference Product Label Warning	<ul style="list-style-type: none"> Indicates a number of errors labeling the loan at the time of import. When you click on the value under the Loan Reference Product Label Warning column, you will be taken to the Loan Reference Product Label Warning Detail screen for further information about the error. 	
Status	Indicates the status of your import file.	<p>In Progress: Your import is still in progress and not yet complete.</p> <p>Completed: Your import file has been completely processed.</p> <p>ERROR: System has timed out after one hour. In these rare cases, attempt to re-import or contact Customer Support (800) FREDDIE.</p>

Import Errors Defined

There are three types of errors you may receive when you import your file

Error Type	Definition
Import Error	Indicates the number of loans that could not be imported due to loan data syntax errors. These errors must be corrected before the loans can be successfully imported. In addition, loans that are not processed because the loan ID already exists in the system and the option to overwrite at Import was not selected are listed under this import error column.
Allocation Error	Indicates the number of loans that had a problem being allocated to the contract you specified at import. The Import Loans: Allocation Error Detail screen will show loans that were unallocated or failed allocation with messages that indicate the reason for the failure.
Evaluation Error	Indicates the number of loans in the import file that did not clear critical purchase edits. The Evaluation Detail screen will provide the error messages for each loan. Loans with critical errors will be listed first. You must correct these errors before your final delivery date in order for these loans to be in a Ready to Fund state. A “W” indicates that the file passed with warnings only.

Create Loans

The Import Loan Results screen will display each of these errors and its associated number in the Import Errors, Allocation Errors, and/or the Evaluation Errors column. An example is shown below.

File Name	User ID	Date/Time	Total Loans	Total Current UPB*	Processed	Import Errors	Allocation Errors	Evaluation Errors	Status
30yr5percent.txt	PEBank7ALL_ALLRole7	2005/07/18 17:13 PM	7	1587432.32	7	2	0	0	Completed
Revised FixedRegPEFDDataPoolFinal_30.txt	PEBank7ALL_ALLRole7	2005/07/18 17:11 PM	14	2784101.88	14	1	0		Completed
4.1_TRAINING_Form_11_20.txt	PEBank7ALL_ALLRole7	2005/07/18 17:01 PM	1	223515.10	1	1	0		Completed
Revised FixedRegPEFDDataPoolFinal_30.txt	PEBank7ALL_ALLRole7	2005/07/18 10:26 AM	14	2784101.88	14	1	0	13	Completed

View Import Errors

Follow the procedure below to identify and resolve import errors on the Import Loan: Results screen.

1. From the Import Loan: Results screen, click the numbered link under the Import Errors, Allocation Errors or Evaluation Errors columns to view details regarding the error(s).

File Name	User ID	Date/Time	Total Loans	Total Current UPB*	Processed	Import Errors	Allocation Errors	Evaluation Errors	Status
30yr5percent.txt	PEBank7ALL_ALLRole7	2005/07/18 17:13 PM	7	1587432.32	7	2	0	0	Completed
Revised FixedRegPEFDDataPoolFinal_30.txt	PEBank7ALL_ALLRole7	2005/07/18 17:11 PM	14	2784101.88	14	1	0		Completed
4.1_TRAINING_Form_11_20.txt	PEBank7ALL_ALLRole7	2005/07/18 17:01 PM	1	223515.10	1	1	0		Completed
Revised FixedRegPEFDDataPoolFinal_30.txt	PEBank7ALL_ALLRole7	2005/07/18 10:26 AM	14	2784101.88	14	1	0	13	Completed
4.1_TRAINING_Form_11_30FHA.txt	PEBank7ALL_ALLRole7	2005/07/18 10:25 AM	1	223792.15	1	1	0	0	Completed
4.1_TRAINING_Form_11_30FM100.txt	PEBank7ALL_ALLRole7	2005/07/18 10:24 AM	1	292421.74	1	1	0	0	Completed

Three examples are shown below: Import Errors, Allocation Errors, and View Evaluation Issues screen.

Example 1: Displays the Import File: Import Errors Detail screen. The top section contains the file name, the number of loans processed, a summary of the number of loans that were not processed and the total UPB of the loan(s).

The Import Errors table identifies the loan(s) and describes the type of error.

Create Loans

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Selling
Import File: Import Errors Detail

File Name: Revised FixedRegPEFDataPoolFinal_30.txt
 Total loans processed: 14
 1 Loans had import errors and were not processed. Total Current UPB* of loans with import errors: 198864.42

Displaying: 1-1 of 1 Import Loan Errors Import Loan Error Per Page: 25

Import Errors		
Seller Loan #	Borrower Name	Error Message
SSLPEF-113	REDACTED	Invalid OfferingCode:100

Displaying: 1-1 of 1 Import Loan Errors Import Loan Error Per Page: 25

*Note: The Total Current UPB of all loans imported into the Selling System may change before settlement if UPB errors, omissions and discrepancies are discovered and corrected. This screen will not be updated to reflect the corrected Total Current UPB.

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Example 2: Displays the Import Loan: Allocation Errors Detail screen. The top section contains the file name, the number of loans allocated to the contract, a summary of the number of loans that were not processed and the total UPB of the loan(s).

The Allocation Errors table identifies the loan(s) and describes the type of error.

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Selling
Import Loan: Allocation Errors Detail

File Name: 4.1_TRAINING_Form_11_30.txt
 Total loans allocated to contracts: 0
 1 Loans had allocation errors and were not allocated to the specified contract. Total UPB of loans not allocated to contracts: 223792.15

Displaying: 1-1 of 1 Loan Allocation Error Loan Allocation Errors Per Page: 25

Allocation Errors		
Seller Loan #	Borrower Name	Error Message
I_30	TRAINING, PRI-BORR	The Note Rate of the loan I_30 does not fit within the Note Rate Range specified in the contract. Please select a different contract.

Displaying: 1-1 of 1 Loan Allocation Error Loan Allocation Errors Per Page: 25

Create Loans

Example 3: View Evaluation Issues page. The top section contains a link for a Printer Friendly View and a button to export the Evaluation Issues in .csv format or the file name.

The next section contains the File Name, the total number of loans evaluated and the total UPB of the loan(s).

The table identifies the loan(s), whether the error is Critical or is a Warning and describes the error. If there are multiple loans with errors, you will see corresponding error pages.

Selling
View Evaluation Issues

Organization: Test-Org
Seller/Service: 486565
Branch: 206473

The system will build the file in the background; this process could take some time to complete based on the number of loans. Results of your request will be displayed on the next screen.

[Printer Friendly View](#)

[Export Evaluation Issues File](#)

File Name: Phase 2 Scenario A - Fixed-Rate 30-Year Purchase (1 br)_2014-06-18 120655.xml
Total Loans evaluated: 1. 1 loans have critical evaluation errors. Total UPB of loans with critical errors: \$118,750.00
0 loans have cleared edits and have no warnings

Results as of Wed Jun 18 12:09:26 EDT 2014

Displaying: 1-1 of 1 Evaluation Error Evaluation Errors Per Page: 5

11112211	Investor Contract Identifier:
BUILDER, SUZI	Last updated: 06/18/2014 12:07 EDT

Critical Errors:

- Determine Appraisal Compliance:**
 - The Appraisal Identifier does not exist. Please check the Appraisal Identifier entered and confirm the appraisal has been successfully submitted to the UCDP.
- Property Valuation Compliance:**
 - The Freddie Mac settlement date is more than 120 days after the Note Date (Subject Loan, At Closing). A new property valuation with at least an exterior-only inspection that meets Freddie Mac requirements is required. The effective date of the new property valuation must be no more than 60 days prior to the Freddie Mac settlement date.
- FICO and AUS Compliance:**
 - Credit Score compliance cannot be determined because one or more data elements used in evaluation are missing.
- Data Reasonableness Compliance:**
 - The Last Paid Installment Due Date (Subject Loan, Current) is delinquent by more than two calendar months from the Freddie Mac settlement date. Please confirm the data is correct.
 - In order for a mortgage to qualify as a Loan Prospector Mortgage, it must receive a status of complete on the feedback certificate.
 - The loan must be either a valid LP loan or manually underwritten.
 - The Loan Acquisition Scheduled UPB Amount (Subject Loan, Current) must be less than or equal to the Calculated Scheduled UPB.

Displaying: 1-1 of 1 Evaluation Error Evaluation Errors Per Page: 5

The system will build the file in the background; this process could take some time to complete based on the number of loans. Results of your request will be displayed on the next screen.

[Printer Friendly View](#)

[Export Evaluation Issues File](#)

[<<Previous Page](#)

2. Review the Error Message(s) and update and/or correct accordingly.
3. Print the specific error screen for your records.

Create Loans

The following table lists the error type and basic instruction towards updating the error.

Error Types	
If you received...	Then...
Import errors	Go to your import file, correct the errors and re-import the loan.
Allocation errors	Correct errors and try to allocate the loan(s) again.
Evaluation errors	Use the Evaluate Loan function to correct errors in your loan data.



Refer to the section on Evaluate Loans to learn how to evaluate loans from the Loan Pipeline.

Evaluation Results

From the Run Evaluation Prompt screen, if you are evaluating more than 500 loans, they will be evaluated asynchronously. Upon completion, you will be taken to the View Evaluation Results screen. You can also access this screen from the left navigation menu.

Use the table below to check the progress and access you Loan Evaluation results. To view evaluation issues click on the appropriate "Evaluation Record Name" link below. Each completed evaluation record listed below will be displayed for 7 calendar days from date created.

Evaluation Record Name	Request Date/Time	Total No. Loans	Status
myevalrecdmw	2005/07/27 13:43 PM	525	In Progress

Note: If the evaluation status results in an error, please re-run the loans you would like to evaluate.

The View Evaluation Results screen, as shown above, lists each completed evaluation record for seven calendar days. For each record, you receive the following information: Record Name, Request Date/Time, Total Number of Loans, and Status.

The following table lists and describes the possible status for an evaluation record.

Create Loans

Statuses for Evaluation Process	
Status	Description
In Progress	Evaluation job is in process. Click Refresh Evaluation Status button to update screen.
Completed	<p>Evaluation has finished. Click on the record link to View Evaluation Issues, and proceed to print and/or export a report. Correct any errors accordingly in your LOS or manually in the selling system.</p> <p>Tips to Clear edits in your Loan Origination System (LOS):</p> <ul style="list-style-type: none"> ▪ Run purchase edits upon import by selecting the Evaluate at Import option on the Import screen. ▪ Print or export loan evaluation issues from the Import Results: Evaluation Errors Detail screen or from the left navigation bar View Evaluation Issues. This report shows critical and warning messages. ▪ Use the report to modify loans in your LOS. <p>Re-import loans to the selling system and re-run the evaluation process.</p>
Error	System has timed out after 1 hour. In these rare cases contact Customer Support (800-FREDDIE).

Remember, you can always continue to do other tasks within the selling system while you are waiting for the evaluation to be completed for your large records. You can go back to check the status of the evaluation by clicking on View Evaluation Results from the left navigation menu.

Critical and Warning Errors Defined

When you view the Evaluation Issues Report, you will find two types of errors: critical and warning. The report will display all critical errors first.

Critical errors will prevent your loan from moving into Ready to Fund status. You must correct these errors in order to move into the settlement cycle. The critical error message will provide tips on how to resolve these issues.

Warnings are not necessary to correct in order to move into the settlement cycle. However, Freddie Mac recommends that you review these errors and clear if necessary.

Create Loans

Import from Loan Prospector

Follow the steps below to create a new loan using the Import from LP function.

1. From the left navigation bar, select **Import from LP**. The Search for Loan in LP screen displays.

Freddie Mac Selling Search for Loan in LP

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* Denotes a required field.

Fill in the fields below to identify the Loan Prospector loan to be imported.

Automated Underwriting Case Identifier* (Loan Prospector Key Number):

Primary Borrower Taxpayer Identifier Value*:

Required if there are two borrowers: Secondary Borrower Taxpayer Identifier Value:

Enter this data if available:

Note Date: (mm/dd/yyyy)

Loan Modification Effective Date: (mm/dd/yyyy)

Latest Conversion Effective Date: (mm/dd/yyyy)

Automated Underwriting Recommendation Description:

Construction Loan Type:

Construction Method Type:

Construction To Permanent Closing Type:

Investor Feature Identifier:

Convertible Indicator:

Mortgage Modification Indicator:

Interest Only Indicator:

Construction Loan Indicator:

Convertible Status Type:

Loan Purpose Type:

Refinance Program Identifier:

Related Loan Investor Type:

Loan Program Identifier:

Search For LP

NOTICE: The Selling System only maintains loan and loan purchase data back to January 1, 2010. Older data is stored elsewhere under our record retention policy.

2. Complete the required fields (marked with an asterisk *), then click **Search for LP**. If there is an existing LP transaction that meets your search criteria the loan information will display.
3. Determine if this is the loan you want to import. If not, repeat steps 1–2. If yes, continue with next step.
4. Select **Import**. The Create New Loan screen displays populated with the imported LP values. Import from LP does not constitute a complete loan record, you will need to complete any missing fields on the Create New Loan screen before you select **Save as Draft** or **Finish**.

Create Loans

- Certification Issues
- Enter Settlement Details
- Create/View Certification Forms
- View Settlement Statements
- Transfer Servicing Instructions
- View Contract Pipeline
- View Certification Pipeline
- Search For Contracts
- Change User Context
- View Pipeline
- Export Data
- View Funding Details

Loan Prospector Feedback Certificate Transaction Information:			
Loan Prospector Key #:	30000001	Purchase Eligibility:	PURCHASE ELIGIBILITY DESCRIPTION FOUND IN LP-IODS
AUS Transaction Number:	930000001	Risk Class:	A+ - ACCEPT PLUS
AUS Transaction Date:	01/01/2005	LP Price Level:	01
Go to Create Loan (No Save) <input style="border: 2px solid red; border-radius: 50%; padding: 2px 10px;" type="button" value="Import"/>			

Note Information		Property Street Address:	
Note Date:		City:	MCLEAN
Original Loan Amount:	\$300,000.00	State:	VA
Original Interest Rate:	5.750%	Zip Code:	20147 1212
Modification/Conv. Date:			

Change Dates and Index	
Index Source:	

Change Calculation and Limits	
Note Margin:	
Periodic Interest Rate Cap:	Life of Loan Max Rate: <input style="width: 50px;" type="text"/>

Borrower Information																											
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th colspan="2">Primary Borrower</th> </tr> </thead> <tbody> <tr> <td>Name:</td> <td>LP-PFNAME X LP-PLNAME</td> </tr> <tr> <td>Age:</td> <td>40</td> </tr> <tr> <td>Date of Birth:</td> <td>10/26/1963</td> </tr> <tr> <td>Gender:</td> <td>Male</td> </tr> <tr> <td>SSN #:</td> <td>311100001</td> </tr> <tr> <td>First Time Homebuyer:</td> <td>Yes</td> </tr> </tbody> </table>	Primary Borrower		Name:	LP-PFNAME X LP-PLNAME	Age:	40	Date of Birth:	10/26/1963	Gender:	Male	SSN #:	311100001	First Time Homebuyer:	Yes	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th colspan="2">Co-Borrower:</th> </tr> </thead> <tbody> <tr> <td>Name:</td> <td></td> </tr> <tr> <td>Age:</td> <td></td> </tr> <tr> <td>Date of Birth:</td> <td></td> </tr> <tr> <td>Gender:</td> <td></td> </tr> <tr> <td>SSN #:</td> <td></td> </tr> </tbody> </table>	Co-Borrower:		Name:		Age:		Date of Birth:		Gender:		SSN #:	
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Co-Borrower:																											
Name:																											
Age:																											
Date of Birth:																											
Gender:																											
SSN #:																											

5. Click **Finish** when done.

Warehouse Lender Release Process

Overview

A fully executed Form 996E, Warehouse Provider Release and Transfer, is required when an interim financing arrangement exists between the Seller and a Warehouse Provider. Under such an arrangement, the Warehouse Provider has agreed to provide the Seller interim financing in exchange for a security interest in, or beneficial ownership of, mortgage loans that are offered for sale to Freddie Mac. By executing and transmitting Form 996E to Freddie Mac, the Warehouse Provider agrees to release, relinquish, transfer and assign to Freddie Mac, any and all rights, title or interest, of whatever nature that the Warehouse Provider has in the Mortgages listed in Appendix 1, Schedule of Pledged Mortgage(s), or delivered with Form 996E.

Before beginning this process, you must verify that your Warehouse Provider has completed and submitted to Freddie Mac for approval an original, executed Form 990SF, Warehouse Provider Certificate of Incumbency, with Exhibit A, a resolution that authorizes identified employees to instruct Freddie Mac to transfer funds or securities to the Warehouse Provider as required in Guide Sections 6305.12 and 6305.3.

Enter Settlement Details

You are required to enter settlement details in the Selling System for the contract and the mortgage loans associated with that contract before building forms. The table below identifies the actions to take in the Enter Settlement Details screen based on the contract type.

For improved efficiency, we recommend accessing the Enter Settlement Details function from the Loan Options box within the Contract Details screen. This will reduce time spent searching for loans.

Enter Settlement Details		
Action	For Guarantor/MultiLender Contracts	For Cash Contracts
Select a set of wire instructions	N/A	Identify a set of wire instructions
Select a Servicer Identifier	Select a Servicer Identifier that is within the Designated Servicer's family. *	Select a Servicer Identifier that is within the Designated Servicer's family.*
Enter a Requested Settlement Date	The requested Settlement Date defaults to the contract's security Settlement Date	If you do not specify a requested Settlement Date, the system defaults to ASAP funding
Document Custodian	Select a Document Custodian from the drop-down menu	Select a Document Custodian from the drop-down menu

Warehouse Lender Release Process

*If you select a Servicer Identifier that is different from the Designated Servicer number, you will receive a critical edit if the validation of the Servicing Option and Designated Servicer selected for the contract fails.

See below for an example of the Enter Settlement Details screen:

Selling
Enter Settlement Details: Cash

Action
For Guarantor/MultiLender Contracts
For Cash Contracts

Example of Enter Settlement Details screen:

Selling
Enter Settlement Details: Cash

Organization: Test Unit
 Seller/Servicer: 486565
 Branch: 990841152

To update loan details, select the appropriate information to update (e.g. Wire Instructions, Servicer Identifier). Next, select your loans and click update loans.

Wire Instructions
Servicer Identifier
Requested Settlement Date (mm/dd/yyyy)
Custodian

Test.1234 (Advancial Federal Credit Union (WHL TX))
486565

9999999.Freddie Mac Designated Custodian BNYM, #2222222.Irving,Texas

Sort by clicking on header:

Seller Loan Identifier	Investor Contract Identifier	Contract Expiration Date	Requested Settlement Date	Wire Instruction	Warehouse Lender	Servicer Identifier	Custodian	Loan Reference Product Label	Interest Rate	
<input checked="" type="checkbox"/>	GR54960	33148838	11/29/2016	ASAP	Test.1234	No warehouse lender applies	486565	8995655	30-Year Fixed Rate Conventional	3.425%

Select Page
 Select All 1 Loan
 Total Selected: 1

Displaying: 1-1 of 1 Loan
 Loans Per Page: 25

Update Loans

Example of Enter Settlement Details: Results screen:

Selling
Enter Settlement Details: Results

Organization: Test Unit
 Seller/Servicer: 486565
 Branch: 990841152

The following loans have been successfully updated:

Seller Loan Identifier	Investor Contract Identifier	Contract Expiration Date	Requested Settlement Date	Wire Instruction	Warehouse Lender	Servicer Identifier	Custodian	Loan Reference Product Label	Interest Rate
GR54960	33148838	11/29/2016	ASAP	Test.1234 (Advancial Federal Credit Union (WHL TX))	Advancial Federal Credit Union (WHL TX)	486565	9999999	30-Year Fixed Rate Conventional	3.425%

[<< Back To Update Loans](#)
[<< Back To Search](#)

Warehouse Lender Release Process

Create/Build Form 996E

You are ready to build Form 996E and Appendix 1 after you have entered settlement details. Follow the steps below to Create/View Certification Forms.



Appendix 1, Schedule of Pledged Mortgages, lists mortgages to be sold to Freddie Mac. It automatically prints along with Form 996E. The Form 996E and Appendix 1 will each contain a seven-digit Form 996E ID number for tracking purposes. Both forms are required for processing and acceptance by the Warehouse Provider and by Freddie Mac

1. From the Loan Options box of the Contract Details screen, click **Build Form 996E**. The system will advance you to the Create/View Certification Forms: Build screen.

Summary of Contract Terms:				Contract Options															
Contract Name:	test	Remaining Balance:	\$91,500.00	Modify Mandatory Contract															
Investor Contract Identifier:	XXXXXXXXXX	Contract Amount:	\$500,000	Change Contract Name															
Contract Type:	Mandatory	Contract Status:	Accepted	Add Loan(s)															
Contract Product:	30-Year Fixed Rate Conventional	Accepted Date:	10/07/2015 08:12:45	Pair-off															
LTV Ratio Percent Range:	0% - <=105%	Pair off Amount:		View/Print Contract Confirmation															
Master Commitment:	XXXXXXXXXX	Expiration Date:	11/06/2015	Refresh															
Loan Amortization Period Count:	239 to 362 months	MC Type:	Flow	Contract Details															
Note Rate Percent Range:	3.500% to 4.000%	Servicing Option:	Retained	R&W Relief Summary Info															
Loan Maturity Period Count:	241 to 360 months	Servicer #:	XXXXXXXXXX	<table border="1"> <thead> <tr> <th colspan="2">Loan Options</th> </tr> </thead> <tbody> <tr> <td>Price Loan(s) Against Contract</td> <td></td> </tr> <tr> <td>Remove Loan(s)</td> <td></td> </tr> <tr> <td>Enter Settlement Details</td> <td></td> </tr> <tr> <td>Evaluate Loan(s)</td> <td></td> </tr> <tr> <td>Build Form 1034</td> <td></td> </tr> <tr> <td>Build Form 996E</td> <td>◀.....</td> </tr> </tbody> </table>		Loan Options		Price Loan(s) Against Contract		Remove Loan(s)		Enter Settlement Details		Evaluate Loan(s)		Build Form 1034		Build Form 996E	◀.....
Loan Options																			
Price Loan(s) Against Contract																			
Remove Loan(s)																			
Enter Settlement Details																			
Evaluate Loan(s)																			
Build Form 1034																			
Build Form 996E	◀.....																		
		Servicing Fee Rate:	0.250%																
		Remittance Option:	Gold																
		Total UPB:	\$408,500.00																

Interest Rate Range:	3.500%	3.625%	3.750%	3.875%	4.000%
Contract Price:	100.046	101.053	101.794	102.418	103.142

2. In the Create/View Certification Forms: Build screen, select the mortgage loans (s) to include on Appendix 1 by clicking either the check box to the left of the Investor Contract Identifier, the box to Select Page (all loans on the page), or Select All (all loans).

Tip: Click the column header for Investor Contract Identifier, Seller Loan Identifier or Primary Borrower Name. This will allow the loans to display in sequential order on Appendix 1.

Warehouse Lender Release Process

Selling
Create/View Certification Forms: Build

Choose the loans you would like to appear on the Form Indicates eMortgage 996E.

Sort by clicking on header:

<input checked="" type="checkbox"/>	Investor Contract Identifier	Seller Loan Identifier	Freddie Mac Loan Number ↓	Primary Borrower Name	Requested Settlement Date	Warehouse Lender	Wire Name
<input checked="" type="checkbox"/>					11/06/2015		

Select Page Select All 1 Loan Total Selected: 1

Displaying: 1 - 1 of 1 Loan Loans per page: 25 ↓

.....▶

3. Click **Build Form**.
4. The forms display in PDF format.

Warehouse Lender Release Process

Example of Form 996E:

Form 996E


Warehouse Provider Release And Transfer

Seller/Service Identifier: [REDACTED] Seller's Full Legal Name: [REDACTED]	Date of Print: 6/13/2016 Form 996E ID: [REDACTED]
---	--

The undersigned, as the duly authorized employee of the Warehouse Provider, hereby agrees to release and relinquish and transfer and assign to Freddie Mac any and all right, title or interest, of whatever nature, that the Warehouse Provider may have in those Mortgages listed in Appendix 1: Schedule of Pledged Mortgages, attached to or delivered together with this Form 996E (the "Pledged Mortgages"), as of the date and time Freddie Mac transmits the Purchase Proceeds in accordance with the wire transfer instructions set forth below. Such transmission evidences payments for the Pledged Mortgages being purchased by Freddie Mac from Seller/Service under Seller/Service's Purchase Documents.

The undersigned understands that Freddie Mac's obligations with respect to the Pledged Mortgages are set forth in the *Freddie Mac Single-Family Seller/Service Guide* (the "Guide"). The undersigned also understands that the wire transfer instructions below may be modified only as described in the Guide. The undersigned agrees that capitalized terms used herein and not otherwise defined herein shall have the meaning ascribed to such terms in the Guide.

The undersigned agrees that Section 6305.12 of the Guide is hereby incorporated by this reference into this Form 996E, made a part hereof and applicable to the Warehouse Provider. The undersigned further agrees that if this completed Form 996E is electronically delivered to Freddie Mac attached to an email as an Electronic Record (as defined in Guide Section 1401.2) containing a copy or representation of the undersigned's written signature, the Electronic Record of this signed Form 996E shall legally bind the Warehouse Provider and be as effective, enforceable and valid as if a paper original of this Form 996E containing the undersigned's original signature were delivered to Freddie Mac.

Warehouse Provider Full Legal Name: [REDACTED] Street Address: [REDACTED] City Name, State Code and Postal Code: [REDACTED]	Warehouse Provider Contact: [REDACTED] Phone #: _____ Fax #: _____
---	--

WIRE TRANSFER INSTRUCTIONS FOR PURCHASE PROCEEDS (Cash Delivery)

Two-party transfers
Beneficiary's Bank Name: [REDACTED] Beneficiary's Name (Final): [REDACTED]
ABA Number: [REDACTED] Beneficiary's Account Number: [REDACTED]

Further Instructions
For Attention Of: _____
Immediate Phone Advice: _____
Comments: _____

PROVIDE THE SIGNATURE, DATE, NAME AND TITLE OF THE DULY AUTHORIZED EMPLOYEE SIGNING ON BEHALF OF THE WAREHOUSE PROVIDER.

Signature of Authorized Employee: _____	Date Signed: _____
Name of Authorized Employee: _____	Authorized Employee Title: _____

Mail to: Freddie Mac
Customer & Operational Technology Services
8250 Jones Branch Dr.
McLean VA 22102

Email to: Cust_Support_996@freddiemac.com OR Freddie Mac Form 996E (06/16)

Warehouse Lender Release Process

Example of Appendix 1: Schedule of Pledged Mortgages:

Freddie Mac		Form 996E			
		Warehouse Provider Release And Transfer Appendix 1: Schedule Of Pledged Mortgages			
Seller Servicer Identifier: [REDACTED]		Date of Print: 6/13/2016			
Seller's Full Legal Name: [REDACTED]		Form 996E ID: [REDACTED]			
#	Investor Contract Identifier	Freddie Mac Loan Number	Ulster Savings Bank Loan Identifier	Primary Borrower Name	Property Address
1	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
2	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
					Total Loans(Notes): 2

Freddie Mac Form 996E (06/16)

5. Forward Form 996E and Appendix 1 (together) to the Warehouse Provider for processing.

Tip: Contact the Warehouse Provider to verify they can process your request in a timely manner. It is your responsibility to have the executed Form 996E and Appendix 1 delivered in time to fund your contract.

6. The Warehouse Provider must:
 - Review the Form 996E and Appendix 1: The Schedule of Pledged Mortgages and compare them against their records.
 - If the forms are satisfactory and accurate, an employee of the Warehouse Provider who is identified on the Warehouse Provider's Certificate of Incumbency Form 990SF, and authorized by the Warehouse Provider's governing body resolution (an "Authorized Employee") must sign and date the Form 996E. Verify that your Warehouse Provider has completed and submitted to Freddie Mac and that Freddie Mac has approved, the Certificate of Incumbency and related documents as required in Guide Sections 6305.3 and 6305.12.



Only the Warehouse Provider may deliver the Form 996E and the Appendix 1 to Freddie Mac.

Mortgage documents should be delivered directly to the Document Custodian for verification and certification pending purchase. Be sure to instruct your Warehouse Providers not to forward extraneous documents such as bailee letters with Form 996E and Appendix 1.

What Happens Next?

Freddie Mac's Customer Support 996E area will review Form 996E and Appendix 1 and compare the listing of Pledged Mortgages against mortgage data in the Selling System.

Warehouse Lender Release Process

If the information is satisfactory and complete, Freddie Mac will update the Selling System to indicate the Warehouse Lender released Form 996E. Access the View Warehouse Lender Release function to view details on the release.

If there are discrepancies with the documents received from the Warehouse Provider or data in the Selling System, we cannot process Form 996E for release in the Selling System. When this occurs, you will be contacted by Freddie Mac's Customer Support 996E area to discuss how to remedy the issue.



Tip: Freddie Mac will not review a Form 996E unless the Warehouse Provider has already submitted, and Freddie Mac has accepted, a Form 990SF, Warehouse Provider Certificate of Incumbency and related documents, as described Guide Sections 6305.3 and 6305.12.

Freddie Mac recommends Sellers review the contents of the email notification forwarded by the Warehouse Provider to verify the completeness of the documents. Missing and incomplete information will delay Freddie Mac's processing of your request.

7. Access the Selling System to verify that the Warehouse Provider has released Form 996E.

Go to the left navigation and click **Loan Pipeline** to access the Loan Pipeline search screen. Select the Advanced Search tab and click **List Loans**.

The screenshot shows the Freddie Mac Selling Loan Pipeline search interface. The left navigation menu includes 'Pricing and Contracting' and 'Loans'. Under 'Loans', 'Loan Pipeline' is highlighted with a red box. The main content area has two tabs: 'Basic Search' and 'Advanced Search'. The 'Advanced Search' tab is active, showing various search criteria fields such as 'Loan Status' (set to 'Ready To Fund'), 'Seller Loan Identifier', 'Freddie Mac Loan #', 'Primary Borrower Last Name', 'Interest Rate Range', 'Evaluation Status', 'Investor Contract Identifier', 'Pool #', 'Requested Settlement Date', 'Loan Amortization Type' (with 'Both' selected), and 'Loan Reference Product Label'. Below these fields, there are checkboxes for 'Modified Loan' and 'Converted Loan'. At the bottom of the search area, the 'List Loans' button is highlighted with a red box, along with a 'Clear Entries' button.

Warehouse Lender Release Process

- The search results display. Go to the column titled “996E Completed Date” to view the date and time the 996E was processed by Freddie Mac and released in the Selling System.

The screenshot shows a web application interface for loan management. At the top, there are buttons for 'View/Modify', 'Evaluate', 'Delete', and 'Compare with LP', along with a 'Calculate Loan Acquisition Scheduled UPB Amount' button. Below these is a navigation bar with 'Displaying: 1-25 of 58 Loans', 'First', 'Prev', '<< 1 2 3 >>', 'Next', and 'Last' buttons, and a 'Loans Per Page: 25' dropdown. A selection bar includes 'Select Page', 'Select All 58 Loans', and 'Total Selected: 0'. The main table has columns: Select, Seller Loan Identifier, Freddie Mac Loan #, Last Name, Investor Contract Identifier, Pool #, Contract Expires, UPB, Interest Rate, Loan Reference Product Label, Loan Status, Certification Status, Certification Completed Date, Edits Cleared, Edits Cleared Date, Wire Assigned, 996E Build status, 996E Created Date, and 996E Completed Date. The last column is highlighted with a red border. Three rows of data are visible, each with a checkbox in the 'Select' column.

Please allow Freddie Mac four (4) business hours from receipt of the documentation from the Warehouse Lender to review and process the request. Contact Customer Support for assistance (800-FREDDIE).

Tip: To limit your search to only Form 996E, use the View Warehouse Lender Release function located on the left navigation.

To further assist you, please access the [Form 996E and Form 1034E Document Delivery Flow job aid](#).

Good Delivery Standards for Form 996E

Meeting Freddie Mac’s good delivery standards and adhering to our delivery guidelines will facilitate timely funding. Freddie Mac must receive a fully-executed Form 996E and Appendix 1 as follows:

Guarantor/MultiLender	Cash
On or before 12:30 p.m. (ET) at least one Business Day before the Final Delivery Date.	On or before 12:30 p.m. (ET) at least one Business Day before the Funding Date or the Purchase Contract Expiration Date, whichever occurs first.

To avoid delays, work closely with your Warehouse Providers, advise them not to attach any extraneous documents, such as a “bailee letter” or Form 1034, and make them aware of Freddie Mac’s delivery timelines and applicable requirements. For more information on Freddie Mac’s good delivery standards, access the following job aid:

- [Good Delivery Standards for Cash](#)

Note Certification Process

Overview

Certification is the process of comparing Freddie Mac loan data to the physical mortgage note for discrepancies and verifying that the information on the note and supplemental documents meet Freddie Mac’s certification guidelines. The process includes reviewing the accuracy of signatures and assignment and endorsement chains.

Document Custodians are responsible for verifying certain information contained in the notes and related documents for the mortgages sold to Freddie Mac and for certifying that they have performed those verifications and that the original documents are in their possession. We refer to this process as “certification” or “certifying” the notes.

Background

You must deliver mortgage notes and any supplemental required documentation to a Document Custodian. Freddie Mac offers the following document custody options:

- Freddie Mac’s Designated Custodian (DC)
- Freddie Mac approved third-party custodian
- Act as a Freddie Mac approved self-custodian

A Seller/Servicer electing to use a Document Custodian other than Freddie Mac’s Designated Custodian must contact Freddie Mac’s Counterparty Credit Risk Management department for approval.

The following table identifies the general requirements for each custodian option.

Document Custodian	Documents you send to the Custodian
Freddie Mac’s Designated Custodian	Notes, supplemental documents and Intervening Assignments
Third-Party Document Custodian	Notes, supplemental documents and Intervening Assignments
Self-Custodian	Notes, supplemental documents and Intervening Assignments to your trust department, which has trust powers granted by your primary regulator

For more information and requirements about Third-Party or Self Custodians, please refer to Freddie Mac’s *Single-Family Seller/Servicer Guide* and the *Document Custody Procedure Handbook*, which can be found at

<http://www.FreddieMac.com/cim/handbook.html>

Certification Process for the Selling System

Required Forms and Documentation

You must deliver to the DC or your approved custodian the following:

- Note
- Form 1034E or Note Delivery Cover Sheet (must accompany each delivery of notes)

Other documents that provide additional note terms, clarify legal terms, and/or complete the required documentation for a particular mortgage:

- Addendum to the Note
- Agreement to Convert
- Assumption Agreement
- Modification Agreement
- Power of Attorney
- Name Affidavit
- Signature Affidavit
- An allonge (because it is physically a part of the note, it is not technically a supplemental document, and if endorsements are made on the allonge, they must be delivered as part of the note)

When the DC certifies and maintains the note, the original assignments must remain with the seller. When a third-party or self-custodian receives the note, the assignments must also be sent to the custodian for review and safekeeping.

You must deliver the Form 1034E – *Custodial Certification Schedule*, Form 1034ES – *Custodial Certification Schedule Summary*, or the Note Cover Sheet along with your mortgage notes to Freddie Mac’s Designated Custodian or your custodian. The Freddie Mac loan number is assigned once your loan is allocated to a contract. The selling system makes it easy to print the loan numbers on labels for you.

When using a warehouse lender, if they hold your mortgage notes, you must send them the Form 996E, *Warehouse Lender Release of Security Interest*, Form 1034E, Form 1034ES or Note Cover Sheet. They in turn will forward all applicable forms to the custodian. The warehouse lender executes the Form 996E to relinquish their rights and interests in the mortgage notes sold to Freddie Mac. The Form 996E also verifies the wiring instructions of the warehouse lender or designee. Freddie Mac must receive the fully executed Form 996E before funding will occur.

The Form 1034E, Form 1034ES and Form 996E are available in the selling system by selecting **Create/View Certification Forms** from the left navigation bar. If you are using a warehouse lender, allow enough time to send the forms to your warehouse lender and for the warehouse lender to forward Form 996E to Freddie Mac, and Form 1034E or Form 1034ES along with the mortgage notes to your custodian.

Certification Process for the Selling System

Mortgage Note Certification Process

The following information is a high-level process for the Mortgage Note Certification process. It identifies the data being compared, where to forward required forms and documents and how to troubleshoot Certification Issues.

Compare Data

When your loans are ready to be certified by Freddie Mac's Designated Custodian or your approved custodian, the certification is completed online. Freddie Mac's Designated Custodian or your custodian will:

- Verify the data. The information on each note must match the corresponding information in the selling system or applicable Form 1034E.
- Verify the note. The note must be original and complete. The note must also be originated on a Fannie Mae/Freddie Mac, a Freddie Mac, or a Fannie Mae Uniform Instrument. Access [Security Instruments](#) for a complete list of current Uniform Instruments.
- Verify the chain of endorsements (note).
- Verify the chain of assignments (security instrument).

Once the Custodian has verified the accuracy of the data and that the documents comply with Freddie Mac's requirements, the Custodian will certify the loan in the selling system.

Where to Forward Forms and Documents

If Freddie Mac's Designated Custodian certifies your mortgage notes, they should be sent via overnight delivery to the following address with Form 1034E or Form 1034ES:

Freddie Mac – Document Custodial Operations
c/o The Bank of New York Mellon Trust Company, N.A
2322 French Settlement Road, Suite 100
Dallas, TX 75212
(800) 211-2677
(800) 211-2677

The warehouse lender must forward the fully executed Form 996E to Freddie Mac by fax, email, regular mail or overnight delivery service as follows:

703-918-8003 (Fax)

Cust-Support-996@FreddieMac.com (e-mail)

The overnight mailing address is:

Freddie Mac
8250 Jones Branch Dr.
McLean, VA 22102

Certification Process for the Selling System

Certification Errors

A certification error occurs if the information on the note does not match the corresponding information in the selling system or the applicable 1034 form. If there are certification errors, you will be notified via email. When this occurs, you must access the Review Certification Issues functionality to determine the proposed changes. If the status states “Issue Outstanding,” you must accept the proposed change or correct the documentation discrepancies before the loan can be successfully certified and subsequently funded.

Create/View Certification Forms

The selling system allows you to build, edit, view and print the following forms and labels:

Document Name	Description
Form 1034E Custodial Certification Schedule	Build this form when there are less than 1000 loans included on the form.
Form 1034ES Custodial Certification Schedule Summary	Will generate when there are more than 1000 loans included on the form.
The Note Delivery Cover Sheet	This is an optional form and can be used when submitting the Form 1034ES.
Form 996E Warehouse Lender Release of Security Interest	Form 996E is required for mortgages subject to Warehousing Lender financing.
Print Labels	This option allows you to print your Freddie Mac Loan Numbers on Avery Labels #5267 to prevent you from manually writing Freddie Mac loan numbers on each individual note.

You have the option to edit the forms after they have been created. A summary Form 1034ES will generate when there are more than 1000 loans included on the form. You can view the detail when the summary form is generated in PDF format or you may export the loan detail. The selling system allows you to print your Freddie Mac Loan Numbers on Avery Labels #5267 to prevent you from manually writing Freddie Mac loan numbers on each individual note.

Freddie Mac allows you to indicate the Certification Due Date to alert your custodian when your notes should be certified. If your loans are assigned to a cash contract, the certification due date automatically defaults to the settlement date minus 2 business days. If your loans are assigned to a guarantor contract, the certification due date automatically defaults to the final delivery date minus one business day. The selling system does not pre-populate a certification due date for unallocated loans; however, you can assign a certification due date. The certification due date can be assigned or updated on the Create/View Certification Forms: Build screen.

Certification Process for the Selling System

Create Certification Forms (1000 loans or less)

Follow the steps below to create and view certification forms.

1. From the left navigation bar select **Create/View Certification Forms**. The Create/View Certification Forms: Search screen displays.

The screenshot shows the Freddie Mac Selling system interface. The left navigation bar includes sections for Pricing and Contracting, Loans, and Settlement. The 'Create/View Certification Forms' option is highlighted with a red circle. The main content area is titled 'Create/View Certification Forms: Search' and contains the following fields and options:

- First select the type of form you would like to build or view.
 - Bill of Sale and Form 1034E -- Delayed Certification (also creates the Custodial Certification Schedule)
 - Form 1034E -- Custodial Certification Schedule
 - Note Delivery Cover Sheet
- Then, find eligible loans by specifying one or more search criteria:
 - Loan Created Date: From [] to [] (mm/dd/yyyy)
 - Loans:
 - Allocated Loans
 - Unallocated Loans
 - Investor Contract Identifier: From [] to [] and/or All Accepted Contracts
 - Pool #: []
 - Requested Settlement Date: From [] to [] and/or Settlement ASAP (mm/dd/yyyy)
 - Seller Loan Identifier: []
 - Freddie Mac Loan Number: []
 - Loan Reference Product Label: []
 - Interest Rate: From []% to []%
 - Warehouse Lender: Seller/Servicer currently has no relationships with any WareHouse Lenders
 - Custodian: []
 - Loan Closing Process :
 - Both
 - eMortgage Loans
 - Paper Loans
- Standard Searches will not include Modified or Converted Loans. To include them, please check the applicable boxes below
 - Modified Loan
 - Converted Loan
- Buttons: Build Form (circled in red), Approve/View Drafts, Edit Form, View Existing Form, Print Labels, Clear

2. Select the type of form you would like to create or view.
3. Enter your search criteria.
4. Click **Build Form**. The Create/View Certification Forms: Build screen displays.



To view an existing Form 1034E, enter your search criteria and click **View Existing Form**.

Certification Process for the Selling System

Home Help News Contact Us Admin Logout FreddieMac.com

Selling
Create/View Certification Forms: Build

Choose the loans you would like to appear on the 1034E -- Custodial Certification Schedule Form. Form 1034E can be Built, Viewed or Printed in a particular sort order only when sorting on these columns: Investor Contract Identifier, Pool #, Seller Loan Identifier, Freddie Mac Loan Number, or Primary Borrower Name. Indicates eMortgage

Update Certification Due Dates to: (mm/dd/yyyy)

Sort by clicking on header:

<input checked="" type="checkbox"/>	<u>Investor Contract Identifier</u>	<u>Pool #</u>	<u>Seller Loan Identifier</u>	<u>Freddie Mac Loan Number</u> ↓	<u>Primary Borrower Name</u>	<u>Requested Settlement Date</u>	<u>Custodian</u>	<u>Certification Due Date</u>	<u>Loan Reference Product Label</u>	<u>Interest Rate</u>
<input checked="" type="checkbox"/>	123654789	A92004	E2ECST11_01	400005447	JONESEY, FRANKIE	03/15/2012	PE_BANK 9999999, FREDDIE CITY, TX	03/07/2012	30-Year Fixed Rate Conventional	5.000%
<input checked="" type="checkbox"/>	123654789	A92004	E2ECST11_02	400005448	JONESEY, JOHNNEY	03/15/2012	PE_BANK 9999999, FREDDIE CITY, TX	03/07/2012	30-Year Fixed Rate Conventional	5.000%
<input type="checkbox"/>	123654789	A92004	E2ECST11_03	400005449	JONESEY, LESLIEY	03/15/2012	PE_BANK 9999999, FREDDIE CITY, TX	03/07/2012	30-Year Fixed Rate Conventional	5.000%
<input type="checkbox"/>	123654789	A92004	E2ECST11_04	400005450	JONESEY, GEOFFRY	03/15/2012	PE_BANK 9999999, FREDDIE CITY, TX	03/07/2012	30-Year Fixed Rate Conventional	5.000%

Select Page Select All 15 Loans Total Selected: 2

Displaying: 1 - 15 of 15 Loans Loans per page: 50

[<< Back to Search](#)

- Select the loan(s) you want to produce the forms for by checking the box. You can select multiple loans from the options at the bottom of the screen.



You can sort using any of the underlined column headings before building the form. The default sort order is by Freddie Mac loan number. When building the form, ensure the loans you select are for the same Custodian.

- Click **Update and Build Form**. The appropriate form displays in a separate browser according to the sort selected.

Certification Process for the Selling System

https://pe.fmrei.com/ - Custodial Certification Schedule - Windows Internet Explorer

File Edit View Favorites Tools Help

Snagit Convert Select Share Browser WebEx Links CE Templates Inc

FreddieMac 1034E -- Custodial Certification Schedule

Custodial Certification Schedule

Custodian Number: 9999999 Date of Print: 3/13/2012
 Custodian: PE_BANK Seller Identifier: [REDACTED]
 Certification Batch Identifier: 818088100 Seller Name: PE_BANK1
 Prepared by: AIRole10_maint,Freddie Investor Contract Identifier: [REDACTED]
 Earliest Certification Due Date: 3/19/2012

Total Loans (Notes): 2 Total Note Amount: \$500,000.00

PH/LM/LN Line	Note Date	Street Address	City Name
[REDACTED]	11/1/2011	8019 Main St	McLean
Seller LN id	Service id	Note Rate Percent***	State Code
E2ECST11_01	**	5.000 %	VA
NIERS MIN id	Note Amt	Bonded First Pymt Date	Int P&I Pymt Amt***
	\$ 250,000.00	12/1/2011	\$ 1,342.05
INVR CONTRACT	Pool #	LN Maturity Date	Primary Borrower**
[REDACTED]	[REDACTED]	11/1/2041	JONESEY, FRANKIE

PH/LM/LN Line	Note Date	Street Address	City Name
[REDACTED]	11/1/2011	8020 Main St	McLean
Seller LN id	Service id	Note Rate Percent***	State Code
E2ECST11_02	**	5.000 %	VA
NIERS MIN id	Note Amt	Bonded First Pymt Date	Int P&I Pymt Amt***
	\$ 250,000.00	12/1/2011	\$ 1,342.05
INVR CONTRACT	Pool #	LN Maturity Date	Primary Borrower**
[REDACTED]	[REDACTED]	11/1/2041	JONESEY, JOHINEY

*Note: * denotes the format for the borrower name is Last name, First name Middle name
 **Note: ** denotes the seller identifier is identical to the service identifier.
 ***Note: ***For Adjustable Rate loans, the Current Interest Rate Percent will be displayed in the Note Rate Percent field, and Current Principal And Interest Payment Amount will be displayed in the initial Principal And Interest Payment Amount field

Reminder: As stated in sections 40.2.47.1, and 42.2 of the Single-Family Seller/Service Guide (the Guide), the Seller/Service must maintain a legible copy of each Note, modification or assumption/release of liability instrument, in the Mortgage files.

Please print the name of the person to contact for questions related to delivery of the loans above:

Preparer's Name:	[REDACTED]	Telephone #:	
------------------	------------	--------------	--

1034E

[Close Window](#)

7. From the menu, click **File: Print...** to print the Form 1034E.



Attach notes to the Form 1034E in the same order as they appear on the Form 1034E before you forward it to the Custodian or Warehouse Lender, if applicable.

Certification Process for the Selling System

Create Certification Forms (Greater than 1000 loans)

Follow the steps below to create and view certification forms.

1. From the left navigation bar select **Create/View Certification Forms**. The Create/View Certification Forms: Search screen displays.
2. Select the type of form you would like to create or view.
3. Enter your search criteria.
4. Click **Build Form** to create the form. The Create/View Certification Forms: Build Summary screen displays.



You can also click **View Existing Form** to view an existing form. The Create/View Certification Forms: View screen displays.

5. Select the contract(s) or loans you want to produce the forms for by checking the box. You can select multiple contracts from the options at the bottom of the screen.



You can sort using any of the underlined column headings before building the form. The default sort order is by Freddie Mac loan number.

You cannot combine unallocated and allocated loans on one Form 1034E or Form 1034ES.

Certification Process for the Selling System

- Click **Update and Build Form** or **Build Form**. A message displays that indicates your form is being created. The Form 1034ES displays according to the sort selected.
- To view loan detail in PDF format, click **PDF 1034E Loan Details** or to export the loan details, click **Export 1034E Loan Details**. The View Export Results screen displays.

Use the table below to check the progress and access your completed Export Files. To download an export file, click on the appropriate "File Name" link below. Each completed export file listed below will automatically display for 7 calendar days from date created.

File Name	Request Date/Time	Total No. Records	Export Source	Status
1034	2005-07-21 11:17:28	1288	1034E PDF	Error
1034	2005-07-21 11:16:56	1288	1034E CSV	Completed
1034	2005-07-21 11:16:05	1288	1034E PDF	Error

Note: If the file creation status results in an error, please recreate your file export.

[< Back to Export Data](#)

- Click **Refresh Export File Status** to update the export status.
- Click the filename link to view and/or save the file. The file will also be available by selecting **View Export Results** from the left navigation bar.

Print Freddie Mac Loan Number Labels

Follow the steps below to print Freddie Mac loan numbers on labels:

- From the left navigation bar select **Create/View Certification Forms**. The Create/View Certification Forms: Search screen displays.

Certification Process for the Selling System

Freddie Mac Selling
Create/View Certification Forms: Search

Organization: Test-Org
Seller/Servicer: 486565
Branch: 206473

First select the type of form you would like to build or view.

- Bill of Sale and Form 1034E -- Delayed Certification (also creates the Custodial Certification Schedule)
- Form 1034E -- Custodial Certification Schedule
- Note Delivery Cover Sheet

Then, find eligible loans by specifying one or more search criteria:

Loan Created Date: From to
(mm/dd/yyyy) (mm/dd/yyyy)

Loans:

- Allocated Loans
- Unallocated Loans

Investor Contract Identifier: From to and/or All Accepted Contracts

Pool #:

Requested Settlement Date: From to and/or Settlement ASAP
(mm/dd/yyyy) (mm/dd/yyyy)

Seller Loan Identifier:

Freddie Mac Loan Number:

Loan Reference Product Label:

Interest Rate: From % to %

Warehouse Lender: Seller/Servicer currently has no relationships with any Warehouse Lenders

Custodian:

Loan Closing Process :

- Both
- eMortgage Loans
- Paper Loans

Standard Searches will not include Modified or Converted Loans. To include them, please check the applicable boxes below

- Modified Loan
- Converted Loan

2. Enter your search criteria.
3. Click **Print Labels**. The Create/View Certification Forms: Print Labels screen displays.



You must build the 1034E *before* you can print labels.

Home Help News Contact Us Admin Logout FreddieMac.com

Selling
Create/View Certification Forms: Print Labels

Select the loans for which you would like to print labels . Indicates eMortgage

Sort by clicking on header:

<input checked="" type="checkbox"/>	Investor Contract Identifier	Pool #	Seller Loan Identifier	Freddie Mac Loan Number ↓	Primary Borrower Name	Requested Settlement Date	Custodian
<input checked="" type="checkbox"/>	123654789		UATHAPPYMINI30CONF1	400006585	MAC, AMITA	ASAP	PE_BANK 9999999, FREDDIE CITY, TX

Select Page Select All 1 Loan Total Selected: 1

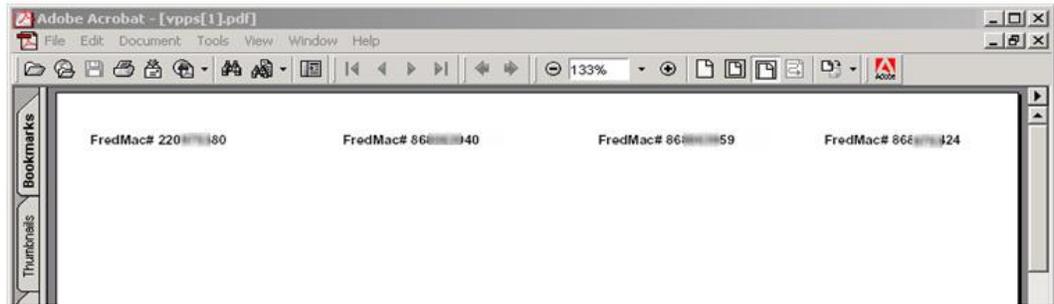
Displaying: 1 - 1 of 1 Loan Loans per page: 50

[<< Back to Search](#)

4. Select the loan(s) you want to print labels for by checking the box. You can select multiple loans from the options at the bottom of the screen.

Certification Process for the Selling System

- Click **Print Labels**. The Freddie Mac Loan Number labels display in Adobe Acrobat.



- From the menu, click **File: Print...** to print the loan number labels.



Make sure that you have inserted your Avery #5267 labels in the printer before selecting print.

Edit Certification Forms

The selling system allows you to remove loans from certification forms using the Create/View Certification Forms function. Follow the steps below to remove loans from certification forms.

- From the left navigation bar select **Create/View Certification Forms**. The Create/View Certification Forms: Search screen displays.
- Select the type of form you would like to edit.
- Enter your search criteria.
- Click **Edit Form**. The Create/View Certification Forms: Edit screen displays.

The screenshot shows the 'Selling Create/View Certification Forms: Edit' web application. The page title is 'Selling Create/View Certification Forms: Edit'. Below the title, there is a navigation menu with links for Home, Help, News, Contact Us, Admin, Logout, and FreddieMac.com. The main content area contains instructions: 'Choose the loans you would like to remove from your 1034E -- Custodial Certification Schedule Form. Form 1034E can be Built, Viewed or Printed in a particular sort order only when sorting on these columns: Investor Contract Identifier, Pool #, Seller Loan Identifier, Freddie Mac Loan Number, or Primary Borrower Name.' Below this, there is a date selection field for 'Update Certification Due Dates to:' with a calendar icon and an 'Update' button. A table with columns for Certification Batch Identifier, Investor Contract Identifier, Pool #, Seller Loan Identifier, Freddie Mac Loan Number, Primary Borrower Name, Requested Settlement Date, Custodian, Certification Due Date, Loan Reference Product Label, and Interest Rate is displayed. Two rows of loan data are shown, with the first row selected. Below the table, there are checkboxes for 'Select Page' and 'Select All 2 Loans', and a 'Total Selected: 1' indicator. At the bottom, there is a 'Remove Loans' button and a '<< Back to Search' link.

Certification Batch Identifier	Investor Contract Identifier	Pool #	Seller Loan Identifier	Freddie Mac Loan Number	Primary Borrower Name	Requested Settlement Date	Custodian	Certification Due Date	Loan Reference Product Label	Interest Rate
<input checked="" type="checkbox"/>	1743876	123654789	56321	513826658	FARRELL, JEFF	ASAP	PE_BANK 1000518, FREDDIE CITY, FL	01/09/2012	30-Year Fixed Rate Conventional	4.000%
<input type="checkbox"/>	1743876	123654789	222- TRAINING- CTE	513826659	CTE- TRAINING- TESTCASE1, WILLIAM	ASAP	PE_BANK 1000518, FREDDIE CITY, FL	01/09/2012	30-Year Fixed Rate Conventional	4.500%

Certification Process for the Selling System

5. Select the loan(s) you want to remove by checking the box. You can select multiple loans from the options at the bottom of the screen.
6. Click **Remove Loans**. The Manage Settlement Forms: Edit Confirmation screen displays.

Certification Batch Identifier	Investor Contract Identifier	Seller Loan Identifier	Freddie Mac Loan Number	Primary Borrower Name	Requested Settlement Date	Custodian
1743876	123654789	XXXXXXX	513826658	FARRELL, JEFF	ASAP	PE_BANK 1000518, FREDDIE CITY, FL

7. Click the **Certification Batch Identifier** link. The updated form opens in a separate window for you to view and/or print.

Review Certification Issues

The Custodian reviewing your mortgage notes may indicate proposed data changes or documentation discrepancies. You must access the Review Certification Issues function to accept or reject the custodian's proposed data changes. If you reject, the certification discrepancy must be resolved before the loan will fund. You must contact the custodian to resolve rejected data or documentation discrepancies. Remember to re-evaluate your loans once you clear certification issues. The procedure below will show you how to review and accept or reject certification issues.

The selling system also allows you to deallocate loans from a contract, deallocate loans from a contract and remove them from the Form 1034E, and evaluate loans with certification issues or substitute a loan by adding it to the contract. This flexibility increases efficiency by combining functions that are executed using separate steps.

1. From the left navigation bar select **Review Certification Issues**. The Settlement: Review Certification Issues screen displays with loans that have proposed data and/or documentation changes.

Certification Process for the Selling System

Select the loans you would like to Review or Deallocate.

Investor Contract Identifier	Pool #	Seller Loan Identifier	Freddie Mac Loan Number	Primary Borrower Name	Custodian Note Received Date	Certification Due Date	Type of Issue	Certification Exception Status
<input type="checkbox"/>	123654789	TST_C2_007_04	664889522	P-LNAME, P-FNAME	2/13/2012	3/14/2012	Data	None
<input type="checkbox"/>	123654789	TST_C2_007_05	664889514	P-LNAME, P-FNAME	2/13/2012	2/18/2012	Data	None
<input checked="" type="checkbox"/>	123654789	T3-E30FXCNSTPRM	664889565	BROWN, BILL	2/13/2012	3/14/2012	Data	None
<input type="checkbox"/>	123654789	T-E30FXCNSTPRM	664889476	BROWN, BILL	2/13/2012	2/11/2012	Data	None
<input type="checkbox"/>	123654789	UATEXARMPIPLN	664856225	P-LNAME, P-FNAME	1/26/2012	3/12/2012	Data	None
<input type="checkbox"/>	123654789	30YR-TEST22	664856365	TE TEST LNAME, P-FNAME	1/26/2012	4/25/2012	Data	None
<input type="checkbox"/>	Unallocated	UAT_ARM_TSTMOD	664857302	SMITH, JOHN	12/7/2011	12/7/2011	Documentation/Data	None

***This printable report will identify the data and/or documentation issues for the loans that you selected.
 Note :Some or all of the loans you selected are issues you identified over 120 days ago and cannot be viewed.

2. Select the loan(s) you want to review data and/or documentation issues for by checking the box next to desired loan(s). Or, click **Select All** to select all loans on the current screen.



You have the option to deallocate loans from the contract and remove them from Form 1034E if there are certification issues to resolve. Click the appropriate option to execute either of these actions.

3. Click **Review Issues** to view your data and/or documentation issues. The Settlement: Validate Certification Issues screen displays.

Review the loan and determine whether the note loan data is correct or not. Documentation issues do not require an electronic response. For Adjustable Rate loans, the Current Interest Rate Percent will be displayed in the Note Rate Percent field, and Current Principal And Interest Payment Amount will be displayed in the Initial Principal And Interest Payment Amount field

Loan 1 of 2

Seller Identifier/Name:	123456	Freddie Mac Loan Number:	664889522
Servicer Identifier:	123456	MERS MIN Identifier:	
Investor Contract Identifier/Pool #:	40002345/	Certification Batch Identifier:	1916953
Seller Loan Identifier:	TST_C2_007_04	Loan Reference Product Label:	30-Year Fixed Rate Conventional

Loan Data Field	Current Loan Data	Proposed Change	Accept or Reject	Certification Exceptions
City Name	McLean	Ashburn	<input checked="" type="radio"/> Accept <input type="radio"/> Reject	None

Document Issue ***Note: This is informational only. Please resolve this issue with your Document Custodian.

Certification Process for the Selling System

- Review the proposed data changes and select **Accept** or **Reject**.



If you reject a proposed data change, contact your custodian to resolve the issue.

- Click **Submit Changes** to go to the next loan or click **Skip to next loan >>** if you are not ready to accept or reject changes to the current loan. After your final loan has displayed and responses are submitted, the Settlement Certification Status Summary screen displays showing the certification status of your loans.

	Seller Loan Identifier	Freddie Mac Loan Number	Primary Borrower Name	Investor Contract Identifier	Pool #	Certified Status Type	Custodian Note Received Date	Certification Due Date
<input checked="" type="checkbox"/>	TST_C2_007_04	664889522	P-LNAME, P-FNAME	123654789		Certified	2/13/2012	3/14/2012
<input type="checkbox"/>	T3-E30FXCNSTPRM	664889565	BROWN, BILL	123654789		Issue Outstanding	2/13/2012	3/14/2012

Select Page Select All 2 Loans Total Selected: 0

Displaying: 1 - 2 of 2 Loans Loans per page: 25

Evaluate

- If you want to evaluate the loans, select the loan(s) you want to evaluate by checking the box next to desired loan(s). Or, click **Select Page** to select all loans on the current page.



Freddie Mac recommends that you evaluate the loan(s) immediately after accepting proposed data changes.

- Click **Evaluate**. The system will evaluate your loans. If you picked more than one loan, the first loan that has evaluation messages displays.
- Review the critical and/or warning messages and make your corrections to the loan data.
- Click **Save and Evaluate** to edit the loan. Once you have successfully cleared all edits on this loan, a confirmation message displays.
- Click **Next Loan (No Save)** if you have additional loans that need corrections, but you are not making any modifications to the current loan.
- Click **Finished** to indicate that you are finished evaluating your loans. The Summary of Evaluated Loans screen displays showing the Evaluation and Certification status.

Certification Process for the Selling System



If you want to add a loan due to substitution, you must build a Form 1034E. Follow the instructions in this chapter on Create/View Certification Forms. The Form 1034E will build and display only the newly added loans.

Review Certification Issues Report

The following procedure will show you how to print your certification issues report.

1. From the left navigation bar select **Review Certification Issues**. The Settlement: Review Certification Issues screen displays.

Investor Contract Identifier	Pool #	Seller Loan Identifier	Freddie Mac Loan Number	Primary Borrower Name	Custodian Note Received Date	Certification Due Date	Type of Issue	Certification Exception Status
<input type="checkbox"/>	123654789	TST_C2_007_04	664889522	P-LNAME, P-FNAME	2/13/2012	3/14/2012	Data	None
<input type="checkbox"/>	123654789	TST_C2_007_05	664889514	P-LNAME, P-FNAME	2/13/2012	2/18/2012	Data	None
<input type="checkbox"/>	123654789	T3-E30FXCNSTPRM	664889565	BROWN, BILL	2/13/2012	3/14/2012	Data	None
<input type="checkbox"/>	123654789	T-E30FXCNSTPRM	664889476	BROWN, BILL	2/13/2012	2/11/2012	Data	None
<input type="checkbox"/>	123654789	UATEXARMPIPLN	664856225	P-LNAME, P-FNAME	1/26/2012	3/12/2012	Data	None
<input type="checkbox"/>	123654789	30YR-TEST22	664856365	TE TEST LNAME, P-FNAME	1/26/2012	4/25/2012	Data	None
<input type="checkbox"/>	Unallocated	UAT_ARM_TSTM0D	664857302	SMITH, JOHN	12/7/2011	12/7/2011	Documentation/Data	None

2. Select the loans you want to view or print the report. Click **Select All** to select all loans displayed.
3. Click **Run Issue Report****. The Certification Issues Report displays in a separate window showing the Loan Data Field proposed changes and/or the Document Issues.

Investor Contract Identifier/Pool #: [redacted] Seller Loan Identifier: [redacted] Certification Batch Identifier: 1916954 Loan Reference Product Label: 30-Year Fixed Rate Conventional

Loan Data Field	Original Data	Proposed Change
Street Address	777 Main St	709 Main St

Document Issue

Certification Process for the Selling System

4. Click **Print This Page** to print a copy of the report.
5. Click **Close Window** to close the report.

Settlement Process for Cash Contracts

Chapter 10

Overview of Settlement

For the Cash program, settlement occurs when Freddie Mac purchases the mortgages. This is known in the selling system as the Funding Date. Mortgage delivery meeting Freddie Mac's good delivery standards (see below), must be made in advance to meet the established Funding Date.

By the close of business on the Purchase Contract Expiration Date, the Seller must have completed all the requirements for the sale of the mortgages to Freddie Mac. Sellers may request a specific Settlement Date for each of the mortgages sold for Cash or may elect to have settlement occur as soon as the requirements for Freddie Mac have been met ("ASAP funding"). With ASAP funding, mortgages fund individually, so you could have loans within the same contract that fund on different days.

How to Meet Freddie Mac's Good Delivery Standards

Sellers must comply with Freddie Mac's Delivery standards to ensure timely settlement. All delivery requirements must be completed no later than 12:30 pm Eastern Time (ET) on the business day before the Purchase Contract Expiration Date or the Requested Settlement Date, whichever occurs first. Sellers must ensure the following:

- All delivery data is complete and accurate
- All of the purchase edits and allocation errors identified by the selling system with respect to the mortgages must be cleared in accordance with Freddie Mac requirements
- The Notes for all mortgages in a Cash Contract must be delivered to the Document Custodian
- Wire instructions and amounts, if applicable, are correct
- Form 996E, if applicable, is executed, processed and received by Freddie Mac by 12:30 pm ET the business before the Funding Date, but no later than 12:30 pm ET the day before the Contract Expiration Date or the Requested Settlement Date, whichever occurs first.

For more information, refer to [Good Delivery Standards for Cash](#).

Settlement Parameters

The following parameters must be met in order for your loan(s) to fund:

- Purchase edits have been performed and cleared
- Loan has been allocated to a contract
- Wiring instructions have been assigned
- Note has been certified

Settlement Process for Cash Contracts

Enter Settlement Details

The requirement to enter a Requested Settlement Date is optional. If you do not enter a Requested Settlement Date, your loan will fund at the next available funding time once all settlement parameters are met. This is known as ASAP funding.

Once loans have been added to a contract, the settlement details may be entered or updated on all loans (both allocated and unallocated). The only time you will access this functionality is if you are performing any of the following:

- Enter a specific (requested) settlement date (allocated loans only)
- Assign warehouse lender wiring instructions (allocated loans only)
- Assign an alternate Servicer, other than the default Servicer. If you select a Servicer Identifier that is different from the Designated Servicer # you will receive a critical edit if the validation of the Servicing Option and Designated Servicer selected for the contract fails.
- Assign an alternate Document Custodian, other than the default Document Custodian

If you only have one set of wiring instructions, Freddie Mac will use that set as your default. In addition, your Servicer and Document Custodian will also default to your one selection if you have only one.

When selling through the Servicing Released Sales Process, you must use Freddie Mac's Designated Custodian as your Document Custodian.

Follow the steps below to Enter Settlement Details into the selling system.

1. From the left navigation bar select **Enter Settlement Details**. The Enter Settlement Details: Search screen displays.

The screenshot shows the 'Freddie Mac' interface for 'Selling' with the sub-page 'Enter Settlement Details: Search'. The left navigation bar includes sections for 'Pricing and Contracting', 'Loans', and 'Settlement'. The main search area contains the following fields and options:

- Search for loans by entering information in any one or more of the fields below:
- Loan Created Date: From [] to [] (mm/dd/yyyy)
- Loans: Allocated Loans, Unallocated Loans
- Execution Option: Cash, Guarantor / Multilender
- Investor Contract Identifier: From [] to [] or All Accepted Contracts
- Pool #: []
- Wire Instructions: [] or Loans awaiting Warehouse Lender assignment.
- Warehouse Lender: []
- Requested Settlement Date: From [] to [] and/or Settlement ASAP
- Seller Loan Identifier: []
- Loan Reference Product Label: []
- Interest Rate: From [] % to [] %
- Custodian: []
- Standard Searches will not include Modified or Converted Loans. To include them, please check the applicable boxes below.
 Modified Loan
 Converted Loan

Buttons for 'Search' and 'Clear' are located at the bottom of the search area.

Settlement Process for Cash Contracts

2. Enter your search criteria. Click **Search**. The Enter Settlement Details: Cash screen displays.

Selling
Enter Settlement Details: Cash

Organization: Test Unit
Seller/Servicer: 486565
Branch: 990841152

To update loan details, select the appropriate information to update (e.g. Wire Instructions, Servicer Identifier). Next, select your loans and click update loans.

Wire Instructions: Test,1234 (Advancial Federal Credit Union (WHL TX))
Servicer Identifier: 486565
Requested Settlement Date: (mm/dd/yyyy)
Custodian: 8995655,Test Unit,Test,Virginia

Sort by clicking on header:

Seller Loan Identifier	Investor Contract Identifier	Contract Expiration Date	Requested Settlement Date	Wire Instruction	Warehouse Lender	Servicer Identifier	Custodian	Loan Reference Product Label	Interest Rate	
<input checked="" type="checkbox"/>	GR64960	33148835	11/14/2016	ASAP	Test,1234	No warehouse lender applies	486565	8995655	30-Year Fixed Rate Conventional	3.425%

Select Page Select All 1 Loan Total Selected: 1

Displaying: 1-1 of 1 Loan Loans Per Page: 25

Update Loans

[<< Back To Search](#)

3. Enter the Requested Settlement Date and/or select the Wire Instructions for your Warehouse Lender (if applicable), Servicer # (not applicable for servicing-released sellers) and Custodian, by clicking the drop-down menus.
4. Select the loan(s) you want to update by checking the box. You can select multiple loans using the functions at the bottom of the list, Select Page or Select All Loans.
5. Click **Update Loans**. The Enter Settlement Details: Cash screen re-displays, confirming your selections.

Calculate Cash Proceeds

The cash proceeds, also known as total disbursement, are the amount you will receive for mortgages sold to Freddie Mac.

To calculate the cash proceeds, you must start with an indication price or actual price of the loan. Par is equal to 100 percent of the unpaid principal balance. Prices are shown in the selling system as a percentage of par. The amount above par is known as a premium price and the amount below par is known as a discount price.

When calculating cash proceeds, Freddie Mac will reimburse accrued interest. After Freddie Mac purchases your mortgages, the first principal and interest payment we receive from your Servicer will include one month's interest regardless of when Freddie Mac purchases the mortgages. Therefore, Freddie Mac will reimburse interest to you for the days in the purchase month that we do not own the mortgage.

Your cash proceeds include deductions and credits from Exhibit 19, *Postsettlement Delivery Fees*. If you want to view the applicable delivery fees for individual loans prior

Settlement Process for Cash Contracts

to funding, go to the Loan Pipeline's Advanced Search tab and click the Total Delivery Fee link. If want to Export the delivery fee information, select the Delivery Fee dataset. Formulas:

Term	Formula
Calculation for Premium or Discount	$[\text{Price} - \text{Par (100)}] \times (\text{UPB}) = \text{Premium or (Discount) Price}$
Accrued Interest	$(\text{Loan Acquisition Scheduled UPB}) \times (\text{Days in month that Freddie Mac did not own the mortgage}) \times (\text{Accounting Net Yield (ANY)}) \div 360 = \text{Accrued Interest}$
Delivery Fees	$\text{Basis Points} \times \text{Loan Acquisition Scheduled UPB} = \text{Delivery Fee}$ (Refer to Exhibit 19 of the <i>Single Family Seller/Servicer Guide</i>)
Total Disbursement	$\text{Loan Acquisition Scheduled UPB} + \text{Premium or (Discount) Price} + \text{Accrued Interest} = \text{Total Disbursement}$

Example 1, assume:

- \$185,000 = Loan Acquisition Scheduled UPB
- 104.630 = indication price
- June 5 settlement date
- 6.75% Accounting Net Yield (ANY)

Premium Price $(104.630\% - 100\%) \times \$185,000 = \mathbf{\$8,565.50}$

Accrued Interest $\$185,000 \times 4 \text{ days} \times 6.75\% \div 360 = \mathbf{\$138.75}$

Exhibit 19, Postsettlement Delivery Fee $0.25\% \times \$185,000$ (Loan Acquisition Scheduled UPB) = **\$462.50**

Total Disbursement $\$185,000 + \$8,565.50 + \$138.75 - \$462.50 = \mathbf{\$193,241.75}$

Example 2, assume:

- \$185,000 Loan Acquisition Scheduled UPB
- 99.200 indication price
- June 18 Funding/Settlement Date
- 5.125% ANY

Discount $(99.200\% - 100\%) \times \$185,000 = \mathbf{(\$1,480.00)}$

Accrued Interest $\$185,000 \times 17 \text{ days} \times 5.125\% \div 360 = \mathbf{\$447.72}$

Exhibit 19, Postsettlement Delivery Fee $0.25\% \times \$185,000$ (Loan Acquisition Scheduled UPB) = **\$462.50**

Settlement Process for Cash Contracts

Total Disbursement \$185,000 + (\$1,480.00) + (\$462.50) + \$447.72 =
\$183,505.22

Servicing Released Sales Process

When mortgages are sold under a Mandatory Cash or Best Efforts Contract with the Servicing Released Sales Process, Freddie Mac arranges for a Transferee Servicer, as identified by Freddie Mac, to accept a Transfer of Servicing from the Seller at the time the Seller sells the mortgage to Freddie Mac.

The requirements applicable to the sale of mortgages under the Servicing Released Sales Process are set forth in Guide Section 6101.7 and Exhibit 28A, Loan Servicing Purchase and Sale Agreement for the Servicing-Released Sales Process.

Net Funding

Net funding is the process by which Freddie Mac funds contracts and loans sold under the Servicing Released Sales Process. Freddie Mac will deduct the amount of the funding adjustments (escrow deposits, unapplied temporary subsidy buydown funds, interest adjustments, the Servicing Spread, tax service fees, transaction fees and other funds due the servicing buyer) from the sales proceeds paid by Freddie Mac for each mortgage sold servicing released. See Guide Section 6101.7 and below for additional information regarding funding adjustments. Funds due the servicing buyer are wired to them on the same day Freddie Mac funds your loans.

Escrow Funds

If the borrower's monthly payment includes escrow amounts, you will enter the total amount of escrow funds collected from the borrower at closing less the aggregate amount (see HUD I lines 1000–1008) in the Other Funds Collected at Closing Detail container of the Create/Modify loan screen. These funds represent any disbursements due the collection authority after 60 days of the servicing transfer. For more information, refer to the [Servicing Transfer Instructions User Guide](#).

Unapplied Buydown Funds

If the mortgage was originated with a temporary buydown you must enter the amount of the unapplied temporary buydown subsidy in the Other Funds Collected at Closing Detail container of the Create/Modify loan screen. For more information, refer to the [Servicing Transfer Instructions User Guide](#).

Settlement Process for Cash Contracts

Interest Adjustment

The selling system calculates the interest adjustment based on whether the loan falls under scenario A or B as described below.

Scenario A

The Freddie Mac Funding/Settlement Date is in the same month as the last paid installment due date, and the Funding/Settlement Date falls between the first and the tenth of the month.

Example: Interest Adjustment Components for Scenario A	
Loan Details	Amount/Rate/Date
Loan Acquisition Scheduled UPB	\$137,000
Note Rate Percent	7.500%
Accounting Net Yield	7.250%
Note Date	10/01/2011
Funding/Settlement Date	10/05/2011
Last Paid Installment Due Date	10/01/2011
Scheduled First Payment Date	11/01/2011

Interest Adjustment Calculation:

In this scenario, there would be no interest due the servicing buyer. You will have a zero (\$0.00) dollar funding adjustment.

The servicing buyer will collect a payment from the borrower prior to their first required reporting cycle to Freddie Mac; therefore, you do not owe any interest to the servicing buyer.

Scenario B

The Freddie Mac Funding Date is in the month prior to the Interest Paid to Date.

Example: Interest Adjustment Components for Scenario B	
Loan Details	Amount/Rate/Date
Loan Acquisition Scheduled UPB	\$137,000
Note Rate Percent	7.500%
Accounting Net Yield Rate	7.250%
Note Date	10/02/2011
Funding/Settlement Date	10/11/2011
Last Paid Installment Due Date	11/01/2011
Scheduled First Payment Date	12/01/2011

Settlement Process for Cash Contracts

Interest Adjustment Calculation:

Funded Loan Acquisition Scheduled UPB x Accounting Net Yield (Note Rate– Servicing Fee) divided by 12.

$$\$137,000 \times 7.25\% \div 12 = \$827.71$$

In this scenario, you will see a funding adjustment of \$827.71.

In this example, the servicing buyer will not be collecting a payment before their first required reporting cycle to Freddie Mac, so the one month's interest will be forwarded to them. You will be made whole by collecting interest from the borrower through the end of October and Freddie Mac has funded nine days of interest in the settlement proceeds.

Servicing Spread Adjustment

To compute the servicing spread adjustment, you must first determine which scenario sequence (A or B) the loan falls under.

Scenario A

The Freddie Mac Funding/Settlement Date is in the same month as the last paid installment due date, and the Funding/Settlement Date falls between the first and the tenth of the month.

Example: Servicing Spread Adjustment Components for Scenario A	
Loan Details	Amount/Rate/Date
Loan Acquisition Scheduled UPB	\$137,000
Note Rate Percent	7.500%
Accounting Net Yield	7.250%
Note Date	10/05/2011
Last Paid Installment Due Date	10/01/2011
Scheduled First Payment Date	11/01/2011

Servicing Spread calculation:

Loan Acquisition Scheduled UPB x .0025 (Servicing Fee) x the number of days from the first of the month to the Freddie Mac Funding/Settlement Date (not including the Funding/Settlement Date) divided by 360.

$$\$137,000 \times .0025 \times (-) 04 \text{ days} \div 360 = -\$3.81$$

In this scenario, you will see a funding adjustment of -\$3.81. The funding adjustments will appear as a credit on the Loan Purchase Statement and Funding Details Report.

You earn any and all servicing income as a result of owning the mortgage loan in a given month up to the date of settlement. In this example, you are due servicing fee earned from 10/01/11 thru 10/05/11.

Settlement Process for Cash Contracts

Scenario B

The Freddie Mac Funding/Settlement Date is in the month prior to the last payment installment due date.

Example: Servicing Spread Adjustment Components for Scenario B	
Loan Details	Amount/Rate/Date
Loan Acquisition Scheduled UPB	\$137,000
Note Rate Percent	7.500%
Accounting Net Yield	7.250%
Funding/Settlement Date	10/11/2011
Last Paid Installment Due Date	10/01/2011
Scheduled First Payment Date	12/01/2011

Servicing Spread Calculation:

Loan Acquisition Scheduled UPB x .0025 (Servicing Fee) x the number of days from the Freddie Mac Funding/Settlement Date through the end of the month (including the Funding/Settlement Date) divided by 360.

$$\$137,000 \times .0025 \times 22 \div 360 = \$20.93$$

In this scenario you will see a funding adjustment on both the Loan Purchase Statement and the Funding Details Report in the amount of \$20.93.

The Servicing buyer is due the servicing fee earned starting from the Freddie Mac Funding/Settlement Date forward. This amount is included in the funds Freddie Mac wires to the Servicing buyer.

Tax Service Fee

The tax service fee varies per Servicing buyer. Refer to the Servicing Released Sales Process Servicing Transfer Instructions for a list of servicing buyers and their specific tax service Fee. This fee is a funding adjustment deducted from your sales proceeds and wired to the Servicing buyer by Freddie Mac.

Transaction Fees

The transaction fee is a fee due the servicing buyer for the initial costs associated with setting up the mortgage. The fee due each participating servicing buyer is \$150 and is subject to change. This fee is a funding adjustment deducted from your sales proceeds and wired to the Servicing buyer by Freddie Mac. Refer to the Servicing Released Sales Process Servicing Transfer Instructions for more information or changes to the transaction fee.

Settlement Process for Cash Contracts

View Settlement Statements

The selling system generates reports that are available to you when your loans fund. These reports are available on the Funding/Settlement Date. Access the reports using the View Settlement Statements link on the left navigation bar. The following reports are available:

- The Loan Purchase Statement discloses the total amount of the wire disbursement including settlement interest and contract price.
- The Funding Detail Report provides detailed loan information for accounting and investor reporting purposes.

Follow the steps below to view your settlement statements.

1. From the left navigation bar select **View Settlement Statements**. The View Settlement Statements: Search screen displays.

The screenshot shows the 'View Settlement Statements: Search' interface. The top navigation bar includes links for Home, Help, News, Contact Us, Admin, Logout, and FreddieMac.com. The left sidebar contains a menu with 'Pricing and Contracting' (Request FM Price Sheet, Take Out Cash Contract, Take Out Guarantor Contract, Add Loans to Contract, Remove Loans from Contract, Pair-Off Contract, Manage Templates, Import Guarantor Contracts, View Import, Contract Results) and 'Loans' (Loan Pipeline, Create New Loan, View Evaluation, Issues). The main content area is titled 'Select Contracts' and includes the following fields: Execution Type (radio buttons for Cash, Guarantor, Multilender, Guarantor/Multilender), Contract Name, Investor Contract Identifier, Seller Loan Identifier, Pool #, and Settlement Date (From and To date pickers). A 'View Contracts' button is highlighted with a red box.

2. Enter your search criteria.
3. Click **View Contracts**. The View Settlement Statements screen displays.

Settlement Process for Cash Contracts

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Selling
View Settlement Statements

The combined total of all loans in the contracts you select to View cannot exceed 15,000.
The combined total of all loans in the contracts you select to Export cannot exceed 60,000.

Select Contracts

Execution Type: Cash Guarantor Multilender Guarantor/Multilender

Contract Name:

Investor Contract Identifier:

Seller Loan Identifier:

Pool #:

Settlement Date: From: to
(mm/dd/yyyy) (mm/dd/yyyy)

<input type="checkbox"/>	Contract Name	Investor Contract Identifier	Settlement Date	Status
<input type="checkbox"/>			2012-02-13	Accepted
<input type="checkbox"/>			2012-02-06	Accepted
<input type="checkbox"/>	CD25ST		2012-02-13	Accepted
<input type="checkbox"/>			2012-02-06	Accepted
<input type="checkbox"/>	t1		2012-02-06	Accepted
<input type="checkbox"/>	T2		2012-02-13	Accepted

Total Loans Selected: 2

Select Page Total Selected: 1

Displaying: 1 - 6 of 6 contracts contracts per page: 25

- Select the contract you want to access by clicking the check box for specific contracts or Select Page for all the contracts displayed on the page you are viewing.
- Click the **View Purchase Statements** tab to view the Loan Purchase Statement or click the **View Funding Details** tab to view the Funding Details Report. The reports will display in Adobe Acrobat format.

Example of a Loan Purchase Statement

vpps[1].pdf - Adobe Acrobat Pro

File Edit View Document Comments Forms Tools Advanced Window Help

Create Combine Collaborate Secure Sign Forms Multimedia Comment

1 / 1 75% Find

Freddie Mac Loan Purchase Statement

Seller Name PE_BANK1
Seller Identifier [REDACTED]
Organization ID 73209
Seller Address 8000 JONES BRANCH DRIVE
COMMENT, FREDDIE CITY TX 99999

Contract Name T2
Investor Contract Identifier [REDACTED]
Contract Expiration Date February 27, 2012
Contract Amount \$ 500,000.00
Contract Outstanding Balance \$ 65,522.68

Remittance Option Gold
Prepayment Remittance Due Days 5
Participation Percent 100.000%
Contract Product 30-Year Fixed Rate Conventional

Settlement Summary

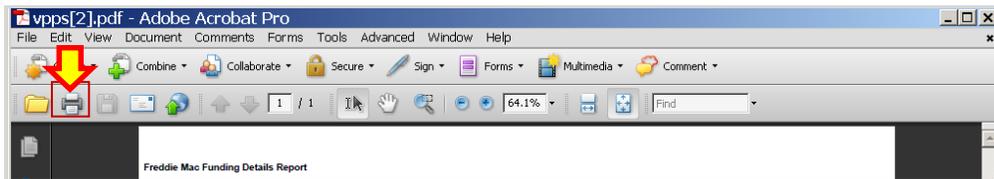
Seller Loan Identifier	FHLMC Loan Number	Base Price	Net Price	Interest Rate	Accounting Net Yield	Principal Purchased	Accrued Interest	Total Fees	Premium (Discount)	Total Disbursement
Funds wired to:										
A/C Name: XXX BANK 0260095XX 0260095XX on 02/13/2012 12:00 AM										
		105.240%	105.240%	5.000%	4.750%	200,747.67	332.10	2,097.48	13,088.25	221,070.54
		105.240%	105.490%	5.000%	4.750%	234,729.65	355.62	1,685.46	14,023.13	237,423.14
						\$ 434,477.32	\$ 687.72	\$ 3,782.94	\$ 27,111.38	\$ 436,435.68
						\$ 434,477.32	\$ 687.92	\$ 3,782.94	\$ 27,111.38	\$ 436,435.68

Settlement Process for Cash Contracts

Example of a Funding Details Report

Seller Loan Identifier	FLMC Loan Number	P & I Payment Amount	Last Paid Installment Due Date	Interest Rate	ANY Rate	Remaining Maturity Period Count	Principal Purchased	
		1,127.33	02/01/2012	5.000%	4.750%	359	255,747.87	
		1,207.85	02/01/2012	5.000%	4.750%	359	224,729.65	
Sub Total								\$ 484,477.52
Grand Total								\$ 484,477.52

- To print either the Loan Purchase Statement or the Funding Details report, click the **Printer Icon** in the toolbar.



Export Funding Details

- From the left navigation bar select **View Settlement Statements**. The View Settlement Statements screen displays.

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Freddie Mac Selling View Settlement Statements

Pricing and Contracting
Request FM Price Sheet
Take Out Cash Contract
Take Out Guarantor Contract
Add Loans to Contract
Remove Loans from Contract
Pair-Off Contract
Manage Templates
Import Guarantor Contracts
View Import
Contract Results

Loans
Loan Pipeline
Create New Loan
View Evaluation Issues
View Evaluation Results

The combined total of all loans in the contracts you select to View cannot exceed 15,000.
The combined total of all loans in the contracts you select to Export cannot exceed 60,000.

Select Contracts
Execution Type: Cash Guarantor Multilender Guarantor/Multilender
Contract Name:
Investor Contract Identifier:
Seller Loan Identifier:
Pool #:
Settlement Date: From: 02/01/2012 to 02/20/2012
(mm/dd/yyyy) (mm/dd/yyyy)

View Contracts

- Enter your search criteria. Click **View Contracts**. The View Settlement Statements screen displays.

Settlement Process for Cash Contracts

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Selling
View Settlement Statements

The combined total of all loans in the contracts you select to View cannot exceed 15,000.
The combined total of all loans in the contracts you select to Export cannot exceed 60,000.

Select Contracts

Execution Type: Cash Guarantor Multilender Guarantor/Multilender

Contract Name:

Investor Contract Identifier:

Seller Loan Identifier:

Pool #:

Settlement Date: From: to
(mm/dd/yyyy) (mm/dd/yyyy)

<input type="checkbox"/>	Contract Name	Investor Contract Identifier	Settlement Date	Status
<input type="checkbox"/>			2012-02-13	Accepted
<input type="checkbox"/>			2012-02-06	Accepted
<input type="checkbox"/>	CD25ST		2012-02-13	Accepted
<input type="checkbox"/>			2012-02-06	Accepted
<input type="checkbox"/>	t1		2012-02-06	Accepted
<input checked="" type="checkbox"/>	T2		2012-02-13	Accepted

Total Loans Selected: 2

Select Page Total Selected: 1

Displaying: 1 - 6 of 6 contracts contracts per page: 25

3. Select the contract you want to export by clicking the check box for specific contracts or Select Page for all the contracts displayed on the page you are viewing.
4. Click **Export Funding Details**. The Export Funding Details screen displays.
5. Select the **File Format** you desire.
6. Click **Export File**. A window appears asking if you want to “Open this file from its current location” or if you want to “Save this file”.

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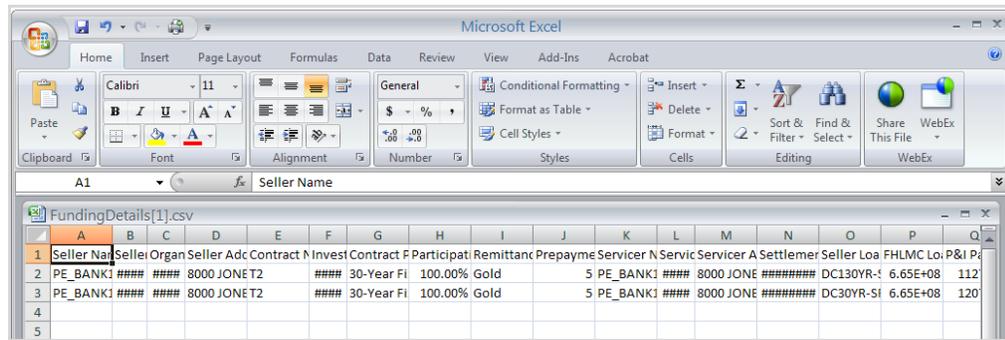
Selling
Export Funding Details

To export funding details choose a file format and click on Export File.

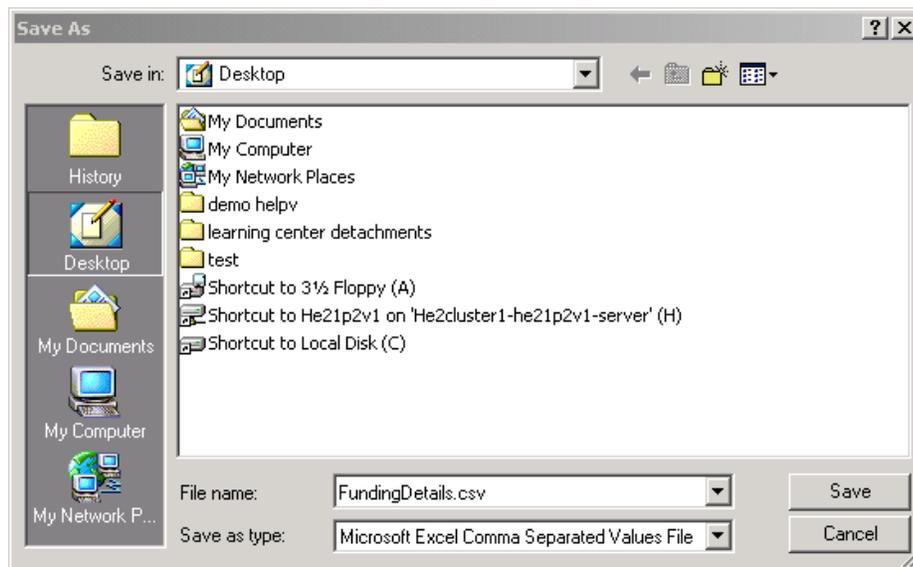
File Format:

7. Make your selection.
8. If you choose “Open this file from its current location,” the Funding Detail data will open in the comma delimited program chosen, for example, Excel.

Settlement Process for Cash Contracts



9. If you choose “Save this file,” the Save As window appears. Type in the name of your file in the **File Name** field and click **Save**.



10. When the download is complete, you will be able to open the file or close the window. To view your file, access it the same way you access other files on your computer.