

This quick reference provides information on the following topics regarding requesting reimbursement for expenses related to default management:

- How to submit your expense reimbursement claims
- When to submit your expense reimbursement claims for REO and non-REO activity
- How to facilitate the processing of your mortgage insurance (MI) claims for Freddie Mac loans

Please note that this quick reference does not reflect all of the requirements you must adhere to when requesting reimbursement for expenses for Freddie Mac loans. For additional information refer to Chapter 9701 in the *Single-Family Seller/Servicer Guide* (Guide) and our *Expense Reimbursement Desk Reference*. If you have questions about the expense reimbursement process, contact (800) FREDDIE.

How to Submit Your Expense Reimbursement Claims

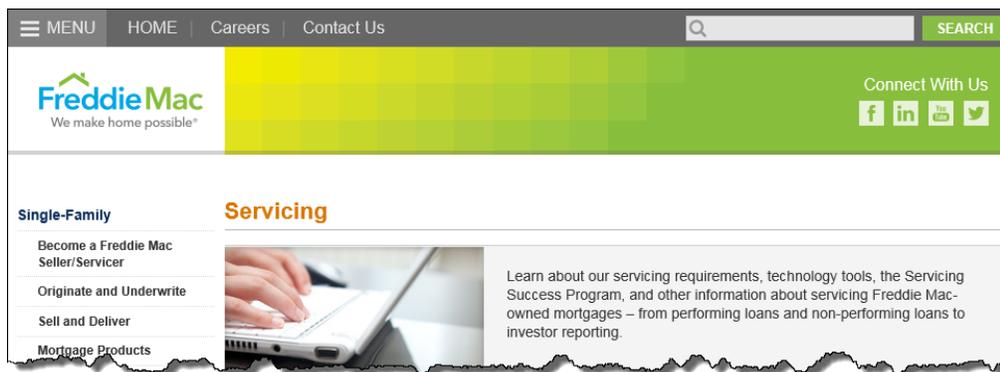
You are required to submit all of your expense reimbursement claims via the Reimbursement System available on FreddieMac.com.

How to Obtain Your User ID and Password for the Reimbursement System

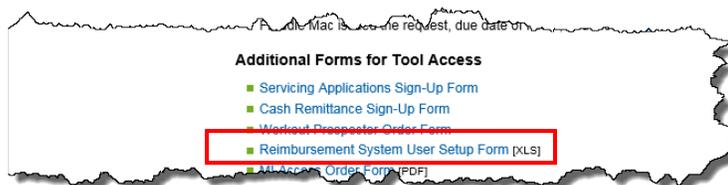
If you do not already have access to the Reimbursement System, a vice president or more senior officer from your organization must complete Form 1200, *Reimbursement System User Setup Form*, to designate an individual in your organization to serve as system administrator. The system administrator will obtain an initial user ID, vendor code and password from us for your organization, and will be responsible for administering user IDs, the vendor code, and passwords in accordance with the *Freddie Mac Reimbursement System User's Guide*. For additional information, refer to Chapter 9701 of the Guide.

To access Form 1200, perform the following steps:

1. Access the Servicing page at the following URL on FreddieMac.com: <http://www.freddiemac.com/singlefamily/service/>. The following displays.



2. Scroll down and click on the Reimbursement System User Setup Form.



The *Reimbursement System User Setup Form* displays.

- Complete and return the form to Reimbursement_System_Setup@FreddieMac.com or fax it to 571-382-4919.

When to Submit Your Expense Reimbursement Claims

Reimbursement requests for non-REO, REO, and mortgage modification expenses have different submission types and timeframes.

Non-REO Expenses

Refer to the following table to determine when you must submit your claims for non-REO expenses.

Expense Type	Submission Type	Submission Timeframe
Filed to request reimbursement of expenses you incurred for a short sale or charge-off	Final	We must receive the claim within 45 calendar days after the completion of the non-REO workout activity or event.
Filed to request reimbursement of an expense omitted from the final claim; usually a delayed invoice you received for a short sale or charge-off	Supplemental	We must receive the claim no later than 60 calendar days from the completion of the non-REO activity or event.

REO Expenses

Refer to the following table to determine when you must submit your claims for REO expenses.

Expense Type	Submission Type	Submission Timeframe
Filed to request reimbursement of expenses incurred up to and including the foreclosure sale date. Reimbursable expenses include, but are not limited to, incurred legal fees and costs.	Initial	We must receive the claim within 45 days after the foreclosure sale date. (Refer to Guide Sections 9301.38 and 9209.8 regarding reporting requirements for foreclosure sale results and deed-in-lieu of foreclosure transactions.)
Filed to request expenses incurred after the foreclosure sale date but prior to the settlement of the sale of the REO	Supplemental	You may submit any time after the foreclosure sale date, but no later than 60 days after the settlement of the sale of the REO.
Filed to request reimbursement of allowable expenses incurred after the foreclosure sale date	Final	

Mortgage Modification Expenses

You must submit all mortgage modification related expenses in the initial claim. The exception to this would be for recordation fees, which may be submitted on a supplemental claim. Mortgage modification expenses are limited to mortgage modifications that have a settlement date in Freddie Mac's systems.

Refer to the following table to determine when you must submit your claims for mortgage modification expenses.

Expense Type	Submission Type	Submission Timeframe
Filed to request reimbursement of expenses related to a mortgage modification. Expenses are reimbursable per the guidance provided in Guide Section 9206.15.	Initial	We must receive the claim no later than 90 days from the mortgage modification settlement date provided in Freddie Mac systems.
Filed to request reimbursement of recordation fees related to a mortgage modification. Expenses are reimbursable per the guidance provided in Guide Section 9206.15.	Supplemental	We must receive the claim no later than 180 days from the mortgage modification settlement date provided in Freddie Mac systems.

Mortgage Insurance Claims

Freddie Mac will file a claim for loss with the MI if the mortgage is covered by mortgage insurance and will manage the claims payment process with the MI. Specifically, we use the data you submit to determine the expenses we claim. You must provide all information and documentation pertaining to the claim to the MI no later than 60 days after the foreclosure sale, short sale or acceptance of a deed-in-lieu of foreclosure, or within any shorter time frame as specified by the mortgage insurance master policy or by Freddie Mac.

You must file all mortgage insurance claims on FHA, VA and Rural Housing Service (RHS) mortgages.

To facilitate the processing of Freddie Mac MI claims, you must take the following actions when preparing and submitting your claims.

- Submit your claims via the Reimbursement System within the timeframes outlined in Section 9701.5 of the Guide. Late filing may result in a reduction in claim proceeds and Freddie Mac, in turn, may reduce your claim in the event your submissions are late.
- Ensure that your claim is accurate and complete. Missing or inaccurate information delay your reimbursement.
- Provide the correct expense codes. Refer to Exhibit 74, *Expense and Income Codes for Expense Reimbursement Claims*, in the Guide for a complete listing of expense and income codes. If expenses are not coded correctly, the mortgage insurance companies may ask you for more information or documentation.
- Document the “from” date and “to” date for foreclosure fees and costs correctly.
- Provide any requested supporting documentation to the MI company or Freddie Mac, as applicable.

If You Receive a Mortgage Insurance Premium Refund

The MI companies should send mortgage insurance premium refunds directly to Freddie Mac. However, if you receive a mortgage insurance premium refund, document the mortgage insurance premium refund using income code 815050, Mortgage Insurance Premium Refund.

If you receive the refund after you have submitted the final claim to Freddie Mac, you must send a check, referencing the Freddie Mac loan number, to us at the following address:

JP Morgan Chase Bank
131 S. Dearborn – 6th Floor
Chicago, IL 60603
Attn: Freddie Mac / 93434

Notice of Default Fee

The Notice of Default (NOD) fee on the *Servicer Non-Performing Loans Invoice* includes MI curtailments that are billable to the Servicer. Examples include, but are not limited to, expenses incurred due to untimely delays in notice of default, foreclosure completion, and acquiring the title.

To appeal the NOD fee, contact the MI company directly and provide documentation regarding the MI curtailment. Most MI companies allow 60 days to appeal the curtailment. If the MI company approves the appeal, contact Freddie Mac. When Freddie Mac receives the funds from the MI company, Freddie Mac will remove the fee from the *Servicer Non-Performing Loans Invoice* for primary workout and pool claims.

REO primary MI curtailments are not billed on the *Servicer Non-Performing Loans Invoice*. Therefore, adjustments to these curtailments will be reflected through a separate billing process.