



MultiSuite® System Administrator User Verification and Certification

Instructions

Every six months, during the months of January and June, or more frequently if required by Freddie Mac, the Seller/Service's MultiSuite System Administrator must review the system record for each Seller/Service user in the MultiSuite Online Registration system. The system administrator has access to MultiSuite Online Registration through a link located on the MultiSuite Information page under the Tools & Resources navigation section. The system administrator must verify that each user is an active user and a current employee with the appropriate access for the user's roles and responsibilities. In addition, the system administrator must ensure that all user contact information, including the user's email address, is correct. Upon completion of this review and verification, the system administrator must sign the certification below.

The completed MultiSuite Change Notification Form must be submitted bi-annually by January 31 and June 30 of each calendar year to the address set forth below, or more frequently if required by Freddie Mac.

*Multifamily New Business Operations/Multifamily Loan Production Support
Freddie Mac
8100 Jones Branch Drive, M/S B4Q
McLean, Virginia 22102*

Seller/Service Information

Seller/Service Number	Other Seller/Service numbers used by this institution
Seller/Service Name	

MultiSuite System Administrator Information

Name	Telephone Number
Title	Fax Number

Certification

The undersigned hereby certifies that the users with MultiSuite access as reflected in the MultiSuite Online Registration System on _____, 2____, reflects active users who are current employees with appropriate application access and authority level based on their roles and responsibilities, and that the MultiSuite Online Registration application contains complete and correct contact information.

Original signature of Seller/Service's authorized representative	/ /
Name (typed or printed)	Date ()
Title (typed or printed)	Telephone number