

# Single-Family Form 1107SF

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## Seller/Servicer Change Notification

### Instructions

A Seller/Servicer must submit this form in accordance with the requirements of Chapter 4 in the *Single-Family Seller/Servicer Guide*.

**Notice:** Submission of this form does not constitute Freddie Mac approval of the change. Freddie Mac reserves the right to require additional information.

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#### WHAT TO SUBMIT

Notification of each change must be submitted to Freddie Mac in accordance with the requirements of the *Single-Family Seller/Servicer Guide* (Guide). Please attach additional sheets where necessary when completing this form.

Type of Changes	Submit Section(s)
Name, address, fiscal year-end, charter, management, auditor, affiliates, insurance claims or modifications, or a change not covered elsewhere on the Form 1107	A
Merger, acquisition, transfer of stock, transfer of assets to non-Freddie Mac approved entities, merger or acquisition of your parent, related servicing relationships	B
Regulatory actions, management actions, judgments, and new or terminated business relationships	C

#### WHEN TO SUBMIT

- No less than 75 Business Days prior to a proposed transfer of assets without accompanying liabilities to an entity that is not Freddie Mac-approved OR assets of a Mortgage-related function without the transfer of accompanying liabilities to an entity that is not Freddie Mac-approved.
- See Guide Section 4.8.1(c) for required timing on reporting of insurance claims or modifications
- See Guide Section 4.11 for required timing on all other changes.

#### WHERE TO SUBMIT

Please refer to Guide section 4.11 to determine where to submit your Form 1107SF.

When a change in a Seller/Servicer's organization also involves a Transfer of Servicing, the Seller/Servicer must comply with all requirements for a Subsequent Transfer of Servicing in the Guide, including the requirement that the request for approval of the transfer be submitted to Freddie Mac to the address referenced in Guide Section 56.3 at least 30 Business Days prior to the requested transfer date.

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## DEFINITIONS

### Ownership:

“Minority-owned institution” means an institution in which

- More than 50 percent of the ownership or control is held by one or more minority individuals, and
- More than 50 percent of the net profit or loss accrues to one or more minority individuals

“Women-owned institution” means an institution in which

- More than 50 percent of the ownership or control is held by one or more women, and
- More than 50 percent of the net profit or loss accrues to one or more women, and
- A significant percentage of the senior management positions are held by women

“Community-oriented lending institution” is an institution that has as a primary mission promoting community development. Community-oriented lending institutions include, without limitation,

- Community development financial institutions
- Community development corporations
- State and local housing finance agencies or other state and local instrumentalities engaged in financing housing in targeted areas or for targeted populations
- Non-profit institutions (including credit unions) engaged in financing housing in targeted areas or for targeted populations
- Low-income credit unions which serve predominantly low-income members (as defined by the National Credit Union Administration Board pursuant to section 101[5] of the Federal Credit Union Act, 12 USCS § 1752 [5]).

### Merger:

Institutions that have been combined with one or more companies through either:

- Pooling of interests (accounts are combined)
- Purchase (amount paid over and above the acquired company’s book value is carried on the books of the purchaser as goodwill)
- Consolidation (new company is formed to acquire net assets of the combining companies)

Note: Mergers are typically combinations in which one of the companies survives as a legal entity.

### Acquisition:

An institution taking over a controlling interest in another institution.

**Subprime Mortgage:** (To be used solely for purposes of completing the Form 1107SF)

A first or second Mortgage secured by real property that is made to Borrowers with significant past or current credit problems or to Borrowers with unconventional borrowing needs, with an original unpaid principal balance that does not exceed the maximum original loan amount for Mortgages eligible for delivery to Freddie Mac.

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**SECTION A  
MISCELLANEOUS CHANGES**

SELLER/SERVICER CURRENT INFORMATION	
Seller/Service Number 	Additional Seller/Service Numbers Assigned to This Institution (exclude subservicing arrangements)
Seller/Service Name	
Date Fiscal Year Ends (Month/Day/Year)	
Principal Office Address	Mailing Address (if different from principal address)

**POST-CHANGE INFORMATION. COMPLETE ONLY IF CHANGED.**

1. **Timing.** Effective date of changes identified in this section \_\_\_\_\_
2. **Charter change** from \_\_\_\_\_ to \_\_\_\_\_  
(Such as a state-chartered bank changing to a federally chartered bank or a savings bank to a commercial bank.)  
New identification number: \_\_\_\_\_ (**Note:** Your identification number will be one of the following based on your institution type: (1) Commercial Bank - FRSID Number; (2) Credit Union - Charter Number; (3) Savings & Loan - Docket #; (4) Savings Bank - FRSID Number (if FDIC is your regulator) or Docket # (if OTS is your regulator))
3. **Conversion** from \_\_\_\_\_ to \_\_\_\_\_  
(Such as a thrift institution converting from mutual to stock form)  
New identification number: \_\_\_\_\_
4. **Changes/additions to Chief Executive Officer, Chief Financial Officer, and division heads or equivalents in the following Mortgage-related functions: production, underwriting, secondary marketing, servicing, primary Freddie Mac business contact, and Loan Prospector business contact.**

Name	E-mail Address	Date of Birth
Title	Telephone # ( ) Fax # ( )	Social Security Number
Name	E-mail Address	Date of Birth
Title	Telephone # ( ) Fax # ( )	Social Security Number

5. **External auditor.** This section must be completed even if the Seller/Service is not required to submit audited financial statements to Freddie Mac.

Name of New Auditor	
Address	
Contact Person	Telephone Number ( )
Date and Reason for Change	

6. **Insurance:**
  - a) Has any single act of embezzlement, theft of funds or fraud or mortgagee's E&O loss caused a loss exceeding \$100,000, whether or not Freddie Mac's interests are affected or a claim is filed with the insurer?  Yes  No

If yes, please provide the following information:

Date of loss \_\_\_\_\_ Amount of Loss \_\_\_\_\_

Description/explanation of loss:

\_\_\_\_\_

- b) Have you received notice from the insurer that the insurer has taken or intends to take action to cancel, reduce, not renew or restrictively modify the Seller/Service's fidelity and/or E&O insurance for any reason?  Yes  No

If yes, you must include a copy of the insurer's notice and detail the reasons below for the insurer's action or intended action if not stated in the insurer's notice.

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How will you obtain replacement coverage or otherwise satisfy Freddie Mac's insurance requirements?

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7. **Other changes** not included elsewhere on Form 1107SF:

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**SECTION B  
ORGANIZATIONAL CHANGE**

SELLER/SERVICER CURRENT INFORMATION					
Seller/Servicer Number 		Additional Seller/Servicer Numbers Assigned to This Institution (exclude subservicing arrangements)			
Seller/Servicer Name			Date Fiscal Year Ends (Month/Day/Year)		
Principal Office Address		Mailing Address		Surviving Entity	
				Yes	No

CURRENT INFORMATION OF OTHER INSTITUTION INVOLVED					
Seller/Servicer Number (if applicable) 		Additional Seller/Servicer Numbers Assigned to This Institution (exclude subservicing arrangements)			
Institution Name			Date Fiscal Year Ends (Month/Day/Year)		
Principal Office Address		Mailing Address		Surviving Entity	
				Yes	No

**POST-CHANGE INFORMATION. COMPLETE ONLY IF CHANGED.**

1. **Timing.** Effective date of changes identified in this section \_\_\_\_\_

2. **Type of organizational change(s):**

- Merger involving the Seller/Servicer (**Merger - see instruction page for definition.**)
- Acquisition involving the Seller/Servicer. (**Acquisition - see instruction page for definition.**)
- Merger/Acquisition involving the Seller/Servicer's parent company
- Consolidation (including a regulatory agency-assisted transaction)
- Ownership Change (Transfer of stock that results in any person or entity directly or indirectly owning stock having more than 50 percent of the total voting rights of all outstanding stock.)
- Transfer of assets without any accompanying liabilities to
  - A Freddie Mac-approved Seller/Servicer or
  - An entity that is not a Freddie Mac-approved Seller/Servicer

Please complete the following information on the resultant entity if different from current information stated above.

Seller/Servicer Name		Date Fiscal Year Ends (Month/Day/Year)
Principal Office Address		Mailing Address (if different from principal address)
City, State, Zip		City, State, Zip

3. **Changes and/or additions to major stockholders of the surviving entity.** Provide the names of all individuals and institutions that own 50 percent or more of the acquiring/surviving entity's stock. Under "identification number," enter its Seller/Servicer number (if applicable) or the social security or tax ID number.

Name	Identification Number
	Percentage of Ownership
Name	Identification Number
	Percentage of Ownership

4. **Changes or additions to Chief Executive Officer, Chief Financial Officer, and division heads or equivalents in the following Mortgage-related functions of the surviving or existing entity: production, underwriting, secondary marketing, servicing, primary Freddie Mac business contact, and Loan Prospector business contact.**

Name	E-mail Address	Date of Birth
Title	Telephone # ( ) Fax # ( )	Social Security Number
Name	E-mail Address	Date of Birth
Title	Telephone # ( ) Fax # ( )	Social Security Number

5. **Changes to corporate family.** Did this change affect other Freddie Mac-approved entities?

Seller/Servicer Name #1	City/State/Zip	Freddie Mac Seller/Servicer Number
Type of Change (Check one)		
<input type="checkbox"/> New Affiliate <input type="checkbox"/> Delete affiliate relationship <input type="checkbox"/> Other (Explain)		

Seller/Servicer Name #2	City/State/Zip	Freddie Mac Seller/Servicer Number
Type of Change (Check one)		
<input type="checkbox"/> New Affiliate <input type="checkbox"/> Delete affiliate relationship <input type="checkbox"/> Other (Explain)		

Seller/Servicer Name #3	City/State/Zip	Freddie Mac Seller/Servicer Number
Type of Change (Check one)		
<input type="checkbox"/> New Affiliate <input type="checkbox"/> Delete affiliate relationship <input type="checkbox"/> Other (Explain)		

Seller/Servicer Name #4	City/State/Zip	Freddie Mac Seller/Servicer Number
Type of Change (Check one)		
<input type="checkbox"/> New Affiliate <input type="checkbox"/> Delete affiliate relationship <input type="checkbox"/> Other (Explain)		

6. **Explanation of organizational change.** Please describe the impact of the organizational change on business, objectives, structure and operations, as applicable. Identify whether the change now enables or strengthens your ability to originate or service subprime Mortgages.

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**7. Functional changes** (As a result of the reported organizational or ownership change):

- a) Will you discontinue any of your assigned Seller/Servicer numbers? Answer yes even if you will continue to use another number (i.e., eliminating unused numbers)  Yes  No

If yes, which number(s) will you discontinue?  
\_\_\_\_\_

The undersigned hereby authorizes Freddie Mac to terminate the above Seller/Servicer number(s). I understand that termination of a Seller/Servicer number means my institution will no longer have the ability to sell Mortgages to Freddie Mac, service Mortgages for Freddie Mac, or use Loan Prospector, using the terminated Seller/Servicer number(s).

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Title**

- b) If you are consolidating servicing portfolios, have you already transferred servicing rights, duties and obligations?  Yes  No

If no, are you planning to transfer servicing rights, duties and obligations?  Yes  No

If yes, please complete and submit Form 981 (Transfer of Servicing).

- c) Freddie Mac Mortgages will be serviced:
- By a different management team?  Yes  No
  - By a different subservicer?  Yes  No
  - In a different location?  Yes  No

If new subservicer or location, provide new address. If new subservicer, also provide Seller/Servicer name and number.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- The servicing system is:  Fiserv  NCR  Other (Name) \_\_\_\_\_

- d) Will quality control reviews for Freddie Mac Mortgages be performed
- By a different management team?  Yes  No
  - In a different location?  Yes  No

If yes, provide new quality control address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- e) If the surviving entity is not Freddie Mac-approved, will the Freddie Mac policies and procedures of the previously approved entity be adopted?  Yes  No

- f) Will your Notes be held by a different document Custodian or has there been any change to your current document Custodian?  Yes  No

If yes, provide name and address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

g) Has your institution type changed?  Yes  No  
If yes, what is your institution type?

- Commercial Bank
  - Savings Bank
  - Savings and Loan
  - Credit Union
  - Mortgage Banker
  - Other \_\_\_\_\_
- 

h) Seller/Service organization or management classification. Check all applicable boxes that apply to your institution.  
(See instructions for definitions.)

- Minority-owned institution
  - African Americans
  - Native Americans: including American Indians, American Eskimos, American Aleuts and Native Hawaiians
  - Hispanic Americans
  - Asian-Pacific Americans
  - Asian-Indian Americans
- Women-owned institution
- Community-oriented lending institution
- None of the above

**You may be required to provide additional information related to your organizational change such as:**

- Resumes for each of the individuals listed as managing and key personnel in Section C, number 4
- Most recent, post-transaction audited financial statements of the surviving entity (if audited financials are required). If not available, officer-certified financials, audited financials of the parent company or regulatory reports may be substituted.
- Copy of the regulatory approval(s) when applicable
- Proof of fidelity bond and errors and omissions insurance if the surviving entity is not Freddie Mac-approved

**SECTION C  
REGULATORY AND THIRD-PARTY RELATIONSHIPS**

SELLER/SERVICER CURRENT INFORMATION		
Seller/Service Number 	Additional Seller/Service Numbers Assigned to This Institution (exclude subservicing arrangements)	
Seller/Service Name		Date Fiscal Year Ends (Month/Day/Year)
Principal Office Address		Mailing Address (if different from principal address)

**COMPLETE ONLY IF CHANGED.**

**1. Institution actions.** Changes in regulatory or supervisory actions, including terminations. Regulatory actions include, but are not limited to, supervisory agreements, cease and desist orders, notices of determination, memoranda of understanding, and any action taken by the U.S. Department of Housing and Urban Development (HUD) or any adverse action by a state licensing agency. Supervisory actions include, but are not limited to, the appointment of a trustee, conservator or managing agent.

- Failure
- Bankruptcy
- Regulatory and Supervisory Actions:
  - Supervisory Agreements
  - Cease and Desist Orders
  - Notices of Determination
  - Memorandum of Understanding
  - Appointment of trustee, conservator, or managing agent
  - U.S Department of Housing and Urban Development (HUD) actions
  - Adverse actions by state licensing agency
- Management Actions
- Change to warehouse lender and/or warehouse line
- Third-party initiated business relationship terminations
- Seller/Service initiated business relationship terminations

Failure Date	Managing Agent
Explanation	

Bankruptcy Date	Type
Explanation	

Regulatory or Supervisory Action (List Type of Action)	Date of Action
Explanation	

Management Actions (List Type of Action)	Date of Action
Explanation	

Warehouse Lender/Line Changes (List Type of Change)	Date of Change
Name of Warehouse Lender	
Explanation	

**Third-party initiated business relationships terminations.** List any Mortgage insurers, Warehouse Lenders, secondary marketing agencies (Fannie Mae, Ginnie Mae) or investors that suspended or terminated their business relationship with this institution.

Name of Third Party	Date of Suspension/Termination/Action
Reason for Termination	
Name	Date of Suspension/Termination/Action
Reason for Termination	

**Seller/Servicer initiated business relationship terminations.** List any Mortgage insurers, secondary marketing agencies (Fannie Mae, Ginnie Mae) or investors with whom the Seller/Servicer has ceased doing business.

Name of Third Party	Date of Termination
Reason for Termination	
Name	Date of Termination
Reason for Termination	

CERTIFICATION, CONSENT AND AGREEMENT

The undersigned hereby certifies that the information set forth in this Seller/Servicer Change Notification Form and accompanying documentation is complete and correct.

I understand that any misrepresentation constitutes cause for suspension or disqualification to sell and/or service Mortgages for Freddie Mac and may be cause for Freddie Mac to exercise any other remedies available.

The Seller/Servicer consents to the use of "Electronic Records" and "Electronic Signatures", as defined in the federal Electronic Signatures in Global and National Commerce Act, in connection with the completion, execution, transmission and submission of this electronic Seller/Servicer Change Notification, Single-Family Form 1107SF. In addition, the Seller/Servicer agrees that this electronic Seller/Servicer Change Notification, Single-Family Form 1107SF, shall be subject to the requirements of Section 1.3 of the Guide as amended from time to time.

As the authorized representative of the Seller/Service, I agree that by typing my name in the "signature" box below and clicking on the button below entitled "I agree and submit", I have: (i) adopted the actions of typing my name in the "signature" box below and clicking on the button below entitled "I agree and submit" as my Electronic Signature; (ii) electronically signed and intended to sign this electronic Seller/Service Change Notification Form, Single-Family Form 1107SF, as an Electronic Record, on behalf of the Seller/Service using an Electronic Signature; (iii) bound the Seller/Service to the provisions contained in this Electronic Record in the same manner that the Seller/Service would be bound if I had completed and signed an original paper Form 1107SF in writing and delivered it to Freddie Mac; and (iv) transmitted and submitted this Electronic Record to Freddie Mac.

\_\_\_\_\_  
Signature of Authorized Officer:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Officer's Title:

\_\_\_\_\_  
Company Name:

\_\_\_\_\_  
Officer's Telephone No.:

\_\_\_\_\_  
Business Address:

\_\_\_\_\_  
Officer's Office E-mail Address:

\_\_\_\_\_  
"I agree and submit"