



# Servicing Transfers Form 629 User Guide

February 2023





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# Servicing Transfers Form 629

This guide provides step by step instructions for submitting Form 629 Servicer Transfers request in the Quick Exchange application.

## Log in

To log into the Quick Exchange application, follow the steps below:

1. [Click here](#) to access the Quick Exchange application.
2. Enter **USERNAME** and **PASSWORD**.
3. Click **Sign On**.

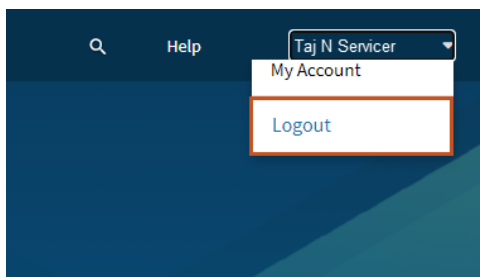
Note: Username consists of 8 characters.

Note: See your Technology Admin with any password issues.

## Log Out

To log out of the Quick Exchange application, follow the steps below:

1. Click on the arrow in the upper corner of the screen.
2. Click on **Logout**.





## Create New Request

This form must be completed by the Transferor. All requests must be received by the Servicing Transfers Team at least 60 days prior to the proposed transfer date, and 30 days prior to the earlier of proposed sale or transfer date for subservicing transfers.

To create a new request, follow the steps below:

1. Click **Create New Request Form 629**.

Good evening,

Available Forms

**Elimination and Rescission**

Submit a request to have a REO Gram eliminated or rescinded

New 0 Active 0 Done 0 [Create New Request](#)

**Form 200**


The Fannie Mae Servicer Selection Form (Form 200) is used by Fannie Mae servicers to recommend lawfirms to Fannie Mae to perform default-related legal services. This form must be completed and submitted electronically to Fannie Mae in accord with Servicing Guide A4-2.2-01, Selecting and Retaining Law Firms. All firms that a servicer wishes to refer Fannie Mae default-related matters must have a separate Servicer Selection Form submitted in each jurisdiction in which the servicer wishes to retain the firm.

New 0 Active 0 Done 0 [Create New Request](#)

**Form 629**

This form must be completed by the Transferor and Transferee. All requests must be received by the Servicing Transfer Group at least 60 days prior to the proposed transfer date

New 0 Active 0 Done 0 [Create New Request](#)

Note: To get back to this screen click Fannie Mae icon  at the upper right corner of each screen.

2. Click **Download Template** to start the Loans to Transfer process.

Form 629

Step 1

[Loans to Transfer](#)

Step 2

[Transfer Summary](#)

**Loan level data** [Download Template](#)

**Important 629 Submission Information**

Reverse mortgages must be a separate 629 form submission in Quatro. REOs must be submitted using the Form 629 excel template below and submitted to the servicing transfer mailbox.

[Form 629 - REO](#)

[Servicing Transfer mailbox](#)

Drop files here....

Click here to upload your 629 loan level data

File must be .XLS or .XLSX. Maximum single file size supported: 8 MB

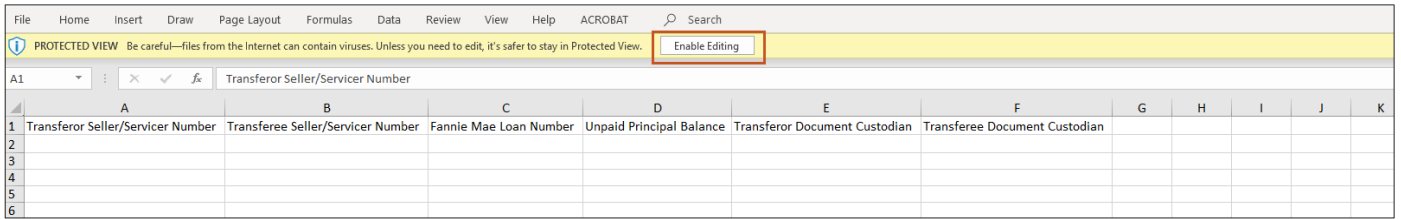
Valid filename characters: alphanumeric characters and the following special characters - , () \_ !

[Cancel](#) [Next](#)

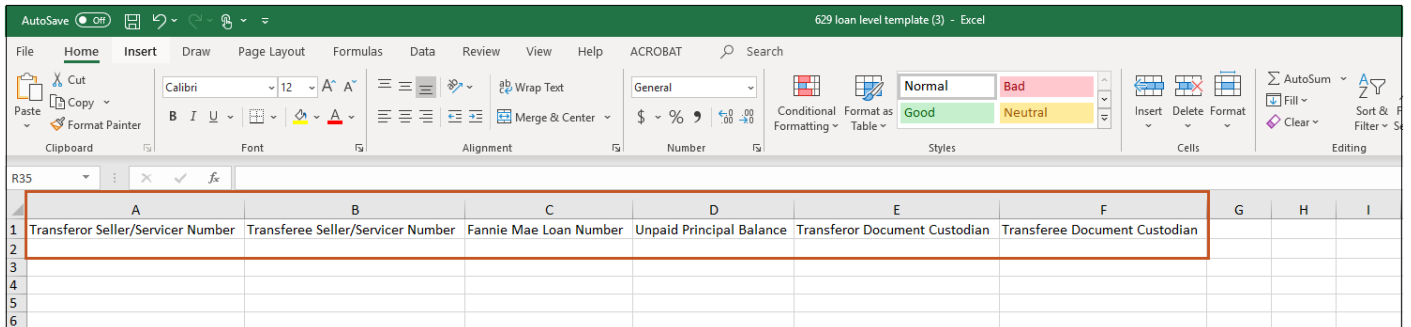
Note: Reverse Mortgages must be a separate 629 form submission in the Quick Exchange application. REOs must be submitted using the Form 629 Excel template and sent to the Servicing Transfers mailbox.



### 3. Click **Enable Editing**.



### 4. Enter information into columns A through F.



#### Note:

- Transferor Seller/Service Number - must be 9-digit ID.
- Transferee Seller/Service Number - must be 9-digit ID.
- Fannie Mae Loan Number – must be 10-digits.
- Unpaid Principal Balance – provide dollar amount and cents.
- Transferor Document Custodian - information must be entered exactly as shown in the [Custodian Matrix](#).
- Transferee Document Custodian – information must be entered exactly as shown in the [Custodian Matrix](#).

### 5. Name file and save to your computer.

Note: Files must be .XLS or .XLSX with a maximum single file size supported: 750 MB

Note: Valid filename characters: alphanumeric characters and the following special characters: -, () \_!

### 6. Drag and drop the **Excel** file into the highlighted area or **Click here to upload your 629 loan level data** blue box to locate appropriate file to upload.

#### Form 629

Step 1

Loans to Transfer

Step 2

Transfer Summary

#### Loan level data

[Download Template](#)

**Important 629 Submission Information**

Reverse mortgages must be a separate 629 form submission in Quatro. REOs must be submitted using the Form 629 excel template below and submitted to the servicing transfer mailbox.

[Form 629 - REO](#)  
[Servicing Transfer mailbox](#)

**Drop files here....**

[Click here to upload your 629 loan level data](#)

File must be .XLS or .XLSX. Maximum single file size supported: 8 MB  
Valid filename characters: alphanumeric characters and the following special characters - , ( ) \_ !

[Cancel](#) [Next](#)



7. Click **Start Upload**.

**Form 629**

Step 1  
Loans to Transfer

Step 2  
Transfer Summary

**Loan level data** [Download Template](#)

**Important 629 Submission Information**  
Reverse mortgages must be a separate 629 form submission in Quatro. REOs must be submitted using the Form 629 excel template below and submitted to the servicing transfer mailbox.  
[Form 629 - REO](#)  
[Servicing Transfer mailbox](#)

Drop files here....  
Click here to upload your 629 loan level data

File must be .XLS or .XLSX. Maximum single file size supported: 8 MB  
Valid filename characters: alphanumeric characters and the following special characters - . () \_ !

Remove All

File Name  
My Bank CREATE NEW REQUES... Remove

Start Upload

Cancel Next

Note: Clicking Remove All and Remove deletes files that appear in those lines.

8. When files are uploaded a green **Complete** check mark will appear and then click **Done**.

**Form 629**

Step 1  
Loans to Transfer

Step 2  
Transfer Summary

**Loan level data** [Download Template](#)

**Important 629 Submission Information**  
Reverse mortgages must be a separate 629 form submission in Quatro. REOs must be submitted using the Form 629 excel template below and submitted to the servicing transfer mailbox.  
[Form 629 - REO](#)  
[Servicing Transfer mailbox](#)

Remove All

File Name  
My Bank CREATE NEW REQUES... Complete ✓

Done

Cancel Next

Note: If files are not completely uploaded contact the Servicing Transfers team at [servicing\\_transfers@fanniemae.com](mailto:servicing_transfers@fanniemae.com)



9. Click **Next**.

Form 629

Step 1

☒ Loans to Transfer

Step 2

☒ Transfer Summary

Loan level data

Download Template

Important 629 Submission Information

Reverse mortgages must be a separate 629 form submission in Quatro. REOs must be submitted using the Form 629 excel template below and submitted to the servicing transfer mailbox.

Form 629 - REO

Servicing Transfer mailbox

Drop files here....

Click here to upload your 629 loan level data

File must be .XLS or .XLSX, Maximum single file size supported: 8 MB

Valid filename characters: alphanumeric characters and the following special characters - , () \_ !

File Summary

Transferor:

Transferee:

Current Custodian:

New Custodian:

Number of loans:

File Processing Time:

201

< 1 minute

Cancel

Next

**Note:** The File Summary section displays with the information that will be submitted.

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10. Enter information in the fields and click **Submit** when the button turns bright blue to start the Transfer Summary process.

**Form 629**

**Transfer Summary**

Step 1

☒ Loans to Transfer

Step 2

☒ Transfer Summary

What is the reason for the transfer?

Servicing Transfer

Will Document Custodian change?

☒ Yes

☐ No

Will this transfer move all the mortgages serviced by the transferor for Fannie Mae?

☒ Yes

☐ No

Will the transferor remain active Fannie Mae Seller and Servicer?

☒ Yes

☐ No

Does the transferor have any outstanding selling commitments with Fannie Mae?

☒ Yes

☐ No

Proposed Transfer Date

Sale Date

Enter any pertinent information regarding this transfer

Cancel

Previous

Submit

Proposed Transfer Date

Reason for Servicing Guide Exception

Sale Date

Enter any pertinent information regarding this transfer

**Note:** Proposed Transfer Date Field – If this field is less than 60 days away the Reason for Servicing Guide Exception field must be completed, and 30 days prior to the earlier of proposed sale or transfer date for subservicing transfers.

**Note:** Enter any pertinent information regarding this transfer section – please provide any additional information to Fannie Mae regarding the transfer.





11. Click **Submit request**.

Form 629 Submission

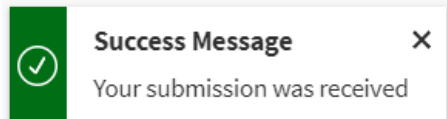
×

By submitting this form 629, the Transferor and Transferee Servicer represent and warrant that the information submitted on and with this form is true, correct, and complete

Go back

Submit request

Note: The following message displays in the lower left corner of the screen.



12. Click **Continue**.

i

We have received your request!

We are processing your loan level information and performing validations. Depending on the size of your request, this can take several minutes. When completed, you will receive an email that will detail the results and your next steps. If a significant amount of time has lapsed and you believe it is an error, please contact us at [servicing\\_transfers@fanniemae.com](mailto:servicing_transfers@fanniemae.com)

Continue



Result: Request will show in the NEW tab section.

Good afternoon, [Name]

Available Forms

Form 200

The Fannie Mae Servicer Selection Form (Form 200) is used by Fannie Mae servicers to recommend lawfirms to Fannie Mae to perform default-related legal services. This form must be completed and submitted electronically to Fannie Mae in accord with Servicing Guide A4-2.2-01, Selecting and Retaining Law Firms. All firms that a servicer wishes to refer Fannie Mae default-related matters must have a separate Servicer Selection Form submitted in each jurisdiction in which the servicer wishes to retain the firm.

New0

Active0

Processed0

Create New Request

Form 629

This form must be completed by the Transferor. All requests must be received by the Servicing Transfer Group at least 60 days prior to the earlier of proposed sale or transfer date for servicing transfers, and 30 days prior to the earlier of proposed sale or transfer date for subservicing transfers.

New31

Active15

Processed16

Create New Request

Stay Connected

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Note: An email message will display loans that were processed with no error or had errors. The Excel file will provide the summary of the loan level details and any failure reasons if applicable. Correct these failure reasons before confirming the submission and reloading the Excel file to the request or continue to confirm the submission for the loans without failure reasons and the loans without errors will be submitted to Fannie Mae.

Fannie Mae Form 629 - Please Complete your Servicing Transfer Request - Message (HTML) (Read-Only)

FileMessageHelpAcrobatTell me what you want to do

Delete

Reply

Reply All

Forward

Accounting...

Mark Unread

Find

Zoom

Fannie Mae Form 629 - Please Complete your Servicing Transfer Request

N

To [Name]

1346dffe\_5fa9\_4eda\_88b8\_79ae31a03b2a\_CREATE NEW REQUEST.xlsx

11 KB

Your Fannie Mae Form 629 Loan Data does not contain any submission errors.

Please continue to complete your Servicing Transfer Request by Clicking the "NEW" Column in your Form 629 Dashboard ( [Link](#) ) in order for Fannie Mae to process the request.

If the loan needs to be added to the transfer, please correct and add the loans to the transfer request id = 221.

Total Loans processed: 201

Total Loans with errors: 0

Total Loans added to Transfer: 201

If you have any questions, please contact us at [servicing\\_transfers@fanniemae.com](mailto:servicing_transfers@fanniemae.com).

Thank you,

Servicing Transfers Team

Note: [Click here](#) to view a list of the Data Validation Errors.

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## Confirming Submission

Confirming the submission is required to finalize the transfer request and be received by Fannie Mae.

Follow the steps below to continue the form submission:

1. Click the appropriate tab (**New, Active or Processed**) in the Form 629 section to locate the appropriate request where loans should be added.

Good afternoon, [Name]

**Available Forms**

**Form 200**

The Fannie Mae Servicer Selection Form (Form 200) is used by Fannie Mae servicers to recommend lawfirms to Fannie Mae to perform default-related legal services. This form must be completed and submitted electronically to Fannie Mae in accord with Servicing Guide A4-2.2-01, Selecting and Retaining Law Firms. All firms that a servicer wishes to refer Fannie Mae default-related matters must have a separate Servicer Selection Form submitted in each jurisdiction in which the servicer wishes to retain the firm.

New 0 Active 0 Processed 0 [Create New Request](#)

**Form 629**

This form must be completed by the Transferor. All requests must be received by the Servicing Transfer Group at least 60 days prior to the earlier of proposed sale or transfer date for servicing transfers, and 30 days prior to the earlier of proposed sale or transfer date for subservicing transfers.

New 31 Active 15 Processed 16 [Create New Request](#)

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2. Locate the appropriate transfer item and click **Continue Form Submission** from the dropdown menu.

New Forms Active Forms Processed Forms

[Reset-Filter](#)

Global Filter

Request ID	Transfer Log ID	Transferor Name	Transferor IDs	Transferee Name	Transferee IDs	Transfer Reason Type	Transfer Date	Transfer Loan Count	Request Status	Last Updated Date	File Processing Status	Action
219						Servicing Transfer	Aug 1, 2021	0	New Transfer	11:51:29 AM	Completed	Choose
220						Servicing Transfer	Jan 1, 2022	201	New Transfer	Mar 10, 2021, 4:14:42 PM		Choose
222						Subservicing Transfer	Apr 1, 2021	0	New Transfer	Mar 10, 2021, 4:06:18 PM		Choose
223						Servicing Transfer	Jun 1, 2021	156	New Transfer	Mar 10, 2021, 4:56:11 PM	Completed	Choose

Continue Form Submission

Add Loans

Remove Loans

Cancel Request

View Request



3. Validate information. If no edits are required, click **Next**. If edits are required, make them, and click **Next**.

Form 629

Step 1

Loans to Transfer

Step 2

Transfer Summary

Step 3

Transferor Details

Step 4

Transferee Details

Step 5

Additional Transferee Info

Step 6

Review and submit

Transfer Summary

What is the reason for the transfer?

Servicing Transfer

Will Document Custodian change?

☒ Yes

☐ No

Will this transfer move all the mortgages serviced by the transferor for Fannie Mae?

☒ Yes

☐ No

Will the transferor remain active Fannie Mae Seller and Servicer?

☒ Yes

☐ No

Does the transferor have any outstanding selling commitments with Fannie Mae?

☒ Yes

☐ No

Proposed Transfer Date

Sale Date

Enter any pertinent information regarding this transfer

Cancel

Next



4. Enter information in the Transfer Summary section and click **Next** when the button turns bright blue.

**Form 629**

Step 1  
Loans to Transfer

Step 2  
Transfer Summary

Step 3  
Transferor Details

Step 4  
Transferee Details

Step 5  
Additional Transferee Info

Step 6  
Review and submit

**Transferor Information**

Seller/Service Numbers

Service Name

Address

Street address:

City:

State: FL Zip code:

Country: US

**Contact information regarding this request**

Officer Full Name

Officer Title

Contact Full Name

Contact Title

Contact Telephone Number  
extension optional  
(111) 111-1111

Contact Email Address

Will a subservicer be used by the transferee?

☐ Yes

☒ No

Cancel Previous **Next**

Note: Depending upon **What is the reason for the transfer** dropdown selected there may be additional fields to answer.

5. Enter the appropriate response in the **Will a subservicer be used by the transferee?** and click **Next**

Note: If the Will be a subservicer be used by the transferee? box is Yes, there are additional fields to complete.



6. Enter information in all the fields and click **Next** when the button turns bright blue.

Form 629

Step 1

Loans to Transfer

Step 2

Transfer Summary

Step 3

Transferor Details

Step 4

Transferee Details

Step 5

Additional Transferee Info

Step 6

Review and submit

Additional Transferee Information

Please provide the Transferee total SDQ for Non-Fannie Mae Loans

Loan Count

24

UPB

\$75,000.00

Please provide the Transferee loan count and UPB for any Non-Fannie Mae loan transferring in the next 3 months

Loan Count

24

UPB

\$75,000.00

% (Enter decimal value, i.e. 0.05 = 5%)

5.0%

Cancel Previous Next



7. Review and make appropriate edits, when finished click **Submit**.

Step 2

Transfer Summary

Step 3

Transferor Details

Step 4

Transferee Details

Step 5

Additional Transferee Info

Step 6

Review and submit

New Transfer

Transfer reason

Servicing Transfer

Will Document Custodian change

Yes

Transferring all loans

Yes

Servicer to remain active

Yes

Outstanding selling commitments

Yes

Current custodian

New custodian

Transfer date

Aug 1, 2021

Sale date

Pertinent information regarding this transfer

Answer :

Transfer Details [Edit](#)

Transferor Information

Servicer name

Contact title

Contact telephone number

(111) 111-1111

Contact email address

Will a subservicer be used by the transferee

No

Additional Transferee Information [Edit](#)

Transferee total SDQ for Non-Fannie Mae Loans

Number of loans

24

Unpaid principle balance

\$75,000.00

Transferee loan count and UPB for any Non-Fannie Mae loan transferring in the next 3 months

Number of loans

24

Unpaid principle balance

\$75,000.00

Percent

5.0%

Cancel

Previous

Submit



8. Click **Submit request**.

Form 629 Submission

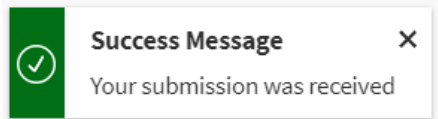
×

By submitting this form 629, the Transferor and Transferee Servicer represent and warrant that the information submitted on and with this form is true, correct, and complete

Go back

Submit request

Note: The following message displays in the lower left corner of the screen.



9. Click **Continue**.

i

We have received your request!

We are processing your loan level information and performing validations. Depending on the size of your request, this can take several minutes. When completed, you will receive an email that will detail the results and your next steps. If a significant amount of time has lapsed and you believe it is an error, please contact us at [servicing\\_transfers@fanniemae.com](mailto:servicing_transfers@fanniemae.com)

Continue

Result:

Good afternoon, [Name]

Available Forms

Form 200

The Fannie Mae Servicer Selection Form (Form 200) is used by Fannie Mae servicers to recommend lawfirms to Fannie Mae to perform default-related legal services. This form must be completed and submitted electronically to Fannie Mae in accord with Servicing Guide A4-2.2-01, Selecting and Retaining Law Firms. All firms that a servicer wishes to refer Fannie Mae default-related matters must have a separate Servicer Selection Form submitted in each jurisdiction in which the servicer wishes to retain the firm.

New 0

Active 0

Processed 0

Create New Request

Form 629

This form must be completed by the Transferor. All requests must be received by the Servicing Transfer Group at least 60 days prior to the earlier of proposed sale or transfer date for servicing transfers, and 30 days prior to the earlier of proposed sale or transfer date for subservicing transfers.

New 31

Active 15

Processed 16

Create New Request

Stay Connected

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Note: You will receive the following email confirming receipt of your request for approval of servicing transfer (form 629).

File Message Help Acrobat Tell me what you want to do

Request for Approval of Servicing or Subservicing Transfer (D-14631)

U

uno\_id\_bus\_supp@fanniemae.com

To: [Redacted]  
Cc: [Redacted]

Reply

Reply All

Forward

...

Thu 2:15 PM

This email confirms receipt of your Request for Approval of Servicing Transfer (Form 629). Your request is currently under review, and we will contact you directly if any additional information is required. Fannie Mae will provide a formal response once all reviews are complete.

As a reminder, per Servicing Guide Announcement SVC-2017-04, the \$500 processing fee has been eliminated.

Should you have any questions regarding this matter, please contact us at [Servicing Transfers](#) and reference Log ID D-14631.





## Add Loans to Request

Loans can only be added to a Servicing Transfer Request up to the tenth calendar day before the transfer date occurs and the request is not in a Denied or Cancelled Status.

Follow the steps below to add loans to an existing servicer transfer request:

1. Click the appropriate tab (**New, Active or Processed**) in the Form 629 section to locate the appropriate request where loans should be added.

Good afternoon, [User Name]

**Available Forms**

**Form 200**

The Fannie Mae Servicer Selection Form (Form 200) is used by Fannie Mae servicers to recommend lawfirms to Fannie Mae to perform default-related legal services. This form must be completed and submitted electronically to Fannie Mae in accord with Servicing Guide A4-2.2-01, Selecting and Retaining Law Firms. All firms that a servicer wishes to refer Fannie Mae default-related matters must have a separate Servicer Selection Form submitted in each jurisdiction in which the servicer wishes to retain the firm.

New 0 Active 0 Processed 0

Create New Request

**Form 629**

This form must be completed by the Transferor. All requests must be received by the Servicing Transfer Group at least 60 days prior to the earlier of proposed sale or transfer date for servicing transfers, and 30 days prior to the earlier of proposed sale or transfer date for subservicing transfers.

New 31 Active 15 Processed 16

Create New Request

Stay Connected [Icon]

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2. Utilize the download template to create an Excel spreadsheet listing the loans to be added to the request.
3. Name file and save to your computer.

**Note:** Files must be .XLS or .XLSX with a maximum single file size supported: 750 MB

**Note:** Valid filename characters: alphanumeric characters and the following special characters: - . ( ) \_ !

4. Locate the appropriate transfer item and click **Add Loans** from the dropdown menu.

New Forms

Active Forms

Processed Forms

Reset-Filter

Global Filter

Request ID	Transfer Log ID	Transferor Name	Transferor IDs	Transferee Name	Transferee IDs	Transfer Reason Type	Transfer Date	Transfer Loan Count	Request Status	Last Updated Date	File Processing Status	Action
						Transfer			Pending Transfer Review	1:40:56 PM		
217						Subservicing Transfer	Oct 1, 2021	158	Pending Servicing Transfer Review	Mar 4, 2021, 1:38:26 PM		Choose
221						Subservicing Transfer	Jan 1, 2022	201	Pending Servicing Transfer Review	Mar 4, 2021, 4:09:20 PM		Choose
223						Servicing Transfer	Jun 1, 2021	156	Pending Servicing Transfer Review	Mar 10, 2021, 5:42:28 PM		Choose
												Add Loans
												Remove Loans
												Cancel Request
												Edit Request
												View Request



5. Drag and drop the **Excel** file in highlighted area or **Click here to upload your 629 loan level data** blue box to locate appropriate file to upload.

Form 629

Step 1

Add Loans To Transfer

Loan level data

Download Template

Important 629 Submission Information

Reverse mortgages must be a separate 629 form submission in Quatro. REOs must be submitted using the Form 629 excel template below and submitted to the servicing transfer mailbox.

Form 629 - REO

Servicing Transfer mailbox

Drop files here....

Click here to upload your 629 loan level data to be added to this transfer

File must be .XLS or .XLSX. Maximum single file size supported: 8 MB  
Valid filename characters: alphanumeric characters and the following special characters - . () \_ !

Cancel

Submit

6. Click **Start Upload**.

Form 629

Step 1

Add Loans To Transfer

Loan level data

Download Template

Important 629 Submission Information

Reverse mortgages must be a separate 629 form submission in Quatro. REOs must be submitted using the Form 629 excel template below and submitted to the servicing transfer mailbox.

Form 629 - REO

Servicing Transfer mailbox

Drop files here....

Click here to upload your 629 loan level data to be added to this transfer

File must be .XLS or .XLSX. Maximum single file size supported: 8 MB  
Valid filename characters: alphanumeric characters and the following special characters - . () \_ !

Remove All

Remove

Start Upload

Cancel

Submit



7. When the files are uploaded a green complete check mark will appear click **Done**.

**Form 629**

Step 1

[Add Loans To Transfer](#)

**Loan level data** [Download Template](#)

**Important 629 Submission Information**

Reverse mortgages must be a separate 629 form submission in Quatro. REOs must be submitted using the Form 629 excel template below and submitted to the servicing transfer mailbox.

[Form 629 - REO](#)

[Servicing Transfer mailbox](#)

File Name: **My Bank ADD LOANS.xlsx** [Complete](#)

[Remove All](#)

[Done](#)

[Cancel](#) [Submit](#)

Note: If files are not completely uploaded contact the Servicing Transfers team at [servicing\\_transfers@fanniemae.com](mailto:servicing_transfers@fanniemae.com)

8. Click **Submit**.

**Form 629**

Step 1

[Add Loans To Transfer](#)

**Loan level data** [Download Template](#)

**Important 629 Submission Information**

Reverse mortgages must be a separate 629 form submission in Quatro. REOs must be submitted using the Form 629 excel template below and submitted to the servicing transfer mailbox.

[Form 629 - REO](#)

[Servicing Transfer mailbox](#)

Drop files here....

Click here to upload your 629 loan level data to be added to this transfer

File must be .XLS or .XLSX. Maximum single file size supported: 8 MB  
Valid filename characters: alphanumeric characters and the following special characters - . () \_ !

**File Summary**

Transferor: [redacted]

Transferee: [redacted]

Current Custodian: [redacted] NA

New Custodian: [redacted] NA

Number of loans: 18

File Processing Time: < 1 minute

[Cancel](#) [Submit](#)

Note: The File Summary section will be displayed with the information that will be submitted.

9. Click **Submit request**.

**Form 629 Submission** [X](#)


By submitting this form 629, the Transferor and Transferee Servicer represent and warrant that the information submitted on and with this form is true, correct, and complete

[Go back](#) [Submit request](#)

Note: The following message displays in the lower left corner of the screen.




10. Click **Continue**.

 We have received your request!

We are processing your loan level information and performing validations. Depending on the size of your request, this can take several minutes. When completed, you will receive an email that will detail the results and your next steps. If a significant amount of time has lapsed and you believe it is an error, please contact us at [servicing\\_transfers@fanniemae.com](mailto:servicing_transfers@fanniemae.com)

Continue

Result:

 Good afternoon, [Name]

Available Forms

**Form 200**

The Fannie Mae Servicer Selection Form (Form 200) is used by Fannie Mae servicers to recommend law firms to Fannie Mae to perform default-related legal services. This form must be completed and submitted electronically to Fannie Mae in accord with Servicing Guide A4-2.2-01, Selecting and Retaining Law Firms. All firms that a servicer wishes to refer Fannie Mae default-related matters must have a separate Servicer Selection Form submitted in each jurisdiction in which the servicer wishes to retain the firm.

New	Active	Processed
0	0	0


Create New Request

**Form 629**

This form must be completed by the Transferor. All requests must be received by the Servicing Transfer Group at least 60 days prior to the earlier of proposed sale or transfer date for servicing transfers, and 30 days prior to the earlier of proposed sale or transfer date for subservicing transfers.

New	Active	Processed
31	15	16

Create New Request

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Note: An email message will display loans that were not added, and the Excel file will provide the failure reason the loan was not added to the request.

Fannie Mae Form 629 - Request to add loans to transfer 207 - Message (HTML)

File | Message | Help | Acrobat | Tell me what you want to do

**Fannie Mae Form 629 - Request to add loans to transfer 207**

 noreply@quattrosupport.com  
To: [Name]  
Cc: [Name]

Reply | Reply All | Forward | ...

Thu 2/25/2021 3:38 PM

Your request to add loans to transfer request id = 207 has been processed.

Total Loans processed: 8

Total Loans added to Transfer: 8

New total of loans for transfer: 90

If you have any questions, please contact us at [servicing\\_transfers@fanniemae.com](mailto:servicing_transfers@fanniemae.com).

Thank you,

Servicing Transfers Team

Note: [Click here](#) to view a list of the Data Validation Errors.



## Removing Loans

Loans can only be removed from a Servicing Transfer Request up to the 25th calendar day before the transfer date occurs and the request is not in a Denied or Cancelled Status.

Follow the steps below to remove loans to an existing servicer transfer request:

1. Click the appropriate tab (**New, Active or Processed**) in the Form 629 section to locate the appropriate request where loans should be removed.

Good afternoon, [User Name]

**Available Forms**

**Form 200**

The Fannie Mae Servicer Selection Form (Form 200) is used by Fannie Mae servicers to recommend lawfirms to Fannie Mae to perform default-related legal services. This form must be completed and submitted electronically to Fannie Mae in accord with Servicing Guide A4-2.2-01, Selecting and Retaining Law Firms. All firms that a servicer wishes to refer Fannie Mae default-related matters must have a separate Servicer Selection Form submitted in each jurisdiction in which the servicer wishes to retain the firm.

New 0 Active 0 Processed 0

Create New Request

**Form 629**

This form must be completed by the Transferor. All requests must be received by the Servicing Transfer Group at least 60 days prior to the earlier of proposed sale or transfer date for servicing transfers, and 30 days prior to the earlier of proposed sale or transfer date for subservicing transfers.

New 31 Active 15 Processed 16

Create New Request

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2. Utilize the download template to create a new template listing the additional loans to be removed to the request.
3. Name file and save to your computer.

Note: Files must be .XLS or .XLSX with a maximum single file size supported: 750 MB

Note: Valid filename characters: alphanumeric characters and the following special characters: - . ( ) \_ !

4. Locate the appropriate transfer item and click **Remove Loans** from the dropdown menu.

New Forms

Active Forms

Processed Forms

Reset-Filter

Global Filter

Request ID	Transfer Log ID	Transferor Name	Transferor IDs	Transferee Name	Transferee IDs	Transfer Reason Type	Transfer Date	Transfer Loan Count	Request Status	Last Updated Date	File Processing Status	Action
217	1-1000	ABC COMPANY	100									



5. Drag and drop the **Excel** file in highlighted area or **Click here to upload your 629 loan level data** blue box to locate appropriate file to upload.

Form 629

Step 1

Add Loans To Transfer

Loan level data

Download Template

Important 629 Submission Information

Reverse mortgages must be a separate 629 form submission in Quatro. REOs must be submitted using the Form 629 excel template below and submitted to the servicing transfer mailbox.

Form 629 - REO

Servicing Transfer mailbox

Drop files here....

Click here to upload your 629 loan level data to be added to this transfer

File must be .XLS or .XLSX. Maximum single file size supported: 8 MB

Valid filename characters: alphanumeric characters and the following special characters - . () \_ !

Cancel

Submit

6. Click **Start Upload**.

Form 629

Step 1

Remove Loans from Tran...

Loan level data

Download Template

Important 629 Submission Information

Reverse mortgages must be a separate 629 form submission in Quatro. REOs must be submitted using the Form 629 excel template below and submitted to the servicing transfer mailbox.

Form 629 - REO

Servicing Transfer mailbox

Drop files here....

Click here to upload your 629 loan level data to be removed from this transfer

File must be .XLS or .XLSX. Maximum single file size supported: 8 MB

Valid filename characters: alphanumeric characters and the following special characters - . () \_ !

Remove All

Remove

File Name

My Bank REMOVE LOANS.xlsx

Start Upload

Cancel

Submit



7. When files are uploaded a green **Complete** check mark will display, click **Done**.

Form 629

Step 1

Remove Loans from Tran...

Loan level data

Download Template

Important 629 Submission Information

Reverse mortgages must be a separate 629 form submission in Quatro. REOs must be submitted using the Form 629 excel template below and submitted to the servicing transfer mailbox.

Form 629 - REO

Servicing Transfer mailbox

Remove All

File Name

My Bank REMOVE LOANS.xlsx

Complete

Done

Cancel

Submit

Note: If files are not completely uploaded contact the Servicing Transfers team at [servicing\\_transfers@fanniemae.com](mailto:servicing_transfers@fanniemae.com)



8. Click **Submit**.

Form 629

Step 1

☒ Add Loans To Transfer

Loan level data

Download Template

Important 629 Submission Information

Reverse mortgages must be a separate 629 form submission. REMICs and REOs must be submitted using the excel template and submitted to the servicing transfer mailbox.

Form 629

Service Transfer mailbox

Drop files here....

Click here to upload your 629 loan level data to be added to this transfer

File must be .XLS or .XLSX. Maximum single file size supported: 8 MB  
Valid filename characters: alphanumeric characters and the following special characters - . () \_ !

File Summary

Transferor:

Transferee:

Current Custodian:

New Custodian:

Number of loans:

File Processing Time:

NA

NA

18

< 1 minute

Cancel

Submit

Note: The File Summary section will be displays with the information that will be submitted.

9. Click **Submit request**.

Form 629 Submission

×

By submitting this form 629, the Transferor and Transferee Servicer represent and warrant that the information submitted on and with this form is true, correct, and complete

Go back

Submit request

Note: The following message displays in the lower left corner of the screen.

✓

Success Message

×

Your submission was received


Fannie Mae Confidential

© 2023 Fannie Mae 1.23.23 Page 24






## 10. Click **Continue**.

 We have received your request!

We are processing your loan level information and performing validations. Depending on the size of your request, this can take several minutes. When completed, you will receive an email that will detail the results and your next steps. If a significant amount of time has lapsed and you believe it is an error, please contact us at [servicing\\_transfers@fanniemae.com](mailto:servicing_transfers@fanniemae.com)

Continue

### Result:

 Good afternoon, [Name]

Available Forms

**Form 200**

The Fannie Mae Servicer Selection Form (Form 200) is used by Fannie Mae servicers to recommend law firms to Fannie Mae to perform default-related legal services. This form must be completed and submitted electronically to Fannie Mae in accord with Servicing Guide A4-2.2-01, Selecting and Retaining Law Firms. All firms that a servicer wishes to refer Fannie Mae default-related matters must have a separate Servicer Selection Form submitted in each jurisdiction in which the servicer wishes to retain the firm.

New	Active	Processed
0	0	0


Create New Request

**Form 629**

This form must be completed by the Transferor. All requests must be received by the Servicing Transfer Group at least 60 days prior to the earlier of proposed sale or transfer date for servicing transfers, and 30 days prior to the earlier of proposed sale or transfer date for subservicing transfers.

New	Active	Processed
31	15	16

Create New Request









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Note: An email message will be sent to you displaying the total of loans removed from the transfer and the Excel file indicating which loans were successfully removed.


Fannie Mae Form 629 - Request to remove loans from transfer 221 - Message (HTML) (Read-Only)

File Message Help Acrobat Tell me what you want to do

 Delete  Reply  Reply All  Forward  Accounting...  Mark Unread  Find  Zoom

**Fannie Mae Form 629 - Request to remove loans from transfer 221**

 noreply@quatrosupport.com  
To [Redacted]  
Cc [Redacted]

 b7e06471\_f6e9\_4fbe\_8883\_5a56f5dee9ca\_ REMOVAL.xlsx  
4 KB

Your request to remove loans from transfer request id = 221 has been processed.

Total Loans processed: 12

Total loans removed from transfer: 11

New total of loans for transfer: 191

If you have any questions, please contact us at [servicing\\_transfers@fanniemae.com](mailto:servicing_transfers@fanniemae.com).

Thank you,

Servicing Transfers Team

Note: [Click here](#) to view a list of the Data Validation Errors.



## Edit Request

Follow the steps below to edit the loan request. Users will only be able to edit the request before the Fannie Mae review and approval process begins, which includes updating the transfer type if it was entered incorrectly.

1. Click the appropriate tab (**New, Active**) in the Form 629 section to locate the appropriate request where loans should be edited.

The screenshot shows the 'Available Forms' section of the Fannie Mae portal. It features two main sections: 'Form 200' and 'Form 629'. The 'Form 200' section has tabs for 'New' (0), 'Active' (0), and 'Processed' (0), with a 'Create New Request' button. The 'Form 629' section has tabs for 'New' (31), 'Active' (15), and 'Processed' (16), also with a 'Create New Request' button. The 'New' tab in the 'Form 629' section is highlighted with a red box. The page includes a header with a greeting 'Good afternoon, [user]' and a footer with 'Stay Connected' and various links like 'Suppliers', 'Contact Us', 'Legal', 'Privacy', and '© 2021 Fannie Mae'.

2. Locate the appropriate transfer item and click **Edit Request** from the dropdown menu.

The screenshot shows a table of transfer requests. The table has columns for Request ID, Transfer Log ID, Transferor Name, Transferor IDs, Transferee Name, Transferee IDs, Transfer Reason Type, Transfer Date, Transfer Loan Count, Request Status, Last Updated Date, File Processing Status, and Action. The 'Action' column contains a dropdown menu with options: 'Choose', 'Add Loans', 'Remove Loans', 'Cancel Request', 'Edit Request', and 'View Request'. The 'Edit Request' option is highlighted with a red box. The table also includes a 'Reset-Filter' button and a 'Global Filter' input field.

Request ID	Transfer Log ID	Transferor Name	Transferor IDs	Transferee Name	Transferee IDs	Transfer Reason Type	Transfer Date	Transfer Loan Count	Request Status	Last Updated Date	File Processing Status	Action
214						Subservicing Transfer	Nov 1, 2021	201	Servicing Transfer Review	Mar 4, 2021, 1:40:56 PM		Choose
217						Subservicing Transfer	Oct 1, 2021	158	Pending Servicing Transfer Review	Mar 4, 2021, 1:38:26 PM		Choose
221						Subservicing Transfer	Jan 1, 2022	201	Pending Servicing Transfer Review	Mar 4, 2021, 4:09:20 PM		Choose
223						Servicing Transfer	Jun 1, 2021	143	Pending Servicing Transfer Review	Mar 12, 2021, 3:07:52 PM	Processing	Edit Request



3. Enter information in the fields and click **Next** when the button turns bright blue.

Form 629

Step 1  
Loans to Transfer

Step 2  
Transfer Summary

Step 3  
Transferor Details

Step 4  
Transferee Details

Step 5  
Additional Transferee Info

Step 6  
Review and submit

Transfer Summary

What is the reason for the transfer?  
Servicing Transfer

Will Document Custodian change?  
☒ Yes  
☐ No

Will this transfer move all the mortgages serviced by the transferor for Fannie Mae?  
☒ Yes  
☐ No

Will the transferor remain active Fannie Mae Seller and Servicer?  
☒ Yes  
☐ No

Does the transferor have any outstanding selling commitments with Fannie Mae?  
☒ Yes  
☐ No

Proposed Transfer Date  
Optional, this date must only be the first day of the month  
08/2021

Sale Date  
Optional, this is for informational purposes only; Fannie Mae will not approve based on sale date  
x

Enter any pertinent information regarding this transfer  
Optional, but it will allow for more effective processing

CancelNext

Note: The last two fields are optional.



4. Enter information in all the fields in the **Contact information regarding this request** section and click **Next** when the button turns bright blue.

**Form 629**

Step 1  
Loans to Transfer

Step 2  
Transfer Summary

Step 3  
Transferor Details

Step 4  
Transferee Details

Step 5  
Additional Transferee Info

Step 6  
Review and submit

**Transferor Information**

Seller/Service Numbers

Service Name

Address

Street address:

City:

State:

Zip code:

Country: US

**Contact information regarding this request**

Officer Full Name

Officer Title

Contact Full Name

Contact Title

Contact Telephone Number  
extension optional

Contact Email Address

Cancel Previous **Next**

5. Enter information in all the fields and click **Next** when the button turns bright blue.

**Form 629**

Step 1  
Loans to Transfer

Step 2  
Transfer Summary

Step 3  
Transferor Details

Step 4  
Transferee Details

Step 5  
Additional Transferee Info

Step 6  
Review and submit

**Additional Transferee Information**

Please provide the Transferee total SDQ for Non-Fannie Mae Loans

Loan Count

UPB

Please provide the Transferee loan count and UPB for any Non-Fannie Mae loan transferring in the next 3 months

Loan Count

UPB

% (Enter decimal value, i.e. 0.05 = 5%)

Cancel Previous **Next**



6. Click **Submit request**.

Form 629 Submission

×

By submitting this form 629, the Transferor and Transferee Servicer represent and warrant that the information submitted on and with this form is true, correct, and complete

Go back

Submit request

Note: The following message displays in the lower left corner of the screen.

✓

Success Message

×

Your submission was received

7. Click **Continue**.

i

We have received your request!

We are processing your loan level information and performing validations. Depending on the size of your request, this can take several minutes. When completed, you will receive an email that will detail the results and your next steps. If a significant amount of time has lapsed and you believe it is an error, please contact us at [servicing\\_transfers@fanniemae.com](mailto:servicing_transfers@fanniemae.com)

Continue

Result:

Good afternoon, [Name]

Available Forms

Form 200

The Fannie Mae Servicer Selection Form (Form 200) is used by Fannie Mae servicers to recommend lawfirms to Fannie Mae to perform default-related legal services. This form must be completed and submitted electronically to Fannie Mae in accord with Servicing Guide A4-2.2-01, Selecting and Retaining Law Firms. All firms that a servicer wishes to refer Fannie Mae default-related matters must have a separate Servicer Selection Form submitted in each jurisdiction in which the servicer wishes to retain the firm.

New

Active

Processed

0

0

0

Create New Request

Form 629

This form must be completed by the Transferor. All requests must be received by the Servicing Transfer Group at least 60 days prior to the earlier of proposed sale or transfer date for servicing transfers, and 30 days prior to the earlier of proposed sale or transfer date for subservicing transfers.

New

Active

Processed

31

15

16

Create New Request

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## Edit Transfer Date

Follow the steps below to edit the transfer date of the loan. Edit Transfer Date can occur up to the 25th Calendar Day before the Transfer Date, and the submission has been confirmed and not in Denied or Cancel Status. If you Edit Transfer Date once a request has been approved and an approval letter has been sent, a notification will appear as shown in the steps below.

1. Click the appropriate tab (**New, Active or Processed**) in the Form 629 section to locate the appropriate request where loans should be edited.

Good afternoon, [User Name]

**Available Forms**

**Form 200**

The Fannie Mae Servicer Selection Form (Form 200) is used by Fannie Mae servicers to recommend law firms to Fannie Mae to perform default-related legal services. This form must be completed and submitted electronically to Fannie Mae in accord with Servicing Guide A4-2.2-01, Selecting and Retaining Law Firms. All firms that a servicer wishes to refer Fannie Mae default-related matters must have a separate Servicer Selection Form submitted in each jurisdiction in which the servicer wishes to retain the firm.

New 0 Active 0 Processed 0 [Create New Request](#)

**Form 629**

This form must be completed by the Transferor. All requests must be received by the Servicing Transfer Group at least 60 days prior to the earlier of proposed sale or transfer date for servicing transfers, and 30 days prior to the earlier of proposed sale or transfer date for subservicing transfers.

New 31 Active 15 Processed 16 [Create New Request](#)

Stay Connected

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2. Locate the appropriate transfer item and click **Edit Request** from the dropdown menu.

New Forms

Active Forms

Processed Forms

Reset-Filter

Global Filter

Request ID	Transfer Log ID	Transferor Name	Transferor IDs	Transferee Name	Transferee IDs	Transfer Reason Type	Transfer Date	Transfer Loan Count	Request Status	Last Updated Date	File Processing Status	Action
						Transfer				2:34:01 PM		
175						Servicing Transfer	May 1, 2021	1	Approval Letters Sent	Feb 10, 2021, 1:54:17 PM	Processing	Choose
186						Reverse Mortgage Servicing Transfer	Apr 1, 2021	28	Approval Letters Sent	Feb 10, 2021, 8:52:47 AM	Completed	Choose
192						Servicing Transfer	Jun 1, 2021	14	Approval Letters Sent	Feb 19, 2021, 5:38:22 PM		Choose
210						Servicing Transfer	Jul 1, 2021	183	Cancelled	Mar 3, 2021, 1:15:38 PM		Add Loans
215						Servicing Transfer	Sep 1, 2021	0	Cancelled	Mar 3, 2021, 4:24:22 PM		Remove Loans
												Cancel Request
												Edit Transfer Date
												View Request



3. Enter the new **Proposed Transfer Date** and click **Submit** when the button turns bright blue.

Form 629

Step 1

Loans to Transfer

Step 2

Transfer Summary

Transfer Summary

What is the reason for the transfer?  
Servicing Transfer

Will Document Custodian change?  
☐ Yes  
☒ No

Will this transfer move all the mortgages serviced by the transferor for Fannie Mae?  
☐ Yes  
☒ No

Will the transferor remain active Fannie Mae Seller and Servicer?  
☐ Yes  
☒ No

Does the transferor have any outstanding selling commitments with Fannie Mae?  
☐ Yes  
☒ No

Proposed Transfer Date  
*This date must only be the first day of the month*  
📅 06/2021

Sale Date  
*Optional, this is for informational purposes only; Fannie Mae will not approve based on sale date*  
📅 02/08/2021

Enter any pertinent information regarding this transfer  
*Optional, but it will allow for more effective processing*

Cancel Submit

4. Click **Submit request**.

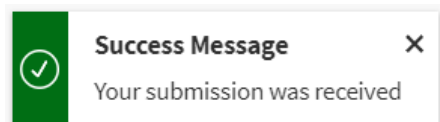
Form 629 Submission

×

By submitting this form 629, the Transferor and Transferee Servicer represent and warrant that the information submitted on and with this form is true, correct, and complete


Go back Submit request

Note: The following message displays in the lower left corner of the screen.







5. Click **Continue**.

 We have received your request!

We are processing your loan level information and performing validations. Depending on the size of your request, this can take several minutes. When completed, you will receive an email that will detail the results and your next steps. If a significant amount of time has lapsed and you believe it is an error, please contact us at [servicing\\_transfers@fanniemae.com](mailto:servicing_transfers@fanniemae.com)

Continue

Result:

 Good afternoon, 

Available Forms

**Form 200**

The Fannie Mae Servicer Selection Form (Form 200) is used by Fannie Mae servicers to recommend law firms to Fannie Mae to perform default-related legal services. This form must be completed and submitted electronically to Fannie Mae in accord with Servicing Guide A4-2.2-01, Selecting and Retaining Law Firms. All firms that a servicer wishes to refer Fannie Mae default-related matters must have a separate Servicer Selection Form submitted in each jurisdiction in which the servicer wishes to retain the firm.

New0

Active0

Processed0

Create New Request

**Form 629**


This form must be completed by the Transferor. All requests must be received by the Servicing Transfer Group at least 60 days prior to the earlier of proposed sale or transfer date for servicing transfers, and 30 days prior to the earlier of proposed sale or transfer date for subservicing transfers.

New31

Active15

Processed16

Create New Request


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**Note:** Users will not be able to edit a transfer date once the request has been approved and an approval letter has been sent.

If a user attempts to modify the transfer date once a transfer is approved and approval letters have been posted, then they will receive the following pop-up notification shown below.

Edit Transfer Date Notice!



By agreeing to a new transfer date, approval for request ID  will become null and void and the transfer request will be cancelled. A new transfer request will need to be made. Fannie Mae reserves the right to re-review and approve a new transfer submission.

Disagree

Agree

- If the user agrees with the notification, it will cancel the existing approved transfer and they will be required to enter a new transfer request with the correct transfer date.
- If the user disagrees with the notification, the transfer will not be cancelled and remain in its current status.





## Cancel Request

Follow the steps below to cancel a request. Transfer Request can be cancelled up to the 25<sup>th</sup> Calendar Day before the Transfer Date.

1. Click the appropriate tab (**New, Active or Processed**) in the Form 629 section to locate the request that should be cancelled.

Good afternoon, [User Name]

### Available Forms

#### Form 200

The Fannie Mae Servicer Selection Form (Form 200) is used by Fannie Mae servicers to recommend lawfirms to Fannie Mae to perform default-related legal services. This form must be completed and submitted electronically to Fannie Mae in accord with Servicing Guide A4-2.2-01, Selecting and Retaining Law Firms. All firms that a servicer wishes to refer Fannie Mae default-related matters must have a separate Servicer Selection Form submitted in each jurisdiction in which the servicer wishes to retain the firm.

New: 0, Active: 0, Processed: 0

Create New Request

#### Form 629

This form must be completed by the Transferor. All requests must be received by the Servicing Transfer Group at least 60 days prior to the earlier of proposed sale or transfer date for servicing transfers, and 30 days prior to the earlier of proposed sale or transfer date for subservicing transfers.

New: 31, Active: 15, Processed: 16

Create New Request

Stay Connected

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2. Locate the appropriate transfer item and click **Cancel Request** from the dropdown menu.

New Forms | Active Forms | Processed Forms

Reset-Filter

Global Filter

Request ID	Transfer Log ID	Transferor Name	Transferor IDs	Transferee Name	Transferee IDs	Transfer Reason Type	Transfer Date	Transfer Loan Count	Request Status	Last Updated Date	File Processing Status	Action
193						Servicing Transfer	Jul 1, 2021	0	New Transfer	Mar 3, 2021, 1:08:48 PM		Choose
198						Servicing Transfer	Apr 1, 2021	22	New Transfer	Feb 18, 2021, 2:28:34 PM		Choose
209						Servicing Transfer	Apr 1, 2021	200	New Transfer	Mar 2, 2021, 3:03:17 PM	Completed	Choose
210						Servicing Transfer	Jul 1, 2021	183	New Transfer	Mar 3, 2021, 12:48:21 PM	Completed	Choose

Continue Form Submission  
Add Loans  
Remove Loans  
Cancel Request  
View Request

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3. Click **Continue**.

You are about to cancel your Form 629 request with request ID 210

Your request will be canceled, are you sure?

GO BACK | CONTINUE



Result:

New FormsActive FormsProcessed Forms												
Reset-FilterGlobal Filter												
Request ID	Transfer Log ID	Transferor Name	Transferor IDs	Transferee Name	Transferee IDs	Transfer Reason Type	Transfer Date	Transfer Loan Count	Request Status	Last Updated Date	File Processing Status	Action
175						Servicing Transfer	May 1, 2021	1	Approval Letters Sent	Feb 10, 2021, 1:54:17 PM	Processing	Choose ▾
186						Reverse Mortgage Servicing Transfer	Apr 1, 2021	28	Approval Letters Sent	Feb 10, 2021, 8:52:47 AM	Completed	Choose ▾
192						Servicing Transfer	Jun 1, 2021	14	Approval Letters Sent	Feb 19, 2021, 5:38:22 PM		Choose ▾
210						Servicing Transfer	Jul 1, 2021	183	Cancelled	Mar 3, 2021, 1:15:38 PM		Choose ▾
215						Servicing Transfer	Sep 1, 2021	0	Cancelled	Mar 3, 2021, 4:24:22 PM		Choose ▾



## Processed Forms and Request Status

The Processed Forms tab allows you to view the transfer request status after it has been processed by the Fannie Mae Analyst. The servicer will receive an email notification that the transfer request was processed and can view the Request Status (Approval Letter Sent, Canceled, or Declined).

From: [noreply@quatrosupport.com](mailto:noreply@quatrosupport.com) <[noreply@quatrosupport.com](mailto:noreply@quatrosupport.com)>

Sent: Tuesday, August 17, 2021 8:05 AM

To: [sdkfkd@fanniemae.com](mailto:sdkfkd@fanniemae.com); [maatt@fanniemae.com](mailto:maatt@fanniemae.com)

Cc: Quatro <[quatro@fanniemae.com](mailto:quatro@fanniemae.com)>

Subject: Fannie Mae Form 629 – Servicing Transfer Request Processed - Log ID (D-14774)

The Servicing Transfer request Log ID D-14774 has been processed and the current status has been updated. You can view the status of your Servicing Transfer Request by clicking the "PROCESSED" Column in your Form 629 Dashboard (<a href="https://quatro-01.acpt.int/fanniemae.com/#/manageprocess/629/Done/DTNBA">Link</a>). This will allow you to view any additional details on this submission.

If you have any questions, please contact us at [servicing\\_transfers@fanniemae.com](mailto:servicing_transfers@fanniemae.com).

Thank you,

Servicing Transfers Team

## Approval Letters Sent

Follow the steps below to view the approval letter sent per request.

1. Click **Processed** in the Form 629 section to locate the appropriate request where loans should be processed.

- From the Processed Forms tab, locate the appropriate process item and click **Email Approval Letter** from the dropdown menu.

Note: The approval letter will be sent directly to the requesters email address.



# Loan Level Detail

Follow the steps below to view loan level details per request.

- 1. Click **Processed** in the Form 629 section to locate the appropriate request where loans should be processed.

Good afternoon, [User]

Available Forms

Form 200

The Fannie Mae Servicer Selection Form (Form 200) is used by Fannie Mae servicers to recommend lawfirms to Fannie Mae to perform default-related legal services. This form must be completed and submitted electronically to Fannie Mae in accord with Servicing Guide A4-2.2-01, Selecting and Retaining Law Firms. All firms that a servicer wishes to refer Fannie Mae default-related matters must have a separate Servicer Selection Form submitted in each jurisdiction in which the servicer wishes to retain the firm.

New0

Active0

Processed0

Create New Request

Form 629

This form must be completed by the Transferor. All requests must be received by the Servicing Transfer Group at least 60 days prior to the earlier of proposed sale or transfer date for servicing transfers, and 30 days prior to the earlier of proposed sale or transfer date for subservicing transfers.

New31

Active15

Processed16

Create New Request

Stay Connected

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- 2. From the Processed Forms tab, locate the appropriate process item and click **Download Approval Letter** from the dropdown menu.

New FormsActive FormsProcessed Forms												
Reset-FilterGlobal Filter												
Request ID	Transfer Log ID	Transferor Name	Transferor IDs	Transferee Name	Transferee IDs	Transfer Reason Type	Transfer Date	Transfer Loan Count	Request Status	Last Updated Date	File Processing Status	Action
233						Servicing Transfer	Nov 1, 2021	880	Denied	12:12:20 PM		Choose
236						Servicing Transfer	Jun 1, 2021	1	Cancelled	Apr 21, 2021, 8:05:57 AM		Choose
240						Subservicing Transfer	Jul 1, 2021	3	Approval Letters Sent	Apr 21, 2021, 3:00:07 PM		Choose
284						Servicing Transfer	Aug 1, 2021	474	Cancelled	Jul 19, 2021, 12:00:53 PM		Download Approval LetterDownload LoansView Request



3. Click **Downloaded Excel spreadsheet** in the lower left corner of screen

New FormsActive FormsProcessed Forms

Reset-Filter

Global Filter

Request ID	Transfer Log ID	Transferor Name	Transferor IDs	Transferee Name	Transferee IDs	Transfer Reason Type	Transfer Date	Transfer Loan Count	Request Status	Last Updated Date	File Processing Status	Action
233						Servicing Transfer	Nov 1, 2021	880	Denied	12:12:20 PM		Choose
236						Servicing Transfer	Jun 1, 2021	1	Cancelled	Apr 21, 2021, 8:05:57 AM		Choose
240						Subservicing Transfer	Jul 1, 2021	3	Approval Letters Sent	Apr 21, 2021, 3:00:07 PM		Choose
284						Servicing Transfer	Aug 1, 2021	474	Cancelled	Jul 19, 2021, 12:00:53 PM		

Request Received

Your request for loan level was received. This may take a few minutes to process. It will appear in the download section of your browser.

Request Completed

Your request for loan level was completed.

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3.8/3.8 KB

Show all

Note: Follow normal procedures when opening, sorting, and saving spreadsheet.



## Appendix

### Data Validation Errors

1.	Not an active or valid Fannie Mae Loan.
2.	This loan is already part of another transfer in process.
3.	Seller Servicer ID on this loan does not match what we have on record.
4.	Reverse mortgages are not allowed for this transfer reason type.
5.	REMIC mortgages are not allowed for this transfer reason type.
6.	This loan is duplicated in this list.
7.	Not verified due to validation service being unavailable.
8.	Loan is assigned to a different servicer.
9.	Transferee Seller Servicer Number is not an active or valid Fannie Mae servicer id.
10.	Loan number must be 10 digits in length.
11.	Transferor custodian is not valid.
12.	Transferee custodian is not valid.
13.	Loan removed from transfer (only on remove loan option).

**Note:**

- [Click here](#) to return to the Creating New Request section of this guide.
- [Click here](#) to return to the Adding Loans section of this guide.
- [Click here](#) to return to the Removing Loans section of this guide.



## Custodian Matrix

Custodian Matrix			
1.	Associated Bank, NA	16.	Regions Bank
2.	Banco Popular de Puerto Rico	17.	Salem Five Cent Savings Bank
3.	Bank of America, N.A.	18.	Suffco Service Corp (Astoria Bank)
4.	Citibank, N.A.	19.	The Bank of New York Mellon Trust, N.A.
5.	Citizens Bank, N.A.	10.	The Huntington National Bank
6.	Colonial Savings, F.A.	21.	Trusit Bank
7.	Computershare Trust Company, N.A.	22.	Trustmark National Bank
8.	Deutsche Bank National Trust Company	23.	Ulster Savings Bank
9.	Fifth Third Bank	24.	United Community Bank
10.	Flagstar Bank	25.	US Bank, N.A.
11.	JP Morgan Chase Bank, N.A.	26.	Webster Bank
12.	New York Community Bank	27.	Wells Fargo Bank, N.A.
13.	Out on Bailee	28.	Wilmington Trust NA
14.	PNC Bank	29.	FNMAeNote
15.	ReconTrust Company, NA		

Note: [Click here](#) to return to the entering Excel information section of this guide.

## Servicing Transfers Form 629 System Status

Request Status	Form 629 Tab	Summary
New Transfer	NEW	Transfer Request has been input by Servicer but not been confirmed and sent to Fannie Mae for review
Pending Servicing Transfer Review	ACTIVE	Transfer Request has been confirmed by the Servicer and is now sent to Fannie Mae for review
Pending Servicing Transfer Analysis	ACTIVE	Transfer Request is under analysis
Pending Internal Sign Off	ACTIVE	Transfer Request is pending internal sign off by Fannie Mae
Pending Final Approval	ACTIVE	Transfer Request is pending final approval from Fannie Mae
Approval Letters Sent	PROCESSED	Transfer Request has been approved by Fannie Mae
Denied	PROCESSED	Transfer Request has been denied
Cancelled	PROCESSED	Transfer Request has been cancelled

## Technology Service Center Contact Information

For Technology Manager questions contact the Fannie Mae Technology Service Center at 1-800-2Fannie (1-800-232-6643) option 1 at the first prompt and option 1 at the second prompt.