



Entering Data in Form 582 for Notification of Assignment Letter

June 2018

Customers are required to provide Fannie Mae with the Servicer Information for each 9-digit Servicer Number. This information will be included in the Notice of Assignment Letter that the borrower will use to contact the servicer of the mortgage loan.

- If your organization is using a Subservicer, the servicer name, address and phone number will belong to the Subservicer.
- The e-mail address that is provided will only be used by Fannie Mae to contact the indicated servicer and will not be included in the borrower notice.

To provide Servicer Information:

Log in to [Form 582, Lender Record Information application](#).

On the Home Screen, select **Mortgage Operations**.

SECTION	STATUS	VERIFIED
Lender Information	Completed	✓
Mortgage Operations	Not Completed	○
Legal	Completed	✓
Regulatory	Completed	●
Insurance	Completed	●

Then, scroll down and select **Servicer Information**.

- ✓ Lender Contract Warranties
- ✓ Security Procedures
- ✓ Translation Services
- ✓ Multifamily Property Inspection
- ✓ Electronic Transmission
- ✓ Electronic Signatures
- ✓ Contractors / Third Parties
- ✓ Third Party Originators
- ✓ Background Checks
- ✓ Underwriting O&E Governance
- ✓ Anti-Fraud Policies
- ✓ Complaint Management
- ✓ Servicer Information
- ✓ Legal
- Regulatory
- Insurance



Mortgage Operations
Servicer Information for Borrower Notification at Acquisition

In this section you will report the Servicer Name, Customer Service Address and Phone number which will be printed in the Borrower Notification at time of Acquisition.
 Note: The Customer Service email address will only be used by Fannie Mae for internal purposes.
 Note: After clicking on edit icon, scroll to the bottom of the page to find the edit content.

Servicer #	Servicer Name	Servicing Type	Sub Servicer	Sub Servicer Name	Address	EDIT
999994702	TestNonSeller0	Subserviced	12345	Test Account	345 Main Street, Suite A Any City KY 54321	
999990009	TestNonSeller1	In House			123 Any Street Any City VA 12345	

Click to view on-screen help.

Click the pencil icon and then scroll to the bottom of the screen to edit the information displayed for a 9-digit Servicer #.

For each 9-digit Seller #, select the Servicing Type:

- **In House** or,
- **Subserviced**

If Subserviced is selected, enter the **Subservicer's 5-digit Seller/Servicer Number**.

Enter the Address, Telephone number and Email address for the In House or Subservicer.

Select the **checkbox** to apply the information to all 9-digit Servicer #s with the same Servicing Type.

Example: Subserviced

Servicer # 329071234 Servicer Name TestNonSeller0

Servicing Type In House Subserviced

Please enter the Subservicer's 5 digit Seller/Servicer Number, Customer Service Address, Telephone and email address.

* Sub Servicer # 12345

* Sub Servicer Name Automation Test Account BU

* Address 345 Main Street, Suite A

* Telephone 9992223456

* City Any City

* Email example@subservicerealm.com

* State KY * Zip Code 54321

Apply Address, Phone and Email to all Subserviced servicers

CANCEL SAVE

Verify this response

Example: In House

Servicer # 329071236 Servicer Name TestNonSeller2

Servicing Type In House Subserviced

Please enter servicer's Customer Service address, email address and phone number.

* Address 123 Any Street

* Telephone 5558889999

* City Any City

* Email example@example.com

* State VA * Zip Code 12345

Apply Address, Phone and Email to all In-House servicers

CANCEL SAVE

Verify this response

Click **Save**.

Repeat the process for all 9-digit Servicer #s.

When you have completed this section, please click **Verify this response**.