

Completing and Submitting the Servicer Selection Form (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.

This document provides step-by-step instruction on completing and properly submitting the Servicer Selection Form to Fannie Mae. Following the required guidelines for submitting the Servicer Selection Form will reduce delays caused by automatic rejections.

Tips for Submitting the Servicer Selection Form

- Servicers can access the Servicer Selection Form from the [Fannie Mae Website](#).
- The Servicer Selection Form data is captured in the Microsoft® Excel® file format. The form must be completed electronically, and the completed form (Excel spreadsheet) must be sent to: Servicer_Selection_Form@fanniemae.com.
- The Fannie Mae Servicer ID (SSID) and Firm's nine-digit federal Employer Identification Number (EIN) must be provided on each form.
- One form must be completed and submitted **per firm, per jurisdiction** being recommended by the servicer.
- The state in Section II must match the jurisdiction in Section III unless the jurisdiction is listed in the Announcement as an exception to the requirement that a firm have an office location in that jurisdiction.
- Do not attach any documents directly into the form. Send any necessary supporting documentation as additional attachments in the Servicer Selection Form submission e-mail.
- In the subject line of the submission email, use the following format to ensure your form is processed: servicer name, the title "SSF Selection" and the recommended firm name. For example: *ABC Servicer SSF Selection 123 Law Firm*.
- The following errors will cause a Servicer Selection Form to be automatically rejected by the data system and cause delays in processing. Please **DO NOT**:
 - Submit forms in any format other than Excel (e.g., pdf, scan, jpg, etc.)
 - Submit via e-mail to any Fannie Mae address other than the authorized e-mail address: Servicer_Selection_Form@fanniemae.com
 - Submit forms prior to March 1, 2013 (forms will have to be resubmitted, they will not be held for processing)

- Request multiple jurisdictions in one request
- Leave blank cells (text fields) in Sections I through III and V. (Enter N/A in text field if Not Applicable)
- Attach more than one form to a single e-mail

Completing the Servicer Selection Form

Introduction

A servicer must complete and submit one Servicer Selection Form per firm, per jurisdiction. Forms containing requests for multiple jurisdictions will be automatically rejected by the intake system. To complete and submit the Servicer Selection Form, follow the steps below:

Step 1. Click the **Servicer Selection Form tab** at the bottom of the Servicer Selection Form.xls workbook or on the link on the Form Instructions tab.

Section One: Servicer Information Section

This section contains information pertaining to the servicer. Do not leave any cells empty; enter **N/A** if you do not have a value for that field.

Step 2. Click the **white text fields in rows 8-13** to enter information requested for the servicer organization.

Step 3. Click the **white text fields in rows 14-18** to enter contact information for a representative that can answer questions and supply additional information to Fannie Mae if needed.

I. SERVICER INFORMATION	
5	
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8	Name of Mortgage Servicer
9	Fannie Mae Servicer Number
10	Servicer Address
11	City
12	State
13	ZIP
14	Contact Name for Questions Regarding This Form
15	Position in Company
16	Telephone Number
17	Servicer Contact Email
18	Date Prepared
19	

IMPORTANT → This is your SSID number.

Who can Fannie Mae contact if additional information is needed?

Section Two: Firm Information

Step 4. Click the **white text fields in rows 23-34** to enter information on the recommended firm. Do not leave any cells empty; enter **N/A** if you do not have a value for that field.

- Row 23: Type the **name of the firm exactly** as noted on the firm's IRS Form W-9, including suffixes such as L.L.C. and P.A.
- Row 24: Type the firm's nine-digit federal Employer Identification Number (EIN) without dashes.
- Row 25-28: Type the **address of the firm's office located in the proposed jurisdiction.**

NOTE: If the jurisdiction where the servicer intends to use the firm is one of the jurisdictions listed in the Firm Minimum Requirements in Announcement SVC 2012-22 as an exception to the requirement that the firm have a staffed office in the jurisdiction and the firm does not have an address in the jurisdiction where the servicer intends to use the firm, the servicer should list the firm address located in the same region of the country as the jurisdiction where the servicer intends to use the firm.

- Rows 30-33: Type the **contact information for a representative** of the firm that can answer questions for Fannie Mae if needed.
- Row 34: Type the **e-mail address** of the person Fannie Mae can contact at the firm regarding the Retention Agreement.

II. FIRM INFORMATION	
20	
22	Mailing Address: (of firm's office located in the jurisdiction where the servicer intends to use the firm)
23	Name of Firm As Noted on Form W-9 Include any acronyms used.
24	Firm EIN Do not include dashes in the EIN number.
25	Street Address
26	City Use the firm's address in the proposed
27	State jurisdiction.
28	ZIP
29	Contact Information:
30	Contact Name
31	Position in Firm Who can Fannie Mae contact if additional
32	Telephone Number information is needed?
33	Firm Contact Email
34	Firm Email for Contract Correspondence Who can FM contact with Retention Agreement questions?

Section Three: Firm Jurisdiction, Attorney Names and Locations

Step 5. Click the **white text fields in rows 39-48** to enter additional information about the firm that the servicer intends to use. Do not leave any cells empty; enter **N/A** if you do not have a value for that field.

NOTE: If the firm will be used in multiple jurisdictions, a separate form will need to be completed and submitted for each jurisdiction.

- Row 39: Click **the drop down arrow** to choose a jurisdiction from the list provided. This must be the same as the state in section two, unless an exception to this requirement is listed in the Announcement.
- Row 42: Type the **names of the attorneys** in the firm who will provide the mortgage default-related services in the jurisdiction listed. Separate names with a semicolon.

- Row 45: Type the **address, city and state** of the firm's branch offices, other than those listed in Section II. Separate office addresses with a semicolon.
- Row 48: Type the names of any affiliated **third-party vendors** the firm intends to use. Separate names with a semicolon.

36	III. FIRM JURISDICTION, ATTORNEY NAMES AND LOCATIONS
37	
38	Jurisdiction where servicer intends to use firm:
39	<input type="text"/>
40	Arizona
41	Arkansas
41	California
41	Colorado
41	Connecticut
41	Delaware
41	District of Columbia
41	Florida
42	
43	
44	Firm office locations (address, city, state) other than the office listed in Section II:
45	<input type="text"/>
46	
47	List the names of affiliated third party vendors the firm intends to use for Fannie Mae matters:
	<input type="text"/>

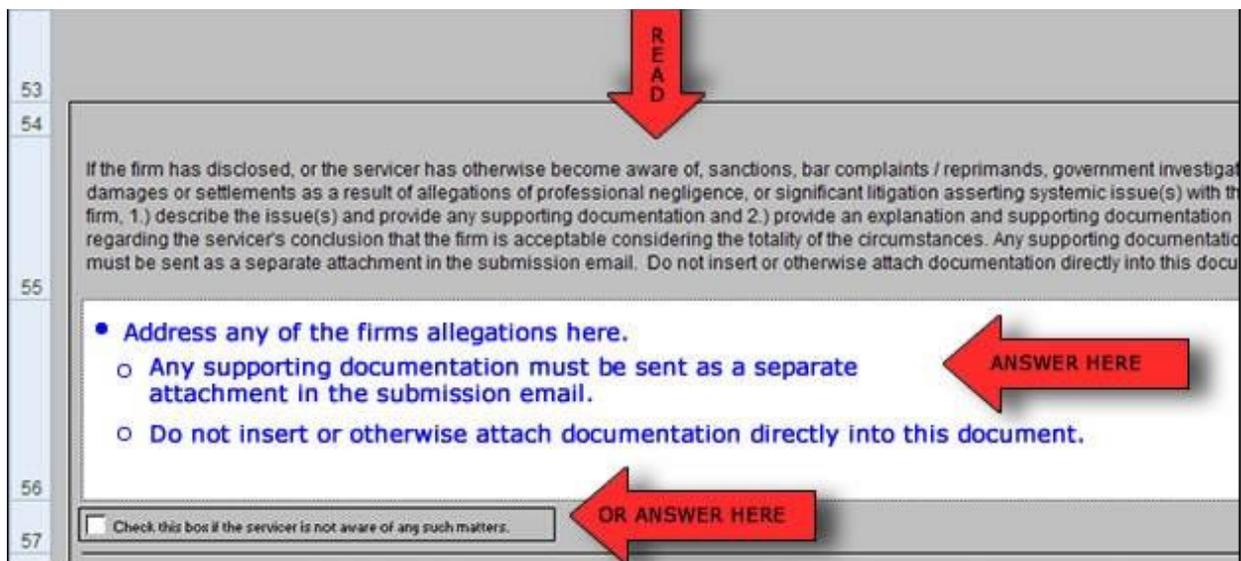
Section Four: Servicer Certification

The servicer uses this section to certify that it has conducted the due diligence required by the Fannie Mae Servicing Guide and has concluded that the firm does not, in the totality of the circumstances, pose a legal and/or reputational risk to Fannie Mae or exhibit systemic issues that may lead to legal and/or reputational risk.

Step 6. Read the **certification statement in row 55** pertaining to allegations of professional negligence, or significant litigation with the firm.

- If you need to address the above issue, click in the **white text box in row 56** and complete the following:
 - Describe the issue(s).
 - Provide an explanation regarding the servicer's conclusion that the firm is acceptable considering the totality of the circumstances.
 - Send any supporting documentation as a separate attachment(s) in the submission e-mail.
- If the servicer is not aware of such matters, click **the box in row 57** labeled, *Check this box if the servicer is not aware of any such matters.*

NOTE: If a checkbox or radio button in Sections IV or V does not appear to activate, try using the **Tab** key from a text box then clicking on the checkbox or radio button. Some versions of Excel may exhibit this behavior.



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If the firm has disclosed, or the servicer has otherwise become aware of, sanctions, bar complaints / reprimands, government investigation damages or settlements as a result of allegations of professional negligence, or significant litigation asserting systemic issue(s) with the firm, 1.) describe the issue(s) and provide any supporting documentation and 2.) provide an explanation and supporting documentation regarding the servicer's conclusion that the firm is acceptable considering the totality of the circumstances. Any supporting documentation must be sent as a separate attachment in the submission email. Do not insert or otherwise attach documentation directly into this document.

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- Address any of the firms allegations here.
 - Any supporting documentation must be sent as a separate attachment in the submission email.
 - Do not insert or otherwise attach documentation directly into this document.

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Check this box if the servicer is not aware of any such matters.

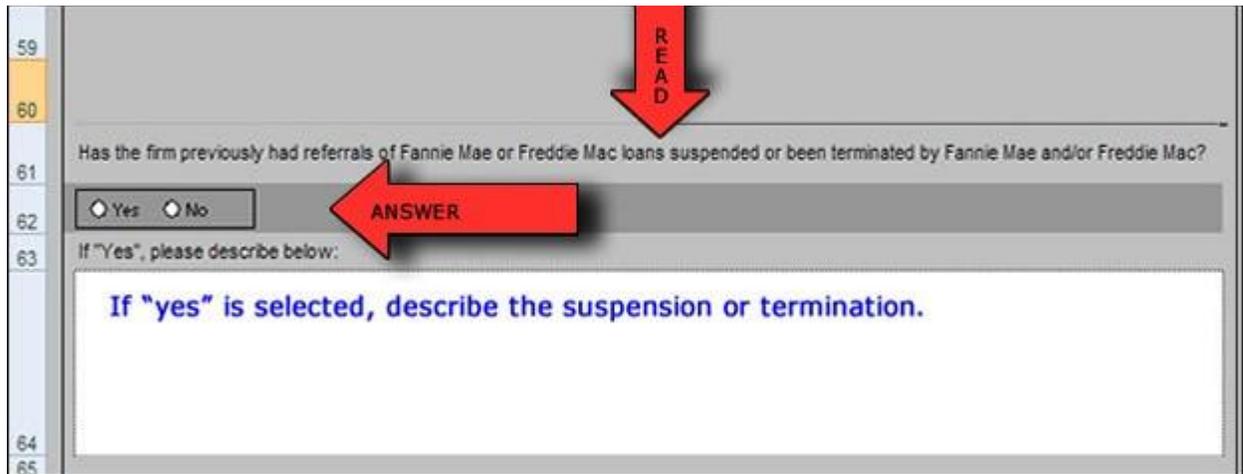
Step 7. Read the **statement in row 58** pertaining to due diligence in determining if the firm, its attorneys, notaries or third parties the firm relies on to perform mortgage default-related services have previously prepared, executed or notarized documents that have not been in compliance with applicable law.

- To address the above issue, click in the **white text box in row 59** and explain how the firm has addressed the contributing cause(s) of the firm's failure to comply with applicable law including instituted:
 - Controls
 - Procedures
 - Processes
- If the servicer has made no such determination, click **the box in row 60** labeled, *Check this box if servicer has made no such determination about the firm.*

56		↓ R E A D
57	<input type="checkbox"/> Check this box if the servicer is not aware of any such matter.	
58	<p>If servicer has determined that the firm, its attorneys, notaries or third-parties that the firm relies on to perform any aspect of mortgage default-related services have previously prepared, executed, or notarized documents that have not been in compliance with applicable law, please explain how the firm has instituted controls, procedures, and processes to address the contributing cause(s) of the firm's failure to comply with applicable law.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="color: blue; text-align: center;">Address how the firm has instituted controls, procedures, and processes to address the contributing cause(s) of the firm's failure to comply with applicable law.</p> </div>	
59		← ANSWER HERE
60	<input type="checkbox"/> Check this box if the servicer has made no such determination regarding the	← OR ANSWER HERE

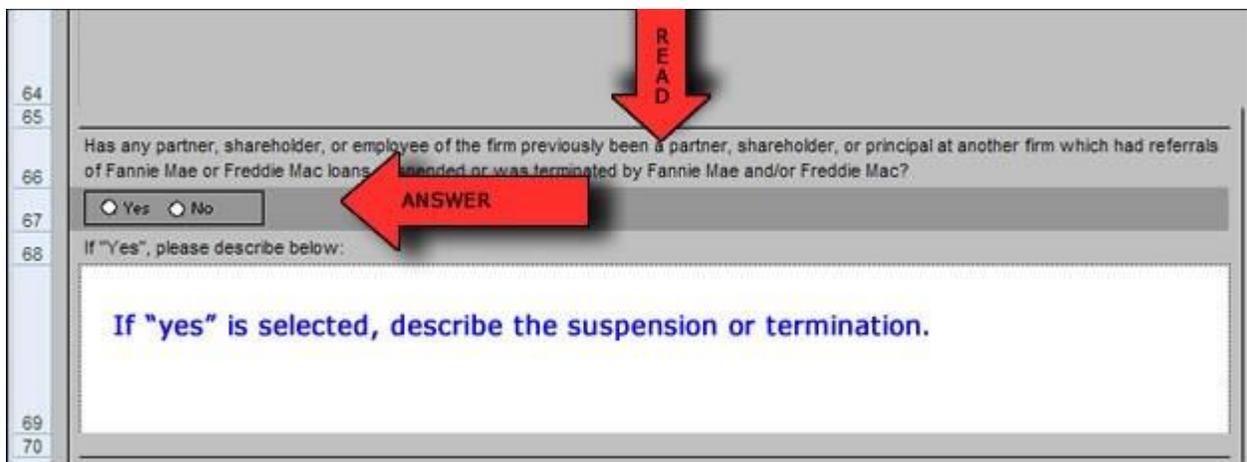
Step 8. Read the statement in row 61 pertaining to the firm's suspensions or terminations by Fannie Mae and/or Freddie Mac. Click the **Yes or No radio buttons in row 62**.

- If you answer **Yes** to the previous question, click the **white text box in row 64** and describe the nature of the suspension or termination.



Step 9. Read the statement in row 66 pertaining to previous suspensions or terminations of shareholders, partners or employees of the firm by Fannie Mae and/or Freddie Mac. Click the **Yes or No radio buttons in row 67**.

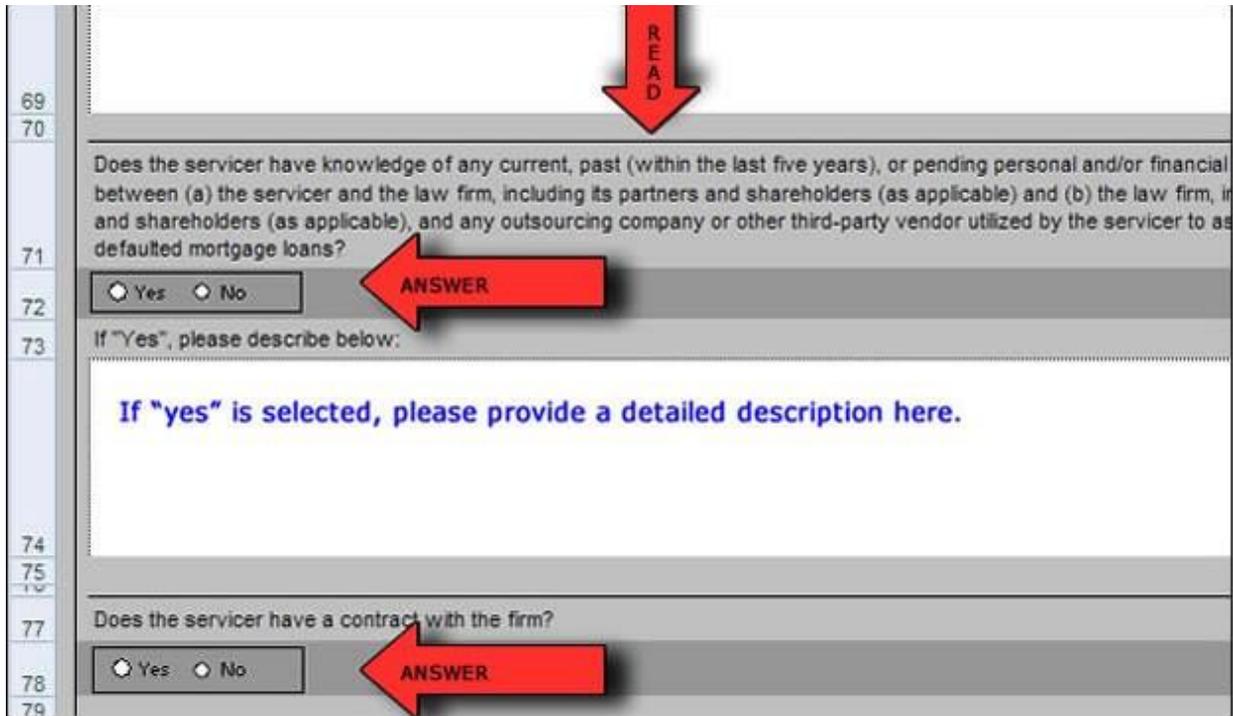
- If you answer **Yes** to the previous question, click the **white text box in row 69** and describe the nature of the suspension or termination.



Step 10. Read the statement in row 71 pertaining to the financial relationship in servicing defaulted mortgage loans. Click the **Yes or No radio buttons in row 72**.

- If you answer **Yes** to the previous question, click the **white text box in row 74** and describe the nature of the financial relationship.

Step 11. Respond as to whether the servicer has a contract with the firm. Click the **Yes or No radio buttons in row 78**.



The screenshot shows a survey form with a vertical row of numbers on the left side, ranging from 69 to 79. The form contains two questions with radio button options. A red arrow labeled 'READ' points down to the top of the first question. A red arrow labeled 'ANSWER' points to the 'Yes' radio button of the first question. A second red arrow labeled 'ANSWER' points to the 'Yes' radio button of the second question. A white text box is visible between the two questions, containing the instruction: 'If "yes" is selected, please provide a detailed description here.'

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Does the servicer have knowledge of any current, past (within the last five years), or pending personal and/or financial between (a) the servicer and the law firm, including its partners and shareholders (as applicable) and (b) the law firm, its and shareholders (as applicable), and any outsourcing company or other third-party vendor utilized by the servicer to as defaulted mortgage loans?

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Yes No

72

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If "Yes", please describe below:

If "yes" is selected, please provide a detailed description here.

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Does the servicer have a contract with the firm?

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Yes No

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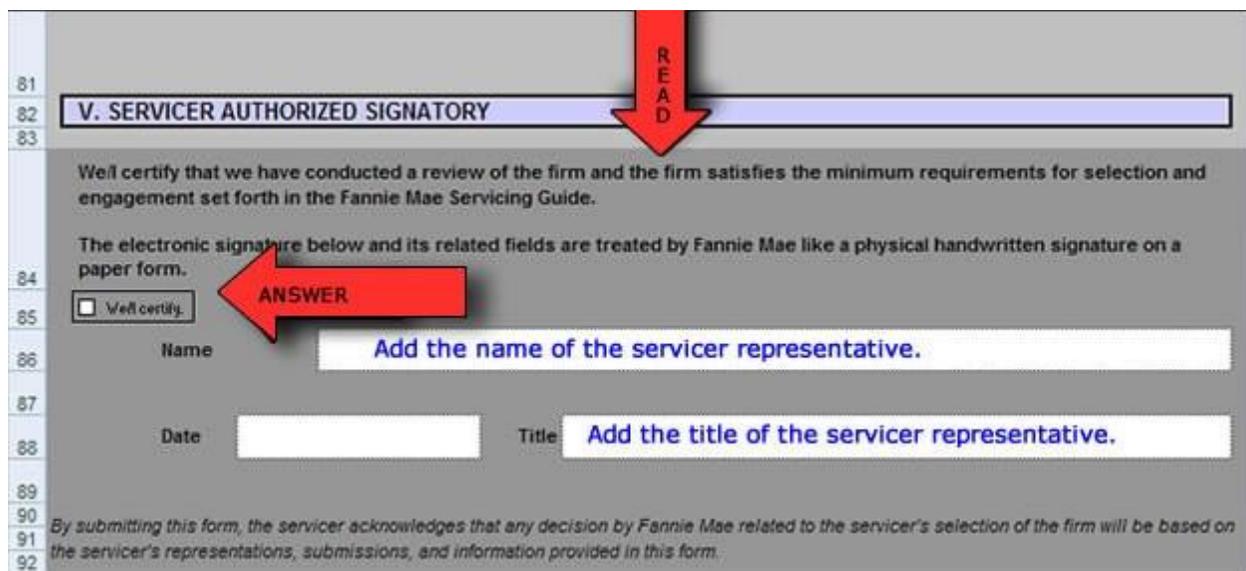
Section Five: Servicer Authorized Signatory

In this section, the servicer providing the information certifies that it has conducted a review of the firm and the firm satisfies the minimum requirements for selection and engagement set forth in the [Fannie Mae Servicing Guide](#).

Step 12. Click the **check box in row 85** that you certify the document.

Step 13. Click in the **white text box in row 86** and type the name of the certifying servicer representative.

Step 14. Click in the **white text box in row 88** and type the date of document certification and the title of the certifying servicer representative.



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82 **V. SERVICER AUTHORIZED SIGNATORY**

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We'll certify that we have conducted a review of the firm and the firm satisfies the minimum requirements for selection and engagement set forth in the Fannie Mae Servicing Guide.

The electronic signature below and its related fields are treated by Fannie Mae like a physical handwritten signature on a paper form.

84

85 I will certify.

86 Name

87

88 Date Title

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90 By submitting this form, the servicer acknowledges that any decision by Fannie Mae related to the servicer's selection of the firm will be based on

91 the servicer's representations, submissions, and information provided in this form.

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Saving and Submitting the Servicer Selection Form

Step 15. Check the form to be sure all questions are answered and **all** text fields in Sections I - III and V are completed. If the information requested is not applicable to your situation, type **N/A** in the field. All questions in Section IV must be responded to.

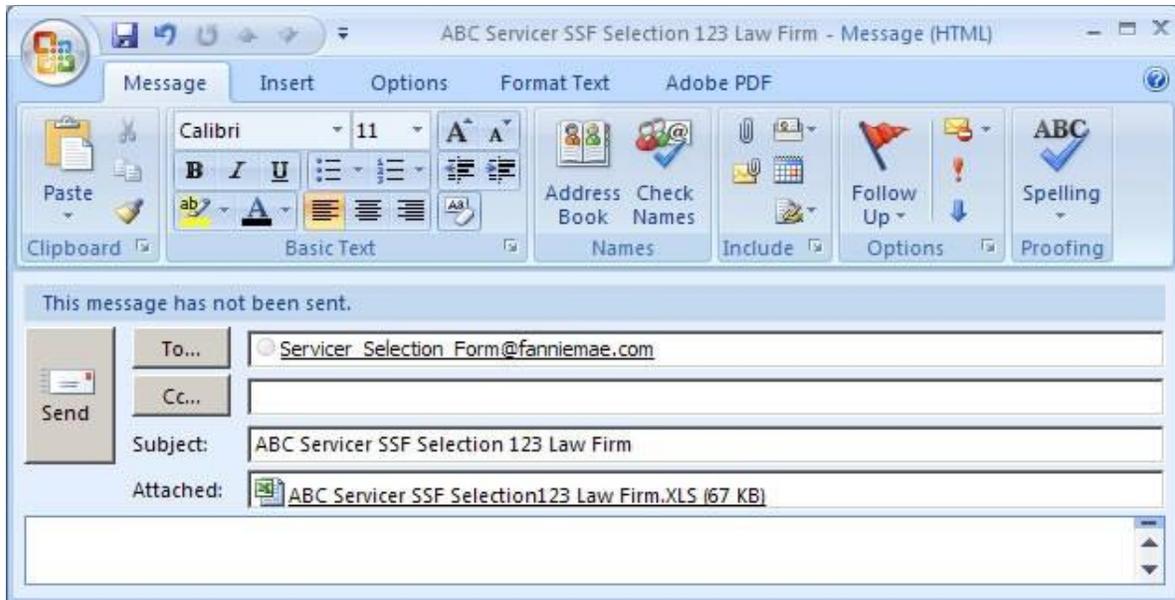
Step 16. Save the Servicer Selection Form.xls file to your computer or local network storage, in a place where you can access it.

Step 17. Rename the file with the following format, **servicer's name, SSF Selection**, and the **firm's name.xls**. For example: *ABC Servicer SSF Selection 123 Law Firm.xls*.

NOTE: Be sure that the file is saved in Excel format and the name ends with the Excel file extension (.xls).

Step 18. Open your email application. Type the following address in the *To* field:
 Servicer_Selection_Form@fanniemae.com In the Subject field put only the **servicer's name, SSF Selection**, and the **firm's name** used in the form. For example: **ABC Servicer SSF Selection 123 Law Firm**.

Step 19. Attach your **saved and renamed Servicer Selection Form.xls** file to the e-mail, attach any supporting documentation if necessary, and click **Send**.



Additional Information

- For questions about completing or submitting the form, contact the Fannie Mae Servicing Solutions Center at 1-888-FANNIE5 or contact your Portfolio Manager.
- Additional information can be found on the [Servicing page](#) of the Fannie Mae Website.