

LIMITED POWER OF ATTORNEY (LPOA)

Form 520 step-by-step guide for sellers/servicers

The following steps need to be completed for each unique business entity that has a Mortgage Selling and Servicing Contract (MSSC) with Fannie Mae — if there are multiple sellers/servicers under common control, each such seller/servicer must complete the following steps (note that all required signatures must be manual “wet-ink” and not digital):

Preparation of the Limited Powers of Attorney

- Access Fannie Mae Irrevocable Limited Power of Attorney ([Form 520](#)).
 - Complete the fillable PDF and save.
 - Alternatively, information may be manually entered by typewriter or by hand.
- On page 1:
 - Insert all applicable Fannie Mae 5-digit seller/servicer numbers (NOTE: Please use first five digits only).
 - Insert the current day, month, and year.
 - Insert the complete legal name of the seller/servicer (including DBA name if the name as used in land records as mortgagee/deed of trust beneficiary is different from the legal name).
 - Insert the seller’s/servicer’s state of organization (e.g., “Ohio”, “Federal” or “National”).
 - Insert type of entity (e.g., “corporation”, “limited liability company”, “credit union” “national association”, or “banking association”).
 - Insert the full address of the seller’s/servicer’s principal offices.
- On page 4:
 - If the seller/servicer name is not already pre-populated, insert it.
 - Sign the document (“authorized signer”) on the “BY” line in the presence of two witnesses and a notary public in the state where the limited power of attorney is signed.
 - Insert title of the individual signing the limited power of attorney on the “ITS” line.
- Print five (5) single-sided, collated, stapled versions of the limited power of attorney.
- The authorized signer must execute each limited power of attorney in the presence of two witnesses and a notary public in the state where the limited power of attorney is signed.
- Each witness must print their name and sign where indicated.
- The notary public must complete the acknowledgement of the signature by the authorized signer and may make any modifications or revisions to the form of acknowledgment as may be necessary or appropriate to comply with applicable law or practice in the state where the limited power of attorney is signed. Add Notary Commission expiration date if not included in seal or stamp. Expiration date should be written on the line under the Notary signature. If the commission has no expiration date, then indicate “No Expiration Date or N/A.”

Sending the Limited Powers of Attorney

Once all five limited powers of attorney have been completed and signed in accordance with the instructions, send all five (5) copies to: **Fannie Mae c/o NTC, Attn: FNMA POA, 2704 ALT 19 North, Palm Harbor, FL 34683.**

- Sellers and servicers who fail to submit properly completed limited powers of attorney as requested may have their rights to deliver or service loans, as applicable, suspended or terminated in accordance with the *Selling Guide* or *Servicing Guide*.
- Lenders are encouraged to use Federal Express, UPS, U.S. Postal Service with tracking, or another courier service to have confirmation of delivery.
- You may provide the courier service the following phone number to facilitate delivery: 800-346-9152.

Questions?

If you have questions regarding the limited power of attorney, please contact your Fannie Mae account team.