



## POWER OF ATTORNEY (POA)

# 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:

-  **Preparation of the 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 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, if applicable, and type of entity (e.g., "Ohio" "corporation", "Arizona" "limited liability company", or "national" "banking association").
    - Insert the address of the seller's/servicer's principal offices.
  - On page 4:
    - If the seller/servicer name is not already pre-populated, insert it.
    - Insert the name and title of the individual authorized to execute the power of attorney on behalf of the seller/servicer who will sign the power of attorney ("authorized signer"); If this is not known before the documents are printed, it may be written in by hand later.
  - Print five (5) single-sided, collated, stapled versions of the power of attorney.
  - The authorized signer must execute each power of attorney in the presence of two witnesses and a notary public in the state where the 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 power of attorney is signed.

-  **Sending the Powers of Attorney**

Once all five 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.**

  - Properly completed powers of attorney must be received by **March 1, 2022**; a seller's/servicer's failure to submit required powers of attorney by this date may result in suspension of the ability to deliver loans until they are received.
  - 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 power of attorney, please contact your Fannie Mae account team.