

## Overview

Corrections to MBS Loans do not require assistance from the Fannie Mae Acquisitions Operations department. Lenders can correct data at the loan and pool level, after a loan has been submitted for certification within Loan Delivery.

Additionally, there is an option allowing lenders to select the 'Cancel Cert' button for a submitted loan which brings the loan back to a Draft/Unsubmitted status if data needs to be corrected and resent to the custodian. The loan will be removed from the custodian's queue of loans to be certified. Changes can be made to the loan by, updating the data in Loan Delivery and selecting "Save and Run Edits," after which the loan can then be resubmitted.

If there are no fatal edits present once the loan has been certified, the loan will be purchased with the updated data.

### Is an MBS Pool Data Change Permitted?

To determine if an MBS Pool data change is permitted, first check the MBS Pool Close Status.

The MBS pool statuses are:

Closed Status	Definition
Open	Pool is not yet certified
Close Error	Pool is certified. When Loan Delivery runs a final edit review and an issue is identified, an email notification will be sent to inform the user that the pool requires attention
Close Ready	Pool is certified, Loan Delivery ran a final edit review after certification, and no issues were identified. Pool is awaiting final system close activities.
Closed	If no issues are identified, the pool will be updated to a closed status.
Corrections Pending	Pool has data changes after closed/reclosed status, Loan Delivery completed a final edit review and changes must be submitted via the <b>Submit Corrections</b> button. Data changes pertaining to pools with this status will <b>NOT</b> be submitted you must instead click the <b>Submit Corrections</b> button.
Reclose Ready	After pool closing, data changes were made, saved, and submitted. Loan Delivery ran a final edit review, and no issues were identified. Pool is awaiting final system reclose activities.
Reclosed	If no issues are identified upon reclose, the pool will be updated to a reclosed status.

- For pools with close status of Open, Close Error, Closed, Corrections Pending, or Reclosed (prior to the Pool Settlement date) most data changes, are permitted. See table below for exceptions.
- For pools with close status of Close Ready or Reclose Ready data changes are not permitted in Loan Delivery. If data changes are required, please email [acquisitions\\_loan\\_delivery@fanniemae.com](mailto:acquisitions_loan_delivery@fanniemae.com) to request your pool be unlocked for editing.

Closed or Reclosed on/after Pool Settlement Date - if changes are needed, a [Seller/Servicer-Initiated Post-Purchase Adjustment](#) is required.

Change needed	Open (not submitted)	MBS Pool Close Status			
		Open (submitted)	Close Ready	Before Settlement date:	On/After Settlement date:
		Close Error	Reclose Ready	Closed Reclosed	Closed Reclosed
Data change (e.g., add/remove SFC)	Change permitted	Change permitted	Unlock request required	Change permitted, must click <b>Submit Corrections</b>	Post purchase adjustment
Delivery date	Change permitted	Change permitted	Unlock request required	Change permitted, must click <b>Submit Corrections</b>	Not available*
ASAP Sale Indicator (applies to ASAP and non-ASAP pools)	Change permitted	Initiate delete is required	Unlock request and then <b>Initiate delete</b> is required	Initiate delete is required	Not available*
Wiring Instructions (ASAP Sale)	Change permitted	Change permitted	Close Ready -unlock request required Reclose Ready - Not available	Initiate delete is required	Not available*
Wiring Instructions (Non-ASAP)	Change permitted	Change permitted	Unlock request required	Initiate delete is required	Not available*
Delete a loan	Change permitted	Change permitted	Unlock request required	Change permitted, must click <b>Submit Corrections</b>	Not available*
Delete a pool	Change permitted	Initiate delete is required	Unlock request and then <b>Initiate delete</b> is required	Initiate delete is required	Not available*
Bailee correction (e.g., Warehouse lender)	Change permitted	Change permitted with - Cancel Certification OR - Delete the loan OR - Delete the pool (initiate delete)	To delete the loan, submit unlock request To delete the pool submit unlock request and then <b>Initiate delete</b> is required	To delete the loan, change permitted To delete the pool <b>Initiate delete</b>	Not available* Not available*
Non editable certifiable field (e.g., MERS MIN)	Change permitted	Change permitted with - Cancel Certification OR - Delete the loan OR - Delete the pool (initiate delete)	To delete the loan, submit unlock request To delete the pool submit unlock request and then <b>Initiate delete</b> is required	To delete the loan, change permitted To delete the pool <b>Initiate delete</b>	Post purchase adjustment Post purchase adjustment

**Note:** The Cancel Certification feature for ASAP+ loans is not currently in scope. Follow the current process of contacting the Early Funding desk to request to cancel funding or shutdown of an ASAP+ loan.

\*Under specific circumstances, this option may be available; contact [Fannie Mae Acquisitions Operations](#) department for assistance.

- For [Bailee corrections](#) and/or non-editable [certifiable fields](#) for MBS pools in Open or Close status changes are permitted without having to delete the pool. See the **MBS Cancel Certification Job Aid for details**. For more information regarding Bailee Corrections. See the MBS Bailee Correction Process. For more information on Certifiable fields. See the Certifiable fields Job Aid.
- For pools with ASAP Indicator = Yes, changes are not permitted in Loan Delivery for pools with close status of Close Ready, Closed, Reclose Ready, or Reclosed. If data changes are required, please email [acquisitions\\_loan\\_delivery@fanniemae.com](mailto:acquisitions_loan_delivery@fanniemae.com) to request your pool be unlocked for editing.
- The ASAP Indicator on a pool cannot be changed after submission of the pool to Fannie Mae. If an ASAP indicator update is required, the pool will require deletion. See the [Pool Deletion Job Aid](#) for details.
- Closed or Reclosed on/after Pool Settlement Date - if changes are needed, a Seller/Servicer-Initiated Post-Purchase Adjustment is required.
- To delete a pool, see the [Pool Deletion Job Aid](#) for details.
- Revised wiring instructions may be required even if a change is permitted (e.g., delete a loan)

## How to submit an unlock pool request

Data changes are not permitted for pools with a status of **Close Ready** or **Reclose Ready**. Any data changes you make will not be saved. If data changes are required, please email [acquisitions\\_loan\\_delivery@fanniemae.com](mailto:acquisitions_loan_delivery@fanniemae.com) to request your pool be unlocked for editing.

### Close Ready Step-by-Step Instructions:

1. **Email** request to [acquisitions\\_loan\\_delivery@fanniemae.com](mailto:acquisitions_loan_delivery@fanniemae.com)

The following information must be included in your request:

- Seller number
  - Pool Number with suffix if applicable
  - Reason for unlock, including what data is being updated/removed
2. Once your pool is unlocked you will receive confirmation from the Acquisitions team
  3. Log into Loan Delivery. Your pool is now in Close Error status and changes can be made. This pool will also display in the Pool Exceptions section of the Loan Delivery home page.
  4. Make **all** changes necessary to the pool and then click **Save and Run Edits** on the Pool Details screen. Once you click **Save and Run Edits** on the Pool Details screen and receive no fatal edits, the pool will move to Close Ready status.  
*Note: Make **all** changes necessary to the pool prior to running pool edits. If you click **Save and Run Edits** before you have completed all changes, you may need to request the pool be unlocked again. This does not apply to the **Save and Run Edits** on the Loan Details screen.*
  5. Once final system close activities are completed, the pool will move to Closed status.

### Reclose Ready Step-by-Step Instructions:

1. Email request to [acquisitions\\_loan\\_delivery@fanniemae.com](mailto:acquisitions_loan_delivery@fanniemae.com)

The following information must be included in your request:

- Seller number
  - Pool Number with suffix if applicable
  - Reason for unlock, including what data is being updated/removed
2. Once your pool is unlocked, you will receive confirmation from the Acquisitions team
  3. Log into Loan Delivery. Your pool will remain in Reclose Ready status; however, changes can be made. This pool will not display in the Pool Exceptions section of the Loan Delivery home page.
  4. Make **all** changes necessary to the pool and then click **Save and Run Edits** on the Pool Details screen. The closed status is now **Corrections Pending**. *Clicking **Save and Run Edits** on the Loan Details screen will not complete the changes; you must click **Save and Run Edits** on the Pool Details screen.*
  5. Click the **Submit Corrections** button on the Pool Details screen. If you do not click the **Submit Corrections** button, your changes will not be captured.
  6. Once final system close activities are completed, the pool will move to Reclosed status.

## Pool Data Changes for Pools with Close Status of Closed or Reclosed

Data changes are permitted once the pool status is Closed or Reclosed; however, once the changes are made, the corrections must be submitted to be captured.

### Step-by-Step Instructions:

1. Make the correction and click **Save and Run Edits** on the Pool Details screen. Resolve any fatal edits that may have resulted from the change.
2. The Pool Closed status will be **Corrections Pending**.
3. Click the **Submit Corrections** button on the Pool Details screen. If you do not click the **Submit Corrections** button, your changes will not be captured.

Pool Details

POOL NUMBER

BZ4633

Seller Number

197300000

Imported Date

04/04/2023

Imported by

Test ID

Submission Status

Data Modified After Submission

Submission Date/Time

04/04/2023 3:08 PM

Certification Status

Certified

LD POOL PREFIX

CK

Loans

4

Loans Passed

0

Loans with Fatal Edits

0

Counts of Edits

▼ 32

Last Edited Date/Time

04/06/2023 2:37:50 PM

Closed Date

04/06/2023

ARM SUBTYPE

-

Issue Date

04/01/2023

Delivery Date

04/28/2023

Total Issue UPB

\$2,060,000.00

MBS Wiring Instructions Status

Submitted

Closed Status

Correction Pending

Update All Loans

Export

Reports

Save and Run Edits

Submit

Submit Corrections

Delete

Details

Wiring Instructions

Pool Statistics

GFee - BU/BD

Loans

Edit Results

Pool Corrections

Transfer

Update

Run Loan Edits

Delete

4 Loans / 0 Loans selected

Filter by

Certification Status

Filter

Lender	Contract	Fannie Mae	Edit	Certification	Property
Loan No.	No.	Loan No.	Counts	Status	Address
<input type="checkbox"/> BZ4633001	L00FH9	4021694649	▼ 7	Certified	13195 LADYBANK LN HERNDON VA 20171
<input type="checkbox"/> BZ4633002	L00FH9	4021694650	▼ 8	Certified	117 HERITAGE DR GETTYSBURG PA 20170