

eNote Corrections

Correcting Errors on Registered eNotes

Refer to this step-by-step guide when you need to correct errors on registered eNotes. Discover easy-to-follow directions, linked resources, and important contact information.

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Pre & Post-acquisition clerical error corrections

Step 1: Draft an eNote correction agreement to be signed by both the borrower(s) and the lender (Fannie Mae does not have a standard form for the correction agreement).

Step 2: Report a modification to the MERS® eRegistry for the corrected eNote.

Step 3: eDeliver a copy of the eNote correction agreement to Fannie Mae's eVault; along with the eNote. For pre-acquisition corrections, reach out to the [eMortgage Team](#) to assist with loan certification.

Step 4: Provide a copy of the correction agreement to the Servicer to be maintained in the servicing file.

NOTE: Clerical errors are defined in section [E-2-06](#) of the Selling Guide.

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Pre-acquisition corrections with a paper note replacement

Step 1: Draw a paper note with the same MIN (Mortgage Identification Number) as the original eNote.

Step 2: Borrower executes the corrected paper note.

Step 3: Reverse the registration of the original eNote on the MERS® eRegistry (make sure you have Control and Location of the eNote prior to attempting to reverse the registration).

Step 4: Deliver the note as a paper note (make sure Loan Delivery does not have the eNote indicator).

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Pre-acquisition corrections with an eNote replacement

Step 1: Draw a new eNote with the same MIN as the original eNote.

Step 2: Borrower executes corrected eNote.

Step 3: Reverse the registration of the original eNote on the MERS® eRegistry (make sure you have Control and Location of the eNote prior to attempting to reverse the registration).

Step 4: Register the corrected eNote.

Step 5: If Fannie Mae already has a copy of the original eNote, make sure to eDeliver the corrected eNote to Fannie Mae **BEFORE** transferring Control and Location of the eNote back to Fannie Mae. Check to make sure it completed and if not, try the transfer again.

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Post-acquisition corrections

Step 1: Draw a paper note with the correction and have the borrower sign.

Step 2: Complete a [Post Purchase Adjustment \(PPA\) request](#) to report the correction to the Note. Request should be made within 3 business days of identification of error.

Step 3: Contact eMortgage_Custody@fanniemae.com to alert them of the correction (include [Form 2009e](#)). Make sure to provide the Case ID from LSDU (from the PPA request).

Step 4: Deliver the paper note to your Fannie Mae document custodian with the appropriate data for boarding the loan (file format is defined by custodian).

NOTE: eNote errors identified post-acquisition cannot be corrected with a replacement eNote.