

# How to Apply for Seller/Servicer Approval

## Prospective Seller and/or Servicer Application (Form 1010) External User Guide

This user guide provides instructions to prospective sellers and/or servicers regarding how to obtain the proper credentials and become authenticated to access and use the Form 1010 portal. This guide will also assist you in navigating Form 1010 by suggesting best practices for completing your application. To begin your application, follow the steps below, which provide the necessary information for our team to assess your business:

1. **Obtain a Uniform Collateral Data Portal (UCDP) Number** (if you don't have one)
  - A **UCDP number** is required to access the application.
  - To be assigned a UCDP number:
    - Complete the [UCDP Correspondent Registration Form](#).
    - If you already have but don't know or have forgotten your UCDP number, contact the [Technology Support Center](#).
2. **Request Access to Form 1010 in Technology Manager**
  - Contact your company's **Corporate Administrator** to request the **Form 1010 role** in [Technology Manager](#).
3. **Complete and Submit the Online Application**
  - Use the **Form 1010** to apply for:
    - **Seller only** approval
    - **Seller & Servicer** approval
  - 1. **If applying for servicer-only approval**, please [contact our onboarding team](#).

### How to Obtain a UCDP Number

To access the digitized Form 1010 and complete the form, authenticated access must be granted. To gain authenticated access, users must ensure that they have obtained a Uniform Collateral Data Portal® (UCDP®) number and been provisioned access by their corporate administrator in Technology Manager. If you have not obtained a UCDP number, please navigate to the [UCDP](#) webpage, select "**New User**," then "**How to Register for UCDP**" to begin the registration.



Applications & Technology

# Uniform Collateral Data Portal

 [New User](#)

## A single portal for the electronic submission of appraisal data files

To facilitate electronic delivery of appraisal report data to the government-sponsored enterprises (GSEs), Fannie Mae and Freddie Mac developed the Uniform Collateral Data Portal® (UCDP®) as part of the [Uniform Mortgage Data Program®](#) (UMDP®).

If an appraisal report is required, lenders must use UCDP to submit electronic appraisal data files that conform to all GSE requirements – and when applicable, the Uniform Appraisal Dataset (UAD) – before the mortgage is delivered to Fannie Mae or Freddie Mac.

 [UCDP Overview](#)

 [Help & Training](#)

 [Change Notifications](#)

 [Technology Integration](#)

### Access

**New UCDP Accounts:** To use UCDP, your company must first be set up directly with Fannie Mae for this application. See [How to Register for UCDP](#) for more information. Your UCDP Lender Administrator (Admin) can invite additional administrators and users to register for the portal. If you need assistance identifying the UCDP Lender Admins for your organization, contact the UCDP Support Center at 1-800-917-9291 for assistance.

**Existing UCDP Accounts:** A current UCDP Lender Admin can manage their users and accounts in [Technology Manager](#): view the [job aid](#) to learn more. If you don't have an active UCDP Lender Admin for your organization, click [register a UCDP Lender Admin](#). For additional guidance on managing accounts and users in UCDP, refer to the [Lender Admin Reference Series](#).

Once you have been redirected to the “Getting Registered for Uniform Collateral Data Portal” page, select the **Correspondent Form** link flagged below and complete the registration form. While completing the registration form, ensure that the **Technology Manager Corporate Administrator (CA)** section of the registration is completed as this user will have the ability to set up and manage Fannie Mae application access for users.



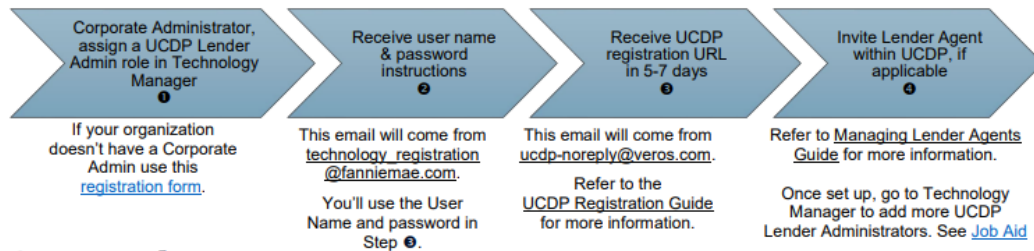
## Getting Registered for Uniform Collateral Data Portal

To use Uniform Collateral Data Portal® (UCDP®), your company must first be set up directly with Fannie Mae for this application. The registration process begins with an initial setup process to establish your organization-level information in the portal. This set-up is completed by one designated user known as the **UCDP Lender Administrator**, who has the ability to invite additional administrators and users to register for the portal.

The instructions for setup are divided by user group:

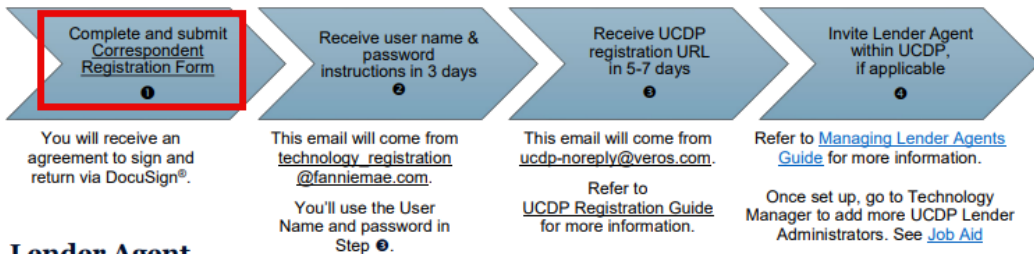
### Lender

This section is for approved Fannie Mae Seller Servicers. The UCDP Lender Administrator or Technology Manager Corporate Administrator for your organization should complete the steps below to set up UCDP using your company's assigned Fannie Mae Seller/Service Number.



### Correspondent

Correspondents submit appraisals through the UCDP for loans they intend to close in their own names and do not have a Fannie Mae Seller/Service Number.



### Lender Agent

Upon completing the UCDP registration form, submit the form to [UCDP\\_Setup@fanniemae.com](mailto:UCDP_Setup@fanniemae.com). Once you have been approved and received your UCDP account credentials, ensure that the corporate administrator has created the necessary users in **Technology Manager**. Once the users have been created, your corporate administrator can assign the form 1010 role in the ECRM application to access the form 1010 landing page as highlighted below.



# Set Up User Access

User Access

## Overview

Subscriber ID - Company Name:

I3e8rh - Rita Test

Application Name:

Enterprise Customer Relationship Management

User ID:

I3e8renr

First Name:

ECRM

MI:

Last Name:

Role

## Roles

This application requires at least 1 role(s) to be submitted

Available Roles

Search by Name

ECRM-ASKPOLI-USER ⓘ

FORM582\_BUSINESS\_ROLE ⓘ

FORM582\_READONLY\_ROLE ⓘ

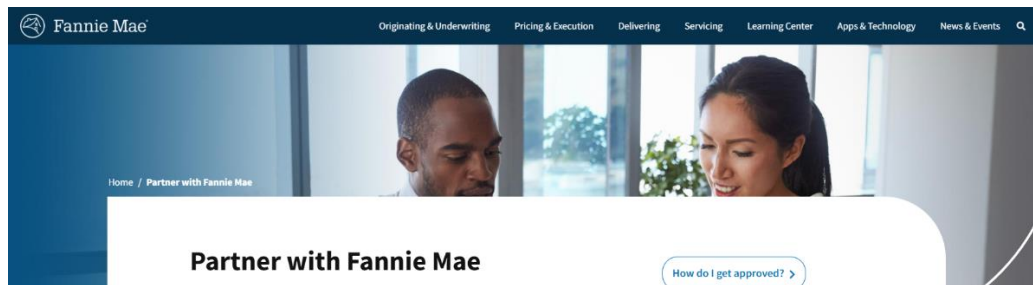
Assigned Roles

Search by Name

✓ ECRM-FORM1010-USER ⓘ



After being authenticated, applicant may proceed to the [Partner with Fannie Mae](#) webpage and follow the steps to begin the Seller/Servicer application process..



## Partner with Fannie Mae

Accelerate your business with Fannie Mae's integrated solutions and insights

Partnering with Fannie Mae provides access to an array of products, services and support from industry professionals. Our Seller and Servicers may be equipped to better manage risk and improve liquidity.

Fannie Mae provides many benefits to help our Sellers and Servicers support their strategic objectives

- Clear, consistent pricing in all markets at all times
- Powerful technology and simplified, value-driven servicing tools
- Ease of doing business with clear eligibility guidance and feedback
- Fast funding available as soon as the same day as loans are certified

We are committed to serving the mortgage industry and providing liquidity to the market.

[How do I get approved? >](#)

[How do I maintain eligibility? >](#)



## STEP 2: How to Apply for Seller/Service Approval

To begin your application, follow these steps to provide the necessary information for our team to assess your business.

### 1. Obtain a UCDP Number (If You Don't Have One)

- A **Uniform Collateral Data Portal (UCDP) number** is required to access the application.
- To get a UCDP number:
  - Complete the [UCDP Correspondent Registration Form](#).
  - If you don't know your UCDP number, contact the [Technology Support Center](#).

### 2. Request Access to Form 1010 in Technology Manager

- Contact your company's **Corporate Administrator** to request the **Form 1010 role** in [Technology Manager](#).
  - You will find the Form 1010 role under the application name: **Enterprise Customer Relationship Management**.
  - Once the Form 1010 role has been applied, please allow up to two hours to be fully provisioned.

### 3. Complete and Submit the Online Application

- Use the **Form 1010** to apply for:
  - **Seller only** approval
  - **Seller & Servicer** approval
- Click the **Start Form 1010** button to begin.

If applying for servicer-only approval, please [contact our onboarding team](#).

Once you select the **Start** button within the form 1010 landing page, you will be brought to the digital version of form 1010 that will need to be completed.

- Ensure no more than one person edits the form to begin.
- All eight sections of the form will need to be completed before users will be able to submit the form.
- Applicants must complete all required fields in each section before they are able to advance to the next section of the form.
- Please bookmark this page to easily return to an uncompleted form and/or to view the status of a submitted application





### Prospective Seller and/or Servicer Application

Companies seeking to become approved Fannie Mae sellers or servicers must fully complete this Application and submit it via email to [sellerservicer\\_application@fanniemae.com](mailto:sellerservicer_application@fanniemae.com). All information must be provided on this Application (or on supplemental pages if more space is needed). However, do not submit any supporting documentation at this time (such as written procedures or financial information).

Upon receipt of the Application, Fannie Mae will review it, contact the Company's senior management to discuss it, and may request additional information as part of or in connection with the Application process. Submit questions to [sellerservicer\\_application@fanniemae.com](mailto:sellerservicer_application@fanniemae.com).

#### Section I: Company Information

\* Company Name (Legal name as shown on articles of incorporation, formation, or organization, or most current state or federal charter.) ⓘ

* Corporate Street Address: <input type="text" value="211 W Yandell Dr"/>	* Corporate City: <input type="text" value="El Paso"/>	* Corporate State: <input type="text" value="Texas"/>	* Corporate Zip Code: <input type="text" value="79902"/>
--	---	--	---

Mailing Street Address (if different): <input type="text" value="211 W Yandell Dr"/>	Mailing City: <input type="text" value="El Paso"/>	Mailing State: <input type="text" value="Texas"/>	Mailing Zip Code: <input type="text" value="79902"/>
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#### Steps

- Section I: Company Information
- Section II: Approval Request Information
- Section III: Financial Condition Information
- Section IV: Mortgage Loan Origination Information
- Section V: Mortgage Loan Servicing Information
- Section VI: Operations Information
- Section VII: Conflicts of Interest
- Section VIII: Certification and Signature

If assistance is needed when completing the form, please select the **Help** icon in the upper right-hand corner of the header. A webform will be presented for the applicant to message the customer onboarding team with any questions they may have regarding the application.

### Prospective Seller and/or Servicer Application

Companies seeking to become approved Fannie Mae sellers or servicers must fully complete this Application and submit it via email to [sellerservicer\\_application@fanniemae.com](mailto:sellerservicer_application@fanniemae.com). All information must be provided on this Application (or on supplemental pages if more space is needed). However, do not submit any supporting documentation at this time (such as written procedures or financial information).

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#### Steps

- Section I: Company Information
- Section II: Approval Request Information
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## Help

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### Email our onboarding team

Have a question? We'll love to hear from you. Send us a message and we'll respond as soon as possible.

\*Subject

\*Name

\*Email

\*Phone Number

\*Message

I acknowledge that I have read the [Privacy Notice](#) and agree to the [Terms and Conditions](#)

[send](#)

If an applicant completing the form needs to return to complete the form at a later time, they **MUST** select the **Save for later** button in the bottom left of the page to create a save session. If the applicant does not select the Save for later button, their data could be lost. The applicant can return to the save session via the form 1010 home page. Ensure homepage has been bookmarked for ease of access.

d) Any review, investigation, or sanction of the company for compliance failures related to the anti-money laundering requirements of the Bank Secrecy Act?  
 Yes  No

e) Within the past 12 months, has the company experienced a significant security breach of its systems and/or a privacy-related breach that required the company to send consumer notifications to affected individuals?  
 Yes  No

\* Company Type (Select one):

\* Company Regulator (Select one):

[Save for later](#) [Next](#)

Fannie Mae Home
? Help
Bertha Burciaga

Your FORM 1010 answers have been saved. Please navigate to the home page



Fannie Mae Home ? Help  
Bertha Burciaga

**In Progress**

You have a saved session. Please click on the resume button to continue

Form Start Date	Started By	Last Saved	Last Saved by
03/05/2025	Bertha Burciaga	03/05/2025	Bertha Burciaga

[Resume](#)

Required fields will be marked by red asterisk next to fields or red outlines around entries in tables. When entering line items into tables, each required field will be marked by red asterisk. If the applicant does not have any information to be entered into a required field, please enter a value of "0".

* State of Incorporation: Arizona	* Date of Incorporation: 03-05-2025	UCDP-only Number: 1 27802
--------------------------------------	--	------------------------------

Provide the total volume of servicing for each category, below. Note, Other Servicing refers to fixed-rate and adjustable-rate single-family (1-4 units); closed-end second liens; funding HELOCs, reverse mortgages; construction-to-permanent; multi-family (5+ units), insured by FHA, VA, and agencies; commercial mortgages.

CATEGORIES:	UPB:	LOAN COUNT:	OVERALL SERIOUS DELINQUENCY RATE ...
* Your company's MSR's owned, including Oth...			
This row contains a missing required field			
* Freddie Mac loans			
This row contains a missing required field			
* Federal Home Loan Bank loans			
This row contains a missing required field			
* Ginnie Mae loans			
This row contains a missing required field			
* Private label securities (PLS), including Othe...			
This row contains a missing required field			

Provide the total volume of servicing for each category, below. Note, Other Servicing refers to fixed-rate and adjustable-rate single-family (1-4 units); closed-end second liens; funding HELOCs, reverse mortgages; construction-to-permanent; multi-family (5+ units), insured by FHA, VA, and agencies; commercial mortgages.

\* Categories:  
Your company's MSR's owned, including Other Servicing

* UPB: 1
* Loan Count: 1
* Overall serious delinquency rate %:





Based on the response of certain questions throughout the form, applicants will be required to provide additional information in a conditional field that will appear on the form.

\* Are you working with an industry consultant?

Yes  No

* Name of Consultant/Company:	Name of Consultant/Company:
<input type="text"/>	<input type="text"/>

When adding entries to tables, select the **New** button to be prompted with an additional screen to enter the necessary information.

Provide the following information for each active affiliate (parent company, subsidiary, or entity with common ownership) engaged in mortgage lending or servicing, if any. If there are more than two active affiliates, attach a document for additional affiliates

NAME:	IF FANNIE MAE APPROVED, PROVIDE SELLER/SERVICER NUMBER:
<input type="text"/>	<input type="text"/>

Provide the following information for each active affiliate (parent company, subsidiary, or entity with common ownership) engaged in mortgage lending or servicing, if any. If there are more than two active affiliates, attach a document for additional affiliates

Name:	If Fannie Mae approved, provide Seller/Service number:
<input type="text"/>	<input type="text"/>



Applicants can also add information to a table by selecting the **downward arrow** next to the line item and the **edit** option on the dropdown

First Year

PRODUCT:	UPB:	LOAN COUNT:
* Conventional QM Fixed-Rate		▼
This row contains a missing required field		
* Conventional QM Adjustab...		▼
This row contains a missing required field		
* Government		▼
This row contains a missing required field		
* Jumbo		▼
This row contains a missing required field		
* Other and non-QM		▼
This row contains a missing required field		

Second Year

PRODUCT:	UPB:	LOAN COUNT:
* Conventional QM Fixed-Rate		▼
This row contains a missing required field		
* Conventional QM Adjustab...		▼
This row contains a missing required field		
* Government		▼
This row contains a missing required field		
* Jumbo		▼
This row contains a missing required field		
* Other and non-QM		▼
This row contains a missing required field		

First Year

PRODUCT:	UPB:	LOAN COUNT:
* Conventional QM Fixed-Rate		▼
This row contains a missing required field		
* Conventional QM Adjustab...		▼
This row contains a missing required field		
* Government		▼
This row contains a missing required field		
* Jumbo		▼
This row contains a missing required field		
* Other and non-QM		▼
This row contains a missing required field		

Second Year

PRODUCT:	UPB:	LOAN COUNT:
* Conventional QM Fixed-Rate		▼
This row contains a missing required field		
* Conventional QM Adjustab...		▼
This row contains a missing required field		
* Government		▼
This row contains a missing required field		
* Jumbo		▼
This row contains a missing required field		
* Other and non-QM		▼
This row contains a missing required field		

When entering states in the multi-selection portions of the form, click on all applicable states. If the applicant wishes to deselect a state, click on the state you want to remove and click on another portion of the page to ensure it has been removed.



## Section V: Mortgage Loan Servicing Information

\* List the state(s) in which your company owns or will own the mortgage servicing rights and/or services or will service mortgage loans:

Alaska	Alabama	Arkansas	Arizona
Connecticut	District of Columbia	Delaware	Florida
Hawaii	Iowa	Idaho	Illinois
Kentucky	Louisiana	Massachusetts	Maryland

When completing the Section VI: Operations Information portion of the form, applicants must enter experience information for at least one functional area in the key areas table. Ensure all required fields are completed.

Does your company have experienced personnel in each of the following key areas?

* Functional Area <input type="text"/> -- Clear -- Bank Secrecy Act / Anti-Money Laundering Oversight Internal Audit Vendor Management	* Response <input type="radio"/> Yes <input type="radio"/> No	* Number of Employees <input type="text"/>	* Lead's Years of Experience <input type="text"/>	* Lead's Title <input type="text"/>
			* Lead's Telephone <input type="text"/>	

Applicants must enter experience information for at least one functional area in the Seller key areas table. Ensure all required fields are completed.

If applying for Seller approval, does your company have experienced personnel in each of the following key areas?

* Functional Area <input type="text"/> -- Clear -- Underwriting Appraisal Management Prefunding Quality Control/Pre-Purchase Quality Control Post-Closing Quality Control/Post-Purchase Quality Control Third-Party Quality Control Vendor Monitoring & Oversight Secondary Marketing	* Response <input type="radio"/> Yes <input type="radio"/> No	* Number of Employees <input type="text"/>	* Lead's Years of Experience <input type="text"/>	* Lead's Title <input type="text"/>
			* Lead's Telephone <input type="text"/>	



Applicants must also enter experience information for at least one functional area in the Servicer key areas table when relevant. Ensure all required fields are completed.

If applying for Servicer approval, does your company have experienced personnel in each of the following key areas?

Functional Area	Response	Number of Employees	Lead's Years of Experience	Lead's Title
<input type="text"/> <ul style="list-style-type: none"> <li>-- Clear --</li> <li>Investor Reporting, Reconciliation</li> <li>Custodial Account Reconciliation</li> <li>Cash Management</li> <li>Escrow, Loan Administration, Customer Service</li> <li>Collections, Loss Mitigation</li> <li>Bankruptcy, Foreclosure, Post-Foreclosure</li> <li>Subservicer Monitoring &amp; Oversight</li> </ul>	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="text"/>	<input type="text"/>
			Lead's Telephone	
			<input type="text"/>	

Once applicants have completed form 1010 and submitted for review, they will be redirected to the form 1010 homepage. The submission status and history portions of the homepage will be updated to display the submission details.

Fannie Mae Home
 

[? Help](#)  
 Bertha Burciaga

### Submission Status

**Form 1010 - Application Received**

Thank you for submitting a Prospective Seller/Servicer Application, Form 1010. You will be contacted within five (5) business days after receipt of your completed Form 1010.

### Submission History

Submission ID	Submission Status	Submitted Date	Submitted By	Rejection Date	Download
1	Received	2025-03-05	Bertha Burciaga		



If the application has been returned for corrections, applicants will receive an email containing the comments from the onboarding team. Additionally, the submission status and history sections on the form 1010 homepage will be updated to **Returned for Corrections** and allow the applicant to update the form. When updating the form, all existing responses will be saved.

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Bertha Burciaga

**Submission Status**

**Form 1010 - Application Returned for Corrections**

Form 1010 has been returned for correction(s). Please update the necessary information and resubmit using the button below.

[Start](#)

**Submission History**

Submission Status	Submitted Date	Submitted By	Rejection Date	Download
1 Returned for Corrections	2025-03-05	Bertha Burciaga		

When the application is resubmitted, the submission status and history sections on the form 1010 homepage will be updated to show the new submission.

Fannie Mae Home ? Help  
Bertha Burciaga

**Submission Status**

**Form 1010 - Application Received**

Thank you for submitting a Prospective Seller/Service Application, Form 1010. You will be contacted within five (5) business days after receipt of your completed Form 1010.

**Submission History**

Submission Status	Submitted Date	Submitted By	Rejection Date	Download
1 Received	2025-03-05	Bertha Burciaga		
2 Returned for Corrections	2025-03-05	Bertha Burciaga		

If an application is accepted, the submission status and history sections on the form 1010 homepage will be updated to show a status of **Application Assessment** and the applicant will be contacted by a Fannie Mae representative within 5 business days.



### Submission Status

#### Form 1010 - Application Approved

Form 1010 is being assessed. We will contact you.

### Submission History

	Submission Status	Submitted Date	Submitted By	Rejection Date	Download
1	Application Assessment	2025-03-05	Bertha Burciaga		<a href="#">Download</a>
2	Returned for Corrections	2025-03-05	Bertha Burciaga		

If an application is rejected, the submission status and history sections on the form 1010 landing page will be updated to show a status of **Rejected**. The user will be prompted to submit a new form 1010 for review.