



eMortgage Readiness Checklist

Use this checklist to prepare for selling and servicing eMortgages with Fannie Mae. The eMortgage team will work with you to gain Fannie Mae approval.

Ready to get approved?

Need support? [Contact us >](#)

1. Closing

- Identify and implement technology service providers (TSPs) and technology services that can:
 - Generate eNotes compliant with Fannie Mae requirements
 - Provide eClosing platform for execution of closing documents
 - Provide access to a secure eVault[eMortgage TSP List >](#)
[eVault TSP List >](#)
- Become MERS®-enabled in production (MERS® System and eRegistry) [MERS >](#)
- Confirm settlement partner preparedness to conduct eClosings
- Identify if eSigned documents can be recorded in your state or jurisdiction
- Develop system or process controls to ensure eNotes are registered with the MERS® eRegistry within one business day of execution

2. Loan Delivery

- Establish process for ensuring eNote indicator is 'yes' (eMortgage) and/or Special Feature Code 861 (Remote Online Notarization) are included in loan delivery data as applicable
- Complete integration testing with the Fannie Mae eMortgage team
- Train Loan Delivery staff on established eNote delivery process using eVault
- Update agreements and processes with warehouse lending partners to accommodate eNotes [Warehouse Banks Funding eNotes >](#)
- Identify and address any impacts to your Custodian processes due to eNotes
- Establish process for correcting eNote errors
- Establish an eNote delivery process using eVault with help from your TSPs (and warehouse funding partner if applicable)

To learn more, visit fanniemae.com/deliveremortgage

© 2020 Fannie Mae



Fannie Mae®

3. Servicing



- If you service eNotes, establish access to a secure eVault solution. If you sub-service, ensure the sub-servicer is approved by Fannie Mae

Servicer and Sub-Servicer listings >

- Confirm servicing platform is equipped to identify eMortgage loans
- Confirm and document servicer procedures that meet the unique requirements for eNotes for: Payoffs, Foreclosures, CEMA refinances and eNote servicing transfers
- Establish process for receipt and retention of eClosing transaction documentation

4. Correspondent Originations



- Establish approval process to ensure third-party originated eMortgages meet Fannie Mae requirements

