eMortgage Readiness Checklist

Follow this step-by-step checklist when you're ready to start the eMortgage process. From contact information to helpful resources, this guide will steer you right at every step. Plus, the eMortgage team will work with you to gain Fannie Mae approval.

Ready to get approved?

Need support?

1. Closing   Prepare for digital closings with the right tools and compliance processes.

○ Identify and implement technology solution providers (TSPs) and technology solutions that can:

- Generate eNotes compliant with Fannie Mae requirements
- Provide eClosing platform for execution of closing documents
- Provide access to a secure eVault

○ Become a MERS® eRegistry Participant

○ Establish a process to ensure eNotes are registered within one business day of signing

○ Identify if eSigned documents can be recorded in your state or jurisdiction

2. Loan Delivery   Ensure seamless eMortgage delivery with proper training, processes, and partner readiness.

○ Review eMortgage policies and procedural requirements in the *Selling Guide*

○ Establish a process to ensure the eNote Indicator is "yes" in the loan delivery data when a loan has an eNote. In addition, if the loan has a security instrument that was closed via Remote Online Notarization, the loan delivery data should include Special Feature Code 861

○ Train Loan Delivery staff on established eNote delivery process using eVault

○ Confirm warehouse funding partner readiness for eNotes

○ Identify impacts to your document custodian

○ Establish process for correcting eNote errors

○ Establish an eNote delivery process using eVault with help from your TSPs (and warehouse funding partner if applicable)

○ Complete end-to-end integration testing with the Fannie Mae eMortgage team

To learn more, visit fanniemae.com/emortgage

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3. Servicing   Streamline eMortgage servicing with secure solutions and tailored procedures. ✓

○ If you service eNotes, establish access to a secure eVault solution. If you sub-service eNotes, 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, Modifications, Foreclosures, CEMA refinances and eNote servicing transfers

○ Establish process for receipt and retention of eClosing transaction log

4. Correspondent Originations   Verify that third-party eMortgages comply with Fannie Mae standards. ✓

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

To learn more, visit fanniemae.com/emortgage

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