



Servicing Guide Announcement (SVC-2023-06)

Dec. 20, 2023

The *Servicing Guide* has been updated to include changes to the following:

- [Financial reporting requirements](#)*: advises large non-depository sellers/servicers of updates to the frequency of financial reporting requirements
- [Miscellaneous updates](#):
 - Retirement of SURF™*
 - Required net yield*
 - Title transfers involving LLCs*
 - *Adverse Action Notice**
 - *Special Lender Approval Form*

View the list of [impacted topics](#).

*Policy change not applicable to reverse mortgage loans.

Financial reporting requirements

In accordance with *Selling Guide* Announcement [SEL-2023-11](#), we updated the *Selling Guide* to require large non-depository sellers/servicers (as defined in *Selling Guide* E-2-06, Future Updates to Maintaining Seller/Servicer Eligibility) to submit a *Mortgage Banker's Financial Reporting Short Form (Form 1002A)* within 30 days of the end of each month.

Effective: Applicable sellers/servicers must comply by May 31, 2024 for the April 2024 monthly reporting.

Miscellaneous updates

Retirement of SURF™: We updated the *Guide* and [Investor Reporting Manual](#) to reflect the retirement of SURF as previously communicated in Lender Letter [LL-2023-05](#).

Effective: This update is effective immediately.

Required net yield: We updated the *Guide* and [Investor Reporting Manual](#) to remove the detail related to determining our required net yield for an ARM loan conversion. We now require that servicers must contact their Investor Reporting Representative for inquiries related to convertible ARM loans or our required net yield.

Effective: Servicers are encouraged to implement this change immediately but must do so by Mar. 31, 2024.

Title transfers involving LLCs: For loans transferred to a Limited Liability Company (LLC), the *Servicing Guide* requires servicers to notify the borrower that title must be transferred back to a natural person prior to any subsequent refinance application. We updated this policy to remove the timing requirement for the transfer of title and to instead refer to the *Selling Guide* for guidance on timing on when the transfer must occur. All other requirements remain unchanged.

Effective: This policy clarification is effective immediately.



Adverse Action Notice: We updated the *Adverse Action Notice* ([Form 182](#)) to include the Federal Trade Commission's new address.

Effective: Servicers are encouraged to implement this change immediately but must do so by Mar. 20, 2024.

Special Lender Approval Form: We updated *Special Lender Approval Form* ([Form 1000A](#)) to make it easier for sellers/servicers to apply to sell or acquire servicing for HomeStyle® Renovation Mortgages. The updated Form will provide an option for standard or conditional approval depending on whether the seller/servicer will manage the renovation services in-house or leverage a third-party vendor.

See the *Servicing Guide* for details about these updates.

Servicers who have questions about this Announcement should contact their Fannie Mae Account Team, Portfolio Manager, or Fannie Mae's Single-Family Servicer Support Center at 1-800-2FANNIE (1-800-232-6643).

Have *Guide* questions? Get answers to all your policy questions, straight from the source. [Ask Poli](#).



Impacted Topics

Section of the Announcement	Updated <i>Servicing Guide</i> Topics and Related Documents (Dated Dec. 20, 2023)
Financial reporting requirements	<ul style="list-style-type: none">▪ A3-1-01: Maintaining Fannie Mae Seller/Servicer Status
Retirement of SURF™	<ul style="list-style-type: none">▪ A4-1-03, Addressing Borrower Inquiries and Disputes▪ F-1-02, Escrow, Taxes, Assessments, and Insurance▪ F-1-09, Processing Mortgage Loan Payments and Payoffs▪ F-1-19, Processing a Military Indulgence▪ F-1-20, Remitting and Accounting to Fannie Mae▪ F-1-25, Reclassifying or Voluntary Repurchasing an MBS Mortgage Loan▪ F-3-19, Acronyms and Glossary of Defined Terms: S▪ Investor Reporting Manual<ul style="list-style-type: none">○ 1-01, Using Machine-Processable Input○ 2-01, Reporting Due Dates
Required net yield	<ul style="list-style-type: none">▪ F-1-01, Servicing ARM Loans▪ F-3-18, Acronyms and Glossary of Defined Terms: R▪ F-4-02, List of Contacts▪ Investor Reporting Manual<ul style="list-style-type: none">○ 5-02, Calculations Related to Pass-through Rates
Title transfers involving LLCs	<ul style="list-style-type: none">▪ D1-4.1-02, Allowable Exemptions Due to the Type of Transfer
Adverse Action Notice	<ul style="list-style-type: none">▪ <i>Adverse Action Notice</i> (Form 182)
Special Lender Approval Form	<ul style="list-style-type: none">▪ <i>Special Approval Lender Form</i> (Form 1000A)