eMortgage Readiness Checklist

Follow this step-by-step checklist[1] when you're ready to start the eMortgage process. From contact information to helpful resources, this guide will help you navigate through various steps. You can also contact the eMortgage team for any questions.

Ready to get approved?

Need support? Contact us ›

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.

eMortgage TSPs ›

○ Become a MERS® eRegistry Participant.

MERS Webpage ›

○ 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 and review the Fannie Mae *Selling Guide* for Remote Online Notarization (RON) requirements.

2. Loan Delivery   Prepare for eMortgage delivery with proper training, processes, and partner readiness. ✓

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

Selling Guide Resources ›

○ Establish a process to ensure the eNote Indicator is "yes" in the loan delivery data when a loan has an eNote. If RON was used, also include the Remote Notarization Indicator as "Yes".

○ Train loan delivery staff on established eNote delivery process using eVault, including the eDelivery of supplemental documents.

○ Confirm warehouse funding partner readiness for eNotes.

Warehouse Banks Funding eNotes ›

○ Identify impacts to your trailing documents if stored with your document custodian.

○ Establish process for correcting eNote errors.

○ Develop a strategy for collaboration with settlement on eClosing processes.

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

[1]This checklist is for informational purposes only and is not a guarantee of a specific outcome, result or success. Completion of all items in the checklist does not guarantee that an eMortgage is eligible for sale to Fannie Mae.

To learn more, visit fanniemae.com/emortgage

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.

NOTE: *If using a sub-servicer, confirm roles and responsibilities related to requirements.*

○ 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.

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