

Limited Power of Attorney

Fannie Mae Form 520 Job Aid

Updated January 22, 2026

Form 520 Overview

Purpose of Form 520

- Fannie Mae no longer requires unrecorded mortgage assignments in connection with non-MERS loans sold to it.
- This applies to all entities, whether or not they use MERS.
- Helpful resources:
 - [Form 520](#)
 - [Lender Letter LL-2021-15](#)

Who must submit

- Each new seller and/or servicer applicant are required based on legal entity, not seller/servicer number.
- Each new seller and/or servicer must submit five (5) individually signed originals (wet ink only; no photocopies or digital signatures) and list all associated seller and/or servicer numbers.

Preparation

- Subservicers cannot sign on behalf of master servicers.
- The form cannot be modified.
- Two witnesses are required to meet legal requirements in some states (note, the LPOA is intended to be used in all jurisdictions).

Submission and due date

- Electronic submissions are not accepted.
- No confirmation is sent unless there's an issue.
- Contact your onboarding team for updates.

Seller/Servicer name

- Use the full entity legal name, it must be identical to the name as shown in official organizational documents (i.e., recorded articles of incorporation/formation/organization, recorded charter, etc.).
- Abbreviating any part of the name is not acceptable. For example, if an entity name in the records of the state under which it is organized is "Purchase Money Mortgage



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Corporation”, then that is how it must appear on the LPOA. It should not be shortened to “Corp.” or another abbreviated word.

- Incorrect organization types must be corrected and resubmitted. For example, if the seller/servicer’s name includes “N.A.”, they are a national banking association. As such, they cannot be a “[state] corporation.”
- Federally chartered entities should list 'national' or 'federal' on the “State” line followed by the entity type (i.e., “bank”, “banking association”, or “credit union”).

Seller/Servicer numbers

- List all seller/servicer numbers associated with the legal entity on the form or in an exhibit/attachment to the LPOA.
- Missing numbers do not invalidate the form if otherwise complete.
- One set of five (5) forms can list all numbers in an exhibit.
- Multifamily numbers are not required.

Doing Business As (DBA)

- DBA name can only be included if it is used/shown in official organizational documents.
- Only the principal office address of the legal entity must be used/listed.

Signatures

- One authorized person can sign all five (5) forms.
- Authorized signers are employees with signing authority consistent with its internal governing requirements.
- Signers do not need to be listed on Form 360.
- Sign on the 'By' line and include title on the 'Its' line.

Notary Requirements

- Include the notary’s commission expiration date or note 'no expiration'.
- Remote notarization is not accepted; only traditional in-person notarization is valid.

Form 520 Checklist

Step 1 – Fill out the form

- Use the fillable PDF or complete by hand.
- On Page 1, enter:
 - Existing 5-digit Fannie Mae seller/servicer number (or number provided by the Fannie Mae lender approval team)
 - The date the form is signed (must not be later than the notarization date)
 - Full legal name of entity applying
 - State of organization (e.g., Ohio, Federal) (See examples on next page)



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Type of entity (e.g., LLC, corporation) (See examples on next page)

Full business address (principal office)

- On Page 4, enter:
 - Company name (if not pre-filled)
 - Authorized individual who will sign on the “BY” line in presence of two witnesses and a notary public
 - Individual’s title on the “ITS” line

Step 2 – Print and sign

Print five (5) single-sided, stapled copies

Authorized individual signs each copy with wet ink (no digital signatures) in the presence of two witnesses and a notary public

Witnesses must print and sign their names

Notary public must complete the acknowledgement and add commission expiration date (or write “N/A if none”)

Step 3 – Send the forms using a trackable method

Mail to:

Fannie Mae c/o NTC
Attn: FNMA POA
2704 ALT 19 North
Palm Harbor, FL 34683

- Use tracked delivery (e.g., FedEx, UPS, USPS).
- Courier contact: 800-346-9152.

Examples of How to Complete the State/Type of Entity Fields

In most cases, “state” will be one of the 50 states or the District of Columbia (or other territory). However, depending on the type of entity, it may reflect formation under Congressional authority. In those instances, insert either FEDERAL or NATIONAL based on the exact type of entity involved. See examples below.

| [State] | [Type of Entity] |
|----------------|-----------------------------|
| [Ohio] | [limited liability company] |
| [Puerto Rico] | [corporation] |
| [Federal] | [savings bank] |
| [National] | [banking association] |
| [Federal] | [credit union] |

