Fannie Mae

Loan Data Change – Seller/Servicer Implementation Readiness Checklist

This checklist outlines the phases and key activities that "acting" Seller/Servicers* must complete prior to going live in production for Loan Data Change. Designated reporting points of contact (POCs) of acting Seller/Servicers are required to report key information in the Implementation Readiness Tracker for each phase of the implementation. This information includes:

- Key dates (e.g., actual start date) and status (e.g., on track, off track), including required commentary
- Responses to key questions
- Confirmation of completion of required milestones at the end of each phase

The data you provide in the Implementation Readiness Tracker will inform Fannie Mae of your organization's overall readiness and support timely implementation of these policy changes.

*Acting Seller/Servicer is defined as the **entity currently performing loan servicing activities.** This entity may be:

- A **master Seller/Servicer** not using sub-Seller/Servicers, or
- A **sub-Seller/Servicer** performing servicing on behalf of another Seller/Servicer.

Readiness Phase	Target Start Date	Target Completion Date	Milestone	Description
1 – Engagement	10/01/25	10/15/26	Reviewed policy changes and timeline	Seller/Servicer reviewed the Lender Letter LL-2026-05 and the Implementation Timeline to understand key changes and timeline requirements.
			Identified Loan Data Change production operations contacts	Seller/Servicer identified the primary point of contact, who will coordinate day-to-day Loan Data Change production operations with Fannie Mae.
			Reviewed published materials	Seller/Servicer reviewed readiness resources on the Fannie Mae web page (e.g., Servicing Changes Reference Guide, Loan Data Change eLearning) to understand operational processes and requirements.
2 – Operational Readiness	10/01/25	11/30/26	Conducted impact assessment and created internal implementation plan	Seller/Servicer assessed operational and business impacts and developed internal implementation plans, including any required updates to business processes or procedures.
3 – Development	03/02/26	10/31/26	Developed technology changes	Seller/Servicer built or updated technology in preparation for Loan Data Change customer integration testing.
4 – Testing	11/02/26	02/12/27	Completed Fannie Mae Customer Integration Testing (if applicable)	Seller/Servicer completed all Fannie Mae testing scenarios with no serious defects in preparation for production go live (if applicable) (see Customer Integration Test (CIT) Plan).
5 – Production Go Live	02/13/27	03/08/27	Validate readiness for go-live	Seller/Servicer completed all tracker requirements and validated technical and operational readiness for production go live, including requesting role access from their internal technology manager.
			Began Loan Data Change reporting in production	Seller/Servicer began reporting Loan Data Change events in production.