Fannie Mae

Overview

Is an MBS Pool Data Change Permitted?

To determine if an MBS Pool data change is permitted, first check the MBS Pool Close Status.

➢ For pools with close status of Open, Close Error, Closed, Corrections Pending, or Reclosed (prior to the Pool Settlement date) most data changes, are permitted. See table below for exceptions.

➢ For pools with close status of Close Ready or Reclose Ready data changes are not permitted in Loan Delivery. If data changes are required, please email acquisitions_loan_delivery@fanniemae.com to request your pool be unlocked for editing

➢ Closed or Reclosed on/after Pool Settlement Date - if changes are needed, a Seller/Servicer-Initiated Post-Purchase Adjustment is required.

The MBS pool statuses are:

Closed Status	Definition
Open	Pool is not yet certified
Close Error	Pool is certified. When Loan Delivery runs a final edit review and an issue is identified, an email notification will be sent to inform the user that the pool requires attention
Close Ready	Pool is certified, Loan Delivery ran a final edit review after certification, and no issues were identified. Pool is awaiting final system close activities.
Closed	If no issues are identified, the pool will be updated to a closed status.
Corrections Pending	Pool has data changes after closed/reclosed status, Loan Delivery completed a final edit review and changes must be submitted via the **Submit Corrections** button. Data changes pertaining to pools with this status will **NOT be** submitted you must instead click the **Submit Corrections** button.
Reclose Ready	After pool closing, data changes were made, saved, and submitted. Loan Delivery ran a final edit review, and no issues were identified. Pool is awaiting final system reclose activities.
Reclosed	If no issues are identified upon reclose, the pool will be updated to a reclosed status.

Data change exceptions

- For pools with close status of Open, Close Error, Closed, or Reclosed (prior to the Pool Settlement date) most data changes, are permitted. See table below for exceptions.
- For pools with close status of Close Ready or Reclose Ready, data changes are not permitted in Loan Delivery. If data changes are required, please email acquisitions_loan_delivery@fanniemae.com to request your pool be unlocked for editing.
- For pools with ASAP Indicator = Yes, changes are not permitted in Loan Delivery for pools with close status of Close Ready, Closed, Reclose Ready, or Reclosed. If data changes are required, please email acquisitions_loan_delivery@fanniemae.com to request your pool be unlocked for editing.
- The ASAP Indicator on a pool cannot be changed after submission of the pool to Fannie Mae. If an ASAP indicator update is required, the pool will require deletion. See the Pool Deletion Job Aid for details.
- Closed or Reclosed on/after Pool Settlement Date - if changes are needed, a Seller/Servicer-Initiated Post-Purchase Adjustment is required.
- To delete a pool, see the Pool Deletion Job Aid for details.
- Revised wiring instructions may be required even if a change is permitted (e.g., delete a loan)

| Change needed | MBS Pool Close Status | | | |
	Open Close Error	Close Ready Reclose Ready	Before Settlement date: Closed Reclosed	On/After Settlement date: Closed Reclosed
Data change (e.g., add/remove SFC)	Change permitted	Unlock request required	Change permitted, must click **Submit Corrections**	Post purchase adjustment
Delivery date	Change permitted	Unlock request required	Change permitted, must click **Submit Corrections**	Not available*
Delete a loan	Change permitted	Unlock request required	Change permitted, must click **Submit Corrections**	Not available*
Delete a pool	**Initiate delete** is required	**Initiate delete** is required	**Initiate delete** is required	Not available*
Bailee correction (e.g., Warehouse lender)	To delete the loan, change permitted To delete the pool **Initiate delete**	To delete the loan, submit unlock request To delete the pool **Initiate delete**	To delete the loan, change permitted To delete the pool **Initiate delete**	Not available* Not available*
Non editable certifiable field (e.g., MERS MIN)	To delete the loan, change permitted To delete the pool **Initiate delete**	To delete the loan, submit unlock request To delete the pool **Initiate delete**	To delete the loan, change permitted To delete the pool **Initiate delete**	Post purchase adjustment Post purchase adjustment

*Under specific circumstances, this option may be available; contact Fannie Mae Acquisitions Operations department for assistance.

How to submit an unlock pool request?

Data changes are not permitted for pools with a status of **Close Ready** or **Reclose Ready**. Any data changes you make will not be saved. If data changes are required, please email acquisitions_loan_delivery@fanniemae.com to request your pool be unlocked for editing.

Close Ready Step-by-Step Instructions:

1. **Email** request to acquisitions_loan_delivery@fanniemae.com

   The following information must be included in your request:

   - Seller number
   - Pool Number with suffix if applicable
   - Reason for unlock, including what data is being updated/removed
2. Once your pool is unlocked you will receive confirmation from the Acquisitions team
3. Log into Loan Delivery. Your pool is now in Close Error status and changes can be made. This pool will also display in the Pool Exceptions section of the Loan Delivery home page.
4. Make **all** changes necessary to the pool and then click **Save and Run Edits** on the Pool Details screen. Once you click **Save and Run Edits** on the Pool Details screen and receive no fatal edits, the pool will move to Close Ready status.
   Note: *Make **all** changes necessary to the pool prior to running pool edits. If you click **Save and Run Edits** before you have completed all changes, you may need to request the pool be unlocked again. This does not apply to the **Save and Run Edits** on the Loan Details screen.*
5. Once final system close activities are completed, the pool will move to Closed status.

Reclose Ready Step-by-Step Instructions:

1. Email request to acquisitions_loan_delivery@fanniemae.com

   The following information must be included in your request:

   - Seller number
   - Pool Number with suffix if applicable
   - Reason for unlock, including what data is being updated/removed
2. Once your pool is unlocked, you will receive confirmation from the Acquisitions team
3. Log into Loan Delivery. Your pool will remain in Reclose Ready status; however, changes can be made. This pool will not display in the Pool Exceptions section of the Loan Delivery home page.
4. Make **all** changes necessary to the pool and then click **Save and Run Edits** on the Pool Details screen. The closed status is now **Corrections Pending**. *Clicking **Save and Run Edits** on the Loan Details screen will not complete the changes; you must* click **Save and Run Edits** on the Pool Details *screen.*
5. Click the **Submit Corrections** button on the Pool Details screen. If you do not click the **Submit Corrections** button, your changes will not be captured.
6. Once final system close activities are completed, the pool will move to Reclosed status.

Pool Data Changes for Pools with Close Status of Closed or Reclosed

Data changes are permitted once the pool status is Closed or Reclosed; however, once the changes are made, the corrections must be submitted to be captured.

Step-by-Step Instructions:

1. Make the correction and click **Save and Run Edits** on the Pool Details screen. Resolve any fatal edits that may have resulted from the change.
2. The Pool Closed status will be **Corrections Pending**.
3. Click the **Submit Corrections** button on the Pool Details screen. If you do not click the **Submit Corrections** button, your changes will not be captured.