

Pool Deletions Job Aid

Overview

Pool Deletions

Loan Delivery supports two methods for deleting MBS pools. Lenders can directly delete pools that are in Open status, as well as pools in Closed or Reclosed status with an ASAP Indicator of “No,” without assistance from Acquisitions Operations. However, for ASAP pools in Closed or Reclosed status, lenders must submit a deletion request to Fannie Mae Acquisitions Operations.

Refer to the step-by-step directions on the following pages to submit a Pool Deletion.

Pool Deletions

Is an MBS Pool Deletion Required?

Once you submit a pool in Loan Delivery, the pool has been sent to downstream systems. If deletion is required, follow one of the paths: **Changes Permitted** (lender-initiated) for eligible **Non-ASAP and ASAP** scenarios, or **submit to Fannie Mae Acquisitions Operations** via **Initiate Delete** in all other cases. This ensures the pool is fully removed from downstream systems.

A new pool number (Single Pools) or pool suffix (Major Pools) must be used when resubmitting the loans after pool deletion.

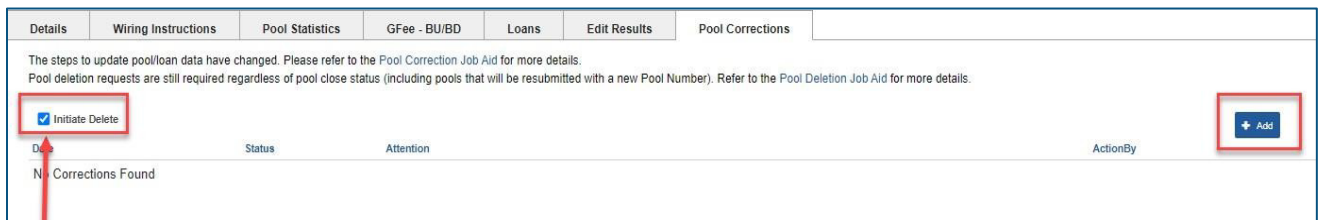
Initiate Delete request will set the pool’s Closed Status to “Deleted”. The only actions available after deletion are Export, Reports, Loan Transfer, and Loan Delete. The following scenarios will still require an Initiate Delete:

- Bailee correction when removing the loan is not an option.
- Document exception resolution for fields not editable by the custodian when removing the loan is not an option. In some cases, the certification can be cancelled to allow for loan data updates after submission. Refer to the **Cancel Certification for MBS [Job aid](#)** for more information.

Step-by-Step Instructions:

Pool Deletion

1. Determine if your pool requires a pool deletion. Do not delete all the loans in the pool prior to making the **Initiate Delete** request.
2. Select the action by clicking the box next to **Initiate Delete** so that a checkmark appears. Then click the **+Add** button.





3. The **Add Pool Correction** screen will display with the pool information pre-populated. Enter the required information in the **Attention** field and Lender Comments field.
 - Lender Comments should reflect the reason for the deletion request

4. Click the **Submit** button. The **Date** field will display the timestamp for the submission.

| Date | Status | Attention | ActionBy |
|---------------------|-----------|-------------------------|----------|
| 2023-04-04T14:35:43 | Submitted | FANNIE MAE ACQUISITIONS | |

5. The deletion request will be processed based on the type of pool as follows:
 - If Pool is in Open status or Closed, Reclosed with an ASAP Indicator of “No” then the system will automatically:
 - Process the request to downstream systems
 - Submission Status will change to Not Submitted
 - Closed Status will change to Deleted
 - Corrections Status will change to Processed
 - The Timestamp will reflect the date and time the correction was completed.
 - These updates reflect the final state of the pool and cannot be changed or updated. Go to Step 7
 - If Closed or Reclosed and an ASAP Indicator of “Yes” then the system will send a request to Acquisitions Operations to process the pool deletion. Go to Step 6

6. Once Fannie Mae Acquisitions processes the pool deletion request in downstream systems, the following status updates will occur:
 - **Submission Status** will change to **Not Submitted**
 - **Closed Status** will change to **Deleted**
 - **Corrections Status** will change to **Processed**
 - **The Timestamp** will reflect the date and time the correction was completed.**These updates reflect the final state of the pool and cannot be changed or updated.**
7. Once the pool correction is processed and the pool submission **Status** updates to **Deleted**, the pool cannot be entirely deleted from Loan Delivery. Loan **delete** or **transfer** are the only actions permitted.