

# Pool Deletions Job Aid

## Overview

### Pool Deletions

The Loan Delivery application provides the ability to submit MBS pool deletion requests to the Fannie Mae Acquisitions Operations department. Deleting a pool in Loan Delivery must be accompanied by a Pool Deletion request to complete the process.

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 you want to delete a submitted pool you must complete an **Initiate Delete** request to ensure the pool is deleted from downstream systems. A new pool number (Single Pools) or pool suffix (Major Pools) must be used when resubmitting the loans after pool deletion.

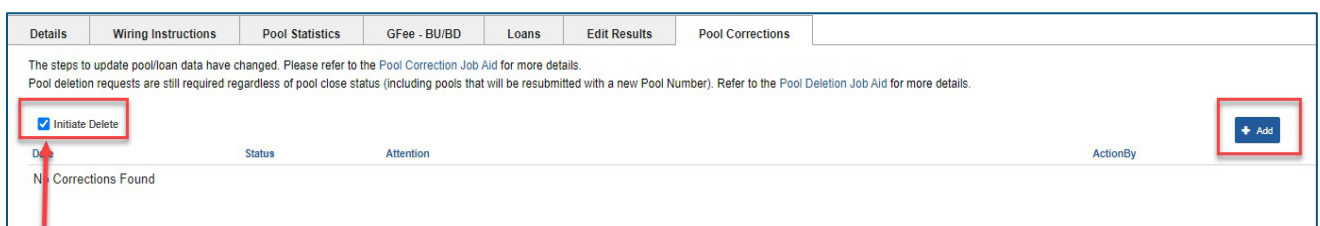
**Initiate Delete** request will set the pool's Closed Status to "Deleted". The only actions available after deletion are Export, Reports, Loan Transfer, and Loan Delete. The following scenarios will still require an Initiate Delete:

- 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.



The screenshot shows the 'Pool Corrections' tab in the Loan Delivery application. The 'Initiate Delete' checkbox is checked, and the '+Add' button is highlighted. The interface includes tabs for Details, Wiring Instructions, Pool Statistics, GFee - BU/BD, Loans, Edit Results, and Pool Corrections. A message states: 'The steps to update pool/loan data have changed. Please refer to the Pool Correction Job Aid for more details. Pool deletion requests are still required regardless of pool close status (including pools that will be resubmitted with a new Pool Number). Refer to the Pool Deletion Job Aid for more details.'

Details	Wiring Instructions	Pool Statistics	GFee - BU/BD	Loans	Edit Results	Pool Corrections
The steps to update pool/loan data have changed. Please refer to the Pool Correction Job Aid for more details. Pool deletion requests are still required regardless of pool close status (including pools that will be resubmitted with a new Pool Number). Refer to the Pool Deletion Job Aid for more details.						
<input checked="" type="checkbox"/> Initiate Delete						
Date	Status	Attention	ActionBy			
No Corrections Found						



3. The **Add Pool Correction** screen will display with the pool information pre-populated. Enter the required information in the **Attention** field (i.e., your Acquisitions Associate).

Add Pool Correction

Attention \*  
Fannie Mae Acquisitions

Authorized Name \*  
Test ID

Seller Number  
197300000

Seller Name  
FANNIE MAE

City \*  
WASHINGTON

State \*  
DC

Phone Number \*  
(703) 833-3854

Pool Number and Suffix  
BZ4534

Correction For \*  
Pool

Correction Message \*  
Delete Pool

Verified Totals

Number of Loans	P&I for Pool	Total Issue UPB	Current UPB
4	\$7,871.04	\$1,800,000.00	\$1,800,000.00

Submit

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

Details Wiring Instructions Pool Statistics GFee - BU/BD Loans Edit Results Pool Corrections

The steps to update pool/loan data have changed. Please refer to the [Pool Correction Job Aid](#) for more details.  
Pool deletion requests are still required regardless of pool close status (including pools that will be resubmitted with a new Pool Number). Refer to the [Pool Deletion Job Aid](#) for more details.

☐ Initiate Delete

+ Add

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

5. 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.**

6. Once the pool correction is processed and the pool submission **Status** updates to **Approved for Resubmission**, Deleted the pool cannot be entirely deleted from Loan Delivery. Loan **delete** or **transfer** are the only actions permitted.