

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 <u>lob aid</u> for more information.

Step-by-Step Instructions:

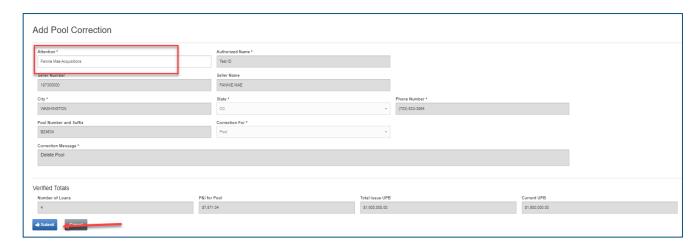
Pool Deletion

- Determine if your pool requires a pool deletion. Do <u>not</u> 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 (i.e., your Acquisitions Associate).



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



- 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 **Deleted**, the pool cannot be entirely deleted from Loan Delivery. Loan **delete** or **transfer** are the only actions permitted.