

# 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.

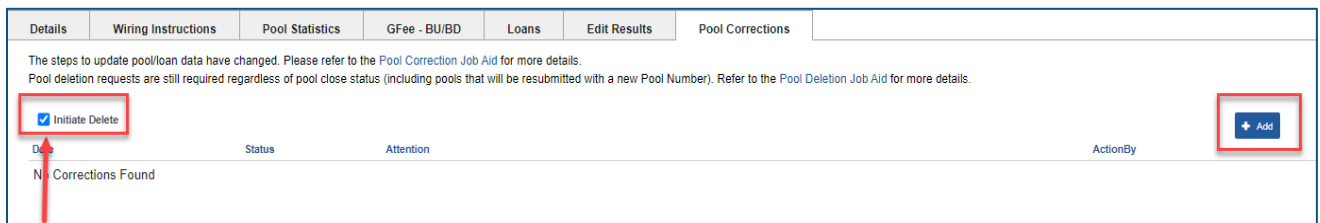
The following scenarios will still require an **Initiate Delete** request:

- Deleting the pool entirely from Loan Delivery after submit.
- Approving a pool for resubmission for a Bailee correction when removing the loan is not an option (still requires a new pool number).
- Approving a pool for resubmission for correcting fields not editable by the custodian when removing the loan is not an option (still requires a new pool number).

#### 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 **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 \*  
Text ID

Seller Number  
197300000

Seller Name  
FANNIE MAE

City \*  
WASHINGTON

State \*  
DC

Phone Number \*  
(703) 833-3854

Pool Number and Suffix  
B24834

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	\$1,000,000.00	\$1,000,000.00

Submit

- 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

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

Submit

- Fannie Mae Acquisitions will process the pool deletion request in downstream systems to complete the deletion. The pool submission **Status** will update to Approved for Resubmission. The pool corrections **Status** will update to Processed and the **Date** timestamp will be updated to reflect when the correction is processed.
- Once the pool correction is processed and the pool submission **Status** updates to Approved for Resubmission, the pool can be deleted from Loan Delivery.