

# Quick Exchange Form 20 Job Aid

This job aid provides step by step instructions to successfully complete and submit a form 20 advising Fannie Mae of non-routine litigation. Please provide as much information as possible and attach all relevant documents and/or pleadings.

To access and complete form 20, follow the steps below:

1. Click [here](#) to access form 20.
2. Enter your **USERNAME** and **PASSWORD**.
3. Click **Sign On**.

4. Select the **Servicer Name** from drop down.

5. Click **Create New Request**.



6. Enter the **Fannie Mae loan number** in Fannie Mae Loan Number (10-digit) field.
7. Click **Get Loan Info** when button turns dark blue.

### Non-Routine Litigation Form

**i** Please complete and send this form along with all relevant attachments for review. All fields, unless denoted, are required.

#### Loan Information

Fannie Mae Loan Number (10 digits)

Fannie Mae REO Number (7 digits)

**i** Optional

Servicer Loan Number

**i** Optional

Borrower First Name

**i** Optional

Borrower Last Name

**i** Optional

#### Property Information

Property Address

City

State

Zip Code

**NOTE:** Other field will pre-populate after clicking Get Loan Info.



8.

If...	Then...
<p>the radial button for the “Has the foreclosure sale occurred?” question is pre-populated with “Yes” or blank select appropriate radial button answer.</p> <div data-bbox="212 407 976 613"> <p>City: ANY TOWN      State: Ohio - OH</p> <p>Has the foreclosure sale occurred?</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> </div> <p><b>NOTE:</b> This will populate if a Fannie Mae REO Number has been populated in the Fannie Mae REO Number (7 digits field).</p>	<p>move on to the next question.</p>
<p>the “No” radial button is selected for the “Is there an active bankruptcy concerning this loan or property,”</p> <div data-bbox="212 831 987 1192"> <p>City: ANY TOWN      State: Ohio - OH</p> <p>Has the foreclosure sale occurred?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>Is there an active bankruptcy concerning this loan or property?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> </div>	<p>move to step 9.</p>
<p>the “Yes” radial button is selected for “Is there an active bankruptcy concerning this loan or property,”</p> <div data-bbox="212 1297 976 1654"> <p>City: ANY TOWN      State: Ohio - OH</p> <p>Has the foreclosure sale occurred?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Is there an active bankruptcy concerning this loan or property?</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> </div>	<p>move to the next question.</p>



this question appears select the appropriate radial button,

move to step 9.

City	State
ANY TOWN	Ohio - OH
Has the foreclosure sale occurred?	
<input checked="" type="radio"/> Yes	
<input type="radio"/> No	
Is there an active bankruptcy concerning this loan or property?	
<input checked="" type="radio"/> Yes	
<input type="radio"/> No	
Has the foreclosure sale occurred?	
<input type="radio"/> Yes	
<input type="radio"/> No	

**NOTE:** This question only appears when “Yes” is selected to the above question.

9. Enter the name of the person completing the forms **First Name**, **Last Name**, and **Email Address** in appropriate fields.

<b>Servicer Contact information regarding this form</b>	
Servicer Name	
WALISSK FINANCIAL	
First Name	Last Name
Diane	Parleeg
Email Address	
diane.parleeg@walisskfinancial.com	



10. Retained Firm Information section is **Optional**.

- If counsel has been obtained prior to completing Form 20 enter the **Law Firm Name, First Name, Last Name, and Email Address** of obtained counsel in appropriate fields.


**Retained Firm Information**  
 ⓘ This section is optional

Law Firm Name

First Name  Last Name

Email Address

11. **Drag and Drop** supporting documents in the Drop files here... box.

  
Valid filename characters: alphanumeric characters and the following special characters - . () \_ !

URGENT (Needs to be addressed within 48 hours)

**Submitted by**


<b>First Name</b> Diane	<b>Last Name</b> Parleeg
<b>Company</b> Walissk Financial	<b>Phone Number</b>
<b>Email Address</b> diane.parleeg@walisskfinancial.com	

This form and all attachments are confidential and intended solely for use by FannieMae Legal. These materials may contain non-public information, attorney-client information, and/or work product. Do not share these materials outside your organization without Fannie Mae's consent.



12. Click **Start Upload**.

### Supporting Documents



Drop files here....

Click here to upload your support document

Valid filename characters: alphanumeric characters and the following special characters - . () \_ !

[Remove All](#)

File Name	
Form 20 updated 5-2-22_R....	<a href="#">Remove</a>

**Start Upload**

URGENT (Needs to be addressed within 48 hours)


**NOTE:** The uploaded file appears. Click **Remove** if an incorrect file has been uploaded and proceed to step 11.

**NOTE:** Upload additional files as warranted.



13. Click **Submit**.

### Supporting Documents



**Drop files here....**

Click here to upload your support document

Valid filename characters: alphanumeric characters and the following special characters - . () \_ !

| Form 20 updated 5-2-22\_R.pdf Complete ✓

URGENT (Needs to be addressed within 48 hours)

#### Submitted by

<b>First Name</b> Diane	<b>Last Name</b> Parleeg
<b>Company</b> Walissk Financial	<b>Phone Number</b>
<b>Email Address</b> diane.parleeg@walisskfinancial.com	

**NOTE:** The file has been successfully uploaded to the request form when the **Complete** ✓ message appears.

**NOTE:** Clicking Submit will start the process of sending the request form 20 to Fannie Mae.




14. Click **Submit**.

**Supporting Documents**

Drop files here....

Click here to upload your support document

Valid filename characters: alphanumeric characters and the following special characters < > | \_ ?

Form 20 updated 5-2-22\_R.pdf Complete  (48 hours)

**Submitted by**

First Name  
Diane

Company  
Walissk Financial

Phone Number

Email Address  
diane.parleeg@walisskfinancial.com

Are you sure you want to submit your request?

Go back **Submit request**


Cancel **Submit**





Result:

### Supporting Documents



Drop files here....

Click here to upload your support document

Valid filename characters: alphanumeric characters and the following special characters -.()\_!

Form 20 updated 5-2-22\_R.pdf Complete

#### Submitted by

<b>First Name</b> Diane	<b>Last Name</b> Parleeg
<b>Company</b> Walissk Financial	<b>Phone Number</b>
<b>Email Address</b> diane.parleeg@walisskfinancial.com	

URGENT (Needs to be addressed within 48 hours)

Cancel
Submit

This form and all attachments are confidential and intended solely for use by FannieMae Legal. These materials may contain non-public information, attorney-client information, and/or work product. Do not share these materials outside your organization without Fannie Mae's consent.

Success

X

Your Form 20 submission has been successfully processed

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**NOTE:** The request has been successfully submitted to Fannie Mae.

An email will then be sent by Fannie Mae to the following:

- Appropriate attorney
- Attorney's paralegal
- Person submitting the form

**\*\*UAT TEST\*\* URGENT!!! Non-Routine Litigation Form: FM# 1734463072, \*\*\*\*\* ANY TOWN , OH, 44144**

**QS** (No Reply) Quick Exchange <quatro\_support@fanniemae.com>  
 To Attorney, David; Paralegal, Mary; Parleeg, Diane;  
 Cc Nonroutine Litigation Form

Reply
Reply All
Forward
Print
...

Fri 11/4/2022 11:24 AM

NonRoutineLitigation.pdf 4 KB
 Form20updated5222\_R.pdf 1 MB

Start your reply all with:
 Thank you for your confirmation.
Just for your records.
Thank you!
Feedback

Dear Diane,

Thank you for submitting your form. This email is automatically addressed to the above listed Fannie Mae Regional Counsel based on the property address you provided with a copy to the paralegal handling the state and the Non-routine Litigation Form repository for Fannie Mae's records. Please save a copy of this email for your records.

If you have any questions, please contact us at [nonroutine\\_litigation\\_form@fanniemae.com](mailto:nonroutine_litigation_form@fanniemae.com).

Thank you,  
 Non-routine Litigation Team

**NOTE:** The email and the attachments can be retained per your company's process.