

Servicing Transfer Approvals - Quick Exchange Enhancements

March 30, 2022

Effective March 22, the Quick Exchange application, used for requesting servicing and subservicing transfers (via Form 629 data submission), has been updated (1.3.0 release) with new functionality outlined below.

Note: Approved Fannie Mae users can access the Quick Exchange application 24-7 to submit Form 629 data to Fannie Mae.

- Add a secondary email address for the transferor and transferee
- Edit a transfer request prior to Fannie Mae review and approval
- Transferee is no longer able to edit or cancel a transfer request currently in progress

Add a Secondary Email Address

Users can now add an optional secondary email address for both the transferor and the transferee, which allows an additional user to receive notifications associated with the transfer request.

Contact information regarding this request
Contact Full Name <input type="text"/>
Contact Title <input type="text"/>
Contact Telephone Number <small>extension optional</small> <input type="text"/>
Primary Contact Email Address <input type="text"/>
Secondary Contact Email Address <small>Optional</small> <input type="text"/>

Edit Transfer Request Prior to Fannie Mae Review and Approval

The transferor can now edit the transfer request before the Fannie Mae review and approval process begins, which includes updating the “Transfer Type” if it was entered incorrectly.

Transferee Unable to Edit or Cancel a Transfer Request

The transferee is no longer able to edit or cancel a transfer request currently in progress. However, the transferee can continue to perform the following actions: email approval letter, download loans, or view the request.

Servicing Transfer	Nov 1, 2022	15	Approval Letters Sent	Mar 10, 2022, 5:26:51 PM	<div style="border: 1px solid red; padding: 5px;"> Choose ▼ Email Approval Letter Download Loans View Request </div>
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Additional Resources

For more information about this release, please send an email to [Servicing Transfers](#) or visit the [Servicing Transfer Approval Product Page](#).