



Servicing Transfers Form 629 User Guide

June 2024





Contents

Log in	3
Log Out	3
Create New Request	4
Confirming Submission	10
Add Loans to Request	16
Removing Loans	20
Edit Transfer Date	28
Cancel Request	31
Processed Forms and Request Status	33
Approval Letters Sent	33
Loan Level Detail	34
Appendix	36
Data Validation Errors	36
Custodian Matrix	37
Servicing Transfers Form 629 System Status	37
Technology Service Center Contact Information	37



Servicing Transfers Form 629

This guide provides step by step instructions for submitting Form 629 Servicer Transfers request in the Quick Exchange application.

Log in

To log into the Quick Exchange application, follow the steps below:

1. [Click here](#) to access the Quick Exchange application.
2. Enter **USERNAME** and **PASSWORD**.
3. Click **Sign On**.

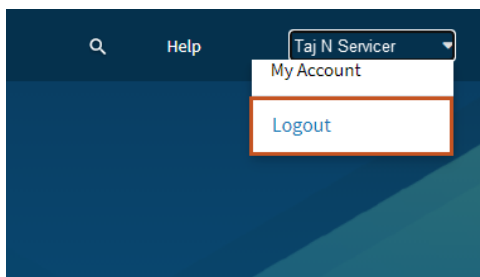
Note: Username consists of 8 characters.

Note: See your Technology Admin with any password issues.

Log Out

To log out of the Quick Exchange application, follow the steps below:

1. Click on the arrow in the upper corner of the screen.
2. Click on **Logout**.






Create New Request

This form must be completed by the Transferor. All requests must be received by the Servicing Transfers Team at least 60 days prior to the proposed transfer date, and 30 days prior to the earlier of proposed sale or transfer date for subservicing transfers.

To create a new request, follow the steps below:

1. Click **Create New Request Form 629**.

The screenshot shows the 'Available Forms' section of the Fannie Mae system. It lists three form types: 'Elimination and Rescission', 'Form 200', and 'Form 629'. Each form type has a 'New', 'Active', and 'Done' status indicator and a 'Create New Request' button. The 'Form 629' button is highlighted with a red box.

Note: To get back to this screen click Fannie Mae icon  at the upper right corner of each screen.

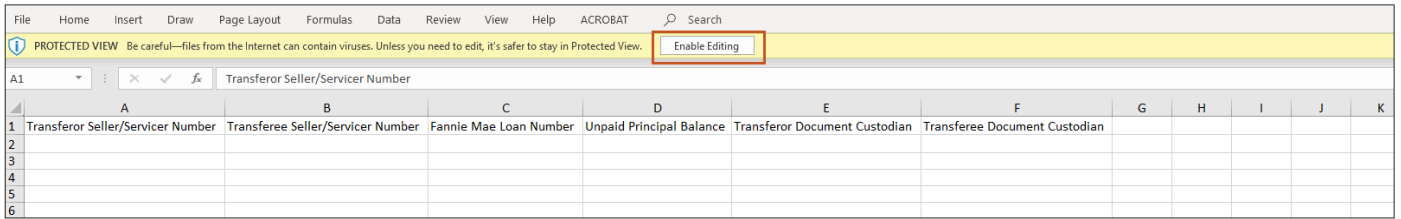
2. Click **Download Template** to start the Loans to Transfer process.

The screenshot shows the 'Form 629' submission page. The sidebar on the left shows 'Step 1' with 'Loans to Transfer' selected and 'Step 2' with 'Transfer Summary'. The main content area displays 'Loan level data: logged in as' and 'Important 629 Submission Information'. A 'Download Template' button is highlighted with a red box. Below the information is a file upload area with a 'Drop files here....' box and a 'Click here to upload your 629 loan level data' button. At the bottom, there are 'Cancel' and 'Next' buttons.

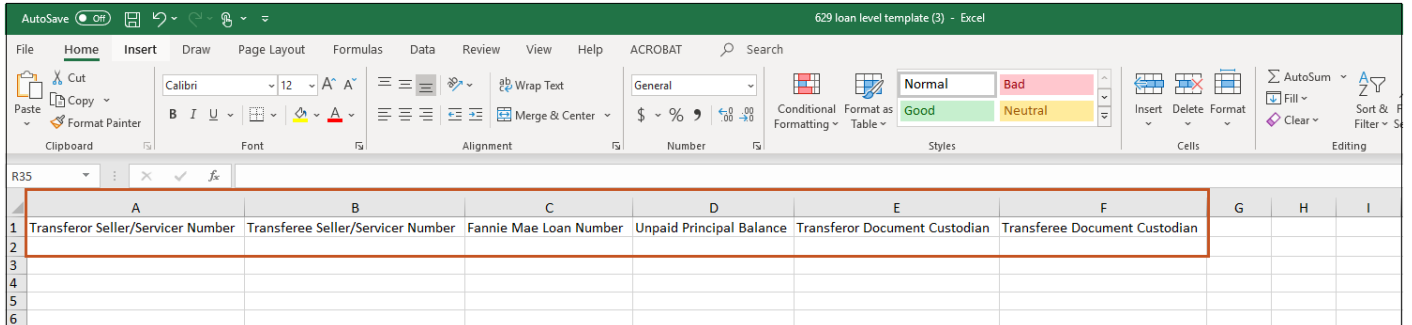
Note: REO and Reverse Mortgages must be a separate 629 form submission in the Quick Exchange application.



3. Click **Enable Editing**.



4. Enter information into columns A through F.



Note:

- Transferor Seller/Service Number - must be 9-digit ID.
- Transferee Seller/Service Number - must be 9-digit ID.
- Fannie Mae Loan Number – must be 10-digits.
- Unpaid Principal Balance – provide dollar amount and cents.
- Transferor Document Custodian - information must be entered exactly as shown in the [Custodian Matrix](#).
- Transferee Document Custodian – information must be entered exactly as shown in the [Custodian Matrix](#).

5. Name file and save to your computer.

Note: Files must be .XLS or .XLSX with a maximum single file size supported: 750 MB.

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

6. Drag and drop the **Excel** file into the highlighted area or **Click here to upload your 629 loan level data** blue box to locate appropriate file to upload.

Form 629

Step 1
 Loans to Transfer


Step 2
 Transfer Summary

Loan level data: logged in as [Download Template](#) [Download Custodian Names](#)

Important 629 Submission Information

REO and Reverse mortgages must be a separate 629 form submission in Quick Exchange.

[Servicing Transfer mailbox](#)



Drop files here....

Click here to upload your 629 loan level data

File must be .XLSX. Maximum single file size supported: 8 MB
Valid filename characters: alphanumeric characters and the following special characters: - () _ !



7. Click **Start Upload**.

Form 629

Step 1
 Loans to Transfer

Step 2
 Transfer Summary

Loan level data: Download Template Download Custodian Names

Important 629 Submission Information
 REO and Reverse mortgages must be a separate 629 form submission in Quick Exchange.
[Servicing Transfer mailbox](#)

Drop files here....
 Click here to upload your 629 loan level data

File must be .XLSX. Maximum single file size supported: 8 MB
 Valid filename characters: alphanumeric characters and the following special characters - . () _ !

File Name
Test Step 1 File.xlsx

Remove All
 Remove

Start Upload

Cancel Next

Note: Clicking Remove All and Remove deletes files that appear in those lines.

8. Click **Next**.

Form 629

Step 1
 Loans to Transfer

Step 2
 Transfer Summary

Loan level data: Download Template Download Custodian Names

Important 629 Submission Information
 REO and Reverse mortgages must be a separate 629 form submission in Quick Exchange.
[Servicing Transfer mailbox](#)

Drop files here....
 Click here to upload your 629 loan level data

File must be .XLSX. Maximum single file size supported: 8 MB
 Valid filename characters: alphanumeric characters and the following special characters - . () _ !

File Summary

Transferor: [Redacted]

Transferee: [Redacted]

Current Custodian: [Redacted]

New Custodian: [Redacted]

Number of loans: 6

File Processing Time: < 1 minute

Cancel **Next**

Note: If files are not completely uploaded contact the Servicing Transfers team at servicing_transfers@fanniemae.com

Note: The File Summary section displays with the information that will be submitted.



9. Enter information in the fields and click **Submit** when the button turns bright blue to start the Transfer Summary process.

Form 629

Step 1
 Loans to Transfer

Step 2
 Transfer Summary

Transfer Summary

What is the reason for the transfer?
 Servicing Transfer

Will Document Custodian change?
 Yes
 No

Will this transfer move all the mortgages serviced by the transferor for Fannie Mae?
 Yes
 No

Will the transferor remain active Fannie Mae Seller and Servicer?
 Yes
 No

Does the transferor have any outstanding selling commitments with Fannie Mae?
 Yes
 No

Proposed Transfer Date
 ⓘ This date must only be the first day of the month
 10/2021

Sale Date
 ⓘ Optional, this is for informational purposes only; Fannie Mae will not approve based on sale date
 X

Enter any pertinent information regarding this transfer
 ⓘ Optional, but it will allow for more effective processing

Cancel Previous **Submit**

Proposed Transfer Date
 ⓘ This date must only be the first day of the month
 05/2021

Reason for Servicing Guide Exception
 ⚠ The transfer date selected is less than the required time frame permitted. Provide the reason for the exception or select a different transfer date within the guidelines

Sale Date
 ⓘ Optional, this is for informational purposes only; Fannie Mae will not approve based on sale date
 X

Enter any pertinent information regarding this transfer
 ⓘ Optional, but it will allow for more effective processing

Note: Proposed Transfer Date Field – If this field is less than 60 days away the Reason for Servicing Guide Exception field must be completed, and 30 days prior to the earlier of proposed sale or transfer date for subservicing transfers.

Note: Enter any pertinent information regarding this transfer section – please provide any additional information to Fannie Mae regarding the transfer.




10. Click **Submit request**.

Form 629 Submission ✕


By submitting this form 629, the Transferor and Transferee Servicer represent and warrant that the information submitted on and with this form is true, correct, and complete

Note: *The following message displays in the lower left corner of the screen.*

 **Success Message** ✕

Your submission was received

11. Click **Continue**.

 We have received your request!

We are processing your loan level information and performing validations. Depending on the size of your request, this can take several minutes. When completed, you will receive an email that will detail the results and your next steps. If a significant amount of time has lapsed and you believe it is an error, please contact us at servicing_transfers@fanniemae.com



Result: Request will show in the NEW tab section.

Good afternoon, [Name]

Available Forms

Form 200

The Fannie Mae Servicer Selection Form (Form 200) is used by Fannie Mae servicers to recommend lawfirms to Fannie Mae to perform default-related legal services. This form must be completed and submitted electronically to Fannie Mae in accord with Servicing Guide A4-2.2-01, Selecting and Retaining Law Firms. All firms that a servicer wishes to refer Fannie Mae default-related matters must have a separate Servicer Selection Form submitted in each jurisdiction in which the servicer wishes to retain the firm.

New	Active	Processed
0	0	0

[Create New Request](#)

Form 629

This form must be completed by the Transferor. All requests must be received by the Servicing Transfer Group at least 60 days prior to the earlier of proposed sale or transfer date for servicing transfers, and 30 days prior to the earlier of proposed sale or transfer date for subservicing transfers.

New	Active	Processed
31	15	16

[Create New Request](#)

Stay Connected

Suppliers | Contact Us | Legal | Privacy | © 2021 Fannie Mae

Note: An email message will display loans that were processed with no error or had errors. The Excel file will provide the summary of the loan level details and any failure reasons if applicable. Correct these failure reasons before confirming the submission and reloading the Excel file to the request or continue to confirm the submission for the loans without failure reasons and the loans without errors will be submitted to Fannie Mae.

Fannie Mae Form 629 - Please Complete your Servicing Transfer Request - Message (HTML) (Read-Only)

File Message Help Acrobat Tell me what you want to do

Delete Reply Reply All Forward Accounting... Mark Unread Find Zoom

Fannie Mae Form 629 - Please Complete your Servicing Transfer Request

To [Name]

1346dffe_5fa9_4eda_88b8_79ae31a03b2a_... CREATE NEW REQUEST.xlsx
11 KB

Your Fannie Mae Form 629 Loan Data does not contain any submission errors.
Please continue to complete your Servicing Transfer Request by Clicking the "NEW" Column in your Form 629 Dashboard ([Link](#)) in order for Fannie Mae to process the request.

If the loan needs to be added to the transfer, please correct and add the loans to the transfer request id = 221.

Total Loans processed: 201

Total Loans with errors: 0

Total Loans added to Transfer: 201

If you have any questions, please contact us at servicing_transfers@fanniemae.com.

Thank you,

Servicing Transfers Team

Note: [Click here](#) to view a list of the Data Validation Errors.



Confirming Submission

Confirming the submission is required to finalize the transfer request and be received by Fannie Mae.

Follow the steps below to continue the form submission:

1. Click the appropriate tab (**New, Active or Processed**) in the Form 629 section to locate the appropriate request where loans should be added.

Good afternoon, [User Name]

Available Forms

Form 200

The Fannie Mae Servicer Selection Form (Form 200) is used by Fannie Mae servicers to recommend lawfirms to Fannie Mae to perform default-related legal services. This form must be completed and submitted electronically to Fannie Mae in accord with Servicing Guide A4-2.2-01. Selecting and Retaining Law Firms. All firms that a servicer wishes to refer Fannie Mae default-related matters must have a separate Servicer Selection Form submitted in each jurisdiction in which the servicer wishes to retain the firm.

New: 0, Active: 0, Processed: 0

Form 629

This form must be completed by the Transferor. All requests must be received by the Servicing Transfer Group at least 60 days prior to the earlier of proposed sale or transfer date for servicing transfers, and 30 days prior to the earlier of proposed sale or transfer date for subservicing transfers.

New: 31, Active: 15, Processed: 16

Stay Connected | Suppliers | Contact Us | Legal | Privacy | © 2021 Fannie Mae

2. Locate the appropriate transfer item and click **Continue Form Submission** from the dropdown menu.

New Forms | Active Forms | Processed Forms

Reset-Filter

Global Filter

Request ID	Transfer Log ID	Transferor Name	Transferor IDs	Transferee Name	Transferee IDs	Transfer Reason Type	Transfer Date	Transfer Loan Count	Request Status	Last Updated Date	File Processing Status	Action
219						Servicing Transfer	Aug 1, 2021	0	New Transfer	11:51:29 AM	Completed	Choose
220						Servicing Transfer	Jan 1, 2022	201	New Transfer	Mar 10, 2021, 4:14:42 PM		Choose
222						Subservicing Transfer	Apr 1, 2021	0	New Transfer	Mar 10, 2021, 4:06:18 PM		Choose
223						Servicing Transfer	Jun 1, 2021	156	New Transfer	Mar 10, 2021, 4:56:11 PM	Completed	Choose Continue Form Submission Add Loans Remove Loans Cancel Request View Request



3. Validate information. If no edits are required, click **Next**. If edits are required, make them, and click **Next**.

Form 629

Transfer Summary

Step 1
 Loans to Transfer

Step 2
 Transfer Summary

Step 3
 Transferor Details

Step 4
 Transferee Details

Step 5
 Additional Transferee Info

Step 6
 Review and submit

What is the reason for the transfer?
Servicing Transfer

Will Document Custodian change?
 Yes
 No

Will this transfer move all the mortgages serviced by the transferor for Fannie Mae?
 Yes
 No

Will the transferor remain active Fannie Mae Seller and Servicer?
 Yes
 No

Does the transferor have any outstanding selling commitments with Fannie Mae?
 Yes
 No

Proposed Transfer Date
! This date must only be the first day of the month
📅 ✖ 06/2021

Sale Date
! Optional, this is for informational purposes only; Fannie Mae will not approve based on sale date
📅 ✖

Enter any pertinent information regarding this transfer
! Optional, but it will allow for more effective processing



4. Enter information in the Transfer Summary section and click **Next** when the button turns bright blue.

Form 629

Step 1
 Loans to Transfer

Step 2
 Transfer Summary

Step 3
 Transferor Details

Step 4
 Transferee Details

Step 5
 Additional Transferee Info

Step 6
 Review and submit

Transferor Information

Seller/Servicer Numbers
[Redacted]

Servicer Name
[Redacted]

Address
[Redacted]

Street address: [Redacted] [Redacted]

City: [Redacted]

State: FL Zip code: [Redacted]

Country: US

Contact information regarding this request

Officer Full Name
[Redacted]

Officer Title
[Redacted]

Contact Full Name
[Redacted]

Contact Title
[Redacted]

Contact Telephone Number
extension optional
(111) 111-1111

Contact Email Address
[Redacted]

Will a subservicer be used by the transferee?
 Yes
 No

Cancel Previous **Next**

Note: Depending upon **What is the reason for the transfer** dropdown selected there may be additional fields to answer.

5. Enter the appropriate response in the **Will a subservicer be used by the transferee?** and click **Next**.

Note: If the Will be a subservicer be used by the transferee? box is Yes, there are additional fields to complete.



6. Enter information in all the fields and click **Next** when the button turns bright blue.

Form 629

Step 1
Loans to Transfer

Step 2
Transfer Summary

Step 3
Transferor Details

Step 4
Transferee Details

Step 5
Additional Transferee Info

Step 6
Review and submit

Additional Transferee Information

Please provide the Transferee total SDQ for Non-Fannie Mae Loans

Loan Count
24

UPB
\$75,000.00

Please provide the Transferee loan count and UPB for any Non-Fannie Mae loan transferring in the next 3 months

Loan Count
24

UPB
\$75,000.00

% (Enter decimal value, i.e. 0.05 = 5%)
5.0%

Cancel Previous **Next**



7. Review and make appropriate edits, when finished click **Submit**.

Step 2	New Transfer
<input checked="" type="checkbox"/> Transfer Summary	Transfer reason Servicing Transfer
Step 3	Will Document Custodian change Yes
<input checked="" type="checkbox"/> Transferor Details	Transferring all loans Yes
Step 4	Servicer to remain active Yes
<input checked="" type="checkbox"/> Transferee Details	Outstanding selling commitments Yes
Step 5	Current custodian [Redacted]
<input checked="" type="checkbox"/> Additional Transferee Info	New custodian [Redacted]
Step 6	Transfer date Aug 1, 2021
<input checked="" type="checkbox"/> Review and submit	Sale date Pertinent information regarding this transfer Answer :

Transfer Details [Edit](#)

Transferor Information

Servicer name
[Redacted]

Contact title
[Redacted]

Contact telephone number
(111) 111-1111

Contact email address
[Redacted]

Will a subservicer be used by the transferee
No

Additional Transferee Information [Edit](#)

Transferee total SDQ for Non-Fannie Mae Loans

Number of loans
24

Unpaid principle balance
\$75,000.00

Transferee loan count and UPB for any Non-Fannie Mae loan transferring in the next 3 months

Number of loans
24

Unpaid principle balance
\$75,000.00

Percent
5.0%

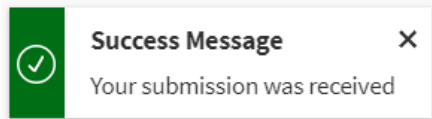


8. Click **Submit request**.

Form 629 Submission ✕

By submitting this form 629, the Transferor and Transferee Servicer represent and warrant that the information submitted on and with this form is true, correct, and complete

Note: The following message displays in the lower left corner of the screen.



9. Click **Continue**.

i

We have received your request!

We are processing your loan level information and performing validations. Depending on the size of your request, this can take several minutes. When completed, you will receive an email that will detail the results and your next steps. If a significant amount of time has lapsed and you believe it is an error, please contact us at servicing_transfers@fanniemae.com

Result:

Good afternoon, [Name]

Available Forms

Form 200

The Fannie Mae Servicer Selection Form (Form 200) is used by Fannie Mae servicers to recommend lawfirms to Fannie Mae to perform default-related legal services. This form must be completed and submitted electronically to Fannie Mae in accord with Servicing Guide A4-2.2-01, Selecting and Retaining Law Firms. All firms that a servicer wishes to refer Fannie Mae default-related matters must have a separate Servicer Selection Form submitted in each jurisdiction in which the servicer wishes to retain the firm.

New	Active	Processed	<input type="button" value="Create New Request"/>
0	0	0	

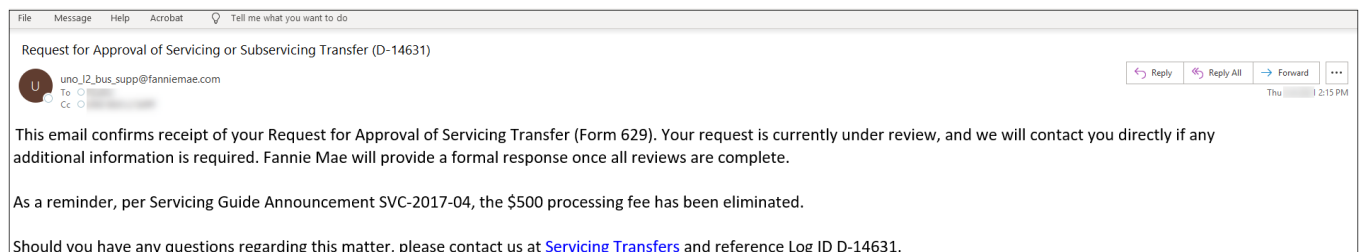
Form 629

This form must be completed by the Transferor. All requests must be received by the Servicing Transfer Group at least 60 days prior to the earlier of proposed sale or transfer date for servicing transfers, and 30 days prior to the earlier of proposed sale or transfer date for subservicing transfers.

New	Active	Processed	<input type="button" value="Create New Request"/>
31	15	16	

Stay Connected
Suppliers | Contact Us | Legal | Privacy | © 2021 Fannie Mae

Note: You will receive the following email confirming receipt of your request for approval of servicing transfer (form 629).





Add Loans to Request

Loans can only be added to a Servicing Transfer Request up to the tenth calendar day before the transfer date occurs and the request is not in a Denied or Cancelled Status.

Follow the steps below to add loans to an existing servicer transfer request:

1. Click the appropriate tab (**New, Active or Processed**) in the Form 629 section to locate the appropriate request where loans should be added.

Good afternoon, [User Name]

Available Forms

Form 200

The Fannie Mae Servicer Selection Form (Form 200) is used by Fannie Mae servicers to recommend lawfirms to Fannie Mae to perform default-related legal services. This form must be completed and submitted electronically to Fannie Mae in accord with Servicing Guide A4-2.2-01, Selecting and Retaining Law Firms. All firms that a servicer wishes to refer Fannie Mae default-related matters must have a separate Servicer Selection Form submitted in each jurisdiction in which the servicer wishes to retain the firm.

New: 0 Active: 0 Processed: 0 [Create New Request](#)

Form 629

This form must be completed by the Transferor. All requests must be received by the Servicing Transfer Group at least 60 days prior to the earlier of proposed sale or transfer date for servicing transfers, and 30 days prior to the earlier of proposed sale or transfer date for subservicing transfers.

New: 31 Active: 15 Processed: 16 [Create New Request](#)

Stay Connected Suppliers Contact Us Legal Privacy © 2021 Fannie Mae

2. Utilize the download template to create an Excel spreadsheet listing the loans to be added to the request.
3. Name file and save to your computer.

Note: Files must be .XLS or .XLSX with a maximum single file size supported: 750 MB.

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

4. Locate the appropriate transfer item and click **Add Loans** from the dropdown menu.

New Forms Active Forms Processed Forms

[Reset-Filter](#) Global Filter

Request ID	Transfer Log ID	Transferor Name	Transferor IDs	Transferee Name	Transferee IDs	Transfer Reason Type	Transfer Date	Transfer Loan Count	Request Status	Last Updated Date	File Processing Status	Action
						Transfer			Pending Transfer Review	1:40:56 PM		
217						Subservicing Transfer	Oct 1, 2021	158	Pending Servicing Transfer Review	Mar 4, 2021, 1:38:26 PM		Choose
221						Subservicing Transfer	Jan 1, 2022	201	Pending Servicing Transfer Review	Mar 4, 2021, 4:09:20 PM		Choose
223						Servicing Transfer	Jun 1, 2021	156	Pending Servicing Transfer Review	Mar 10, 2021, 5:42:28 PM		Choose

Dropdown menu for Request ID 223: Add Loans, Remove Loans, Cancel Request, Edit Request, View Request



5. Drag and drop the **Excel** file in highlighted area or **Click here to upload your 629 loan level data** blue box to locate appropriate file to upload.


Form 629 Download Template | Download Custodian Names

Step 1
 Loans to Transfer

Step 2
 Transfer Summary

Loan level data: logged in as

Important 629 Submission Information
REO and Reverse mortgages must be a separate 629 form submission in Quick Exchange.
[Servicing Transfer mailbox](#)


Drop files here....
[Click here to upload your 629 loan level data](#)

File must be .XLSX. Maximum single file size supported: 8 MB
Valid filename characters: alphanumeric characters and the following special characters . () _ !

6. Click **Start Upload**.


Form 629 Download Template | Download Custodian Names

Step 1
 Loans to Transfer

Step 2
 Transfer Summary

Loan level data:

Important 629 Submission Information
REO and Reverse mortgages must be a separate 629 form submission in Quick Exchange.
[Servicing Transfer mailbox](#)


Drop files here....
[Click here to upload your 629 loan level data](#)

File must be .XLSX. Maximum single file size supported: 8 MB
Valid filename characters: alphanumeric characters and the following special characters . () _ !

File Name	Remove All
Test Step 1 File.xlsx	Remove



7. Click **Next**.

Note: If files are not completely uploaded contact the Servicing Transfers team at servicing_transfers@fanniemae.com

Note: The File Summary section will be displayed with the information that will be submitted.

8. Click **Submit request**.

Note: The following message displays in the lower left corner of the screen.

10. Click **Continue**.



Result:

Good afternoon, [Name]

Available Forms

Form 200

The Fannie Mae Servicer Selection Form (Form 200) is used by Fannie Mae servicers to recommend law firms to Fannie Mae to perform default-related legal services. This form must be completed and submitted electronically to Fannie Mae in accord with Servicing Guide A4-2.2-01, Selecting and Retaining Law Firms. All firms that a servicer wishes to refer Fannie Mae default-related matters must have a separate Servicer Selection Form submitted in each jurisdiction in which the servicer wishes to retain the firm.

New	Active	Processed
0	0	0

[Create New Request](#)

Form 629

This form must be completed by the Transferor. All requests must be received by the Servicing Transfer Group at least 60 days prior to the earlier of proposed sale or transfer date for servicing transfers, and 30 days prior to the earlier of proposed sale or transfer date for subservicing transfers.

New	Active	Processed
31	15	16

[Create New Request](#)

Stay Connected

Suppliers | Contact Us | Legal | Privacy | © 2021 Fannie Mae

Note: An email message will display loans that were not added, and the Excel file will provide the failure reason the loan was not added to the request.

Fannie Mae Form 629 - Request to add loans to transfer 207 - Message (HTML)

File Message Help Acrobat Tell me what you want to do

Fannie Mae Form 629 - Request to add loans to transfer 207

noreply@quatrosupport.com
 To [Name]
 Cc [Name]

[Reply](#) [Reply All](#) [Forward](#) [More](#)

Thu 2/25/2021 3:38 PM

Your request to add loans to transfer request id = 207 has been processed.

Total Loans processed: 8

Total Loans added to Transfer: 8

New total of loans for transfer: 90

If you have any questions, please contact us at servicing_transfers@fanniemae.com.

Thank you,
 Servicing Transfers Team

Note: [Click here](#) to view a list of the Data Validation Errors.



Removing Loans

Loans can only be removed from a Servicing Transfer Request up to the 25th calendar day before the transfer date occurs and the request is not in a Denied or Cancelled Status.

Follow the steps below to remove loans to an existing servicer transfer request:

1. Click the appropriate tab (**New, Active or Processed**) in the Form 629 section to locate the appropriate request where loans should be removed.

Good afternoon, [User Name]

Available Forms

Form 200

The Fannie Mae Servicer Selection Form (Form 200) is used by Fannie Mae servicers to recommend lawfirms to Fannie Mae to perform default-related legal services. This form must be completed and submitted electronically to Fannie Mae in accord with Servicing Guide A4-2.2-01, Selecting and Retaining Law Firms. All firms that a servicer wishes to refer Fannie Mae default-related matters must have a separate Servicer Selection Form submitted in each jurisdiction in which the servicer wishes to retain the firm.

New: 0, Active: 0, Processed: 0

[Create New Request](#)

Form 629

This form must be completed by the Transferor. All requests must be received by the Servicing Transfer Group at least 60 days prior to the earlier of proposed sale or transfer date for servicing transfers, and 30 days prior to the earlier of proposed sale or transfer date for subservicing transfers.

New: 31, Active: 15, Processed: 16

[Create New Request](#)

Stay Connected

Suppliers | Contact Us | Legal | Privacy | © 2021 Fannie Mae

2. Utilize the download template to create a new template listing the additional loans to be removed to the request.
3. Name file and save to your computer.

Note: Files must be .XLS or .XLSX with a maximum single file size supported: 750 MB.

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

4. Locate the appropriate transfer item and click **Remove Loans** from the dropdown menu.

New Forms | **Active Forms** | Processed Forms

Reset-Filter

Global Filter

Request ID	Transfer Log ID	Transferor Name	Transferor IDs	Transferee Name	Transferee IDs	Transfer Reason Type	Transfer Date	Transfer Loan Count	Request Status	Last Updated Date	File Processing Status	Action
217						Subservicing Transfer	Oct 1, 2021	158	Servicing Transfer Review	Mar 4, 2021, 1:38:26 PM		Choose
221						Subservicing Transfer	Jan 1, 2022	201	Pending Servicing Transfer Review	Mar 4, 2021, 4:09:20 PM		Choose
223						Servicing Transfer	Jun 1, 2021	156	Pending Servicing Transfer Review	Mar 12, 2021, 2:25:01 PM	Completed	Choose Add Loans Remove Loans Cancel Request Edit Request View Request



5. Drag and drop the **Excel** file in highlighted area or **Click here to upload your 629 loan level data** blue box to locate appropriate file to upload.

Form 629 Download Template Download Custodian Names

Step 1
 Loans to Transfer

Step 2
 Transfer Summary

Loan level data: logged in as

Important 629 Submission Information
REO and Reverse mortgages must be a separate 629 form submission in Quick Exchange.
[Servicing Transfer mailbox](#)

Drop files here....

Click here to upload your 629 loan level data

File must be .XLSX. Maximum single file size supported: 8 MB
Valid filename characters: alphanumeric characters and the following special characters . () _ !

Cancel Next

6. Click **Start Upload**.

Form 629 Download Template Download Custodian Names

Step 1
 Loans to Transfer

Step 2
 Transfer Summary

Loan level data:

Important 629 Submission Information
REO and Reverse mortgages must be a separate 629 form submission in Quick Exchange.
[Servicing Transfer mailbox](#)

Drop files here....

Click here to upload your 629 loan level data

File must be .XLSX. Maximum single file size supported: 8 MB
Valid filename characters: alphanumeric characters and the following special characters . () _ !

File Name	Remove All
Test Step 1 File.xlsx	Remove

Start Upload

Cancel Next



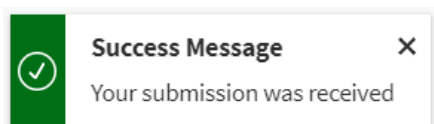
7. Click **Next**.

Note: If files are not completely uploaded contact the Servicing Transfers team at servicing_transfers@fanniemae.com

Note: The File Summary section will be displays with the information that will be submitted.

8. Click **Submit request**.

Note: The following message displays in the lower left corner of the screen.





10. Click **Continue**.

We have received your request!

We are processing your loan level information and performing validations. Depending on the size of your request, this can take several minutes. When completed, you will receive an email that will detail the results and your next steps. If a significant amount of time has lapsed and you believe it is an error, please contact us at servicing_transfers@fanniemae.com

[Continue](#)

Result:

Good afternoon, [Name]

Available Forms

Form 200

The Fannie Mae Servicer Selection Form (Form 200) is used by Fannie Mae servicers to recommend lawfirms to Fannie Mae to perform default-related legal services. This form must be completed and submitted electronically to Fannie Mae in accord with Servicing Guide A4-2.2-01, Selecting and Retaining Law Firms. All firms that a servicer wishes to refer Fannie Mae default-related matters must have a separate Servicer Selection Form submitted in each jurisdiction in which the servicer wishes to retain the firm.

New	Active	Processed
0	0	0

[Create New Request](#)

Form 629

This form must be completed by the Transferor. All requests must be received by the Servicing Transfer Group at least 60 days prior to the earlier of proposed sale or transfer date for servicing transfers, and 30 days prior to the earlier of proposed sale or transfer date for subservicing transfers.

New	Active	Processed
31	15	16

[Create New Request](#)

Stay Connected

Suppliers | Contact Us | Legal | Privacy | © 2021 Fannie Mae

Note: An email message will be sent to you displaying the total of loans removed from the transfer and the Excel file indicating which loans were successfully removed.

Fannie Mae Form 629 - Request to remove loans from transfer 221 - Message (HTML) (Read-Only)

File Message Help Acrobat Tell me what you want to do

Delete Reply Reply All Forward Accounting... Mark Unread Find Zoom

Fannie Mae Form 629 - Request to remove loans from transfer 221

noreply@quatrosupport.com
To: [Redacted]
Cc: [Redacted]

b7e06471_f6e9_4fbe_8883_5a56f5dee9ca_... REMOVAL.xlsx
4 KB

Your request to remove loans from transfer request id = 221 has been processed.

Total Loans processed: 12

Total loans removed from transfer: 11

New total of loans for transfer: 191

If you have any questions, please contact us at servicing_transfers@fanniemae.com.

Thank you,

Servicing Transfers Team

Note: [Click here](#) to view a list of the Data Validation Errors.



Edit Request

Follow the steps below to edit the loan request. Users will only be able to edit the request before the Fannie Mae review and approval process begins, which includes updating the transfer type if it was entered incorrectly.

1. Click the appropriate tab (**New, Active**) in the Form 629 section to locate the appropriate request where loans should be edited.

Good afternoon, [User Name]

Available Forms

Form 200

The Fannie Mae Servicer Selection Form (Form 200) is used by Fannie Mae servicers to recommend lawfirms to Fannie Mae to perform default-related legal services. This form must be completed and submitted electronically to Fannie Mae in accord with Servicing Guide A4-2.2-01, Selecting and Retaining Law Firms. All firms that a servicer wishes to refer Fannie Mae default-related matters must have a separate Servicer Selection Form submitted in each jurisdiction in which the servicer wishes to retain the firm.

New 0 Active 0 Processed 0 [Create New Request](#)

Form 629

This form must be completed by the Transferor. All requests must be received by the Servicing Transfer Group at least 60 days prior to the earlier of proposed sale or transfer date for servicing transfers, and 30 days prior to the earlier of proposed sale or transfer date for subservicing transfers.

New 31 Active 15 Processed 16 [Create New Request](#)

Stay Connected Suppliers Contact Us Legal Privacy | © 2021 Fannie Mae

2. Locate the appropriate transfer item and click **Edit Request** from the dropdown menu.

New Forms Active Forms Processed Forms

Reset-Filter Global Filter

Request ID	Transfer Log ID	Transferor Name	Transferor IDs	Transferee Name	Transferee IDs	Transfer Reason Type	Transfer Date	Transfer Loan Count	Request Status	Last Updated Date	File Processing Status	Action
214						Subservicing Transfer	Nov 1, 2021	201	Servicing Transfer Review	Mar 4, 2021, 1:40:56 PM		Choose
217						Subservicing Transfer	Oct 1, 2021	158	Pending Servicing Transfer Review	Mar 4, 2021, 1:38:26 PM		Choose
221						Subservicing Transfer	Jan 1, 2022	201	Pending Servicing Transfer Review	Mar 4, 2021, 4:09:20 PM		Choose
223						Servicing Transfer	Jun 1, 2021	143	Pending Servicing Transfer Review	Mar 12, 2021, 3:07:52 PM	Processing	Choose Add Loans Remove Loans Cancel Request Edit Request View Request



3. Enter information in the fields and click **Next** when the button turns bright blue.

Form 629

Step 1
Loans to Transfer

Step 2
Transfer Summary

Step 3
Transferor Details

Step 4
Transferee Details

Step 5
Additional Transferee Info

Step 6
Review and submit

Transfer Summary

What is the reason for the transfer?
Servicing Transfer

Will Document Custodian change?
 Yes
 No

Will this transfer move all the mortgages serviced by the transferor for Fannie Mae?
 Yes
 No

Will the transferor remain active Fannie Mae Seller and Servicer?
 Yes
 No

Does the transferor have any outstanding selling commitments with Fannie Mae?
 Yes
 No

Proposed Transfer Date
Optional, this date must only be the first day of the month
08/2021

Sale Date
Optional, this is for informational purposes only; Fannie Mae will not approve based on sale date
x

Enter any pertinent information regarding this transfer
Optional, but it will allow for more effective processing

Cancel Next

Note: The last two fields are optional.



4. Enter information in all the fields in the **Contact information regarding this request** section and click **Next** when the button turns bright blue.

Form 629

Step 1
Loans to Transfer

Step 2
Transfer Summary

Step 3
Transferor Details

Step 4
Transferee Details

Step 5
Additional Transferee Info

Step 6
Review and submit

Transferor Information

Seller/Service Numbers
[Redacted]

Servicer Name
[Redacted]

Address
[Redacted]

Street address: [Redacted]

City: [Redacted]

State: [Redacted] Zip code: [Redacted]

Country: US

Contact information regarding this request

Officer Full Name
[Redacted]

Officer Title
[Redacted]

Contact Full Name
[Redacted]

Contact Title
[Redacted]

Contact Telephone Number
extension optional
[(111) 111-1111] x [Redacted]

Contact Email Address
[Redacted]

Cancel Previous **Next**

5. Enter information in all the fields and click **Next** when the button turns bright blue.

Form 629

Step 1
Loans to Transfer

Step 2
Transfer Summary

Step 3
Transferor Details

Step 4
Transferee Details

Step 5
Additional Transferee Info

Step 6
Review and submit

Additional Transferee Information

Please provide the Transferee total SDQ for Non-Fannie Mae Loans

Loan Count
24

UPB
\$75,000.00

Please provide the Transferee loan count and UPB for any Non-Fannie Mae loan transferring in the next 3 months

Loan Count
24

UPB
\$75,000.00

% (Enter decimal value, i.e. 0.05 = 5%)
5.0%

Cancel Previous **Next**



6. Click **Submit request**.

Form 629 Submission ✕

By submitting this form 629, the Transferor and Transferee Servicer represent and warrant that the information submitted on and with this form is true, correct, and complete

Note: The following message displays in the lower left corner of the screen.

✓

Success Message ✕

Your submission was received

7. Click **Continue**.

i

We have received your request!

We are processing your loan level information and performing validations. Depending on the size of your request, this can take several minutes. When completed, you will receive an email that will detail the results and your next steps. If a significant amount of time has lapsed and you believe it is an error, please contact us at servicing_transfers@fanniemae.com

Result:

Good afternoon, [Name]

Available Forms

Form 200

The Fannie Mae Servicer Selection Form (Form 200) is used by Fannie Mae servicers to recommend lawfirms to Fannie Mae to perform default-related legal services. This form must be completed and submitted electronically to Fannie Mae in accord with Servicing Guide A4-2.2-01, Selecting and Retaining Law Firms. All firms that a servicer wishes to refer Fannie Mae default-related matters must have a separate Servicer Selection Form submitted in each jurisdiction in which the servicer wishes to retain the firm.

New 0	Active 0	Processed 0	<input type="button" value="Create New Request"/>
--	---	--	---

Form 629

This form must be completed by the Transferor. All requests must be received by the Servicing Transfer Group at least 60 days prior to the earlier of proposed sale or transfer date for servicing transfers, and 30 days prior to the earlier of proposed sale or transfer date for subservicing transfers.

New 31	Active 15	Processed 16	<input type="button" value="Create New Request"/>
---	--	---	---

Stay Connected Suppliers | Contact Us | Legal | Privacy | © 2021 Fannie Mae



Edit Transfer Date

Follow the steps below to edit the transfer date of the loan. Edit Transfer Date can occur up to the 25th Calendar Day before the Transfer Date, and the submission has been confirmed and not in Denied or Cancel Status. If you Edit Transfer Date once a request has been approved and an approval letter has been sent, a notification will appear as shown in the steps below.

1. Click the appropriate tab (**New, Active or Processed**) in the Form 629 section to locate the appropriate request where loans should be edited.

Good afternoon, [User Name]

Available Forms

Form 200

The Fannie Mae Servicer Selection Form (Form 200) is used by Fannie Mae servicers to recommend law firms to Fannie Mae to perform default-related legal services. This form must be completed and submitted electronically to Fannie Mae in accord with Servicing Guide A4-2.2-01, Selecting and Retaining Law Firms. All firms that a servicer wishes to refer Fannie Mae default-related matters must have a separate Servicer Selection Form submitted in each jurisdiction in which the servicer wishes to retain the firm.

New: 0, Active: 0, Processed: 0

[Create New Request](#)

Form 629

This form must be completed by the Transferor. All requests must be received by the Servicing Transfer Group at least 60 days prior to the earlier of proposed sale or transfer date for servicing transfers, and 30 days prior to the earlier of proposed sale or transfer date for subservicing transfers.

New: 31, Active: 15, Processed: 16

[Create New Request](#)

Stay Connected

Suppliers | Contact Us | Legal | Privacy | © 2021 Fannie Mae

2. Locate the appropriate transfer item and click **Edit Request** from the dropdown menu.

New Forms												
Active Forms												
Processed Forms												
Reset-Filter												
Global Filter												
Request ID	Transfer Log ID	Transferor Name	Transferor IDs	Transferee Name	Transferee IDs	Transfer Reason Type	Transfer Date	Transfer Loan Count	Request Status	Last Updated Date	File Processing Status	Action
						Transfer				2:34:01 PM		
175						Servicing Transfer	May 1, 2021	1	Approval Letters Sent	Feb 10, 2021, 1:54:17 PM	Processing	Choose
186						Reverse Mortgage Servicing Transfer	Apr 1, 2021	28	Approval Letters Sent	Feb 10, 2021, 8:52:47 AM	Completed	Choose
192						Servicing Transfer	Jun 1, 2021	14	Approval Letters Sent	Feb 19, 2021, 5:38:22 PM		Choose
210						Servicing Transfer	Jul 1, 2021	183	Cancelled	Mar 3, 2021, 1:15:38 PM		Add Loans
215						Servicing Transfer	Sep 1, 2021	0	Cancelled	Mar 3, 2021, 4:24:22 PM		Remove Loans
												Cancel Request
												Edit Transfer Date
												View Request



3. Enter the new **Proposed Transfer Date** and click **Submit** when the button turns bright blue.

Form 629

Step 1

Loans to Transfer

Step 2

Transfer Summary

Transfer Summary

What is the reason for the transfer?
Servicing Transfer

Will Document Custodian change?
 Yes
 No

Will this transfer move all the mortgages serviced by the transferor for Fannie Mae?
 Yes
 No

Will the transferor remain active Fannie Mae Seller and Servicer?
 Yes
 No

Does the transferor have any outstanding selling commitments with Fannie Mae?
 Yes
 No

Proposed Transfer Date
This date must only be the first day of the month
06/2021

Sale Date
Optional, this is for informational purposes only; Fannie Mae will not approve based on sale date
02/08/2021

Enter any pertinent information regarding this transfer
Optional, but it will allow for more effective processing

Cancel Submit

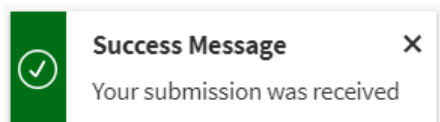
4. Click **Submit request**.

Form 629 Submission

By submitting this form 629, the Transferor and Transferee Servicer represent and warrant that the information submitted on and with this form is true, correct, and complete

Go back Submit request

Note: The following message displays in the lower left corner of the screen.





5. Click **Continue**.

i We have received your request!

We are processing your loan level information and performing validations. Depending on the size of your request, this can take several minutes. When completed, you will receive an email that will detail the results and your next steps. If a significant amount of time has lapsed and you believe it is an error, please contact us at servicing_transfers@fanniemae.com

Continue

Result:

Good afternoon, [User Name]

Available Forms

Form 200

The Fannie Mae Servicer Selection Form (Form 200) is used by Fannie Mae servicers to recommend law firms to Fannie Mae to perform default-related legal services. This form must be completed and submitted electronically to Fannie Mae in accord with Servicing Guide A4-2.2-01, Selecting and Retaining Law Firms. All firms that a servicer wishes to refer Fannie Mae default-related matters must have a separate Servicer Selection Form submitted in each jurisdiction in which the servicer wishes to retain the firm.

New	Active	Processed	Create New Request
0	0	0	

Form 629

This form must be completed by the Transferor. All requests must be received by the Servicing Transfer Group at least 60 days prior to the earlier of proposed sale or transfer date for servicing transfers, and 30 days prior to the earlier of proposed sale or transfer date for subservicing transfers.

New	Active	Processed	Create New Request
31	15	16	

Stay Connected

Suppliers | Contact Us | Legal | Privacy | © 2021 Fannie Mae

Note: Users will not be able to edit a transfer date once the request has been approved and an approval letter has been sent.

If a user attempts to modify the transfer date once a transfer is approved and approval letters have been posted, then they will receive the following pop-up notification shown below.

Edit Transfer Date Notice! ✕

By agreeing to a new transfer date, approval for request ID [ID] will become null and void and the transfer request will be cancelled. A new transfer request will need to be made. Fannie Mae reserves the right to re-review and approve a new transfer submission.

Disagree **Agree**

- If the user agrees with the notification, it will cancel the existing approved transfer and they will be required to enter a new transfer request with the correct transfer date.
- If the user disagrees with the notification, the transfer will not be cancelled and remain in its current status.



Cancel Request

Follow the steps below to cancel a request. Transfer Request can be cancelled up to the 25th Calendar Day before the Transfer Date.

1. Click the appropriate tab (**New, Active or Processed**) in the Form 629 section to locate the request that should be cancelled.

Good afternoon, [User Name]

Available Forms

Form 200

The Fannie Mae Servicer Selection Form (Form 200) is used by Fannie Mae servicers to recommend lawfirms to Fannie Mae to perform default-related legal services. This form must be completed and submitted electronically to Fannie Mae in accord with Servicing Guide A4-2.2-01, Selecting and Retaining Law Firms. All firms that a servicer wishes to refer Fannie Mae default-related matters must have a separate Servicer Selection Form submitted in each jurisdiction in which the servicer wishes to retain the firm.

New: 0, Active: 0, Processed: 0

Create New Request

Form 629

This form must be completed by the Transferor. All requests must be received by the Servicing Transfer Group at least 60 days prior to the earlier of proposed sale or transfer date for servicing transfers, and 30 days prior to the earlier of proposed sale or transfer date for subservicing transfers.

New: 31, Active: 15, Processed: 16

Create New Request

Stay Connected | Suppliers | Contact Us | Legal | Privacy | © 2021 Fannie Mae

2. Locate the appropriate transfer item and click **Cancel Request** from the dropdown menu.

New Forms | Active Forms | Processed Forms

Reset-Filter

Global Filter

Request ID	Transfer Log ID	Transferor Name	Transferor IDs	Transferee Name	Transferee IDs	Transfer Reason Type	Transfer Date	Transfer Loan Count	Request Status	Last Updated Date	File Processing Status	Action
193						Servicing Transfer	Jul 1, 2021	0	New Transfer	Mar 3, 2021, 1:08:48 PM		Choose
198						Servicing Transfer	Apr 1, 2021	22	New Transfer	Feb 18, 2021, 2:28:34 PM		Choose
209						Servicing Transfer	Apr 1, 2021	200	New Transfer	Mar 2, 2021, 3:03:17 PM	Completed	Choose
210						Servicing Transfer	Jul 1, 2021	183	New Transfer	Mar 3, 2021, 12:48:21 PM	Completed	Choose

Continue Form Submission
Add Loans
Remove Loans
Cancel Request
View Request

Stay Connected | Suppliers | Contact Us | Legal | Privacy | © 2021 Fannie Mae

3. Click **Continue**.

You are about to cancel your Form 629 request with request ID 210

Your request will be canceled, are you sure?

GO BACK CONTINUE



Result:

New Forms												
Active Forms												
Processed Forms												
Reset-Filter											Global Filter	
Request ID	Transfer Log ID	Transferor Name	Transferor IDs	Transferee Name	Transferee IDs	Transfer Reason Type	Transfer Date	Transfer Loan Count	Request Status	Last Updated Date	File Processing Status	Action
175						Servicing Transfer	May 1, 2021	1	Approval Letters Sent	Feb 10, 2021, 1:54:17 PM	Processing	Choose ▾
186						Reverse Mortgage Servicing Transfer	Apr 1, 2021	28	Approval Letters Sent	Feb 10, 2021, 8:52:47 AM	Completed	Choose ▾
192						Servicing Transfer	Jun 1, 2021	14	Approval Letters Sent	Feb 19, 2021, 5:38:22 PM		Choose ▾
210						Servicing Transfer	Jul 1, 2021	183	Cancelled	Mar 3, 2021, 1:15:38 PM		Choose ▾
215						Servicing Transfer	Sep 1, 2021	0	Cancelled	Mar 3, 2021, 4:24:22 PM		Choose ▾



Processed Forms and Request Status

The Processed Forms tab allows you to view the transfer request status after it has been processed by the Fannie Mae Analyst. The servicer will receive an email notification that the transfer request was processed and can view the Request Status (Approval Letter Sent, Canceled, or Declined).

From: noreply@quatrosupport.com <noreply@quatrosupport.com>
Sent: Tuesday, August 17, 2021 8:05 AM
To: sdkfkd@fannie.com; maatt@fannie.com
Cc: Quatro <quatro@fanniema.com>
Subject: Fannie Mae Form 629 – Servicing Transfer Request Processed - Log ID (D-14774)

The Servicing Transfer request Log ID D-14774 has been processed and the current status has been updated. You can view the status of your Servicing Transfer Request by clicking the "PROCESSED" Column in your Form 629 Dashboard (Link). This will allow you to view any additional details on this submission.

If you have any questions, please contact us at servicing_transfers@fanniema.com.

Thank you,
 Servicing Transfers Team

Approval Letters Sent

Follow the steps below to view the approval letter sent per request.

1. Click **Processed** in the Form 629 section to locate the appropriate request where loans should be processed.

- From the Processed Forms tab, locate the appropriate process item and click **Email Approval Letter** from the dropdown menu.

Request ID	Transfer Log ID	Transferor Name	Transferor IDs	Transferee Name	Transferee IDs	Transfer Reason Type	Transfer Date	Transfer Loan Count	Request Status	Last Updated Date	File Processing Status	Action
377	D-14760					Servicing Transfer	Nov 1, 2021	1	Declined	Aug 16, 2021, 4:15:02 PM		Download App...
382	D-14764					Servicing Transfer	Oct 1, 2021	42	Cancelled	Aug 16, 2021, 9:21:30 AM		Choose
383	D-14765					Servicing Transfer	Jan 1, 2022	43	Approval Letters Sent	Aug 16, 2021, 10:22:07 AM	Completed	Download App...
384	D-14766					Servicing Transfer	Dec 1, 2021	19	Approval Letters Sent	Aug 16, 2021, 10:22:36 AM		Add Loans Remove Loans Cancel Request Email Approval Letter Edit Transfer Date Download Loans

Note: The approval letter will be sent directly to the requesters email address.



Loan Level Detail

Follow the steps below to view loan level details per request.

1. Click **Processed** in the Form 629 section to locate the appropriate request where loans should be processed.

Good afternoon, [User Name]

Available Forms

Form 200

The Fannie Mae Servicer Selection Form (Form 200) is used by Fannie Mae servicers to recommend lawfirms to Fannie Mae to perform default-related legal services. This form must be completed and submitted electronically to Fannie Mae in accord with Servicing Guide A4-2.2-01, Selecting and Retaining Law Firms. All firms that a servicer wishes to refer Fannie Mae default-related matters must have a separate Servicer Selection Form submitted in each jurisdiction in which the servicer wishes to retain the firm.

New: 0, Active: 0, Processed: 0

[Create New Request](#)

Form 629

This form must be completed by the Transferor. All requests must be received by the Servicing Transfer Group at least 60 days prior to the earlier of proposed sale or transfer date for servicing transfers, and 30 days prior to the earlier of proposed sale or transfer date for subservicing transfers.

New: 31, Active: 15, Processed: 16

[Create New Request](#)

Stay Connected | Suppliers | Contact Us | Legal | Privacy | © 2021 Fannie Mae

2. From the Processed Forms tab, locate the appropriate process item and click **Download Approval Letter** from the dropdown menu.

Reset-Filter | Global Filter

Request ID	Transfer Log ID	Transferor Name	Transferor IDs	Transferee Name	Transferee IDs	Transfer Reason Type	Transfer Date	Transfer Loan Count	Request Status	Last Updated Date	File Processing Status	Action
233						Servicing Transfer	Nov 1, 2021	880	Denied	12:12:20 PM		Choose
236						Servicing Transfer	Jun 1, 2021	1	Cancelled	Apr 21, 2021, 8:05:57 AM		Choose
240						Subservicing Transfer	Jul 1, 2021	3	Approval Letters Sent	Apr 21, 2021, 3:00:07 PM		Choose
284						Servicing Transfer	Aug 1, 2021	474	Cancelled	Jul 19, 2021, 12:00:53 PM		Download Approval Letter Download Loans View Request



3. Click **Downloaded Excel spreadsheet** in the lower left corner of screen.

The screenshot displays a web application interface with a table of transfer requests. The table has the following columns: Request ID, Transfer Log ID, Transferor Name, Transferor IDs, Transferee Name, Transferee IDs, Transfer Reason Type, Transfer Date, Transfer Loan Count, Request Status, Last Updated Date, File Processing Status, and Action. The table contains four rows of data. Below the table, there are two notification boxes: 'Request Received' and 'Request Completed', both with green checkmarks and 'X' close buttons. At the bottom left, a download notification for 'form629_240_8_17...xlsx' (1.6/1.6 KB) is shown, highlighted with a red box. The bottom right of the interface includes a 'Stay Connected' button and links for 'Suppliers', 'Contact Us', 'Legal', and 'Privacy'. The footer contains the text '© 2021 Fannie Mae'.

Request ID	Transfer Log ID	Transferor Name	Transferor IDs	Transferee Name	Transferee IDs	Transfer Reason Type	Transfer Date	Transfer Loan Count	Request Status	Last Updated Date	File Processing Status	Action
233						Servicing Transfer	Nov 1, 2021	880	Denied	12:12:20 PM		Choose
236						Servicing Transfer	Jun 1, 2021	1	Cancelled	Apr 21, 2021, 8:05:57 AM		Choose
240						Subservicing Transfer	Jul 1, 2021	3	Approval Letters Sent	Apr 21, 2021, 3:00:07 PM		Choose
264						Servicing Transfer	Aug 1, 2021	474	Cancelled	Jul 19, 2021, 12:00:53 PM		

Note: Follow normal procedures when opening, sorting, and saving spreadsheet.



Appendix

Data Validation Errors

1.	Not an active or valid Fannie Mae Loan.
2.	This loan is already part of another transfer in process.
3.	Seller Servicer ID on this loan does not match what we have on record.
4.	Reverse mortgages are not allowed for this transfer reason type.
5.	REMIC mortgages are not allowed for this transfer reason type.
6.	This loan is duplicated in this list.
7.	Not verified due to validation service being unavailable.
8.	Loan is assigned to a different servicer.
9.	Transferee Seller Servicer Number is not an active or valid Fannie Mae servicer id.
10.	Loan number must be 10 digits in length.
11.	Transferor custodian is not valid.
12.	Transferee custodian is not valid.
13.	Loan removed from transfer (only on remove loan option).

Note:

- [Click here](#) to return to the Creating New Request section of this guide.
- [Click here](#) to return to the Adding Loans section of this guide.
- [Click here](#) to return to the Removing Loans section of this guide.



Custodian Matrix

Custodian Matrix			
1.	Associated Bank, NA	16.	Regions Bank
2.	Banco Popular de Puerto Rico	17.	Salem Five Cent Savings Bank
3.	Bank of America, N.A.	18.	Suffco Service Corp (Astoria Bank)
4.	Citibank, N.A.	19.	The Bank of New York Mellon Trust, N.A.
5.	Citizens Bank, N.A.	10.	The Huntington National Bank
6.	Colonial Savings, F.A.	21.	Trusit Bank
7.	Computershare Trust Company, N.A.	22.	Trustmark National Bank
8.	Deutsche Bank National Trust Company	23.	Ulster Savings Bank
9.	Fifth Third Bank	24.	United Community Bank
10.	Flagstar Bank	25.	US Bank, N.A.
11.	JP Morgan Chase Bank, N.A.	26.	Webster Bank
12.	New York Community Bank	27.	Wells Fargo Bank, N.A.
13.	Out on Bailee	28.	Wilmington Trust NA
14.	PNC Bank	29.	FNMAeNote
15.	ReconTrust Company, NA		

Note: [Click here](#) to return to the entering Excel information section of this guide.

Servicing Transfers Form 629 System Status

Request Status	Form 629 Tab	Summary
New Transfer	NEW	Transfer Request has been input by Servicer but not been confirmed and sent to Fannie Mae for review
Pending Servicing Transfer Review	ACTIVE	Transfer Request has been confirmed by the Servicer and is now sent to Fannie Mae for review
Pending Servicing Transfer Analysis	ACTIVE	Transfer Request is under analysis
Pending Internal Sign Off	ACTIVE	Transfer Request is pending internal sign off by Fannie Mae
Pending Final Approval	ACTIVE	Transfer Request is pending final approval from Fannie Mae
Approval Letters Sent	PROCESSED	Transfer Request has been approved by Fannie Mae
Denied	PROCESSED	Transfer Request has been denied
Cancelled	PROCESSED	Transfer Request has been cancelled

Technology Service Center Contact Information

For Technology Manager questions contact the Fannie Mae Technology Service Center at 1-800-2Fannie (1-800-232-6643) option 1 at the first prompt and option 1 at the second prompt.