

MORTGAGE
PARTNERSHIP
FINANCE®
PROGRAM
Concurrent Servicing
Sale Manual
for
Colonial Savings

Revised October 2018

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1 CHAPTER 1 OVERVIEW

The MPF Program “concurrent sale” servicing released structure with Colonial Savings, F.A. (“Colonial Savings”) involves the sale of MPF Servicing Rights to Colonial Savings at the same time a PFI (the “Selling PFI”) sells loans to the MPF Bank. The Selling PFI will remain liable for origination warranties and for Credit Enhancement obligations, if any, for the Mortgages arising under the PFI Agreement of the Selling PFI. In turn, the Selling PFI will receive all Credit Enhancement Fees, if any, for the Mortgages serviced by Colonial Savings.

In order to participate in concurrent servicing sale transactions, the Selling PFI must sign a “PFI Servicing Sale Agreement” with the Selling PFI’s MPF Bank, Colonial Savings, and the MPF Provider, and prior to selling the Servicing for Government Loans, the Selling PFI must sign an addendum or amendment to the PFI Servicing Sale Agreement.

Prior to delivering loans under this structure, the Selling PFI must provide to the MPF Bank the Selling PFI Information (Exhibit 1).

1.1 ORGANIZATION OF THE MANUAL

With respect to the sale of Serviced Mortgages by a Selling PFI, all provisions of the MPF Origination and Servicing Guides and the PFI Agreement shall apply unless they are inconsistent with a provision of the Servicing Sale Agreement or this Manual.

All capitalized terms used but not defined in the Glossary of this Manual shall have the meaning provided in the MPF Origination and Servicing Guides, the PFI Agreement, or the PFI Servicing Sale Agreement. All references to “Serviced Mortgage” in this Manual shall be understood to refer to a Fixed Rate Mortgage Loan originated by a Selling PFI and sold to an MPF Bank at the same time that Servicing for the loan is transferred to Colonial Savings.

2 CHAPTER 2 PFI APPROVAL

In order to be eligible for this structure, a PFI must sign the PFI Servicing Sale Agreement noted in Chapter 1 and meet the requirements listed below, as applicable.

2.1 NEW PFI

A PFI who is new to the MPF Program may elect on the PFI Application to be considered for approval as either a “Sales Only PFI” (servicing released) or a standard PFI (servicing retained). A standard PFI (servicing retained) may also elect to deliver loans servicing released under specified Master Commitments. All new PFIs must sign a PFI Agreement.

2.2 EXISTING PFI

For an existing PFI, no additional approval is required to deliver Conventional Loans. To deliver Government Loans, the PFI must be approved for the particular type of Government Loans to be delivered.

3 CHAPTER 3 SERVICING RELEASED PREMIUM (SRP) / PRICING SCHEDULE

The Servicing Released Premium (SRP) / Pricing Schedule (Exhibit 3) represents the price to be paid by Colonial Savings for the Servicing Rights, stated as a percentage of the Principal Balance of the Serviced Mortgages on the Sale Date. The date of purchase of a Serviced Mortgage by the MPF Bank shall be referred to in this Manual as the “Sale Date”.

The SRP / Pricing Schedule is published on the website of Colonial Savings, F.A. The SRP / Pricing Schedule can be obtained by following these steps:

- Open the following website: <http://fhlb.cbankers.com>;
- Click on the ‘SRP’ link in the middle of the page.

Notification of changes in the SRP / Pricing Schedule will be via e- alerts from Allregs in the form of an e-mail notification. PFIs that have any questions regarding how to sign up for e-alerts should contact their MPF Bank. Changes to the SRP / Pricing Schedule will be effective for Delivery Commitments issued beginning the day after the effective date of change in the SRP / Pricing Schedule. The PFI is responsible for utilizing the latest SRP / Pricing Schedule from Colonial Savings in effect on the Sale Date as it is the only Schedule that will be honored.

3.1 MASTER COMMITMENT

The MPF Provider will manage all Master Commitments and Delivery Commitments in accordance with the Guides and the requirements provided in this Manual. When the PFI takes out a Concurrent Sale Master Commitment to be serviced by Colonial Savings, the Master Commitment must identify the Selling PFI as the Originator and Colonial Savings as the Servicer. The Master Commitment must only be for Fixed Rate Loans with a scheduled/scheduled remittance type. All MPF Traditional Mortgage Products are eligible for this structure except MPF 100 (Bank Funded Mortgages), MPF Xtra[®], MPF Direct, and MPF Government MBS.

3.2 DELIVERY COMMITMENT

A Concurrent Sale Delivery Commitment must reference the applicable Colonial Savings Concurrent Sale Master Commitment. See MPF Selling Guide Chapter 13.2 for issuance of Delivery Commitments.

4 CHAPTER 4 MORTGAGE ORIGINATION AND PURCHASE

4.1 ORIGINATION

Serviced Mortgages must be originated by the Selling PFI in accordance with the MPF Origination Guide, the PFI Agreement and this Manual.

4.2 UNDERWRITING

Underwriting will be completed by the Selling PFI in compliance with the Origination Guide (including the Underwriting Guide), the applicable Government agency guidelines, the PFI Agreement, and this Manual.

To be eligible for delivery, Serviced Mortgages must meet the following requirements:

- All Mortgages: A minimum loan term of ten (10) years.
- All Government Loans: A minimum primary FICO score of 620 to be used in qualification unless a higher primary FICO score is required for eligibility*.

Effective for Loan Applications dated on or after August 15, 2012:

- All VA Mortgages: Manufactured Homes are not an eligible property type.
- FHA streamline refinances:
 - A minimum primary FICO score of 640*; and
 - A maximum LTV of 97.75% (before MIP), supported by an AVM or a URLA full Appraisal written specifically for the FHA streamline refinance transaction*.
- VA IRRRL Mortgages:
 - A minimum primary FICO score of 680*; and
 - A maximum LTV of 100% (including the VA funding fee), supported by an AVM or a URLA full Appraisal written specifically for the VA IRRRL transaction*.
- RHS streamline refinances:
 - A minimum primary FICO score of 680*, and
 - A maximum LTV of 95% (including any up-front funding or participation fees) supported by an AVM or a URLA full Appraisal written specifically for the RHS streamline refinance transaction*.

***The applicable minimum primary FICO score, maximum LTV, and Appraisal are required for eligibility under the Concurrent Sale of Servicing Option through Colonial Savings, F.A. although they may not be required for qualification under the specific Government Agency's guidelines.**

4.3 CLOSING

Serviced Mortgages must be closed by the Selling PFI or its agent in accordance with the Origination Guide. The Selling PFI represents and warrants that it has provided a Selling PFI Goodbye Letter to the Borrower (Exhibit 4) at the time of the Closing which:

- Includes accurate and complete Servicer contact information for Colonial Savings;
- Complies with all Applicable Law; and
- Includes in the Letter's first line the Effective Transfer Date (as defined in the Glossary).

4.4 PURCHASE BY THE MPF BANK

Purchase of a Serviced Mortgage by the MPF Bank must be completed via the eMPF[®] Website (see eMPF User Manual). The Selling PFI must sell to its MPF Bank each Serviced Mortgage to be purchased under this structure not later than ten (10) calendar days after the Mortgage Closing date. The first payment due date for each Serviced Mortgage must be the first day of the month following the first full month after the Closing date. No "interest credit" due to the Borrower from Colonial Savings or the Selling PFI will be permitted.

The MPF Provider will transmit on a daily basis to the Selling PFI and to Colonial Savings loan data for Serviced Mortgages purchased that day.

5 CHAPTER 5 DOCUMENT CUSTODY

5.1 MPF PROGRAM CUSTODIAN

The MPF Program Custodian must be the Custodian for all Serviced Mortgages under this structure. The Selling PFI is required to deliver Collateral Files to the MPF Program Custodian shown in the Colonial Contact Information (Exhibit 2) in accordance with the timeframes and requirements of Chapter 15 of the MPF Traditional Selling Guide and to obtain the approval of the MPF Program Custodian that documents are in proper form and are properly executed. The Collateral File, which is sent to the MPF Program Custodian, must contain original documents or certified copies of originals, as required below and in Chapter 15 of the MPF Traditional Selling Guide. For Government Loans, the Selling PFI must submit to the Custodian the original (or electronic) applicable Government Agency mortgage insurance certificate or loan guaranty as required in Chapter 15 of the MPF Traditional Selling Guide.

5.2 COLLATERAL FILE LABEL

The Collateral File for each Serviced Mortgage delivered to the MPF Program Custodian must be identified by the Selling PFI as a Colonial Savings loan. Collateral Files must be labeled as required by Chapter 15 of the MPF Traditional Selling Guide with the “PFI Name” listed as “Colonial Savings”.

5.3 ENDORSEMENTS AND ASSIGNMENTS

The Selling PFI must provide a Note endorsement “in blank” as required by Chapter 10 of the MPF Traditional Selling Guide. As required by Chapter 15 of the MPF Traditional Selling Guide, unless MERS is the Mortgagee of record, the Selling PFI must prepare and record an Intervening Assignment of the Security Instrument to “Colonial Savings, F.A.” for each Serviced Mortgage in the form required by Applicable Law. The Selling PFI must also send a certified copy of this Intervening Assignment to the MPF Program Custodian. The Selling PFI will not be responsible for preparing the unrecorded Assignment “in blank” from Colonial Savings.

If MERS is the Mortgagee of record, the Selling PFI must immediately register with MERS that the servicer for the Serviced Mortgage is “Organization Identification Number 1000290”. See Chapter 15 in the MPF Traditional Selling Guide and the Initial Certification Review Checklist (Exhibit 5) for additional requirements on MERS loans.

5.4 CERTIFICATION WITH THE MPF PROGRAM CUSTODIAN

The Selling PFI is responsible for the Initial and Final Certification of the Collateral Files, resolving Initial and Final Certification issues with the MPF Program Custodian, and payment of all fees imposed for uncertified documents or custodial Exceptions (see Chapter 15 of the MPF Traditional Selling Guide). All Serviced Mortgages that do not meet the Initial Certification requirements must be repurchased in accordance with Chapter 15. All Government Loan Serviced Mortgages that do not meet the Final Certification requirements within 12-months from the Funding Date must be repurchased. For all repurchased loans, Colonial Savings shall be entitled to a refund of the SRP in accordance with Chapters 8.2 and 8.5 of this manual.

5.5 SELLING PFI DOCUMENT ACCESS

The Selling PFI may request and obtain the Collateral File from the MPF Program Custodian in order to correct certification Exceptions up until the point of Initial Certification. After Initial Certification, the Selling PFI may not request the Collateral File from the MPF Program Custodian.

The PFI must follow prudent business practices in protecting and safeguarding all documents released to it by the MPF Program Custodian until these documents are returned to the MPF Program Custodian, as required by Chapter 15 of the MPF Traditional Selling Guide.

6 CHAPTER 6 SERVICING TRANSFER PROVISIONS

6.1 SERVICING FILE DELIVERY TIMEFRAME AND STACKING ORDER

For each Serviced Mortgage the Selling PFI must deliver to Colonial Savings within seven (7) calendar days after the Sale Date the Servicing File which contains the documents listed in the Servicing File Checklist (Exhibit 5). The Selling PFI should retain a copy of the Servicing File for its records. If the original Servicing File is retained by the Selling PFI, it must be made available to Colonial Savings upon request.

6.2 SERVICING FILE PACKING PROCEDURES

Servicing image files are to be uploaded to Colonial Savings' secure website Colonial Direct Express (CDEX)*, www.colonialdirectexpress.com, using the procedure specified below:

- All Servicing Files must be in the order specified in the Servicing File Checklist (Exhibit 5)
- Sign-in to www.colonialdirectexpress.com
- Select File Upload and enter the borrower/loan details
- Select Upload File and locate the image file to upload
- Click the Upload Selected File icon

*For new users, please send an access request email to Austin Neal and Sarah Reynolds. See Colonial Savings Contact Information (Exhibit 2).

Servicing Files may also be shipped to the address shown in the Colonial Contact Information (Exhibit 2) using the procedures specified below:

- All Servicing Files must be in the order specified in the Servicing File Checklist (Exhibit 5) with the following label on the outside of each file:
Borrower Name _____
MPF Loan Number _____
- All Servicing Files must be arranged in MPF loan number order, from lowest to highest;
- Each box must contain an inventory list of the files included in that box. The list should be in MPF loan number order; and
- If more than one box is shipped at a time, (i) boxes should be numbered starting with box number one (1); and (ii) the box number should be indicated on the inventory list.

6.3 REVIEW AND ACCEPTANCE OF THE SERVICING FILE

Colonial Savings will review each Servicing File upon its receipt from the Selling PFI in order to:

- Determine that all required documents have been provided, and
- Ensure that the Servicing File and the Serviced Mortgage comply with the terms of this Manual and the PFI Servicing Sale Agreement.

If Colonial Savings determines that the Servicing File or the related Serviced Mortgage is not in compliance, Colonial Savings may choose to reject the Servicing File.

Colonial Savings will notify the MPF Provider and the Selling PFI within two (2) Business Days after receipt for each rejected Servicing File including the reasons for the rejection, and will return the Servicing File to the PFI. If notice of rejection is not provided for a Servicing File within two (2) Business Days, Colonial Savings will be deemed to have accepted the Servicing File (subject to its right to recommend repurchase in accordance with Chapter 8 of this Manual and / or the PFI Servicing Sale Agreement).

If Colonial Savings rejects a Servicing File and provides notice as described above, the Selling PFI must correct defects and return the corrected Servicing File to Colonial Savings (see Chapter 8 for more information on loan defects). If the Selling PFI fails to deliver an acceptable Servicing File to Colonial Savings before the tenth (10th) calendar day prior to the first payment due date for a Serviced Mortgage (or the preceding Business Day if that day is not a Business Day), the Selling PFI will be required to repurchase the Mortgage from its MPF Bank in accordance with Chapter 8.2.

6.4 SERVICING RELEASED PREMIUM (SRP) PAYMENT

On the fifth (5th) Business Day of the month following receipt and acceptance by Colonial Savings of the Servicing File and all required funds, the MPF Provider will pass the Servicing Released Premium (SRP) payment from Colonial Savings to the Selling PFI's DDA. On the fifth (5th) Business Day of each month, Colonial Savings will supply to the Selling PFI loan level SRP information and summary SRP payment data for Serviced Mortgages boarded the prior month in the form of the Servicing Released Premium Statement (Exhibit 9).

The SRP to be paid for the Servicing Rights with respect to a Serviced Mortgage will be an amount equal to the SRP Percentage in effect on the date on which the

Delivery Commitment covering such Serviced Mortgage was issued, multiplied by the original Principal Balance of such Serviced Mortgage as of the Sale Date. If the Principal Balance used in computing the SRP for any Serviced Mortgage is later found to be incorrect, the SRP shall be promptly and appropriately adjusted, and payment will be promptly made by the appropriate party.

6.5 OTHER FEES

Colonial Savings will charge the following fees for each Serviced Mortgage and will net the fees from the SRP due to the Selling PFI for the Serviced Mortgage:

• Tax Service Fee.....	\$89
• Processing Fee.....	\$100

6.6 ESCROW FUNDS

The Selling PFI (or the Closing agent) will wire the Escrow Funds collected at Closing to Colonial Savings as directed in the Colonial Contact Information (Exhibit 2).

Funds must be wired within one (1) Business Day after the Sale Date. The Escrow Funds Reconciliation (Exhibit 8) should be included in the Servicing File sent to Colonial Savings, along with the wire transfer confirmation.

Documents in the Servicing File should indicate whether an Escrow Account has been established for the Serviced Mortgage. These documents include, but are not limited to, the Closing Disclosure and the Escrow Funds Reconciliation (Exhibit 8). Any incorrect information provided by the Selling PFI could result in Selling PFI responsibility for tax penalties.

6.7 PROPERTY TAXES

The Selling PFI must provide Colonial Savings with a complete and accurate Tax Information Sheet (Exhibit 10) for each Serviced Mortgage, regardless of whether or not an Escrow Account is established for the loan. Colonial Savings requires this information in order to monitor payment of taxes during Servicing.

6.8 HAZARD AND FLOOD INSURANCE

6.8.1 MORTGAGEE CLAUSE

The Servicing File should include evidence of hazard and (if applicable) flood insurance and flood zone determination certificate with a Mortgagee clause to Colonial Savings, F.A. as shown in the Colonial Savings Contact Information (Exhibit 2).

If an insurance policy or flood zone determination certificate is not in the name of Colonial Savings, F.A. as required above, the Selling PFI may provide a letter requesting endorsement of the Mortgagee clause in the form of the Mortgagee Letter (Exhibit 11).

The Loan Flood Certification must be provided in the initial servicing file and must be from one of the five approved flood zone certificate vendors listed in Chapter 6.8.2. In the event that the Loan Flood Certification is missing from the initial servicing file or is from a flood zone certificate vendor that is not on the approved flood zone certificate vendor list, one must be provided within thirty (30) days of the effective transfer date. If the Loan Flood Certification has not been received within thirty (30) days, Colonial will purchase a Flood Certificate at the Selling PFI's expense. Colonial will then bill the Selling PFI for reimbursement.

6.8.2 APPROVED FLOOD ZONE CERTIFICATE VENDORS

A flood zone determination certificate with life-of-loan coverage from one of the following six approved vendors is required for each Serviced Mortgage:

- American Flood Research
- CBC a/k/a FZDS
- CoreLogic
- Kroll Factual Data
- Lereta, LLC
- Service Link

6.9 RECORDED / FINAL DOCUMENTS

The Selling PFI must deliver to Colonial Savings the original recorded and/or final documents (where applicable) in the Recorded / Final Documents Checklist (Exhibit 6) within ninety (90) days after the Sale Date. If not all documents are available at ninety (90) days, the Selling PFI should deliver the available documents and provide the remaining documents as they become available. The checklist must be attached to the copies sent for each Serviced Mortgage. Recorded and/or final documents should be shipped to the address shown in the Colonial Savings Contact Information (Exhibit 2), using the packing procedures provided in Chapter 6.2 (last 3 bullet points of shipping process).

6.10 SUPPLEMENTARY INFORMATION

Prior to and after the Sale Date for a Serviced Mortgage, the Selling PFI will at its own expense:

- Furnish promptly to Colonial Savings any supplementary information related to the Serviced Mortgage which Colonial Savings reasonably requests and which is reasonably available to the Selling PFI; and
- Render reasonable assistance to Colonial Savings to enable Colonial Savings to efficiently take over and service the Serviced Mortgage.

7 CHAPTER 7 OTHER SELLING PFI RESPONSIBILITIES

7.1 REGULATORY REQUIREMENTS

The Selling PFI will be responsible for compliance with all regulatory requirements related to the origination and transfer of Servicing for the Serviced Mortgages.

7.2 MPF QUALITY CONTROL

The Serviced Mortgages under this structure will be included in the normal MPF quality control review sample population for the Selling PFI in accordance with Chapter 8 of the MPF Program Guide. The Selling PFI will be responsible for providing copies of the required documents upon request from the MPF Provider. Findings with respect to the Serviced Mortgages will be provided to the Selling PFI and Colonial Savings. However, Colonial Savings will be responsible for the special quality control reviews required by Chapter 8 of the MPF Traditional Servicing Guide.

7.3 SELLING PFI QUALITY CONTROL

The Selling PFI is responsible for conducting the quality control review in accordance with Chapter 8 of the MPF Program Guide.

8 CHAPTER 8 DEFECTS AND REMEDIES

Colonial Savings will work directly with the Selling PFI to resolve issues involving, but not limited to, the Servicing File delivery, loan boarding, Servicing Released Premium (SRP) payments and escrow reconciliation. In the event an issue cannot be resolved, the MPF Provider will act as arbitrator to resolve the issue, and the decision of the MPF Provider will be controlling.

8.1 CURABLE DEFECTS

If a Serviced Mortgage fails to comply with applicable requirements at the time of delivery to Colonial Savings for Servicing and the noncompliance is curable, Colonial Savings will take appropriate action to remedy the defect at the expense of the Selling PFI. Colonial Savings will bill the Selling PFI and collect all expenses directly from the Selling PFI.

8.2 INCURABLE DEFECTS / BREACH OF PFI SALE AGREEMENT

If Colonial Savings and the Selling PFI are unable to resolve material issues related to file delivery and loan boarding, the Selling PFI will be required to repurchase the Serviced Mortgage from the MPF Bank.

The Selling PFI must repurchase the loan in accordance with Chapter 3 of the MPF Program Guide.

In the event the Selling PFI is required to repurchase a Serviced Mortgage or if the Selling PFI is otherwise required to pay the SRP Refund, the Selling PFI will be required to pay to Colonial Savings the SRP Refund for the Mortgage in accordance with the PFI Servicing Sale Agreement. In either case, the SRP Refund will be collected by the MPF Bank and refunded to Colonial Savings in accordance with Chapter 8.5 of this Manual. In the event that Servicing must be transferred back to the Selling PFI, both Colonial Savings and the Selling PFI will be required to provide proper notice to the Borrower of the transfer as required by Applicable Law.

8.3 EARLY PAYMENT DEFAULT

If a Serviced Mortgage default occurs within six (6) months after the Sale Date and such default results in Foreclosure, Colonial Savings will be entitled to reimbursement by the Selling PFI of the entire SRP paid for the Mortgage Servicing upon completion of Foreclosure. The SRP will be collected in accordance with Chapter 8.5 of this Manual.

8.4 EARLY PAYOFF

If a Serviced Mortgage pays off (or otherwise liquidates) within ninety (90) days after the Sale Date, Colonial Savings will be entitled to reimbursement by the Selling PFI for the entire SRP paid for the Mortgage Servicing. The SRP will be collected in accordance with Chapter 8.5 of this Manual.

8.5 FUNDS REPAYMENT

Funds from the Selling PFI (including but not limited to SRP Refund) will be drafted on the fifth (5th) Business Day of the month following the accounting cycle in which the issue is identified, or in the case of default or payoff, following completion of Foreclosure or payoff, and credited to Colonial Savings on the same day. If applicable, loan level SRP Refund information will be supplied to the Selling PFI by Colonial Savings on the fifth (5th) Business Day of each month in the form of the Servicing Released Premium (SRP) Statement (Exhibit 9).

8.6 REPURCHASE

In the event a loan is found to be ineligible and requires repurchase, the selling PFI will notify Colonial Savings at CDEX.Repurchase@gocolonial.com. Colonial Savings must be contacted within three (3) business days of receiving the repurchase demand. At that time Colonial Savings will work with the PFI to establish the Transfer Effective Date so that both the selling PFI and Colonial Savings can send out the Goodbye/Welcome Letter as required by RESPA guidelines. Following initial contact, Colonial Savings will provide instructions on how to proceed with the repurchase.

9 CHAPTER 9 SERVICING

9.1 GENERAL SERVICING

Under this structure Colonial Savings will service the Mortgages in accordance with the Guides and the PFI Agreement.

Colonial Savings may, at its discretion, charge the Borrower for changes made to the mortgage account. As an example, this would include items such as Loan modifications on Conventional Loans. The Borrower should contact the Colonial Savings Customer Relations Department for any additional information or questions as shown in the Colonial Savings Contact Information (Exhibit 2).

9.2 SERVICING REPORTS FOR THE SELLING PFI

Monthly the MPF Provider will make available via the eMPF[®] website, the following reports for the Serviced Mortgages:

- Pool Detail Report
- Active Master Commitment Summary Report (provides Credit Enhancement information for each Concurrent Sale Master Commitment).

9.3 CUSTOMER SERVICE

Borrower inquiries should be directed to the Colonial Savings Customer Relations Department as shown in the Colonial Savings Contact Information (Exhibit 2).

9.4 FEES PAID BY THE MPF BANK

The MPF Bank will pay the following fees:

- **Credit Enhancement Fees** – The Selling PFI will be entitled to all Credit Enhancement Fees, if any, for the Serviced Mortgages in accordance with the Guides.
- **Servicing Fees** – Colonial Savings will be entitled to the Servicing Fees for the Serviced Mortgages in accordance with the Guides and the PFI Servicing Sale Agreement.

9.5 BILLING STATEMENTS

Upon completion of loan boarding, Colonial Savings will send a monthly billing statement to the Borrower. In the event that the statement is not received in time for the first payment, the Borrower should send the payment as directed in the Selling PFI Goodbye Letter (Exhibit 4). The Borrower or Selling PFI may contact the Colonial Savings Customer Relations Department with any questions as shown in the Colonial Savings Contact Information (Exhibit 2).

9.6 PAYMENT PROCESSING

Processing and application of Borrower Principal and Interest Payments will be managed by Colonial Savings following the Sale Date. Borrower payments and other funds related to the Serviced Mortgage which are received by a Selling PFI after the Sale Date must be endorsed to the order of Colonial Savings, F.A. and forwarded by overnight mail to the address shown in the Colonial Savings Contact Information (Exhibit 2). The Selling PFI must **not** issue receipts for payments received or indicate that immediate credit will be given.

Payments will **not** be considered received until processed by Colonial Savings in Fort Worth, Texas.

Payments sent directly to Colonial Savings by the Borrower should be directed to the address designated in the Colonial Savings Contact Information (Exhibit 2).

9.7 CUSTODIAL ACCOUNT MANAGEMENT

Colonial Savings will manage the Custodial Accounts related to the Serviced Mortgages and the monthly remittance of funds to the MPF Bank.

9.8 ESCROW ACCOUNT MANAGEMENT

Following the wire transfer of Escrow Funds from the Selling PFI to Colonial Savings, the payment of applicable insurance and property taxes, as well as the Borrower Escrow Payment analysis, will be managed by Colonial Savings. Insurance correspondence and tax bills which are received by a Selling PFI after the Sale Date of a Serviced Mortgage, must be forwarded by overnight mail to the address shown in the Colonial Savings Contact Information (Exhibit 2).

9.9 DEFAULT MANAGEMENT

In the event of Borrower default, Colonial Savings will perform all delinquency management (including collection, Foreclosure, short sale, bankruptcy management, REO, and other related duties).

Colonial Savings will continue to service the Serviced Mortgage through Foreclosure and disposal of the Mortgaged Property. During this time, Colonial Savings will be responsible for all necessary advances.

For Conventional loans, upon disposal of the Mortgaged Property, Colonial Savings will prepare and submit to the Master Servicer a Calculation of Realized Loss (Gain) (Form SG332) for the Serviced Mortgage. Any loss resulting from Colonial Savings' lack of adherence to the Guides will be disallowed and not included in Realized Loss. The Selling PFI will be responsible for the portion of the Realized Loss allocable to the Credit Enhancement. Any gains will be handled in accordance with the Servicing Guide.

For Government Loans, Colonial Savings will convey the property in accordance with current Government regulations and MPF Program guidelines.

9.10 DEFAULT REPORTING

Default reporting will be done via our secure FTP site. In order to gain access to the site, the selling PFI must complete and return the Electronic Report Access Authorization Form (Exhibit 14). The form must include all individuals who require access to the site.

Reports will be uploaded by the second business day of the month for the prior month's reporting. An email notification will be sent to all users when new files are available for retrieval.

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COLONIAL SAVINGS PROCESS FLOW CHART	12
ELECTRONIC REPORT ACCESS AUTHORIZATION FORM	13
INSURANCE TRANSFER LETTER (SAMPLE) (REQUIRED)	14

Complete and return as required by Chapter 1 of this Manual.

Contact Purpose		Selling PFI Contact Information	
Selling PFI Name:			
Selling PFI Number:			
Street / Overnight Delivery Address:			
Mailing Address (if different than above):			
Selling PFI Toll-Free Telephone Number:			
Selling PFI Main Telephone Number:			
Selling PFI Borrower Correspondence Address (if different than above):			
Selling PFI Contact	Name	Telephone	E-mail
Primary Contact:			
Secondary Contact:			
Funding Contact*:			

*The person who should be made aware of items such as SRP payment, refunds and debits, credits to the PFI's account with the MPF Bank.

Selling PFI Wire Instructions:	Information
Depository Name	
Address	
City, State, Zip Code	
ABA Number (9 digits)	

NOTE: BORROWERS SHOULD ONLY BE GIVEN THIS INFORMATION

<p>CUSTOMER RELATIONS CONTACT (To be used by borrower for inquiries or payments)</p>	<p>Colonial Savings, F.A. PO Box 2988 Fort Worth, TX 76113 Attention: Mortgage Services Telephone: (800) 937-6002 Fax: (817) 390-2313 E-mail: mortserv@gocolonial.com Website: www.ServiceHomeLoan.com Hours of Operation: Monday - Friday, 8am to 5pm CT</p>
---	---

FOR SELLING PFI USE ONLY

Contact Purpose	Colonial Savings Contact Information
<p>Ship servicing files and final / recorded documents to: (See Chapters 6.1 and 6.2)</p>	<p>Colonial Savings, F.A. 2626 West Freeway Fort Worth, TX 76102 Attention: Servicing Manager</p>
<p>Mortgagee Clause for insurance and flood certificates: (See Chapter 6.8)</p>	<p>Colonial Savings, F.A. Its Successors and/or Assigns PO Box 961016 Fort Worth, TX 76161-0019</p>
<p>Wire transfer instructions for escrow funds: (See Chapter 6.6)</p>	<p>Colonial Savings, F.A. ABA Number 311972238 Attention Mort Acct Mgr – MPF Flow Escrow For MPF Loan Number: _____ Borrower Name: _____</p>
<p>Borrower payments received by the selling PFI: (See Chapter 9.6)</p>	<p>Colonial Savings, F.A. 2626 West Freeway Fort Worth, TX 76102 Attention: Dept. 052</p>
<p>Insurance correspondence and tax bills received by the Selling PFI: (See Chapter 9.8)</p>	<p>Colonial Savings, F.A. 2626 West Freeway Fort Worth, TX 76102 Attention: Escrow Department</p>

Colonial Contact	Department	Phone / E-mail
Juan Ordaz	Program Oversight	(817) 877-9016 Juan.Ordaz@gocolonial.com
Austin Neal	PFI Relations / Loan Transfers	(817) 877-9018 Austin.Neal@gocolonial.com
Catherine Smith	Repurchases	(817) 665-9398 Catherine.Smith@gocolonial.com CDEX.Repurchase@gocolonial.com
Stephanie Walker	PFI Relations /Servicing Contact	(817) 877-9137 Stephanie.Walker@gocolonial.com
Dan Rosen	Secondary Marketing	(817) 877-9545 Daniel.Rosen@gocolonial.com
Manasseh Kamau	Investor Reporting	(817) 390-2281 Manasseh.Kamau@gocolonial.com
Therese Pfullmann	Default Reporting	(817) 390-2227 Therese.Pfullmann@gocolonial.com
Stephanie Ellis	MERS	(817) 877-9538 Stephanie.Ellis@gocolonial.com
John Roden	Performing Loans Manager	(817) 878-3039 John.Roden@gocolonial.com
Jane Larkin	Default Manager	(817) 390-2212 Jane.Larkin@gocolonial.com
Tim Neer	Servicing Director	(817) 390-2015 Tim.Neer@gocolonial.com

OTHER CONTACT INFORMATION

Contact Purpose	Colonial Savings Contact Information
MPF Program Custodian (See Chapter 5 of this Manual and Exhibit T of the MPF Guides)	Wells Fargo Bank, N.A. MPF Program 751 Kasota Avenue Minneapolis, MN 55414 Telephone: (877) 886-5400 General custody questions, copy requests, and research requests: CTSMPFREQUEST@wellsfargo.com Release requests and release status changes: mpfreleaseteam@wellsfargo.com Fax for initial / final certifications (612) 667-0190 Fax for release request and release status changes: (612) 466-6372

SAMPLE COPY OF SRP / PRICING SCHEDULE

Effective Date: 07/01/14



MPF® Program / Colonial Savings
Concurrent Sale of Servicing
Servicing Released Premium (SRP) Schedule for 30 Year Fully Amortizing Loans
Conventional Loans
 Assumes 25 bps Servicing Fee



State	\$400K - Limit	\$350K - \$399,999	\$300K - \$349,999	\$250K - \$299,999	\$200K - \$249,999	\$150K - \$199,999	\$100K - \$149,999	\$50K - \$99,999	\$0 - \$49,999
Alabama	0.72	0.80	0.81	0.81	0.81	0.79	0.74	0.65	0.00
Alaska	0.67	0.76	0.76	0.77	0.76	0.74	0.69	0.61	0.00
Arizona	0.63	0.71	0.71	0.71	0.71	0.69	0.64	0.56	0.00
Arkansas	0.72	0.80	0.81	0.81	0.81	0.79	0.74	0.65	0.00
California	0.67	0.76	0.76	0.77	0.76	0.74	0.69	0.61	0.00
Colorado	0.63	0.71	0.71	0.71	0.71	0.69	0.64	0.56	0.00
Connecticut	0.76	0.84	0.85	0.85	0.85	0.83	0.78	0.70	0.00
Delaware	0.72	0.80	0.81	0.81	0.81	0.79	0.74	0.65	0.00
Florida	0.76	0.84	0.85	0.85	0.85	0.83	0.78	0.70	0.00
Georgia	0.76	0.84	0.85	0.85	0.85	0.83	0.78	0.70	0.00
Hawaii	0.63	0.71	0.71	0.71	0.71	0.69	0.64	0.56	0.00
Idaho	0.63	0.71	0.71	0.71	0.71	0.69	0.64	0.56	0.00
Illinois	0.72	0.80	0.81	0.81	0.81	0.79	0.74	0.65	0.00
Indiana	0.67	0.76	0.76	0.77	0.76	0.74	0.69	0.61	0.00
Iowa	0.63	0.71	0.71	0.71	0.71	0.69	0.64	0.56	0.00
Kansas	0.67	0.76	0.76	0.77	0.76	0.74	0.69	0.61	0.00
Kentucky	0.67	0.76	0.76	0.77	0.76	0.74	0.69	0.61	0.00
Louisiana	0.76	0.84	0.85	0.85	0.85	0.83	0.78	0.70	0.00
Maine	0.72	0.80	0.81	0.81	0.81	0.79	0.74	0.65	0.00
Maryland	0.76	0.84	0.85	0.85	0.85	0.83	0.78	0.70	0.00
Massachusetts	0.67	0.76	0.76	0.77	0.76	0.74	0.69	0.61	0.00
Michigan	0.63	0.71	0.71	0.71	0.71	0.69	0.64	0.56	0.00
Minnesota	0.72	0.80	0.81	0.81	0.81	0.79	0.74	0.65	0.00
Mississippi	0.76	0.84	0.85	0.85	0.85	0.83	0.78	0.70	0.00
Missouri	0.72	0.80	0.81	0.81	0.81	0.79	0.74	0.65	0.00
Montana	0.63	0.71	0.71	0.71	0.71	0.69	0.64	0.56	0.00
Nebraska	0.67	0.76	0.76	0.77	0.76	0.74	0.69	0.61	0.00
Nevada	0.59	0.67	0.67	0.67	0.67	0.65	0.60	0.52	0.00
New Hampshire	0.72	0.80	0.81	0.81	0.81	0.79	0.74	0.65	0.00
New Jersey	0.76	0.84	0.85	0.85	0.85	0.83	0.78	0.70	0.00
New Mexico	0.67	0.76	0.76	0.77	0.76	0.74	0.69	0.61	0.00
New York	0.81	0.90	0.90	0.91	0.91	0.89	0.83	0.75	0.00
North Carolina	0.72	0.80	0.81	0.81	0.81	0.79	0.74	0.65	0.00
North Dakota	0.67	0.76	0.76	0.77	0.76	0.74	0.69	0.61	0.00
Ohio	0.72	0.80	0.81	0.81	0.81	0.79	0.74	0.65	0.00
Oklahoma	0.76	0.84	0.85	0.85	0.85	0.83	0.78	0.70	0.00
Oregon	0.72	0.80	0.81	0.81	0.81	0.79	0.74	0.65	0.00
Pennsylvania	0.81	0.90	0.90	0.91	0.91	0.89	0.83	0.75	0.00
Rhode Island	0.76	0.84	0.85	0.85	0.85	0.83	0.78	0.70	0.00
South Carolina	0.72	0.80	0.81	0.81	0.81	0.79	0.74	0.65	0.00
South Dakota	0.67	0.76	0.76	0.77	0.76	0.74	0.69	0.61	0.00
Tennessee	0.72	0.80	0.81	0.81	0.81	0.79	0.74	0.65	0.00
Texas	0.93	1.02	1.03	1.04	1.04	1.02	0.97	0.88	0.00
Utah	0.63	0.71	0.71	0.71	0.71	0.69	0.64	0.56	0.00
Vermont	0.67	0.76	0.76	0.77	0.76	0.74	0.69	0.61	0.00
Virginia	0.76	0.84	0.85	0.85	0.85	0.83	0.78	0.70	0.00
Wash DC	0.63	0.71	0.71	0.71	0.71	0.69	0.64	0.56	0.00
Washington	0.72	0.80	0.81	0.81	0.81	0.79	0.74	0.65	0.00
West Virginia	0.63	0.71	0.71	0.71	0.71	0.69	0.64	0.56	0.00
Wisconsin	0.81	0.90	0.90	0.91	0.91	0.89	0.83	0.75	0.00
Wyoming	0.59	0.67	0.67	0.67	0.67	0.65	0.60	0.52	0.00

SRP Adjust: For less than 30 year terms, deduct .20 from posted price.	The SRP will be reduced by .25 if the loan does not escrow for both tax and insurance.	Escrow Account can not be waived if: * Loan amount is less than \$50,000 or, * LTV is greater than 80% or, * Any borrower's Credit Score is less than 620
--	--	--

All-in Execution = MPF Asset Price + SRP + CE Fee (if applicable)	Processing Fee: \$100 Tax Service Fee: \$89
--	--

*MPF® is a registered trademark and the "MPF Mortgage Partnership Finance" logo is a trademark of the Federal Home Loan Bank of Chicago.

April 14, 2017

John Borrower
Jane Borrower
12345 Our Street
Bedford, TX 76021

Notice of Servicing Transfer

RE: Mortgage Loan Number 00400123

Dear Mortgagor:

The servicing of your mortgage loan is being transferred effective **05/01/17***[Effective Transfer Date]*. This means that on and after this date, a new servicer will be collecting your mortgage loan payments from you. Nothing else about your mortgage loan will change other than the terms directly related to the servicing of the loan.

Savings Bank of Your Town is now collecting your payments. Savings Bank of Your Town will stop accepting payments received from you on **04/30/17***[Effective Transfer Date minus 1 Day]*.

Colonial Savings, F.A will collect your payments going forward. Your new servicer will start accepting payments received from you on **05/01/17***[Effective Transfer Date]*.

Send all payments due on or after 05/01/17*[Effective Transfer Date]* to Colonial Savings, F.A at this address: Colonial Savings, F.A PO Box 2988 Fort Worth, Texas 76113 Attn: Mortgage Services.

If you have any questions for either your present servicer, Savings Bank of Your Town or your new servicer, Colonial Savings, F.A, about your mortgage loan or this transfer, please contact them using the information below:

Current Servicer

Savings Bank of Your Town
123 Bank Street
Fort Worth, Texas 76102
Attn: Customer Service
Phone Number: (800) 555-1234
Hours: 8:00am – 5:00pm CT

New Servicer

Colonial Savings, F.A
PO Box 2988
Fort Worth, Texas 76113
Attn: Mortgage Services
Phone Number: (800) 937-6002
Hours: 8:00am – 5:00pm CT

Under Federal law, during the 60-day period following the effective date of the transfer of the loan servicing, a loan payment received by your old servicer on or before its due date may not be treated by the new servicer as late, and a late fee may not be imposed on you.

In January, you will receive a mortgage interest statement (IRS Form 1098) for your income tax return for the period of time that Savings Bank of Your Town serviced your mortgage loan. Colonial Savings, F.A will also provide you with a similar statement during the period of time of their servicing of the mortgage loan.

Please be assured that Savings Bank of Your Town will do everything possible to make this a smooth transition. If at any time in the future you require financing for your present home or other residential property, please call us. We hope your experience with Savings Bank of Your Town has been a pleasant one.

Thank you for the opportunity to service your mortgage needs.

Sincerely,

Savings Bank of Your Town

Borrower Name	
MPF Loan Number	

The Selling PFI must send all required original custodial documents to the MPF Program Custodian (see Chapter 5 of this Manual, Chapter 15 of the MPF Traditional Selling Guide, and Other Contacts listed in the Colonial Savings Contact Information (Exhibit 2)).

The Selling PFI should send the following documents in the order listed below to Colonial Savings. See Chapters 6.1 and 6.2 of this Manual for delivery time frame and Servicing File packing requirements. See Colonial Savings Contact Information (Exhibit 2) for shipping address.

- ___ 1. Servicing File Checklist (Exhibit 5) with enclosed items checked.
- ___ 2. Selling PFI Goodbye Letter (Exhibit 4).
- ___ 3. All required disclosures including RESPA, Loan Estimate, and TIL disclosures.
- ___ 4. Mortgage / Deed of Trust.
- ___ 5. Loan application.
- ___ 6. Note with all riders and addenda.
- ___ 7. Settlement Statement / HUD 1. / Closing Disclosure
- ___ 8. Conventional loans: Mortgage Insurance (MI) certificate (if applicable) and notice letter to MI Company that Servicing has been transferred to Colonial Savings.
FHA loans: Copies of the insuring package or a copy of the mortgage insurance certificate (MIC) issued by FHA.
All others: Copies of the insuring package or a copy of the loan guarantee certificate.
- ___ 9. Hazard insurance policy with Mortgagee clause to Colonial Savings, F.A. or if not in Colonial's name, a Mortgagee Letter (see sample in Exhibit 11), as required by Chapter 6.8.1.
- ___ 10. Flood zone determination certificate with life of loan coverage provided by an approved vendor (see Chapter 6.8.2) with coverage to Colonial Savings, F.A., or if not in Colonial's name, a Mortgagee Letter (see sample in Exhibit 11), as required by Chapter 6.8.1.
- ___ 11. Flood insurance policy (if applicable) with Mortgagee clause to Colonial Savings, F.A. or if not in Colonial's name, a Mortgagee Letter (see sample in Exhibit 11), as required by Chapter 6.8.1.
- ___ 12. Tax Information Sheet (Exhibit 10), as required by Chapter 6.7.
- ___ 13. Tax Bill Authorization in the form of Exhibit 7, which was sent to the taxing authority by the Title Company at Closing to indicate the change in Servicer.
- ___ 14. Appraisal.
- ___ 15. Title commitment.
- ___ 16. Wire transfer confirmation for Escrow Funds and completed Escrow Funds Reconciliation (Exhibit 8), as required by Chapter 6.6 of this Manual.
- ___ 17. Request for Taxpayer Identification Number and Certification (IRS Form W9).
- ___ 18. Underwriting file (including documents required by Chapters 10 of the MPF Traditional Selling Guide).

Prepared by _____ Date _____

Telephone _____

Email Address _____

Borrower Name	
MPF Loan Number	

The Selling PFI must send all required original custodial documents to the MPF Program Custodian (see Chapter 5 of this Manual, Chapter 15 of the MPF Traditional Selling Guide, and Other Contacts listed in the Colonial Savings Contact Information (Exhibit 2)).

Originals of the following documents should be sent to Colonial Savings in the order listed below. This checklist must be attached to the recorded / final documents sent for each Serviced Mortgage. See Chapters 6.2 and 6.9 for delivery time frame and file packing requirements. See Colonial Savings Contact Information (Exhibit 2) for shipping address.

Check documents that are attached to this checklist:

- ___1. Recorded Security Instrument.
- ___2. Final title policy and endorsements or final title opinion.
- ___3. Recorded Intervening Assignments.
- ___4. Recorded Intervening Assignment from selling PFI to Colonial Savings.
- ___5. For New York properties only, recorded Consolidation Extension Modification Agreement (CEMA)
- ___6. Recorded Power of Attorney (if recording is required).
- ___7. A copy of the applicable Government Agency mortgage insurance certificate or loan guaranty certificate.

Prepared by _____ Date _____

Telephone _____

Email Address _____

Borrower Name	
MPF Loan Number	

AUTHORIZATION

Tax identification number: _____

Tax Assessor / Collector

<address>

<address>

Dear Tax Assessor / Collector:

I hereby request that you send all future real estate tax bills for the property located at the address indicated below, to:

**Colonial Savings, F.A.
Escrow Department 054
P.O. Box 2988
Fort Worth, TX 76113**

Property Address: _____

This authorization should continue in effect until I notify you otherwise or until I sell this property.

Signature _____ **Date** _____

Signature _____ **Date** _____

Borrower Name	
MPF Loan Number	

The Escrow Funds Reconciliation (Exhibit 8) should be used as required by Chapter 6.6 and funds wired according to the Colonial Savings Contact Information (Exhibit 2). This reconciliation and wire transfer confirmation should be included in the Servicing File.

Funds collected at closing and wire transferred to Colonial Savings on _____ (date).	
Property Taxes	\$ _____
Hazard Insurance	\$ _____
Mortgage Insurance	\$ _____
Flood Insurance	\$ _____
Aggregate Adjustment Amount	\$ _____
TOTAL	\$ _____
Monthly mortgage payment to be collected from the Borrower by Colonial Savings (or attach a "First Payment Letter," if prepared).	
Principal & Interest	\$ _____
Property Taxes	\$ _____
Hazard Insurance	\$ _____
Monthly Mortgage Insurance	\$ _____
Flood Insurance	\$ _____
Other (specify escrow type) _____	\$ _____
TOTAL	\$ _____

Prepared by _____ Date _____

Telephone () _____ E-mail Address _____

Colonial Savings, F.A.

MPF[®] Program - Concurrent
 Sale of Servicing Servicing
 Released Premium (SRP)
 Statement For the month ending
 5/31/03

Codes *
1- Funding
2- Early Payoff
3 - Early Payment Default
4 - Adjustment

[PFI Name] - PFI# [XXX]

Colonial <u>Ln #</u>	PFI <u>Ln #</u>	MPF <u>Ln #</u>	<u>Code *</u>	DC Entry <u>Date</u>	<u>Loan Type</u>	<u>Rate</u>	<u>Prin Bal</u>	<u>SRP</u>	<u>Gross SRP</u>	Tax Svc <u>Fee</u>	Processing <u>Fee</u>	Escrow <u>Waiver</u>	<u>Net SRP</u>
123456	7891011	987654	1	4/8/2003	15 yr fixed	5.25%	\$170,000.00	0.725	\$1,232.50	(\$89.00)	(\$100.00)		\$1,043.50

Colonial Savings, F.A. Contact Information: Name: Ben Dempsey; Phone#: 817-390-2252

The Tax Information Sheet should be included in the Servicing File.

MPF Loan Number: _____
 Selling PFI Loan Number: _____
 Name of Borrower: _____ Date: _____
 Property Address: _____
 Legal Description: _____

County Taxing Authority Office Name: _____
 Address: _____ Telephone Number: _____

Tax ID/Parcel #	Tax Paid-Through Date	Last Amount Paid	Date of Last Payment
_____	_____	_____	_____
Est. Annual Tax	# of Installments Yearly	Next Economic Loss Date	
_____	_____	_____	
Current Assessed Value	Previous Value or Exempt		

City Taxing Authority Office Name: _____
 Address: _____ Telephone Number: _____

Tax ID/Parcel #	Tax Paid-Through Date	Last Amount Paid	Date of Last Payment
_____	_____	_____	_____
Est. Annual Tax	# of Installments Yearly	Next Economic Loss Date	
_____	_____	_____	
Current Assessed Value	Previous Value or Exempt		

School Taxing Authority Office Name: _____
 Address: _____ Telephone Number: _____

Tax ID/Parcel #	Tax Paid-Through Date	Last Amount Paid	Date of Last Payment
_____	_____	_____	_____
Est. Annual Tax	# of Installments Yearly	Next Economic Loss Date	
_____	_____	_____	
Current Assessed Value	Previous Value or Exempt		

Other Taxing Authority Office Name: _____
 Address: _____ Telephone Number: _____

Tax ID/Parcel #	Tax Paid-Through Date	Last Amount Paid	Date of Last Payment
_____	_____	_____	_____
Est. Annual Tax	# of Installments Yearly	Next Economic Loss Date	
_____	_____	_____	
Current Assessed Value	Previous Value or Exempt		

[Selling PFI Letterhead]

[DATE]

Insurance Company or Flood Certificate Vendor
Street Address
City, State ZIP

MPF Loan Number:
Insurance Policy
Number:
Insurance Company:
Insured: Borrower
 Co-Borrower

To Whom It May Concern:

In connection with the captioned mortgage account, servicing has been transferred and the mortgagee clause should read:

Colonial Savings, F.A.
Its successors and / or Assigns
Dept. 054
PO Box 2988
Fort Worth, TX 76113-2988

Please include the MPF loan number on all correspondence sent to Colonial Savings.

Thank you for your prompt attention in responding to this request.

Sincerely,

[Selling PFI Contact]

Notice to Insurance Agent of Loss Payee Change

Date: _____

Borrower(s): _____

Property Address: _____

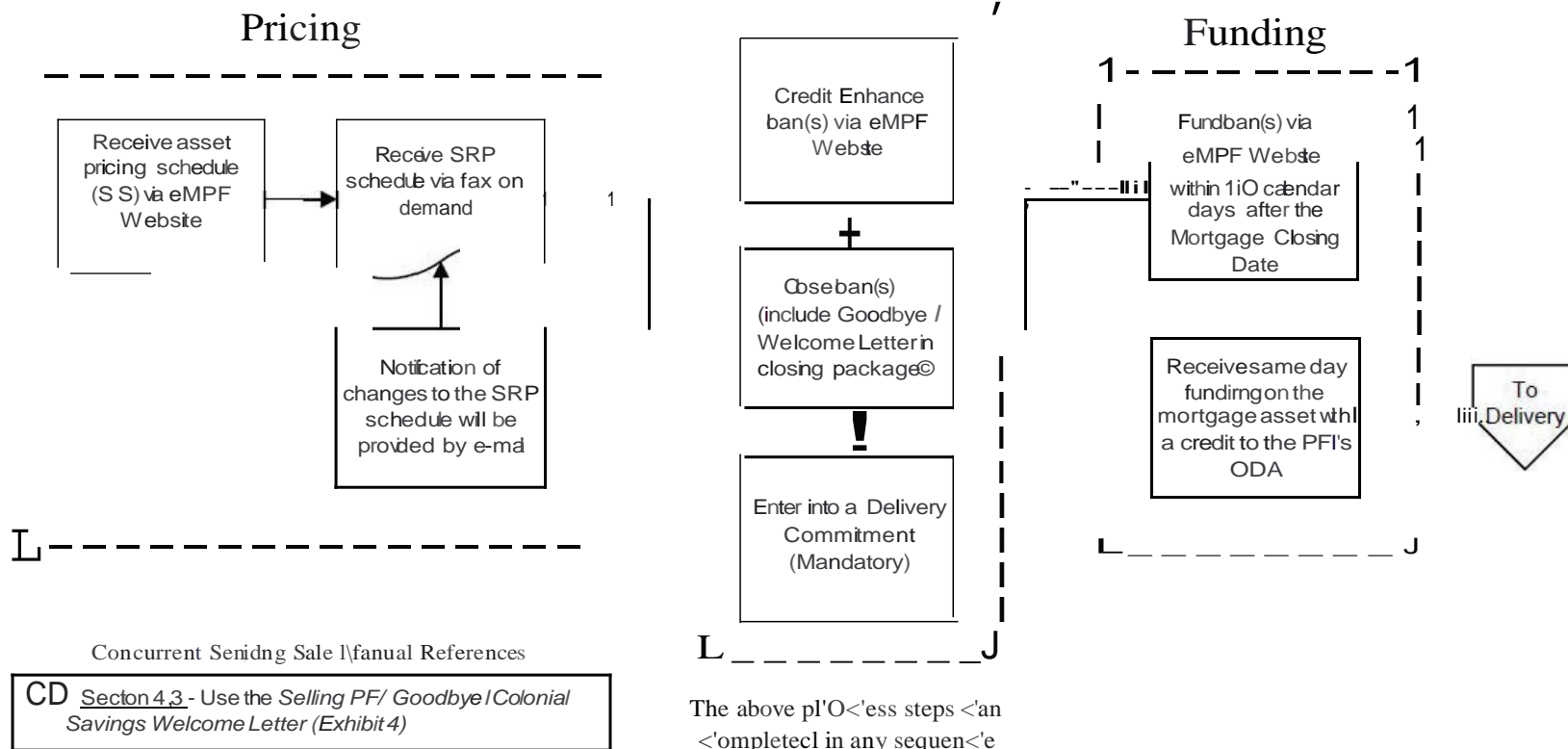
Borrowers Authorization for Insurance Loss Payee Change

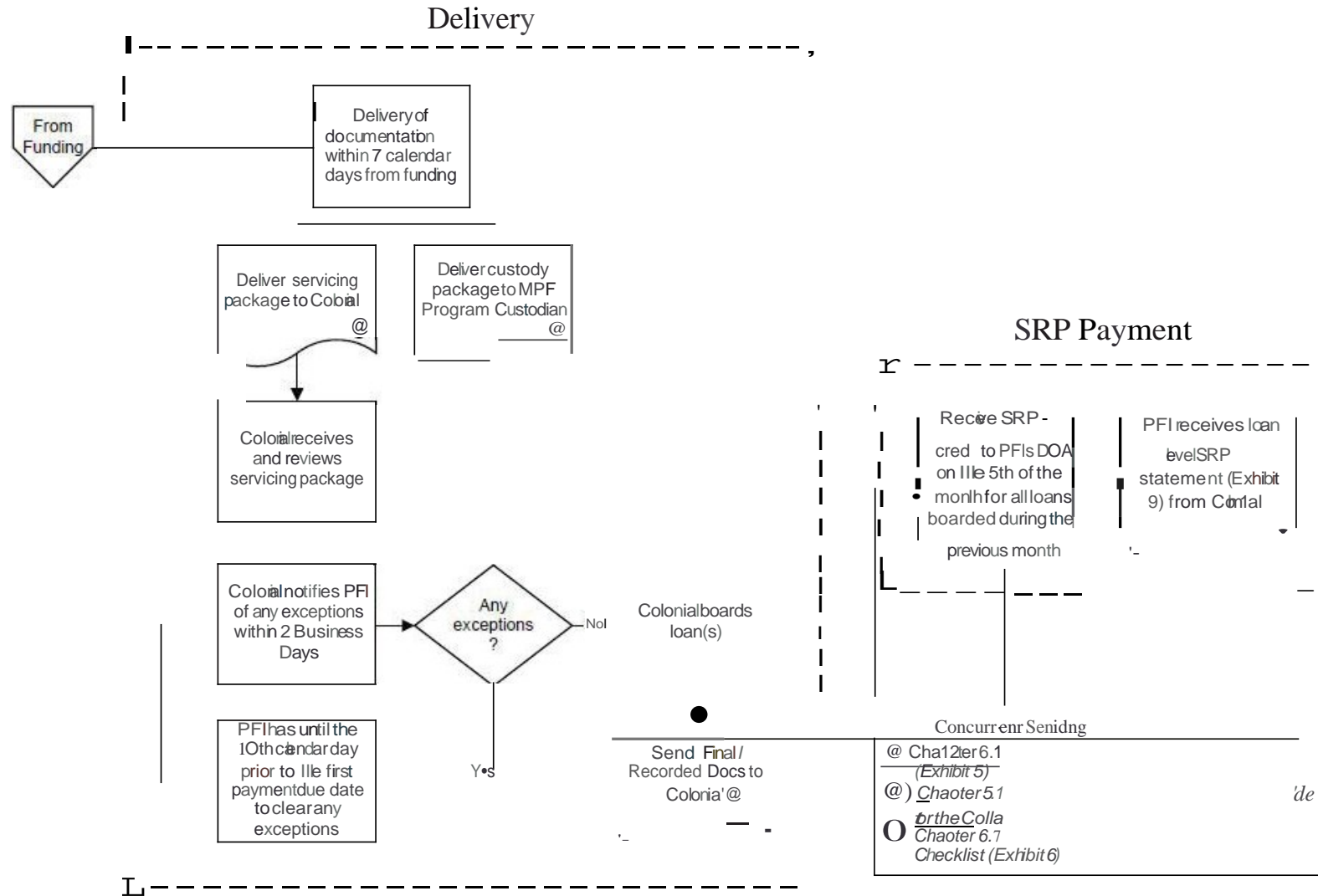
You may use this written statement as my/our authorization to change the loss payee/mortgagee clause on all property, flood or wind policies issued for the above property as instructed by our Lender.

Borrower Signature

Borrower Signature

Credit Enhancement, Closing, & Delivery Commitment







Electronic Report Access Authorization Form

This form is to provide Colonial Savings your authorized contacts' information for setup on our secure server where we temporarily place your organization's reports.

Please complete the form in its entirety and email it to ITAppSupport@goccolonial.com, and copy all contacts listed. (Upon our receipt of this completed form, contacts will be added to the secure server, and they will then be emailed access instructions.)

Each time reports are available, contacts MUST receive notification from the secure server. Contacts then log on to retrieve reports. Report access is available on the secure server for a limited time (typically 30 days). Your organization should follow its own policy for copying and archiving reports at your location.

Password Policy: Passwords expire every 90 days. Notifications to change passwords are sent 15 days prior to expiration. When a credential is compromised, access is locked until the person authorizing this form requests re-activation.

Contact Name _____ Phone: _____

Email: _____

Contact Name _____ Phone: _____

Email: _____

Contact Name _____ Phone: _____

Email: _____

Contact Name _____ Phone: _____

Email: _____

I authorize the list of Contacts above to have access to the Colonial Secure Server on behalf of

(Business Partner Name)

Authorized by (Printed): _____

Authorized by (Signature): _____ Date: _____

Title _____ Phone: _____

Email: _____

For Colonial internal use only:

GLOSSARY

Unless a different definition is specifically required in a particular document or context, the following words and phrases shall have the meanings specified below when they are used in this Manual:

Sale Date	The date of purchase of a Serviced Mortgage by the MPF Bank.
Serviced Mortgage	A Fixed Rate Loan originated by a Selling PFI and sold to its MPF Bank at the same time that Servicing for the loan is transferred to Colonial Savings.
Servicing Released Premium / SRP	The price paid to the PFI by Colonial Savings for the associated Servicing Rights.
Servicing Released Premium Percentage / SRP Percentage	The SRP stated as a percentage of the Principal Balance of the Mortgage(s).
Effective Transfer Date	The Effective Transfer Date is the date on which the mortgage payment of a borrower is first due to the transferee servicer, Colonial Savings, of a mortgage loan pursuant to the assignment, sale, or transfer of the servicing of the mortgage loan.