

## Instructions Page

### Purpose

Servicers of MPF Traditional, MPF Xtra, and MPF Government MBS loans must use this form to notify the Master Servicer when a Mortgaged Property is conveyed through Foreclosure resulting in an REO or Third Party Sale or conveyed through deed-in-lieu of foreclosure in accordance with MPF Traditional Servicing Guide Chapter 11, MPF Xtra Servicing Guide Chapter 11, and MPF Government MBS Servicing Guide Chapter 10.

### Preparation

- **When** – The Servicer must complete the form when the Mortgaged Property is conveyed through Foreclosure resulting in an REO or Third Party Sale or conveyed through deed-in-lieu of foreclosure.
- **Who** – This form must be completed by an employee of the Servicer who has responsibilities that would cause such individual to be knowledgeable of the facts and processes needed to complete this form and has authority to certify to the truthfulness and accuracy of the information on this form.
- **How** – The attached form is provided as a job aid and should be used for informational purposes only. To complete this form Servicers must access it through eMAQCS® Plus.
  - Foreclosure Sale Date* – Enter the date of completed Foreclosure sale.
  - Foreclosure Sale Amount* – Enter the amount property sold for at the Foreclosure sale.
  - Foreclosure Sale Status* – Enter the status of property after the Foreclosure sale.
  - Occupancy Status* – Enter the occupancy status of the property at the time of conveyance.
  - Explanation of Repairs* - Enter the extent and cost of repairs, if applicable.
  - Date of Inspection* - Enter the date of the last property inspection.
- **Attachments** – The completed form must be accompanied by the most recent property inspection.

### Submission

- **When** – The Servicer must submit the form within 24 hours of property acquisition or conveyance.
- **How** – The official form must be completed and submitted through eMAQCS Plus at <https://eMAQCS.covius.com>
- **To Whom** – The completed form must be submitted to the MPF Provider.

The Servicer should retain a copy of the completed form and any supporting documentation for their own records.

### Assistance

Please email the MPF Provider at [MPFdefaultservicing@fhlbc.com](mailto:MPFdefaultservicing@fhlbc.com) for any questions or assistance needed in completing or submitting the form.

### Helpful Hints

- Servicers must comply with the applicable insurer/guarantor's requirements for conveying or acquiring properties.

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# Notice of Acquired or Conveyed Property (Form SG334)



## PFI/Servicer Information

PFI Number: \_\_\_\_\_ Servicer Name: \_\_\_\_\_

## Loan Information

MPF Loan Number: \_\_\_\_\_ Borrower Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

## Product Information

Choose one per form:  MPF Traditional  MPF Xtra  MPF Government MBS

## Acquisition Information

Acquisition Type:  Foreclosure  Deed-in-lieu of Foreclosure

Foreclosure Sale Date: \_\_\_\_\_ Foreclosure Sale Amount: \_\_\_\_\_

Foreclosure Sale Status:  Acquired Property  Third Party Sale  Other: \_\_\_\_\_

## Attachments/Supporting Documentation

Are supporting documents attached?  Yes  No

List any supporting documents and/or any missing documents and provide an explanation for any missing documents:

\_\_\_\_\_

## Employee Information

By submitting this form, I certify that the information contained herein is true and accurate.

Printed Name of Employee Completing Form: \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date Completed: \_\_\_\_\_