

Instructions Page

Purpose

Servicers of MPF Government MBS loans must use this form to request the release of documents held by the MPF Government MBS Custodian in accordance with MPF Government MBS Servicing Guide Chapter 1.

Preparation

- **When** - The Servicer must complete this form when requesting the release of documents held by the MPF Government MBS Custodian.
- **Who** - This form must be completed by an employee of the Servicer who is specifically designated on the most recent Delegation of Authority – Requests for Files from Custodian.
- **How** – If the reason for requesting the release of documents falls into the “other” category, the Servicer must input one of the following reason codes:

Release Reason	Description
6A	Repurchase Directive
6B	Eminent Domain/Condemnation
6C	PIF Hazard/Flood Insurance Proceeds
6D	Transfer of Issuer
6E	Transfer of Custodian
6F	Document Correction
6G	Initiate Foreclosure
6H	Partial Security Release
6I	Easement Release
6J	Mineral Rights Release
6K	Release of Chattel
6L	Partition Property
6M	Partial Eminent Domain/Condemnation
6N	CEMA Processing
6O	Other Liquidation (Ad Hoc Reason)
6P	Other Nonliquidation (Ad Hoc Reason)
6Q	Multifamily Construction Loan Conversion

## Submission

- **When**
  - Payoff/Liquidation – the Servicer must complete the form within 5 calendar days of payoff or liquidation.
  - Any other reason documents are needed – the Servicer must submit this form when requesting the release of documents held by the MPF Government MBS Custodian, allowing 3-5 Business Days for processing.
- **How**
  - If completing this form in conjunction with Form SG350-M (Uninsurable Government MBS Mortgage Loan Notification), please email the completed form to [mpf\\_custody@fhlbc.com](mailto:mpf_custody@fhlbc.com).
  - If completing this form for any other reason, the Servicer must email the completed form to [SantaAna.CustodyRequests@db.com](mailto:SantaAna.CustodyRequests@db.com).
- **To Whom**
  - If completing this form in conjunction with Form SG350-M (Uninsurable Government MBS Mortgage Loan Notification), please submit the completed form to the MPF Provider Loan Accounting Department per the instructions on Form SG350-M.
  - If completing this form for any other reason, the Servicer must submit the completed form to the MPF Government MBS Custodian.

The Servicer should retain a copy of the completed form for their own records.

## Additional Guidance

Please email the MPF Provider Custody Department at [mpf\\_custody@fhlbc.com](mailto:mpf_custody@fhlbc.com) for any questions or assistance needed in completing the form.

## Helpful Hints

- The MPF loan number must be provided for all requests.
- The MPF Government MBS Custodian will only release documents to the person and address specifically designated on the most recent Delegation of Authority – Requests for Files from Custodian.
- Documents are not permitted to be released to subservicers.
- Release request processing time:
  - MPF Government MBS: 3-5 Business Days

PFI/Servicer Information

PFI Number: \_\_\_\_\_ Servicer Name: \_\_\_\_\_  
Address to ship Collateral File to: \_\_\_\_\_

Loan Information

Master Commitment Number: \_\_\_\_\_ MPF Loan Number: \_\_\_\_\_  
Original Loan Amount: \_\_\_\_\_ Borrower Name: \_\_\_\_\_  
Property Address: \_\_\_\_\_

Product Information

This form is for the MPF Government MBS product only.

Reason For Request

Reason for Requesting Release of Documents (check one):

- Mortgage Paid in Full     Repurchase of Delinquent Loan     Foreclosure – with Claim Payment
- Loss Mitigation     Substitution     Other (see reason code list on page 1): \_\_\_\_\_

Settlement/Estimated Return Date: \_\_\_\_\_

Attachments/Supporting Documents

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: \_\_\_\_\_

Signature of Employee (Ink Signature Required): \_\_\_\_\_

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

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

Phone Number: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

DO NOT COMPLETE –MPF Government MBS Custodian USE ONLY

Acknowledgement of Release of Documents:

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

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

Acknowledgement of Documents Returned to Custodian:

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

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

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