

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 Code	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

Request for Release of Documents- MPF Government MBS

Submission

- **When:**
 - Payoff/Liquidation – the Servicer must submit the form as soon as possible upon payoff/liquidation. To avoid penalties all requests must be submitted to the custodian no later than the second business day of the month following payoff/liquidation (i.e. Request for Release of Documents for all January payoffs must be submitted by the 2nd business day of February).
 - 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-Help@fhlbc.com.
 - If completing this form for any other reason, the Servicer must email the completed form to 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

For questions or assistance regarding this Form please contact the MPF Service Center by using one of the following options:

- [MPF Customer Service Portal](#)
- Email: MPF-Help@fhlbc.com
- Phone: (877) 345-2673

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
- For MPF Traditional loans submit SG340 and for MPF Xtra loans submit SG340-X
- Notes will be returned to PFI by UPS or FedEx, and cannot be returned by USPS.

Do not submit the Instructions Page.

Request for Release of Documents- MPF Government MBS

SUBMIT ONLY THIS PAGE TO CUSTODIAN

FORM SG340-M – MPF GOVERNMENT MBS ONLY

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 ☐ Special Assistance
☐ 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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