

Instructions Page

Purpose

Servicers are strongly encouraged to use Form SG357 Permanent Loan Modification Worksheet, or its equivalent, to determine the permanent loan modification terms for an MPF Traditional Conventional and MPF Traditional Government loans, as Servicers are required to submit that worksheet with the SG354. See MPF Traditional Servicing Guide Chapter 9.

This worksheet has been updated to reflect the updated steps for determining the loan modification terms as communicated in [MPF Announcement 2025-14](#). Servicers are required to start determining the borrower's new modified mortgage loan terms according to the updated guidance no later than April 1, 2025.

Preparation

- **When:** Servicers should use this form when determining new modified mortgage loan terms pursuant to MFP Traditional Servicing Guide Chapter 9.
- **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:** Servicer is responsible for creating the final worksheet in a manner compliant with applicable laws, MPF Program requirements, and if applicable Government Agency requirements.
 - **For MPF Traditional Conventional loans,** Servicers should use the template in this form labeled Exhibit A.
 - **For MPF Traditional Government Loans,** Servicers should use the template in this form labeled Exhibit B.
- **Attachments:** A completed worksheet must be submitted with the SG354.

Submission

- **When:** The Servicer should retain a copy of the completed form and supporting documentation for their own records, and submit the worksheet to the MPF Provider when required to do so by MPF Traditional Servicing Guide Chapter 9, including when submitting an SG354.
- **How:** The Servicer must submit the completed form and any supporting documentation as part of any loan modification related SG354 submission through eMAQCS®plus at <https://eMAQCS.covius.com>.
- **To Whom:** The completed form and supporting documentation must be submitted by Servicer to the MPF Provider.

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

Permanent Loan Modification Worksheet

For MPF Traditional Permanent Loan Modifications, any Servicer advances eligible for reimbursement reported on Exhibit A will be reimbursed pursuant to the [MPF Traditional Servicing Guide](#) Section 9.2.4.10 Handling Fees and Late Charges in Connection with a Loan Modification.

Permanent Loan Modification Worksheet

Exhibit A: Permanent Loan Modification Worksheet for MPF Traditional Conventional Loans

As a reminder, when filling out Exhibit A:

- The majority of the fields below correspond to the components of the capitalized balance as detailed in Traditional Servicing Guide Chapter 9.2.4.6.2 Determining New Modified Mortgage Terms.
- Enter the dollar amounts of the components of the capitalized balance referenced in the column titled Data into the fields under the column titled Breakdown Amounts.

Data	Servicer Must	Breakdown Amounts (if \$0, input \$0)
UPB & LPI Pre-Trial	Enter the pre-trial UPB	
Trial Payments Made/Contractual Payments Applied	Enter the principal portion of contractual payments applied during trial	
UPB & LPI After Trial is Completed	Enter the post-trial UPB	
Add Interest Arrearages (Delinquent Interest)	Enter the interest portion of the P&I payment from the month after the last paid installment date through the month before the effective date.	
Subtract Borrower Contribution/Suspense	Enter any borrower contribution or suspense amounts as a negative amount	
Add Out-of-Pocket escrow advances to third parties	Enter any escrow advances the PFI made to third parties made on behalf of the borrower while the loan was delinquent through the month prior to the effective date of the modification	
Add Servicing Advances paid to third parties (as applicable)	Enter any Servicing advances paid to third parties in the ordinary course of business and not retained by the Servicer made on behalf of the borrower while the loan was delinquent through the month prior to the effective date of the modification	
Add Outstanding non-interest bearing balance from a previously completed loss mitigation option (as applicable)	Enter any outstanding non-interest bearing balance from a previously completed loss mitigation option. These are frequently prior COVID-19 Deferrals, include deferred escrow amounts.	

Permanent Loan Modification Worksheet

Data (Continued)	Servicer Must	Breakdown Amounts (if \$0, input \$0)
Total Capitalized Balance Prior to Forbearance	Add the amounts from the prior 6 fields together, starting with the Post Trial UPB through the Servicing Advances Paid to Third Parties to achieve the Capitalized Balance Prior to any Forbearance Amounts.	
Current value of the property	Enter the current value of the property from the valuation obtained to complete the modification	
Modification MTMLTV Ratio	Enter the MTMLTV Ratio, which is the gross UPB of the mortgage loan including capitalized arrearages, divided by the current value of the property	
Subtract any principal forbore as result of post-modification MTMLTV ratio being greater than 50% (as applicable)	Enter the amount forbore that is the lesser of: • An amount that would achieve the 20% P&I reduction target, • Amount that would create a post-modification MTMLTV ratio of 50% using the interest-bearing principal balance, or • 30% of the gross post-modification UPB of the mortgage loan Enter as a negative amount	
Total Capitalized Balance Less Forbearance	Subtract the total forbearance amount in the above field from the Total Capitalized Balance Prior to Forbearance to get the Total capitalized balance after modification	

Permanent Loan Modification Worksheet

Exhibit B: Permanent Loan Modification Worksheet for MPF Traditional Government Mortgage Loans

Government Loan Modification Details	
Modification Effective Date:	MM/DD/YYYY
Rate:	%
Term:	#
Modified P&I Payment Amount:	\$
Pre-Modification Unpaid Principal Balance:	\$
Post Modification Unpaid Principal Balance:	\$
Total Partial Claim Amount (If Applicable):	\$
Breakdown of Partial Claim (If Applicable):	
• Total Delinquent Principal:	\$
• Total Delinquent Interest:	\$
• Total Delinquent Escrow Advances:	\$
• Total other amounts (if applicable) for the following types of charges: ○ _____ ○ _____ ○ _____ ○ _____ ○ _____ ○ _____	Amounts: _____ _____ _____ _____ _____ _____ Total \$ _____
• Additional Principal Reduction (if applicable):	\$

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