

Instructions Page

Purpose

Servicers of MPF® Traditional or MPF Government MBS (RHS) loans must submit this form with a recommendation to the MPF Provider for the most effective manner to dispose of the REO property based on a market analysis and appraisal which is not more than 90 days old.

Preparation

- **When:** The Servicer must complete the form within 10 days after acquiring title to any REO property.
- **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.
- **Attachments:** The Servicer must submit the following documents to the MPF Provider and applicable mortgage insurer:
 - Evidence of the title to the REO property in the name of the Servicer or Servicer's designee;
 - Estimated time required to dispose of the REO property;
 - Refurbishing bids as necessary to make the REO property marketable;
 - Copies of all correspondence with the applicable mortgage insurer, the foreclosure attorney and the Master Servicer;
 - A recommendation for the most effective manner to dispose of the REO property;
 - Interior/Exterior Brokers Price Opinion (BPO) AND Appraisal (no more than 90 days old);
 - Income and expense documentation, which may include:
 - Any details of any force placed hazard insurance and, if applicable, flood insurance;
 - Real estate tax bills;
 - Special assessments;
 - Maintenance contracts;
 - Owner's association dues; and
 - Utility bills.
 - Details of steps taken to secure the REO property;
 - An updated title insurance policy showing changes following the Foreclosure (if available); and Plat map or house location survey.

Submission

- **When:** The Servicer must submit the completed form and supporting documentation within 10 days of the REO property acquisition date.
- **How:** The official form must be completed and submitted with any all required documentation through eMAQCS® Plus at <https://eMAQCS.covius.com>.
- **To Whom:** The completed form and supporting documentation must be submitted to the MPF Provider. The Servicer must retain copies of the completed form and documentation for their own records

Additional Guidance

Please email the MPF Provider at MPFdefaultservicing@fhbc.com for any questions or assistance needed in completing or submitting the form.

Helpful Hints

- If the property is vacant/abandoned, the Servicer is responsible for:
 - Securing it and protecting it in accordance with MPF Traditional Servicing Guide Chapter 8.
 - Interior/exterior BPO and Appraisal with photos should be dated after the foreclosure sale but not more than 90 days old from form submission date.

REO Marketing Plan

PFI/Servicer Information

PFI Number: _____ Servicer Name: _____

Loan Information

MPF Loan Number: _____ Borrower Name: _____

Property Address: _____

Product Information

Choose one of each category per form:

Product: MPF Traditional MPF Government MBS (RHS ONLY)

Remittance Type: Actual/Actual Actual/Actual Single Scheduled/Scheduled

Supplemental Mortgage Insurance: Yes No

Approval from Mortgage Insurance Company: _____

Property Information

Foreclosure Sale Date: _____ First Vacancy Date: _____

Has property or flood insurance claim been filed? Yes No

Property Type: Single Family 2-4 Family PUD Condo Manufactured Housing

General Condition of Property: Good Fair Poor

If "fair" or "poor", provide a general description of property interior (including any damaged or missing fixtures): _____

If "fair" or "poor", provide a general description of property exterior (including any damaged or missing fixtures): _____

Occupancy Status: Owner Occupied Tenant Vacant/Abandoned

If vacant or abandoned:

- Is property locked and secured against vandalism and the elements? Yes No
- Is there personal property in the house? Yes No
- If appropriate, has property been winterized? Yes No
- Who has keys to the property? Servicer Borrower Other: _____

Describe any evidence of vandalism: _____

Market Analysis/Brokers Price Opinion Value \$ _____ as-is; \$ _____ repaired.

Appraisal Value \$ _____ as-is; \$ _____ repaired.

Servicer's Comments and Recommendations

The Servicer makes the following marketing recommendation: \$ _____

The Servicer makes the following repair recommendation \$ _____

Additional Comments: _____

REO Marketing Plan

Required Documentation

The Servicer must submit the following documents to the MPF Provider and applicable mortgage insurer:

- Market Analysis and Appraisal (dated within the last 90 days);
- Evidence of the title to the REO property in the name of the Servicer or Servicer's designee;
- Estimated time required to dispose of the REO property;
- Refurbishing bids as necessary to make the REO property marketable;
- Copies of all correspondence with the applicable mortgage insurer, the foreclosure attorney and the Master Servicer;
- A recommendation for the most effective manner to dispose of the REO property;
- Interior/Exterior Brokers Price Opinion (BPO) AND Appraisal (no more than 90 days old);
- Income and expense documentation, which may include:
 - Any details of any force placed hazard insurance and, if applicable, flood insurance;
 - Real estate tax bills;
 - Special assessments;
 - Maintenance contracts;
 - Owner's association dues; and
 - Utility bills.
- Details of steps taken to secure the REO property;
- An updated title insurance policy showing changes following the Foreclosure (if available); and
- Plat map or house location survey.

Attachment/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 submitting/completing form: _____

Title: _____ Email: _____

Phone Number: _____ Date Submitted/Completed: _____

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