

Servicing Released for the MPF Xtra<sup>®</sup> product requires additional steps that are outlined in this job aid.

## FUNDING

Two data files are required for funding requests for MPF Xtra Servicing Released with SLS (displayed below in the Batch Information screen shot):

- Standard Fannie Mae ULDD file
- Additional Information File

The 'Additional Information File' template is available through the [MPF Data Resource webpage](#):

[MPF Additional Info File Resources](#)  
Products: MPF Xtra Servicing Released, MPF Government MBS

The "Submit Batch" functionality on eMPF allows users to deliver loans under the MPF Program through the submission of the Fannie Mae ULDD XML file. For MPF Xtra Servicing Released and MPF Government MBS, the batch delivery process requires the concurrent submission of the ULDD XML file along with an MPF Additional Info File (.csv).

- » [MPF Additional Info File - Template](#)
- » [MPF Additional Info File - Sample](#)
- » [MPF Additional Info File - Layout](#)

Download each of the three links, starting with the template. Save the template to your desktop, you will be using this template for the servicing released delivery to SLS. Next, open the sample Additional Information File and this sample can assist in having a better understanding of how to fill out the template. Finally, the open the Additional Information File layout. This is a job aid that outlines what is to go into each line of the Additional Information File.

The screenshot shows a web form titled "Batch Information". At the top, there is a field for "Master Commitment Number" with the value "17114" and a small "MC List" icon. Below this is a light blue box containing program details: "Program: Xtra | Sub Program Code: Xtra", "Sub Program Loan Type: FNMA Non-Refi Plus", "Delivery Type: Mandatory", and "Servicing Model: Bifurcated Servicing Released". Underneath are two dropdown menus for "Batch Type" and "Post Closing Contact", both currently set to "SELECT". There are two "BROWSE" buttons for file uploads: "Batch File" (with a note "Must be in .xml format") and "Additional Info File" (with a note "Must be in .csv format"). At the bottom center is a large green "SUBMIT" button.

The loan funds and the SRP are deposited into the PFI's main account at their MPF® Bank. The loan funds and SRP are paid together. The following fees will be netted from the whole loan funding:

- Escrows
- \$150 loan boarding fee
- \$80 tax service fee

## NOTE ENDORSEMENT

The endorsement on the Note needs to be endorsed to the 'Federal Home Loan Bank of Chicago'.

<p>PAY TO THE ORDER OF: <b>FEDERAL HOME LOAN BANK OF CHICAGO</b></p> <p>WITHOUT RECOURSE</p> <p>Name of PFI _____</p> <p>Signature of authorized officer _____</p> <p>Name and title of authorized officer _____</p>
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## FINAL DOCS

Final documents are sent (hard copy) to the MPF Program Custodian, Computershare:

**Computershare**  
Attention SLS Loans  
751 Kasota Ave  
Minneapolis MN 55414

Final documents include\*:

- Recorded Security Instrument: Mortgage / Deed of Trust
- Final title policy and endorsements or final title opinion
- Recorded intervening Assignments, if applicable
- Recorded Assignment from Selling PFI to MERS, if applicable
- Recorded Power of Attorney (if recording is required)

*\*As detailed in Exhibit 4 of the SLS Loan Servicing Transfer Manual*

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