

## Does the pre-funding certification change only apply to MPF Xtra?

- Yes pre-funding certification is only applicable to loans sold under the MPF Xtra product.

## What is the pre-funding certification start date?

- If the funding confirmation is not received on or before February 1, 2022, the pre-funding certification process will be required in order for the loan to complete the funding process. If funding confirmation is received on or before February 1, 2022, pre-funding certification is not required and the loan can be certified post funding.

## Does the loan need to be closed before I submit a loan funding request?

- Yes, to obtain pre-funding certification, loans must be closed and disbursed before submitting the loan funding request.

## Can PFIs send documents to the Custodian for certification before submitting a loan funding request?

- No, loan funding requests must be submitted prior to sending the documents to the Custodian for certification. The MPF loan number is provided to the PFI as a result of a successful loan funding request in eMPF®. The MPF loan number is required to be submitted to the Custodian on the Collateral File folder.

## Do I need a longer lock?

- PFIs will need to account for additional time to obtain document certification and funding with Fannie Mae. We believe that this process should start no later than seven (7) Business Days before lock expiration. This information is indicated on pricing and Delivery Commitment screens and reports in eMPF as "Last Day to Request Funding".
- We encourage PFIs to review their experiences with certification timelines as a good indicator to determine whether more time is needed when establishing the Delivery Commitment expiration date.

## Will Delivery Commitments be auto-extended if the Note is not certified before expiration?

- No, PFIs are responsible for monitoring the status of their Loan Certification against Delivery Commitment expiration, and will be responsible for extending Delivery Commitments as necessary.
- New pre-funding certification custody reports will be provided through eMPF to help track certification status.

## Pre-Funding Certification FAQs

**What if I can make my loan funding request before February 1, 2022 but I have a Delivery Commitment that indicates a last date to obtain certification? Do I have to wait or can I fund before February 1, 2022?**

- You may submit loan funding requests at any time and if, funding confirmation is received on or before February 1, 2022, the loan can obtain certification after funding and will not be subject to prefunding certification requirements. The Last Date to Obtain Certification only applies to loans for which PFIs have not received a funding confirmation email notification by February 1, 2022.

**How do I submit a loan funding request and document certification?**

- Similar to submitting a funding request today, you will need to submit a batch loan presentment and request funding in eMPF. The document certification process begins after you have submitted a loan funding request and the Collateral File is received by the Custodian.

**How will I get the MPF loan number necessary for document certification?**

- The process for obtaining the MPF loan number is unchanged; PFIs are provided the MPF loan number after the submission of a successful loan funding request. The MPF loan number is essential to the document certification process. Upon receipt of the MPF loan number, you can proceed with the document certification process.

**Are there any changes to the documents required for certification?**

- No, there are no changes to the documents required for certification. As a reminder, PFIs are required to send the following documentation, and should refer to Exhibit K-X for additional instruction:
  - Note
  - Riders, Addendum, Modification or Assumption
  - Assignment
  - Intervening Assignments (if applicable)
  - Allonge (if Note is not endorsed)
  - First two (2) pages of MERS Mortgage, Certified Copy
  - CEMA (Only applicable for CEMA Mortgage Loans)
- Package the documents for each loan in a legal-sized manila folder with a label in the upper right-hand corner containing the following information: Master Commitment Number, MPF loan number, PFI Loan Number, and Borrower Name.

# Pre-Funding Certification FAQs

## Where do I send the Collateral File folder for certification?

- The same as today, documents will be sent to the following address:  
Computershare  
ATTN: MPF Program  
751 Kasota Avenue  
Minneapolis, MN 55414
- Folders must be shipped through an insured courier to allow tracking of the files. PFIs should refer to Exhibit K-X for additional instruction on Collateral File shipping instructions.

## What are common exceptions received during the certification process?

- Address discrepancies between the Note and information submitted to the MPF Program. PFIs must ensure that the address information submitted to the MPF Program exactly matches all documentation submitted to the Custodian.
- Incorrect chain of assignments. The assignment chain should end with the PFI to blank.
- Mortgagor names(s) does not agree with the Assignment. To avoid exceptions for co-owner vs. co-borrowers, please include the first page of the Security Instrument in the Collateral File.
- Borrower name or address of the mortgage property does not match the Note on an allonge and Assignment.
- The Note is missing a required endorsement.
- Legal description of the property is missing.

## After certification is complete, will I have to make another request for funding?

- No, after certification is complete, you will not have to request funding again. The funding process will be initiated by the MPF Program once we have received notification from the Custodian that a loan is certified.

## How will I know when to expect funding confirmation?

- Funding confirmation can be expected two (2) Business Days following Document Certification, provided that no data discrepancies are identified by Fannie Mae in the final stage of loan funding. Document certification status updates will be available on eMPF in the new pre-funding certification document custody reports.

## Pre-Funding Certification FAQs

### What if I don't obtain certification by the date indicated on the Delivery Commitment as last date to obtain certification?

- There will not be sufficient time to complete the funding process within the terms of the lock period, and a Delivery Commitment extension will need to be considered. Just like today, loan funding confirmations must be obtained before the expiration of the Delivery Commitment in order to avoid Delivery Commitment extension fees.

### If I am responsible for document certification but I don't submit loans for funding, how will I know when I should submit documents to the Custodian?

- The loan funding request will provide the MPF loan number PFIs need to add to the Collateral File folder that is shipped to the Custodian. Documents should not be sent to the Custodian until a successful loan funding request has been made. We suggest close coordination between the team responsible for submission of loan funding requests in eMPF and the team responsible for document certification.

### How will the MPF Program know when a loan has been certified?

- There is no change to the existing daily exchange of certification and exception data between the MPF Program and the Custodian. When the daily certification data is processed, the MPF Program will submit the loan funding to Fannie Mae.

### What resources can I use to track progress of loan certification?

- In order to help track the progress of loan certification, three new reports will be available to PFIs in eMPF. The reports should be reviewed daily to ensure that you are aware of each loan's certification status. Please note that the certification and exception data on the reports is as of the previous Business Day.
  - Pre Cert Files Not Received – This report will show loans that have had a funding request submitted, but documents have not yet been received by the Program Custodian. The report will outline the date required to obtain certification and number of calendar days left based on the expiration of the Delivery Commitment.
  - Pre Cert Completed – This report will show loans that have completed the certification process. The report will outline the number of calendar days between funding request and loan certification.
  - Pre Cert Document Exceptions – This report will show loans that have been submitted for certification, but are pending resolution of exceptions. The report will outline the date required to obtain certification and number of calendar days left based on the expiration of the Delivery Commitment.

## Pre-Funding Certification FAQs

### How long should the certification process take after submitting a loan funding request?

- The “Last Day to Request Funding” on the delivery commitment is intended to provide enough time to complete certification prior to funding to help PFIs plan accordingly. Please note that three (3) of the seven (7) Business Days are allotted to the loan funding process between the MPF Program and Fannie Mae. We encourage PFIs to review their current experiences with certification timelines as a good indicator to help inform whether allowing more time than seven (7) business days is required.

### Will I be charged fees for taking too long to obtain certification?

- MPF Xtra loans subject to pre-funding certification will not be charged Uncertified Loan Fees. However, the PFI will be responsible for any Delivery Commitment extension fees incurred as a result of certification issues that impact the DC expiration date. Please note that there is no change to Exception Correction fees charged for valid document exceptions.

### Who should I contact if I have a question regarding status of a document certification?

- PFIs may reach out to the MPF Service Center via our MPF-Help line (877) 345-2673 or email at [MPF-Help@fhlbc.com](mailto:MPF-Help@fhlbc.com). PFIs may also reach our MPF Custody team directly by emailing [MPFCustody@fhlbc.com](mailto:MPFCustody@fhlbc.com).