

## Servicing Notifications and Requests in eMAQCS®plus

*Assumptions, Releases of Liability, and  
Partial Releases*

December 2025



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# Content Covered

- What's changing and what's not changing
- How to complete the **Request for Release of Security Form (SG-341)** in eMAQCS®plus (eMAQCS)
- How to upload required documentation for an exception requests
- How to view and add notes



## Old Process

- Servicers were authorized to approve requests that met the guidelines
- Notifications of approvals and the documentation required to approve the request were emailed to the MPF Default Team
- Exception requests for scenarios not meeting the guidelines were sent via email along with all supporting documentation
- Questions were sent to the MPF Default email box

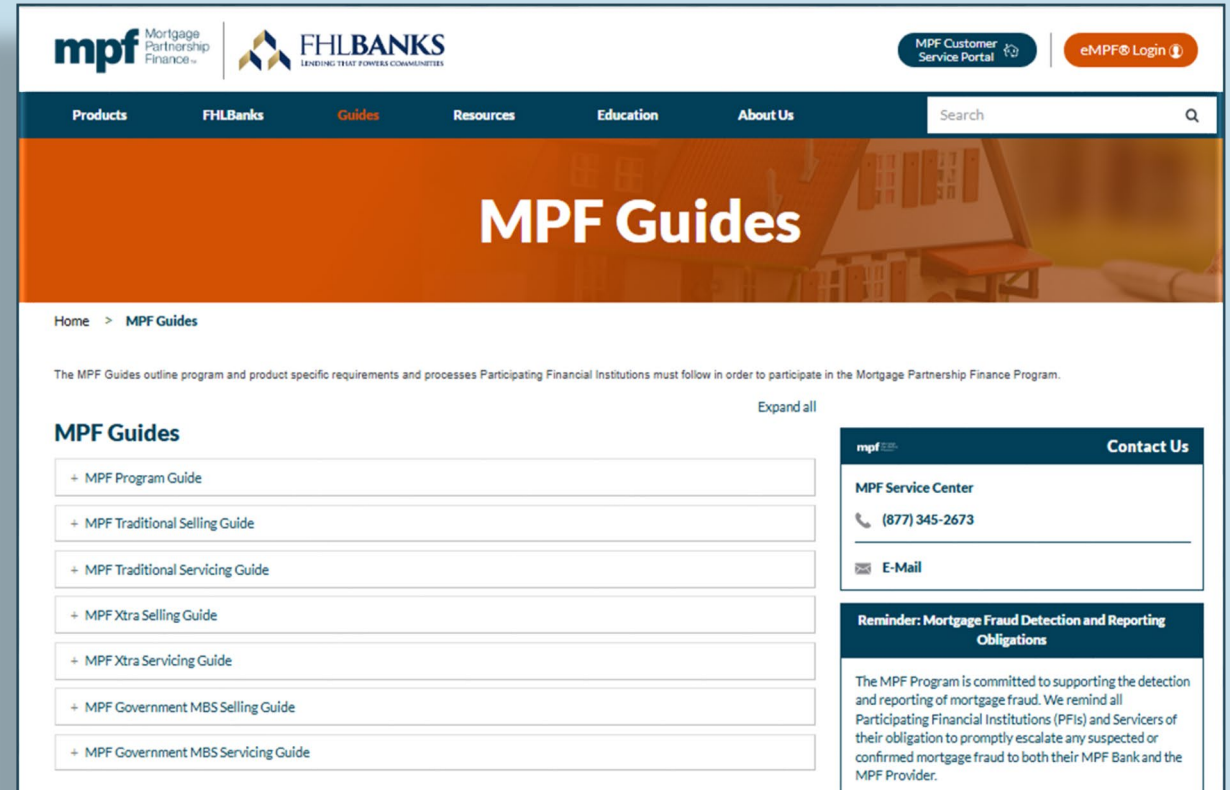
## New Process

- Servicers remain authorized to approve requests that meet the guidelines
- Servicers notify the MPF Default Team of approvals by completing and submitting Form SG-341 in eMAQCS *(supporting documentation is not required)*
- Exception requests for scenarios that do not meet the guidelines must be sent via eMAQCS for review
  - Complete and submit Form SG-341 in eMAQCS
  - Upload all required supplemental documentation via eMAQCS
- Questions are submitted via the MPF Customer Service Portal

# What's Not Changing

The eligibility guidelines for assumptions, releases of liability, and partial releases are not changing (all products)

- Always refer to the applicable guide(s) for eligibility requirements related to these requests
- Government MBS loans still require approvals from the applicable government agency
  - After receiving an approval from the agency, you must complete and submit Form SG-341 in eMAQCS to notify us of the approval



# Assumptions, Releases of Liability, and Partial Releases

## Requests typically relate to changes to the security instruments

- When these requests occur, they must meet the guidelines for the applicable product
- If a request meets the guidelines, Servicers may approve the requests without prior vetting by the MPF default team
- Some requests that do not meet the guidelines may be considered for an exception





# Due on Sale Clause

Found in most security instruments, the **Due on Sale Clause** states that a loan must be paid in full when there is a sale or transfer of ownership

There are some exceptions that should not trigger the **Due on Sale Clause**

## Common examples of scenarios that are exempt from the Due on Sale Clause\*

- Transfer of property to a surviving party resulting from the death of a borrower
- Transfer resulting from a divorce decree or legal separation agreement where one spouse retains ownership
- Transfer of title into an inter vivos trust where the borrower remains a beneficiary

\*Specific eligibility requirements may apply.  
Refer to the appropriate guide or contact the MPF Service Center.

# Completing Form SG-341 in eMAQCSplus



# Locating Form SG-341


From the **Servicing** homepage, select **Forms** and drop down to **Miscellaneous Servicing Forms**



The screenshot shows the MPF eMAQCS+ Servicing Portal. The top navigation bar includes links for Home - PFI QC, Home - Servicing (PFI), Upload, Loan Search, Guidelines, Forms, PFI QCS Checklists/Worksheets, and Application Links. The 'Home - Servicing (PFI)' link is highlighted with a red box. The 'Forms' dropdown menu is open, showing options for Add/View Forms, SMDU Forms, and Miscellaneous Servicing Forms, with the latter highlighted by a red box. The left sidebar under 'Servicer Navigation' lists various portal sections, with 'Servicer Portal - Welcome' selected. The main content area features the 'Servicer Portal - Welcome' heading, the MPF and eMAQCS+ logos, and a welcome message with contact information.

# Form SG-341

[Home - PFI QC](#) [Home - Servicing \(PFI\)](#) [Upload](#) [Loan Search](#) [Guidelines](#) [Forms](#) [PFI QCS Checklists/Worksheets](#) [MPF Application Links](#)




**eMAQCS™**  
Mortgage Analytics Quality Control System™

Mortgage Analytics  
Quality Control System™

System Message: Upcoming Webinar: March 2

Miscellaneous Servicing Forms

Loan Number



Submit

Enter the **MPF Loan Number** and click **Submit**

# Form SG-341

Select the dropdown arrow and select **Form SG-341**, click **Create**

mpf

Mortgage  
Partnership  
Finance™

eMAQCS™

Mortgage Analytics  
Quality Control System™

System Message: Upcoming Webinar: N

Default Management Forms

Loan Number

1234567

Submit

Submit New Form

Select Form

Select Form

SG-341 Assumption, Release of Liability, and Partial Release

SG-342 Hazard Loss Claims

SG-343 MI Cancellation Notice

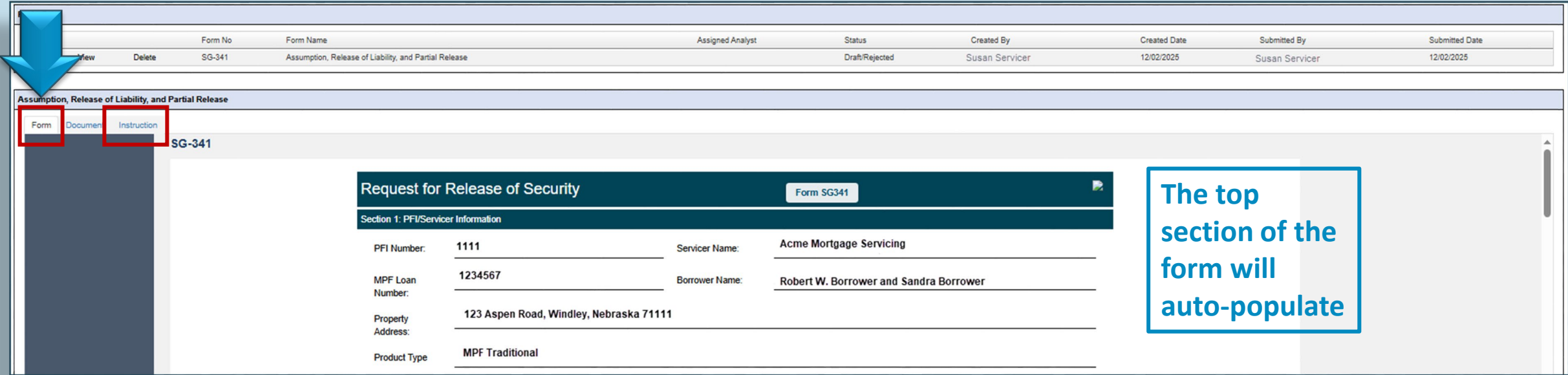
Create

# Form SG-341

The form will open

You are on the *Form* tab

If you need help with the form, the *Instruction* tab contains additional guidance



Assumption, Release of Liability, and Partial Release

Form Document Instruction

SG-341

**Request for Release of Security** Form SG341

Section 1: PFI/Service Information

PFI Number:	1111	Service Name:	Acme Mortgage Servicing
MPF Loan Number:	1234567	Borrower Name:	Robert W. Borrower and Sandra Borrower
Property Address:	123 Aspen Road, Windley, Nebraska 71111		
Product Type	MPF Traditional		

The top section of the form will auto-populate



# Completing Form SG-341

Section 2: Request Type

☒ Assumption & Release of Liability

• Purpose:

☐ Legal Divorce/Separation

☒ Death of a Borrower

☐ Assumption/Third Party

• Has the property value decreased since origination?

☐ Yes

☒ No

• Has the remaining borrower been fully underwritten and qualified?

☒ Yes

☐ No

Requests related to borrowers

☒ Partial Release

Type of Release Requested:

☐ Beneficial/Burdensome Easement

☐ Oil, Gas, Mineral Lease

☒ Real Property Release

☐ Substitution of Security

☐ Eminent Domain

☐ Lease for Semi-Permanent Structure

☐ Subdivision

☐ Land Addition

☐ Other:

Past 12-month delinquency?

☐ Yes

☒ No

If yes, explain

MI Cancellation?

☐ Yes

☒ No

Original LTV:

70%

CLTV:

70%

Market Value:

\$547,000

Post-Release CLTV:

56%

Requests that relate to the property

Submit

Save As Draft

# Completing Form SG-341

Unpaid Principal Balance:

\_\_\_\_\_

Last Paid Installment:

\_\_\_\_\_

Next Payment Due:

\_\_\_\_\_

Purpose of Proposed Action:

\_\_\_\_\_

Security Property Restrictions:

\_\_\_\_\_

Property Size Before (sq ft or acres):

\_\_\_\_\_

Size for Release/Lease/Easement:

\_\_\_\_\_

Size After Action:

\_\_\_\_\_

Cash Consideration (if any): \$

\_\_\_\_\_

Additional fields for items in the  
partial releases category

Submit

Save As Draft

# Completing Form SG-341

Complete the attestation section

**Note:** This section must be completed before Saving or Submitting the form

A rectangular box containing two buttons. The left button is labeled "Submit" and the right button is labeled "Save As Draft". Both buttons are light gray with rounded corners.

## Section 3: Attestation

By submitting this form Servicer attests to the following:

- ☒ The request meets all applicable eligibility requirements outlined in the MPF Guides, including obtaining prior Mortgage Insurer or Government Agency approval, as applicable. (If not, exception details are required in Section 5)
- ☒ All required documents have been verified and executed accordingly.

# Required Documentation

- **Section 4** of Form **SG-341** lists the documentation that must be obtained to support your approvals
- Required documentation for delegated approvals does not have to be submitted with Form SG-341
- Documentation related to all delegated approvals must be **retained in your loan servicing file**
- **All exception requests** require the upload of all/any required documentation via eMAQCS

Section 4: Required Documentation	
Servicers at minimum must collect the following documentation:	
<u>MPF Traditional Mortgage Loans:</u>	
1. Assumptions & Release of Liability: <ul style="list-style-type: none"><li>• Assumption agreement fully executed</li><li>• Executed quit claim deed</li></ul>	
2. Partial Release Requests:	
Release Type	Required Documentation
General Requirements for All Types (If Applicable)	<ul style="list-style-type: none"><li>- Second lien approval letter</li><li>- Mortgage insurance approval letter</li><li>- Hardship letter (if delinquent)</li><li>- Reinstatement letter (if delinquent)</li><li>- Appraisal from loan origination (as requested)</li><li>- Petitions, pleadings, and legal docs (if legal action initiated)</li><li>- Original and revised legal descriptions</li></ul>
Release/Grant of Beneficial or Burdensome Easement	<ul style="list-style-type: none"><li>- Survey, plat, or aerial map showing easement in relation to structures</li><li>- Original and revised legal description</li><li>- Appraisal (=6 months old) showing:<ul style="list-style-type: none"><li>• Property's current value</li><li>• Current lot size</li><li>• Easement size</li><li>• Value with/without easement</li></ul></li><li>- Supporting documentation (easement agreement, etc.)</li></ul>
Lease of Oil, Gas, or Mineral Rights	<ul style="list-style-type: none"><li>- Survey/plat/aerial map showing leased area, drill site, ingress/egress vs. structures</li><li>- Appraisal (=6 months old) showing:<ul style="list-style-type: none"><li>• Property value</li><li>• Lot size</li><li>• Area used for drilling/ingress</li><li>• Value with lease/infrastructure</li></ul></li><li>- Proposed lease agreement, contract, or LOI</li></ul>
Partial Release of Real Property	<ul style="list-style-type: none"><li>- Survey/plat/aerial map showing original, retained, and released land and structures</li><li>- Appraisal (=6 months old) showing:</li></ul>



# Documentation

- Servicers of MPF Xtra loans must complete Fannie Mae's **Application for Release of Security (Form 236)**
- When associated with delegated loans, Form 236 must be retained in your loan servicing file
- When requesting an exception, Form 236 must be uploaded to eMAQCS with all required documentation
- *Don't forget that Government MBS loans must follow the documentation and eligibility requirements of the applicable government agency*

## MPF Xtra Mortgage Loans

Servicers must comply with Fannie Mae requirements including utilizing Form 236: *Application for Release of Security (Form 236)* and collecting the required documentation and information as outlined in [Form 236](#).

Note: When requesting an exception Servicers must submit Form 236 and all supporting documentation.

## MPF Government MBS Loans

Servicers must obtain the required documentation as established by the applicable Government Agency.

The MPF Provider reserves the right to ask for additional documentation to support the request.

# Exception Requests

Exceptions may be considered on a case-by-case basis when a request does not meet the guidelines

**Section 5:** Enter the exception request including why it does not meet the guidelines

**Section 5: Exception Details (Complete if applicable)**

Please explain how the request does not comply with eligibility requirements and provide details of the exception being requested:

The borrower is releasing 1 acre of the property to his son. The property value without the 1-acre parcel is \$656,000. The LTV/CLTV slightly exceeds the 60% limit at 62%.

# Employee Attestation

**Section 6:** The employee who completed the form attests to its accuracy and provides their contact information

Section 6: Employee Information

By submitting this form, I certify that the information contained herein is true and accurate.

Printed Name of Employee Completing Form:

Susan Servicer

Title:

Requests Manager

Email:

sservicer@acme.fake

Phone Number:

(111)111-2222

Date Submitted:

12/3/2025

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The "MPF Mortgage Partnership Finance" logo is a trademark of the FHLBank Chicago

You may either  
Save as a Draft  
or Submit

Submit

Save As Draft

Reminder: to **Save as a Draft**, certain fields must be completed including the questions in **Section 3**

# How to Edit or Complete a Saved Form

From the **Servicing** home screen in eMAQCS, select the Forms tab and drop down to Miscellaneous Servicing Forms

Enter the MPF Loan Number and click **Submit**

Click **Edit** to return to the form

Forms

PFI QCS Checklists/Worksheets

Add/View Forms

SMDU Forms

Miscellaneous Servicing Forms

Miscellaneous Servicing Forms

Loan Number

Submit

Miscellaneous Servicing Forms

Loan Number

Submit

Submit New Form

Select Form

Create

Forms

	Form No	Form Name
Edit	View	Delete
	SG-341	Assumption, Release of Liability, and Partial Release



# How to Upload Supplemental Documentation for Exception Requests

# Uploading Documents

Click on  
the  
Document  
Tab

Forms

		Form No	Form Name	Assigned Analyst	Status	Created By	Cre
Edit	Delete	SG-341	Assumption, Release of Liability, and Partial Release		Draft/Rejected	Susan Servicer	12/0

Assumption, Release of Liability, and Partial Release

Form

Document

Instruction

SG-341

Request for Release of Security

Form SG341

Section 1: PFI/Service Information

PFI Number:	1111	Servicer Name:	Acme Mortgage Servicing
MPF Loan Number:	1234567	Borrower Name:	Robert W. Borrower and Sandra Borrower
Property Address:	123 Aspen Road, Windley, Nebraska 71111		
Product Type	MPF Traditional		

# Uploading Documents

- Click on the document icon
- Your file explorer will open
- Locate the file(s) you wish to upload, either double-click on the file or drag and drop it on top of the file icon\*

\*Select your documents carefully, once uploaded, files may only be removed by MPF default staff!

Assumption, Release of Liability, and Partial Release

Form Document Instruction


☐

No records to display.

Documents  
(PDF,DOC,TXT,XLS,JPG,ZIP,XLSX,DOCX,XLSM)

File name length allowed: 100

SG-341 Supporting Docs

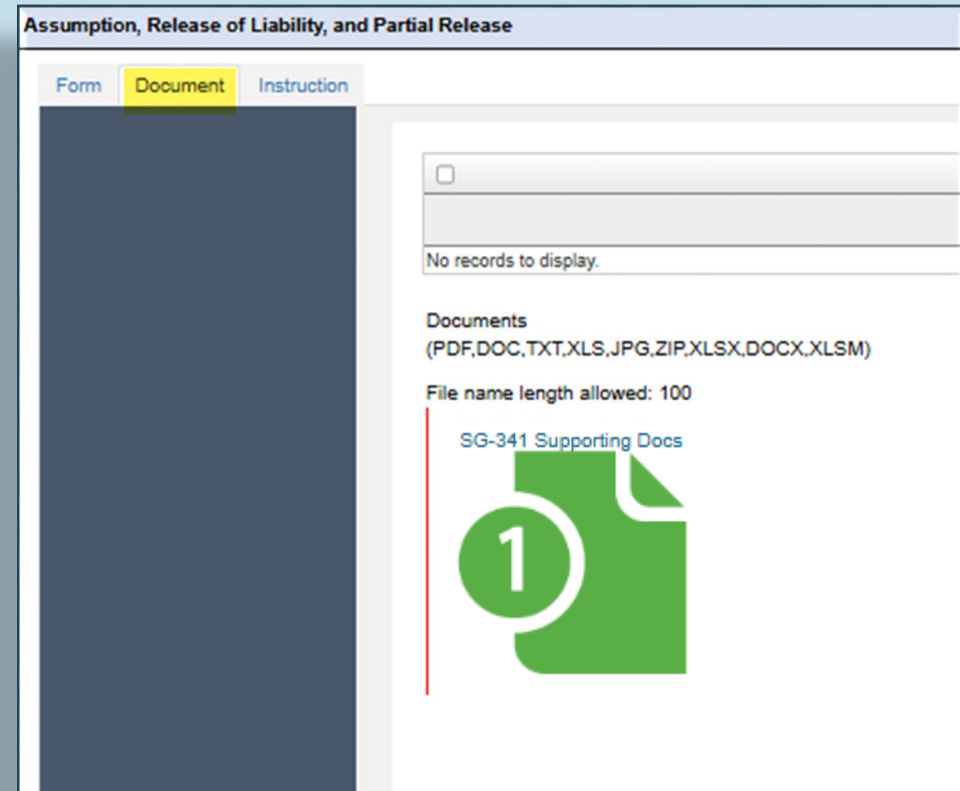


File Home Share View				
← → ↕ ⬆ ⬇ > This PC >				
Name		Date modified	Type	Size
1234567 Borrower Assumption Documents		3/20/2025 3:54 PM	PDF File	169 KB
1179876 Smith Survey Release Documents		3/13/2025 2:04 PM	PDF File	184 KB
1243555 Partial Release Request Approval		4/21/2025 10:00 AM	PDF File	246 KB
1237771 Taylor Assumption Agreement and QC		3/20/2025 4:07 PM	PDF File	236 KB

# Uploading Documents

- The icon will turn green and reflect the number of files that have been uploaded
- A naming convention for your file(s) is not required

Select your documents carefully, once uploaded, files may only be removed by MPF default staff!



The screenshot shows a web application window titled "Assumption, Release of Liability, and Partial Release". It features three tabs: "Form", "Document" (which is highlighted in yellow), and "Instruction". The "Document" tab is active, displaying a large dark blue rectangular area on the left for file selection. On the right, there is a search bar with a dropdown arrow and a text input field. Below the search bar, it says "No records to display." Further down, the text "Documents (PDF, DOC, TXT, XLS, JPG, ZIP, XLSX, DOCX, XLSM)" is shown, followed by "File name length allowed: 100". At the bottom of the right panel, the text "SG-341 Supporting Docs" is visible above a green document icon with a white circle containing the number "1".



# Uploading Documents

FYI, forms remain in the *Draft/Rejected* status until submitted

Forms

	Form No	Form Name	Assigned Analyst	Status	Created By	Created Date	Submitted By	Submitted Date
Edit	View	Delete	SG-341	Assumption, Release of Liability, and Partial Release				
				Draft/Rejected	Susan Servicer	12/02/2025	Susan Servicer	12/03/2025

Assumption, Release of Liability, and Partial Release

Form

Document

Instruction

Menu

Uploaded On

Uploaded By

Document Type

File Name

12/3/2025 2:22:05 PM

QCSTestPFI5759

SG-341 Supporting Docs

SG-341 Supporting Documents\_Partial Release Exception Documents.pdf

Documents

(PDF,DOC,TXT,XLS,JPG,ZIP,XLSX,DOCX,XLSM)

File name length allowed: 100

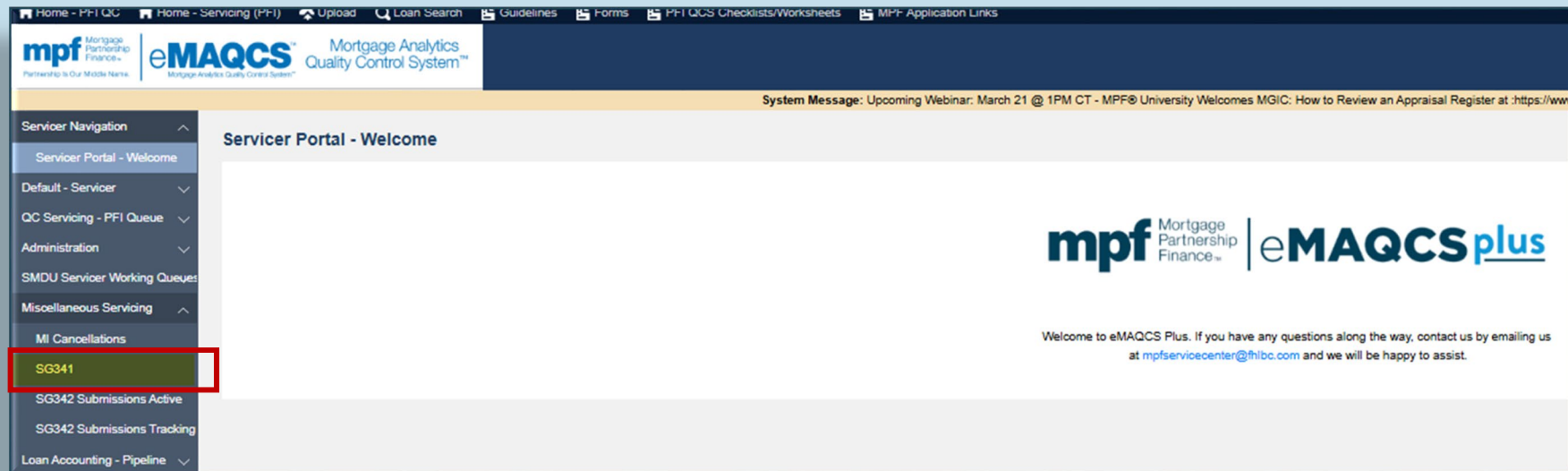
SG-341 Supporting Docs

1

All uploaded files are listed at the top of the screen

# Managing your Submissions and Exceptions

After submitting your SG-341 form, it will appear in the SG341 queue



# Managing your Submissions and Exceptions

You may select a loan to see a menu of options including where to view and add notes

Service - SG341

Drag a column header and drop it here to group by that column

Clear Grid Filters

Export To Excel

Menu

MPF Loan #

Submission Date

Product Type

Service Number

Service Name

Sub Service Number

Sub Service Name

Form No

Form Name

Request Type

PFI Loan Number

Assigned Analyst

HLB

1234567

12/4/2025 1:00:00 AM

MPF Traditional

SG-341

Assumption, Release of Liability, and Partial Release

x543555

Mavis MPF

Federal Home Loan Bank of Des Moines

View Loan Details

View Notes/Add Notes

View Notification Log

View Form Submission

View/Upload Documents

Double-click or right-click on the loan to open the menu

mpf

Mortgage  
Partnership  
Finance™

# Adding and Viewing Notes

Click  
Add New

Current Loan Details

Loan Summary

Form Attachments

Notes (External)

Notification Log

Audit Log

Current Loan Details - External Notes

Drag a column header and drop it here to group by that column

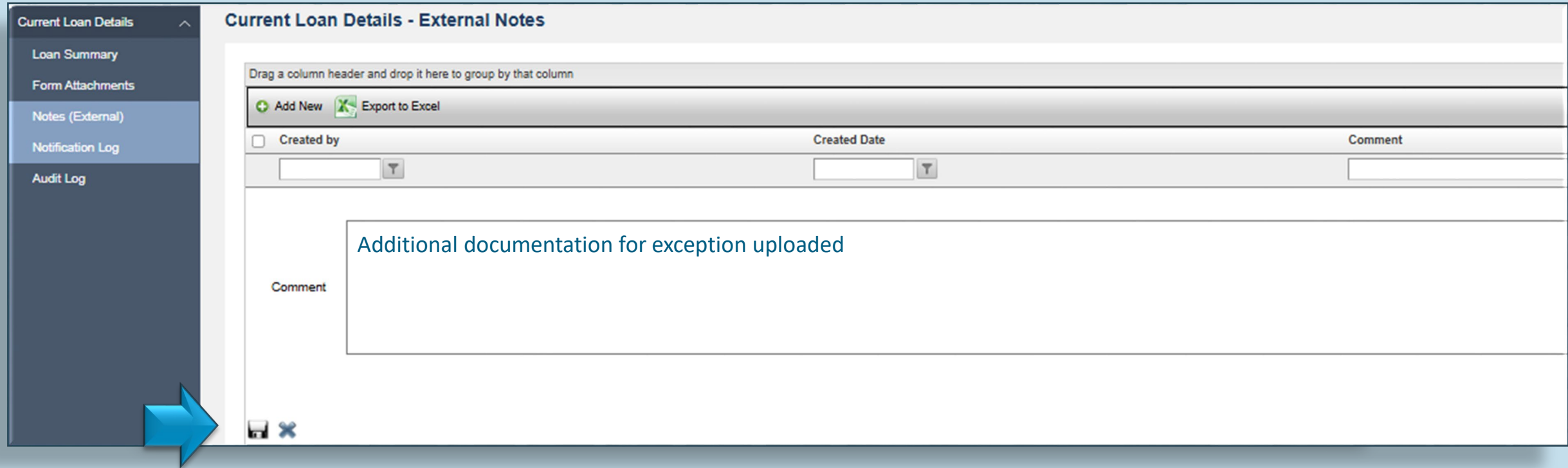
+

Add New

Export to Excel

<input type="checkbox"/> Created by	Created Date	Comment
<input type="checkbox"/> Susan Servicer	12/4/2025 3:55:06 PM	Additional documentation being uploaded for exception request

# Adding and Viewing Notes



Current Loan Details - External Notes

Drag a column header and drop it here to group by that column

+ Add New    Export to Excel

Created by	Created Date	Comment
<input type="text"/>	<input type="text"/>	<input type="text"/>
<div>Comment</div> <div>Additional documentation for exception uploaded</div>		

Save icon    Close icon

Enter your comment and click the [save icon](#)  
Your comment will be saved in the comment log

# Adding and Viewing Notes

Current Loan Details

Loan Summary

Form Attachments

Notes (External)

Notification Log

Audit Log

Current Loan Details - External Notes

Drag a column header and drop it here to group by that column

+

Add New

Export to Excel

<input type="checkbox"/> Created by	Created Date	Comment
<input type="checkbox"/> Susan Servicer	12/4/2025 4:02:28 PM	Additional Documentation for exception uploaded
<input type="checkbox"/> Susan Servicer	12/4/2025 3:55:06 PM	Additional documentation being uploaded for exception request

Your comment will be saved in the comment log



# Summary

- After approving a request for an assumption, release of liability or partial release, you must notify us by completing Form SG-341 in eMAQCS
- All approvals must meet the applicable guidelines
- Documents related to your approvals no longer need to be sent to us but must be retained in your loan file
- Exception requests require the completion of Form SG-341 and documentation
- Both Form SG-341 and the accompanying documentation must be submitted via eMAQCS



# Resources

If you require access to eMAQCSplus, please visit the Technology page on the MPF Program website:

<https://www.fhlbmpf.com/resources/mpf-technology/mpf-technology>



## How to Become a New MPF Applications User

To add users for access to eMPF, the MPF Customer Service Portal, and/or eMAQCSplus, please contact your institution's eMPF Security Administrator who will be able to add or update this information via the eMPF website.

If your institution does not have a designated eMPF Security Administrator, you will need to contact your Federal Home Loan Bank representative to complete a Delegation of Authority Supplemental form.

Expand all

## Register to Access MPF Applications

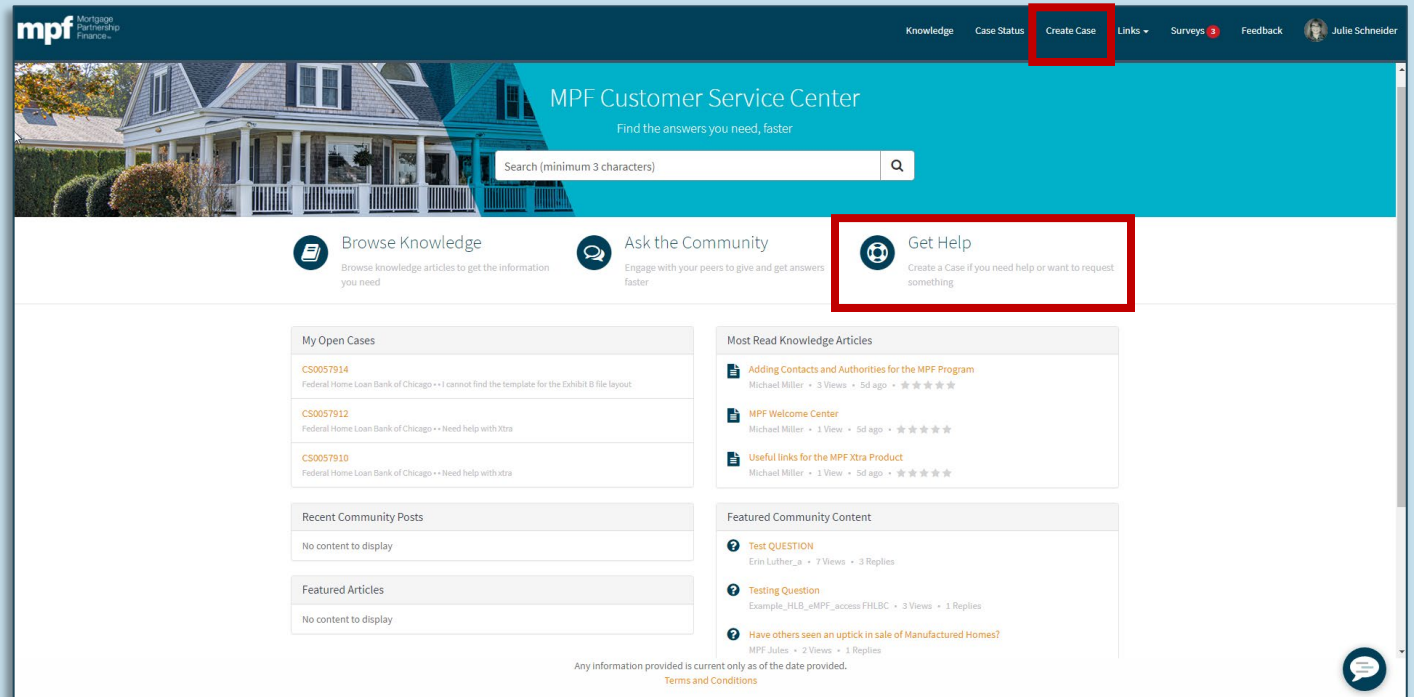
- Registration is Required to Access MPF Applications  
After you have been added to our system as a new MPF Applications user, you will receive an automated email with instructions on how to initiate the registration process for MPF Applications.  
Please note that the **Microsoft Authenticator** mobile app is required to access MPF Applications. Click [here](#) for more information on the Microsoft Authenticator mobile app.  
*\*\*If you already have the Microsoft Authenticator mobile app, you will still need to complete the registration process\*\**

+ How to Register

# Questions and Assistance

If you have questions related to assumptions, releases of liability, and partial releases, you should utilize the **MPF Customer Service Portal**

- Track and manage responses/status in one place vs. multiple emails
- Requests are delivered to the appropriate party
- Efficient and easy to use
- Links to the portal are available in eMAQCS, the MPF Program website, and eMPF®



The portal should be the primary source for submitting questions; however, you may also call (877-345-2673) or email ([mpf-help@fhb.com](mailto:mpf-help@fhb.com)) the MPF Service Center



**Check out our upcoming webinars:**

<https://www.fhlbmpf.com/education/upcoming-webinars>

**Register for MPF University**

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**MPF National Education**

[mpftraining@fhlbc.com](mailto:mpftraining@fhlbc.com)

