

Instructions Page

Purpose

Servicers of MPF Traditional, MPF Xtra, and MPF Government MBS loans must use this form to notify the Master Servicer when a property insurance loss has occurred in accordance with MPF Traditional Servicing Guide Chapter 4, MPF Xtra Servicing Guide Chapter 4, and MPF Government MBS Servicing Guide Chapter 4.

Preparation

- **When** – The Servicer must complete the form when damage has been discovered to the Mortgaged 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 form may be completed electronically.
- **Attachments** – The completed form must be accompanied documentation that supports the Servicer’s recommendation.

Submission

- **When** – The Servicer must submit the completed form and supporting documentation within five (5) Business Days of the Servicer’s discovery of damage occurring to the Mortgaged Property.
- **How** – The completed form must be emailed to WFMPFP@Wellsfargo.com.
- **To Whom** – The completed form must be submitted to the Master Servicer.

The Servicer should retain a copy of the completed form for their own records.

Assistance

Please email the Master Servicer at WFMPFP@Wellsfargo.com for any questions or assistance needed in completing the form.

Helpful Hints

- All property damage, regardless of amount, must be reported to the Master Servicer on this form.
- When the property damage exceeds \$10,000, the Master Servicer’s written approval is required prior to disbursing Insurance Proceeds.
- If property was damaged as a result of natural disaster, the Servicer must comply with the requirements in MPF Traditional Servicing Guide Chapters 4 and 8, MPF Xtra Servicing Guide Chapters 4 and 8, and MPF Government MBS Servicing Guide Chapters 4 and 8.
- Once settlement occurs, the Servicer must provide a copy of the settlement check and insurance adjuster’s report.

Property Insurance Loss Draft Notification (Form SG342)



PFI/Servicer Information

PFI Number: _____ Servicer Name: _____

Loan Information

MPF Loan Number: _____ Borrower Name: _____

Property Address: _____

Unpaid Principal Balance: _____ Next Payment Due: _____

Occupancy: Occupied Vacant/Abandoned

Product Information

Choose one product per form:

Product: MPF Traditional MPF Xtra MPF Government MBS

Property Insurance Loss Information

Insurance Company: _____ Policy Number: _____

Amount of Draft: \$ _____

Describe cause and nature of damage: _____

Servicer's recommendation: _____

Attachments/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 Completing Form: _____

Title: _____

Email: _____

Phone Number: _____

Date Submitted: _____

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Property Insurance Loss Draft Notification (Form SG342)



DO NOT COMPLETE – MASTER SERVICER USE ONLY

Master Servicer's approval is only required when the property insurance loss exceeds \$10,000.

Approved Denied Date: _____

Comments: _____

Name: _____ Title: _____

Signature: _____

Contact Information (Phone/Email): _____

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