

## Instructions Page

### Purpose

Selling Servicers and Assuming Servicers must use this form to notify the MPF Provider of a Servicing transfer involving MPF Traditional loans in accordance with MPF Traditional Servicing Guide Chapter 13.

### Preparation

- **When** – The Selling Servicer and Assuming Servicer must complete this form after receiving consent from their MPF Banks for the Servicing transfer.
- **Who** - This form must be completed by employees of the Selling Servicer and Assuming Servicer who are specifically designated on the most recent Delegation of Authority.
- **How** – This form may be completed in PDF format, with the exception of the signatures, which must be ink-signed.

### Submission

- **When** – The Selling Servicer and Assuming Servicer must submit the form at least 45 days prior to the requested Servicing transfer date.
- **How** – The form must be emailed to [MPF-Help@FHLBC.com](mailto:MPF-Help@FHLBC.com).
- **To Whom** – The completed form must be submitted to the MPF Service Center.

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

### Assistance

Please contact your MPF Bank representative for any questions or assistance needed in completing the form.

### Helpful Hints

- The Servicing transfer date shall be no sooner than the first (1<sup>st</sup>) calendar day of the second (2<sup>nd</sup>) calendar month following the MPF Provider's receipt of this form and not later than 90 days after submitting the transfer request file. The Servicing transfer date must be acceptable to the MPF Provider and affected MPF Banks.

# Servicing Transfer Notice (Form SG360)



## Selling Servicer Information

PFI Number: \_\_\_\_\_ Selling Servicer Name: \_\_\_\_\_

## Assuming Servicer Information

PFI Number/Servicer ID: \_\_\_\_\_ Assuming Servicer Name: \_\_\_\_\_

## Product Information

This form is for the MPF Traditional products only.

Select the type of Mortgage Loans and the remittance option for the Subject Servicing.

Loan Type:  Conventional  Government Loans (FHA/VA)

Government Loans (RHS 502)  Government Loans (HUD 184)

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

## Servicing Transfer Information

Requested Servicing Transfer Date: \_\_\_\_\_ Transfer ID for Subject Servicing: \_\_\_\_\_

Master Commitment Number for Subject Servicing: \_\_\_\_\_

## MPF Bank Information

Selling Servicer's MPF Bank: Federal Home Loan Bank of \_\_\_\_\_

Assuming Servicer's MPF Bank: Federal Home Loan Bank of \_\_\_\_\_

## Employee Information

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

Printed Name of Employee of Selling Servicer Completing Form: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

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Form SG360

Page 2 of 3

# Servicing Transfer Notice (Form SG360)



Printed Name of Employee of Assuming Servicer Completing Form: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

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