

General Requirements. The following steps must be completed by 12:30 p.m. Eastern Time (ET) on the Business Day before the purchase contract expiration date or the requested Settlement Date, whichever occurs first:

- a) The applicable mortgage data and applicable documentation are received by Freddie Mac.
- b) The Notes for all mortgages in a Cash Contract are delivered to the Document Custodian
- c) All mortgage purchase edits and allocation errors identified by Loan Selling Advisor® are cleared in accordance with Freddie Mac requirements.
- d) The cash wire instructions in Loan Selling Advisor account for the aggregate UPB for all mortgages associated with the specified contract.
- e) Form 996E, if applicable, must be released/recorded by the Warehouse Lender before the loan is eligible for funding.

2. **Warehouse Provider Release and Transfer (Form 996E).**

- a) Form 996E must be built prior to the contract expiration. It will auto build when Form 1034E (see step #3 below) is built in Loan Selling Advisor. Be sure work closely with the Warehouse Lender, as needed, to receive timely funding.
- b) Warehouse Lender must record Form 996E in Loan Selling Advisor by 12:30 p.m. ET on the Business Day before the Settlement Date, or by 12:30 PM ET the Business Day before the Purchase Contract Expiration Date or the requested Settlement Date, whichever occurs first.
- c) Approvers of Form 996E must be authorized on the Warehouse Provider Certificate of Incumbency (Form 990SF) before Freddie Mac will process any transaction.
- d) If you need to modify Warehouse Lender wire instructions after the Warehouse Lender released Form 996E in Loan Selling Advisor, work closely with your warehouse lender by doing the following:
 - i) Contact your Warehouse Lender and ask them to unrecord Form 996E. If they are unable to unrecord the form, they must send an email notification to Freddie Mac, cust_support_996@freddiemac.com for assistance.
 - ii) After the loan is unrecorded, acknowledge the unrecorded status, then access the Create/View Certification Forms page and edit Form 996E to remove the loan.
 - iii) Enter Settlement Details and select the correct wire instructions or modify the Warehouse Lender Identifier (Sort ID 650.1) data point located in the modify loan page.
 - iv) Rebuild Form 996E and notify your Warehouse Lender.

3. **Notes/Collateral/Form 1034E.** As stated in Freddie Mac's *Single-Family Seller/Service Guide, Sections 2202.1 and 6304.1*, "Note" refers not only to the actual Note, but also any power of attorney or any applicable modifying instrument, such as a modification, a conversion agreement, an assumption of indebtedness, or a release of liability agreement. The following requirements apply:

- a) The Seller must create the Form 1034E, Custodial Certification Schedule, or the Note Delivery Cover Sheet, for the Document Custodian to view and certify the Mortgage in Loan Selling Advisor.



- b) The Document Custodian must certify the mortgages in Loan Selling Advisor by 12:30 PM ET on the contract expiration date or the requested funding date, whichever occurs first.

4. **Miscellaneous Information.**

- a) Freddie Mac will notify the Seller if additional information is required.
- b) The delivery documentation must be complete and accurate. Freddie Mac has sole discretion in determining this completeness and accuracy.

This document is not a replacement or substitute for the information found in the *Freddie Mac Single-Family Seller/Servicer Guide* or terms of your Master Agreement or other Pricing Identifier Terms.

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