



Multifamily Eligibility System

March 2017



System Objective

The Multifamily Eligibility System is a customer-facing application with the initial objective to simplify and automate the Seller/Servicer submission of the Freddie Mac required Annual Certification Form and its supporting documentation, while providing transparency into the eligibility data Freddie Mac currently has for the respective Seller/Servicer.

The system features functionality such as:

- Auto-populated Seller/Servicer data on the applicable Annual Certification Form (16M, 17M, and 1110M as described in the *Multifamily Seller/Servicer Guide*) and transparency into the required attachments for each
- The ability to view and manage insurance policies to ensure Freddie Mac has the most up-to-date information
- The ability to view custodial accounts and contact information

This demo will provide detailed insight into all the functionality the Multifamily Eligibility System introduces, as well as offer key information to help answer any questions that may arise during your use of the system.

Agenda

1. Web based submission of the Annual Certification form 16M and the required attachments
 - Forms 17M, 1110M are similar to the 16M
2. Managing of Insurance Policies
 - Adding & Updating Insurance information
3. Custodial Account and Contact Information

Questions?

1. A user guide to the Multifamily Eligibility System is located on the Multifamily website at http://www.freddiemac.com/multifamily/seller_servicer/guide/.
2. For all questions regarding the usability and the business content within the system, please feel free contact the Multifamily Eligibility team at multifamily_eligibility@freddiemac.com.
 - Please title the subject line of your email as “MES Inquiry” with any additional information you deem necessary
3. To receive access to the Multifamily Eligibility System, please contact your system administrators.
4. For the **March 2017 Annual Certification deadline**, please feel free to call the Multifamily Eligibility System support line at (703) 918-5655 .
5. For any system issues after the March 2017 Annual Certification deadline, you may call our Multifamily Service Desk at 1-866-MultiFM (1-866-685-8436), available from 8:00 a.m. to 8:00 p.m. ET, Monday through Friday.
6. Please review the *Multifamily Seller/Service Guide* for any questions on specific Guide requirements. For information on access to the Guide, see the Multifamily website at http://www.freddiemac.com/multifamily/seller_servicer/guide/.
7. Be on the lookout for a recorded demo available in early March further demonstrating the system’s functionality.