



Consent Request Tracker (CRT)

Enhancement Training

Agenda

- Introduction
- New Servicer Reports
- Total Servicer Decision Turnaround Time
- Sub-Servicer Registration and System Access
- Master and Special Servicer access to Supplemental Transactions
- New Execution Path for K-Deals without Subordination
- Changing Servicers
- Tips and Reminders



CRT 1.0

- Originally released on 11/01/2012
- Very few business rules built into the system
- Structure and appearance of screens – very basic

CRT 2.0

- Released 06/10/2013
- More robust business rules built into the system
- Automated system generated emails were added at handoff points
- The ability to track supplemental mortgage requests was added
- Auto populated loan data was added to minimize data entry requirements
- Screens and navigation were improved

CRT 2.1

- New Servicer Reports
- Sub-Servicer registration and System access
- Transaction Decision Turnaround Time
- Master and Special Servicer access to Supplemental Transactions
- New execution path for K-Deals without Subordination
- Process for changing Servicers

Servicer Reports

- Three Servicer Reports have been added to CRT
 - » Active Pipeline Report
 - » Closing Pipeline Report
 - » Performance Report
- For all three reports the servicer will have the ability to:
 - » Select one or more execution paths
 - » Drill down to one or more specific servicer roles within transactions
 - » View, print, or download report
 - Download to excel (CSV format) or HTML or Email



Servicer Reports (Cont'd)

- Active and Closing Pipelines reports are management reports that
 - » Provide detailed information about each transaction through it's life cycle
 - » Can be edited utilizing the Interactive reporting functionality within CRT
- Performance Report allows the servicers to
 - » View turnaround times by servicer role (if user organization has a role in the request)
 - » View information for a specific time period
 - » View decision turnaround times by transaction type
 - Routine or Complex



Routine Transactions

Transaction Type
Pre-Approved Transfer
Easement - No Adverse Value Impact
Release of Rental Achievement Escrow
Repair Escrow Extension
Repair Escrow Modification
Replacement Reserve Modification
Replacement Reserve Waiver
Replacement Reserve Implementation
Repair Escrow Implementation
Other Escrow Modification
Property Management Change
Commercial Lease Review
Non-Disturbance/Cable Agreement
LOC Issuer Exception: (Issuer not on approved list)
O & M Modification
Hazard Loss Notification and Plan
Late Charge Waiver
Interest Rate Cap Adjustment
Hazard Loss Disbursement Request

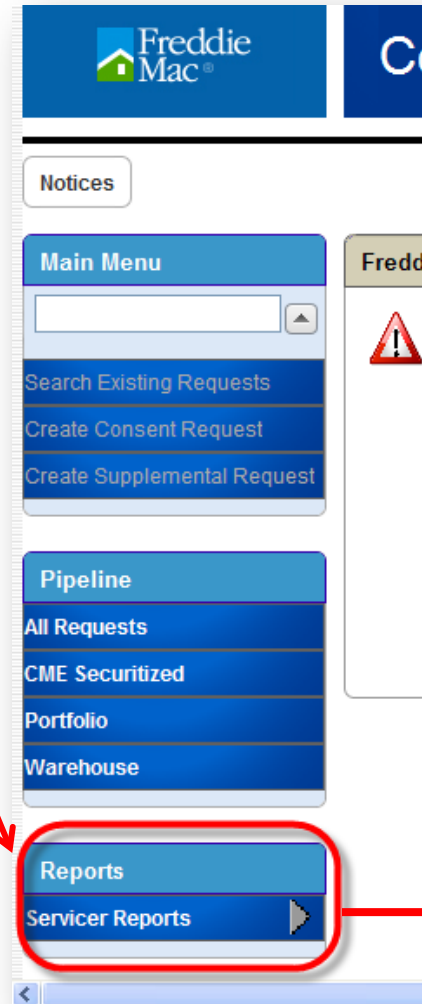
Complex Transactions

Transaction Type
Transfer of Ownership/Assumption
Related Party Transfer
Transfer of Ownership with Curtailment and Re-amortization
Single Asset Entity to Multi Asset Entity (SAE/MAE Change)
Change to Multi-Asset Holdings
Merger
Supplemental Loan -- Originated by Third Party Lender
Partial Release of Real Estate
Easement - Adverse Value Impact
Drilling / Subsurface Rights Lease Review
Rental Achievement Modification - Modification or Extension
Rental Achievement Liquidation of Collateral without Curtailment
Rental Achievement Liquidation of Collateral with Curtailment
Release of Guaranty
Other Collateral Release (not performance based)
Release of Property from Pool
Release of Property from Cross Collateralization
Release of Base Recourse
Release of Debt Service Escrow
Release of Replacement Reserve Escrow
Release of Monetary Collateral (except Rental Achievement or Letters of Credit)
Change(s) to Property

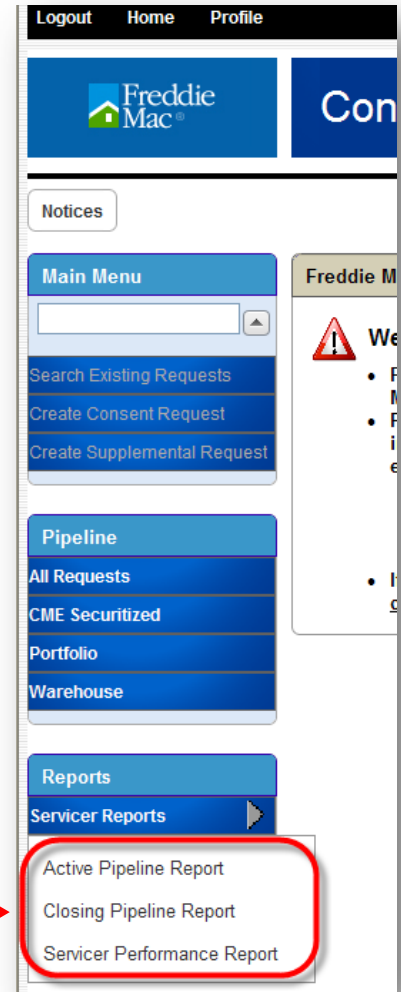
Transaction Type
Condominium Overlay
Condemnation
Consent (Bonds)
Change of Payment due date
Credit Enhancement Modification
Forward Conversion
Stabilization review
Other Loan Modification
Regulatory Agreement Change
Restrictive Covenants
Extension of Construction Phase
Interest Rate Cap Purchase
Defeasance
Substitution of Monetary Collateral
Substitution of Real Property Collateral
Facility Commitment Increase
Revolver Collateral Addition
Revolver Consent Request
Revolver Collateral Release
Substitution of Remarketing Agent
Other
Supplemental Loan -- Originated by Freddie Mac

Servicer Reports (Cont'd)

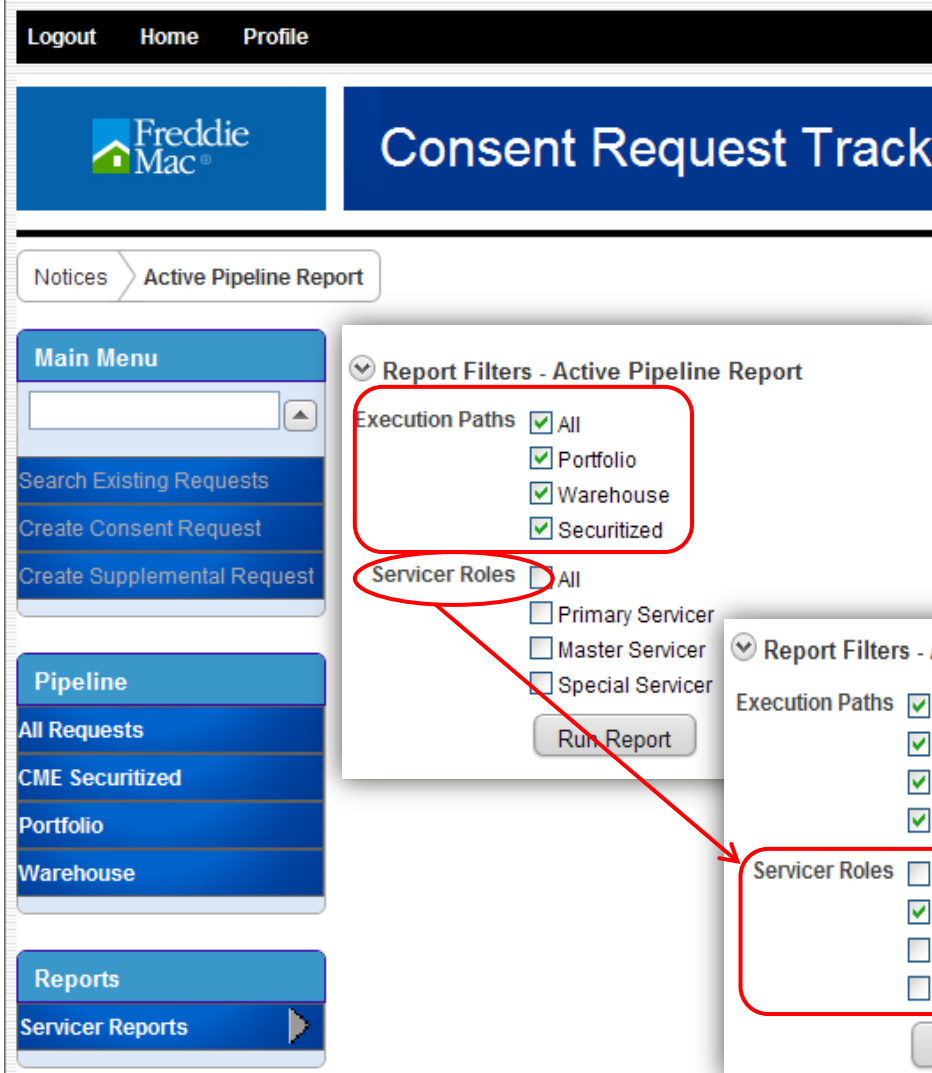
- » Access reports by clicking on Servicer Reports in the Reports section of the Notices screen



- » Select desired report by clicking on the specific report on the list below



Active and Closing Pipeline Reports



The screenshot shows the Freddie Mac Consent Request Tracker interface. The top navigation bar includes 'Logout', 'Home', and 'Profile'. The main header features the Freddie Mac logo and the title 'Consent Request Tracker'. Below this, there are tabs for 'Notices' and 'Active Pipeline Report'. The left sidebar contains a 'Main Menu' with a search bar and buttons for 'Search Existing Requests', 'Create Consent Request', and 'Create Supplemental Request'. Below the menu are sections for 'Pipeline' (All Requests, CME Securitized, Portfolio, Warehouse) and 'Reports' (Servicer Reports). The main content area displays 'Report Filters - Active Pipeline Report' with two overlapping filter panels. The top panel shows 'Execution Paths' (All, Portfolio, Warehouse, Securitized) and 'Servicer Roles' (All, Primary Servicer, Master Servicer, Special Servicer). The bottom panel shows 'Execution Paths' (All, Portfolio, Warehouse, Securitized) and 'Servicer Roles' (All, Primary Servicer, Master Servicer, Special Servicer). A red circle highlights the 'Servicer Roles' section in the top panel, and a red arrow points from it to the 'Servicer Roles' section in the bottom panel. Both panels have a 'Run Report' button.

- Selecting Reports
 - » 1 - select the Execution Path(s)
 - One, Multiple or All
 - » 2 - select servicer role(s) to be viewed on the report
 - One, Multiple or All

Active and Closing Pipeline Reports (cont'd)

- First eleven columns are basic record information:

Request Type
Freddie Mac Loan #
Created Date
Created By
Property Name
Property Address

Request Status
Request "As Of" date
Execution Path
CME Deal Name
Pro Supp ID#

Active and Closing Pipeline Reports (Cont'd)

Based on feedback received from servicers the default sort is by Request Type

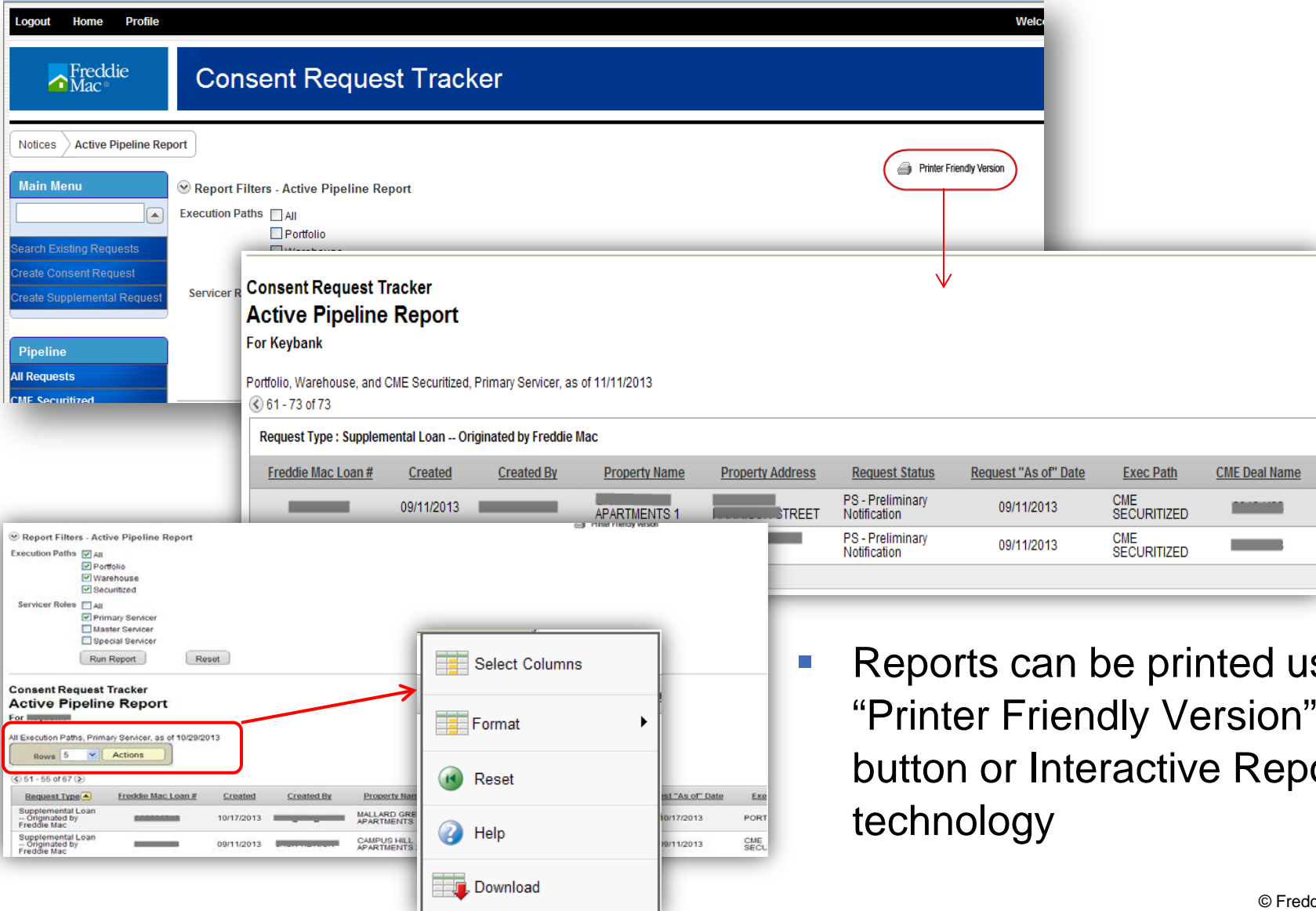
Consent Request Tracker
Active Pipeline Report
For ██████████

All Execution Paths, Primary Servicer, as of 11/08/2013
1 - 15 of 84 >

Request Type : Change(s) to Property									
Freddie Mac Loan #	Created	Created By	Property Name	Property Address	Request Status	Request "As of" Date	Exec Path	CME Deal Name	Pro Supp ID#
██████████	09/13/2013	██████████	██████████	██████████ STREET	PS - In Process	09/13/2013	PORTFOLIO	-	-
██████████	08/28/2013	██████████	██████████	██████████ STREET	PS - In Process	08/28/2013	PORTFOLIO	-	-
██████████	07/29/2013	██████████	██████████	██████████ SQUARE	MS - Final Approved	09/09/2013	CME SECURITIZED	2011-K704	11
██████████	07/25/2013	██████████	██████████	██████████ ROAD	PS - In Process	07/25/2013	PORTFOLIO	-	-

Count: 4

Printing Active and Closing Pipeline Reports



Logout Home Profile

Freddie Mac

Consent Request Tracker

Notices Active Pipeline Report

Main Menu

Search Existing Requests

Create Consent Request

Create Supplemental Request

Pipeline

All Requests

CME Securitized

Report Filters - Active Pipeline Report

Execution Paths ☐ All ☐ Portfolio ☐ Warehouse ☐ Securitized

Servicer Roles ☐ All ☒ Primary Servicer ☐ Master Servicer ☐ Special Servicer

Run Report Reset

Consent Request Tracker

Active Pipeline Report

For Keybank

Portfolio, Warehouse, and CME Securitized, Primary Servicer, as of 11/11/2013

61 - 73 of 73

Request Type : Supplemental Loan -- Originated by Freddie Mac

Freddie Mac Loan #	Created	Created By	Property Name	Property Address	Request Status	Request "As of" Date	Exec Path	CME Deal Name
	09/11/2013		APARTMENTS 1		PS - Preliminary Notification	09/11/2013	CME SECURITIZED	
					PS - Preliminary Notification	09/11/2013	CME SECURITIZED	

Report Filters - Active Pipeline Report

Execution Paths ☒ All ☒ Portfolio ☒ Warehouse ☒ Securitized

Servicer Roles ☐ All ☒ Primary Servicer ☐ Master Servicer ☐ Special Servicer

Run Report Reset

Consent Request Tracker

Active Pipeline Report

For Keybank

All Execution Paths, Primary Servicer, as of 10/29/2013

Rows: 5 Actions

61 - 55 of 67 (2)

Request Type	Freddie Mac Loan #	Created	Created By	Property Name	Request "As of" Date	Exec Path	CME Deal Name
Supplemental Loan -- Originated by Freddie Mac		10/17/2013		MALLARD GREE APARTMENTS	10/17/2013	PORT	
Supplemental Loan -- Originated by Freddie Mac		09/11/2013		CAMPUS HILL APARTMENTS	09/11/2013	CME SECL	

Select Columns

Format

Reset

Help

Download

- Reports can be printed using "Printer Friendly Version" button or Interactive Report technology

Servicer Performance Report

The image shows three overlapping screenshots of the 'Report Filters - Servicer Performance Report' dialog box, illustrating the steps to select reports. Red circles and arrows highlight the selection process for Execution Paths, Servicer Roles, and the date range.

Execution Paths: All, Portfolio, Warehouse, Securitized

Servicer Roles: All, Primary Servicer, Master Servicer, Special Servicer

Start Date: 11/01/2012

End Date: 10/29/2013

Run Report

- Selecting Reports
 - » 1 - select Execution path(s)
 - » 2 - select Servicer Role(s)
 - » 3 - select date range

Servicer Performance Report (Cont'd)

- User can drill down to review transaction specifics

Consent Request Tracker

Notices

Servicer Performance Report

Main Menu

Search Existing Requests

Create Consent Request

Create Supplemental Request

Pipeline

All Requests

CME Securitized

Portfolio

Warehouse

Reports

Servicer Reports

Report Filters - Servicer Performance Report

Execution Paths

☒ Portfolio
☒ Warehouse
☒ Securitized

Servicer Roles

☒ Primary Servicer
☒ Master Servicer
☒ Special Servicer

Start Date

08/01/2013

End Date

11/11/2013

Run Report

Reset

Consent Request Tracker

Servicer Performance Report

For Keybank

Period selected for Report Data: 08/01/2013 to 11/11/2013 as of 11/11/2013

Primary Servicer Turnaround Times						
Consent Request Complexity	# of Consent Requests with PS Decision	Minimum Days to Decision (from Complete Package)	Maximum Days to Decision (from Complete Package)	Average Days to Decision (from Complete Package)	Average Days to Complete Package (from initial receipt)	Average FM Servicer Rating
TOTAL: SECURITIZED, PORTFOLIO AND WAREHOUSE LOANS						
Routine	3	1	2	1.33	6.5	3
Complex	17	1	10	3.76	1.4	
Total	20	1	10	3.4	2	3
Denominator for Avg (Total)				20	17	1
PORTFOLIO AND WAREHOUSE LOANS						
Routine	1	1	1	1	1	3
Complex	14	1	6	3.71	1	
Total	15	1	6	3.53	1	3
Denominator for Avg (Total)				15	14	1
SECURITIZED LOANS						
Routine	2	1	2	1.5	12	
Complex	3	1	10	4	4	
Total	5	1	10	3	6.67	
Denominator for Avg (Total)				5	3	


Just click on desired population

Servicer Performance Report (Cont'd)

- Click on the underscored numbers for more detail

Primary Servicer Turnaround Times						
Consent Request Complexity	# of Consent Requests with PS Decision	Minimum Days to Decision (from Complete Package)	Maximum Days to Decision (from Complete Package)	Average Days to Decision (from Complete Package)	Average Days to Complete Package (from initial receipt)	Average FM Servicer Rating
TOTAL: SECURITIZED, PORTFOLIO AND WAREHOUSE LOANS						
Routine	<u>3</u>	1	2	1.33	6.5	3
Complex	<u>17</u>	1	10	3.76	1.4	
Total	<u>20</u>	1	10	3.4	2	3
Denominator for Avg (Total)				<u>20</u>	<u>17</u>	<u>1</u>

- Select the desired transaction from the list provided

<div>  <input type="text"/> </div> <div> Rows <input type="text" value="100"/> <input type="button" value="Actions"/> </div>							
1 - 20 of 20							
Freddie Mac Loan #	Property Name	PS Dec TA	PS Comp Pkg TA	Primary Servicer	Svcr Trans Scr #	Request Status	Created
[REDACTED]	APARTMENTS	1	1	[REDACTED]	3	Request Closed	08/12/2013
[REDACTED]	[REDACTED]	10	4	[REDACTED]	-	PS - Preliminary Notification	08/20/2013
[REDACTED]	APARTMENTS	1	-	[REDACTED]	-	PS - Preliminary Notification	10/25/2013
[REDACTED]	[REDACTED]	2	-	[REDACTED]	-	PS - In Process	10/28/2013

Servicer Performance Report (Cont'd)

- Review the transaction data to identify the issue

Securitized Loan

Consent Request Status: PS - In Process	Primary Servicer: [REDACTED]
Consent Status "As Of": 10/28/2013	Primary Servicer Contact: Niyati
Product Type Description: CME Securitized, Non-Structured, Non-Bond, Senior	
Consent Request Type: Hazard Loss Notification and Plan	Current Principal Balance: \$4,986,514.00
	Funding Date: 10/06/2011
Freddie Mac Loan #: [REDACTED]	
Execution Path: CME Securitized Loan	Property Name: [REDACTED]
Securitized: Yes	Property Address: [REDACTED]
MPS Status: 500	Property City: COLUMBUS
MS Target Approval Date:	Property State: OH

CME Securitization Information:

CME Deal Name: [REDACTED]	Pro Supp ID#: [REDACTED]
Master Servicer: [REDACTED]	Directing Certificate Holder:
Special Servicer: [REDACTED]	Operating Trust Advisor:

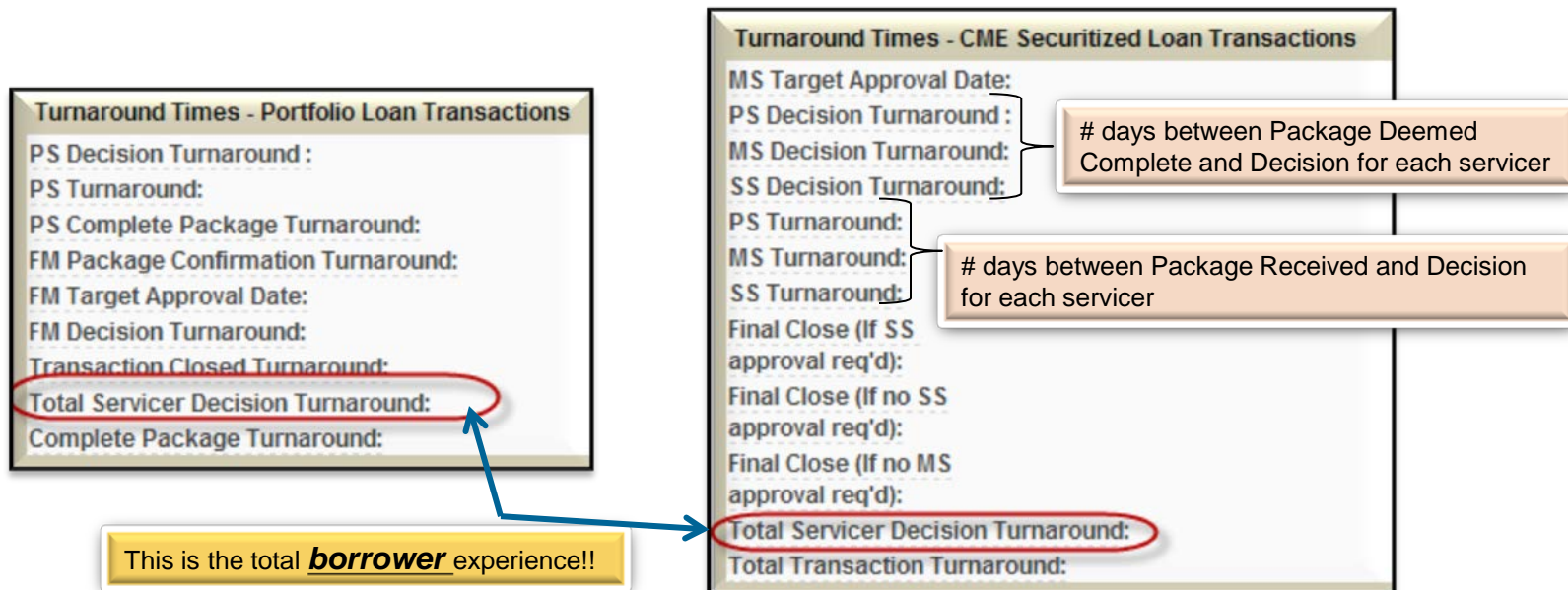
Primary Servicer Master Servicer Special Servicer

Primary Servicer - CME Securitized Loan

*Primary Servicer: [REDACTED]	Original Servicer at Underwriting: KeyBank Real Estate Capital
*Primary Servicer Contact: Niyati	*Current Principal Balance: \$4,986,514.00
*Consent Request Category: Hazard Losses	*Consent Request Type: Hazard Loss Notification and Plan
Request Amendment?: -- Select Y or N --	Other Consent Request Description:
If there is a Sub-Servicing Agreement in place, does an additional party need access to this Request: Yes	Additional Servicer Name: Berkadia

Total Servicer Decision Turnaround

- New turnaround time added to CRT
- Calculates the number of days between the date the file is deemed complete by the Primary Servicer and the Date of Final Decision by the party with the final approval authority in the transaction
 - » Located in the Turnaround Times section on each screen



Total Servicer Decision Turnaround (cont'd)

- Final Approval Authority is determined utilizing the following factors:

- » Execution Path

- CME Securitized
 - Portfolio
 - Warehouse

- » Request Description

- Consent
 - Supplemental



- » FM or MS or SS Approval Required?

- Yes or No

- » Calculated as # of days between Decision by Final Approval Authority and Date Package Deemed Complete by PS (or Date Seller Commenced UW of Supplemental) ~ The total borrower experience!

Sub-servicer Registration and Access

- Added the ability to register or grant access to sub-servicers
 - » New data elements and business rules have been added to the Primary Servicer tab of the Consent Request and Supplemental Requests for each execution path
 - Added “If there is a Sub-Servicing Agreement in place, does an additional party need access to this Consent Request?”
 - Default response is “blank”
 - Must select Yes in order to activate access for an “Additional Servicer”
 - Added “Additional Servicer Name”
 - Must select party from the drop down list

Sub-servicer Registration and Access (Cont'd)

- Additional Servicer Name will be required field when “Creating” or “Saving” a transaction for which a subservicing agreement exists
- Additional Servicer access will allow “View Only” access to the Primary Servicer tab of Consent or Supplemental requests to the organization identified as the Additional Servicer

Primary Servicer

Primary Servicer - Portfolio Loan

*Primary Servicer: Keybank

*Primary Servicer Contact: Brian Gripka

*Consent Request Category: Property

Request Amendment?: -- Select Y or N --

If there is a Sub-Servicing Agreement in place, does an additional party need access to this Request?: -- Select Y or N --

*Current Sponsor 1: Health Care REIT

Current Sponsor 2:

Original Servicer at Underwriting: KeyBank Real Estate Capital

*Current Principal Balance: \$19,611,229.00

*Consent Request Type: Property Management Change

Other Consent Request Description:

Additional Servicer Name: -- Choose Additional Serv...

*Add New Sponsor:

*Add New Sponsor:

-- Choose Additional Serv...

AREA
Aimco
BMO Harris Bank
Beech Street
Bellwether
Berkadia
Berkeley Point
Berkshire/One William
CBRE
CBRE Investors
Capmark
Carmel
Carmel/Berkshire
Centerline
Citibank
Citicorp
Columbia National
Community
Eastbank
Enterprise
Fifth Third
Financial Federal
First Housing
First Natl Bank of Omaha
Freddie Mac
GECC
Grandbridge
Great Lakes
Greystone

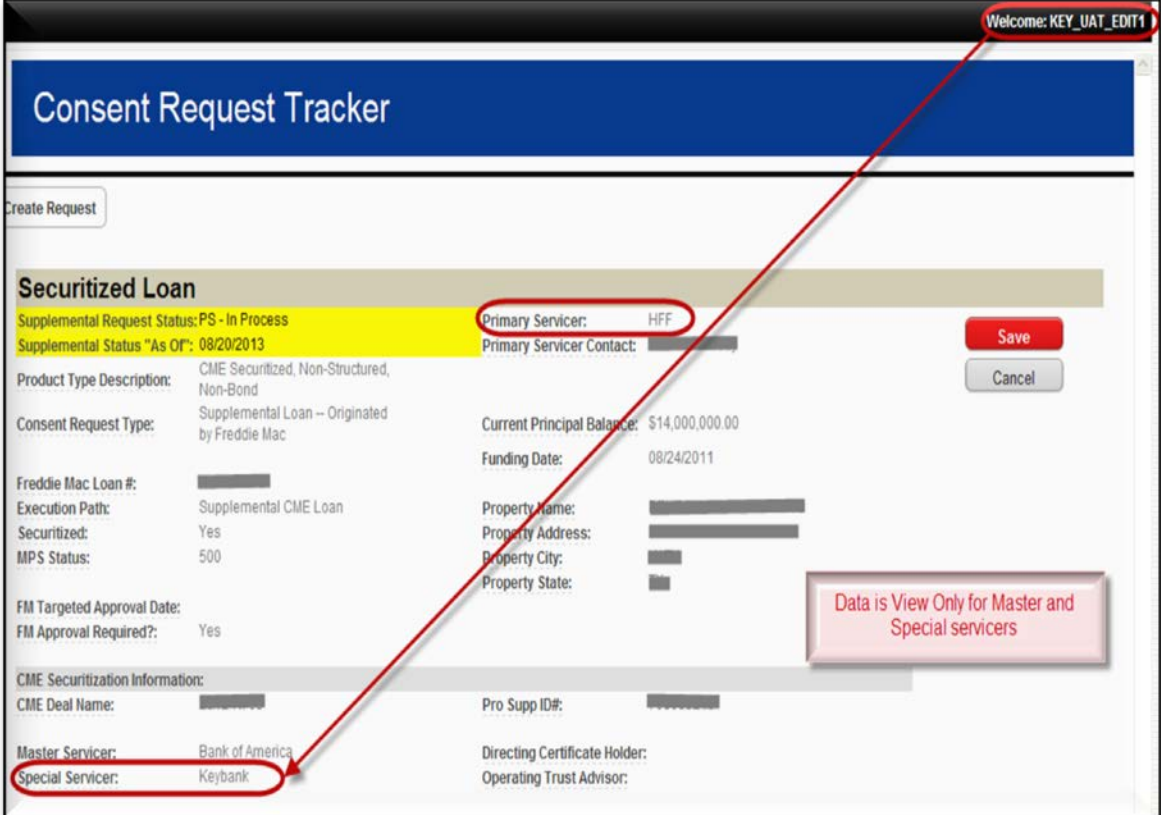
Sub-servicer Registration and Access (Cont'd)

- The transaction record must be created by the organization responsible for managing the transaction (updating data)
 - » If the Sub-servicer will be managing the transaction they should create the record and designate the Primary servicer as the “Additional Servicer”
 - » In CRT the party that creates the transaction is always referred to as the Primary Servicer, even if their actual role is that of the Sub-Servicer



Access to Supplemental Transactions

- CRT will now enable Master and Special servicers to view the Primary Servicer screen on supplemental mortgage requests on securitized loans with which the Master and Special are associated
- Master or Special will find the loans on their pipeline as they would any other transaction to which they are a party



Welcome: KEY_UAT_EDIT1

Consent Request Tracker

Create Request

Securitized Loan

Supplemental Request Status: PS - In Process
Supplemental Status "As Of": 08/20/2013

Primary Servicer: **HFF**
Primary Servicer Contact: [REDACTED]

Product Type Description: CME Securitized, Non-Structured, Non-Bond
Consent Request Type: Supplemental Loan -- Originated by Freddie Mac

Current Principal Balance: \$14,000,000.00
Funding Date: 08/24/2011

Freddie Mac Loan #: [REDACTED]
Execution Path: Supplemental CME Loan
Securitized: Yes
MPS Status: 500

Property Name: [REDACTED]
Property Address: [REDACTED]
Property City: [REDACTED]
Property State: [REDACTED]

FM Targeted Approval Date: [REDACTED]
FM Approval Required?: Yes

CME Securitization Information:
CME Deal Name: [REDACTED]
Pro Supp ID#: [REDACTED]

Master Servicer: Bank of America
Special Servicer: Keybank

Directing Certificate Holder: [REDACTED]
Operating Trust Advisor: [REDACTED]

Save
Cancel

Data is View Only for Master and Special servicers

New Execution Path for K-Deals without Subordination

- K-deals without Subordination will now follow the CME Securitized execution path
 - » All securitized tabs will be displayed
 - » Freddie Mac can now be identified as the Special servicer for transactions where appropriate (K-deals without Subordination)
 - » Freddie Mac will be populated in the Special Servicer role per the existing process
 - Will be populated via MSIA upload file
 - Freddie users will utilize the servicer screen rather than the Freddie Mac screen



New Execution Path for K-Deals without Subordination (Cont'd)

Welcome: KEY_UAT_EDIT1

Consent Request Tracker

Create Request

Securitized Loan

Consent Request Status: PS - Final Approved
Consent Status "As Of": 08/21/2013

Product Type Description: K Deal w/o Subordination, Non-Structured, Non-Bond

Consent Request Type: Supplemental Loan -- Originated by Third Party Lender

Freddie Mac Loan #: [REDACTED]
Execution Path: CME Securitized Loan
Securitized: Yes
MPS Status: 500
MS Target Approval Date:

Primary Servicer: PNC
Primary Servicer Contact: [REDACTED]

Current Principal Balance: \$6,555,561.00
Funding Date: 12/26/2008

Property Name: [REDACTED]
Property Address: [REDACTED]
Property City: [REDACTED]
Property State: [REDACTED]

CME Securitization Information:
CME Deal Name: 2012-KP01
Pro Supp ID#: [REDACTED]

Directing Certificate Holder:
Operating Trust Advisor:

Master Servicer: Keybank
Special Servicer:

Primary Servicer Master Servicer Special Servicer

Primary Servicer - CME Securitized Loan

*Primary Servicer: PNC
*Primary Servicer Contact: [REDACTED]
*Consent Request Category: Subordinate Financing

Original Servicer:
*Current Principal Balance:
*Consent Request Category:

Master Servicer

MS Loan #: [REDACTED] MS Contact: [REDACTED]
Date Package Received by MS: [REDACTED]
Date MS Notified PS of Package Completion Status: [REDACTED]
Date Package Deemed Complete by MS: [REDACTED]
Date of MS Decision: [REDACTED]
SS Approval Required?: -- Select Y or N --
Date MS Submitted Package to SS: [REDACTED]

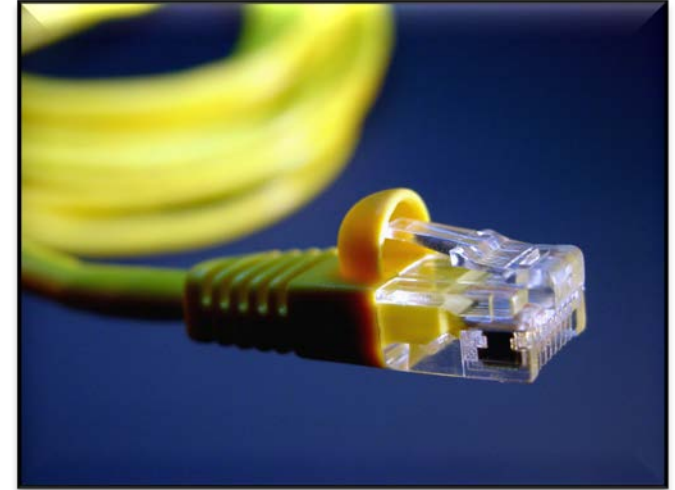
- Screens operate as they would for any other securitized record
- In this case since the Master servicer is reviewing this record the PS screen is not editable but the MS screen is editable.

Changing Servicers

- When a servicer change is required in CRT for a transaction or group of transactions please follow the process below:
 - » Send a copy of the change notification to Freddie Mac at multifamily_security@freddiemac.com along with a list of the impacted loans
 - » The subject of the email should read “CRT Servicer Change Request” to ensure that the request is given the appropriate priority
 - » This request will be reviewed and the change will be made by Freddie Mac
 - » The requesting party will be notified once the change has been made in CRT

Tips and Reminders

- Timely, accurate and informative data in CRT is critical to the success of the tool
 - » When data is incomplete, requests are unable to progress through CRT and reports are compromised
 - » When data is inaccurate, metrics are unreliable and other parties cannot manage their workloads effectively
 - » When comments are not provided, it is not possible for others to understand any issues related to particular requests
- Future updates to CRT will streamline data entry and strengthen controls but quality data entry will always be crucial



Reminders for Primary Servicers

- Timely Record Setup and Updates
 - » Records must be created upon receipt of formal notice from the Borrower for
 - All requests that require Lender's consent
 - Hazard Losses that require Freddie Mac or Master Servicer approval
 - Consent requests for which Servicers have delegated approval authority
 - » Each request must be updated with current dates and statuses at each juncture of the process



Reminders for Primary Servicers (Cont'd)

- » “PS-Final Approved” should only be used upon PS’s approval of request, prior to submission to Freddie Mac or Master Servicer
- » The Prosup ID # (i.e. prospectus number) should be the number in the Exhibit A of the Offering Circular for the K-Deal and will generally be a 3 or 4 digit number
- Master and Special Servicers will be better able to find the file if the Prosup ID is used rather than the Freddie Mac or Servicer Loan #'s



Reminders for Primary Servicers (Cont'd)

- Accurate Data
 - » For Transfers of Ownership, enter current and proposed *sponsors names*, not borrowing entity
 - » PS must indicate whether FM or MS approval is required; without it transactions will not appear on reports as needed
- Critical PS Dates for CRT management

Date Package Received by PS (Dt Pkg Rec'd/PS)

Date Package Deemed Complete by PS (Dt Pkg Dmd Comp/PS)

Date of PS Decision (Dt of PS Decision)

Date PS Submitted Package to FM or MS (Dt PS Sub Pkg to FM or MS)

Date PS notified Borrower of Decision (Dt PS Notify Borr of Dec)

Date Decision Letter Fully Executed (Dt Dec Lett Exe/Borr)

Date Documents Executed (Dt all Docs Exec)

Reminders for Master Servicers

- Timely and Accurate Record Updates
 - » Each request must be updated with current dates and statuses at each juncture of the process
 - » MS must indicate whether SS approval is required; without it requests will not show up on reports as needed
- Critical MS Dates for CRT management

Date Package Received by MS (Dt Pkg Rec'd by MS)
Date MS Notified PS of Package Completeness Status (Dt MS Notify PS of Pkg Comp Stat)
Date Package Deemed Complete by MS (Dt Pkg Dmd Comp/MS)
Date of MS Decision (Dt of MS Decision)
Date MS Submitted Package to SS (Dt MS Sub Pkg to SS)
Date MS Notified PS of Decision (Dt MS Notify PS of Dec)

Reminders for Special Servicers

- Timely and Accurate Record Updates
 - » Each request must be updated with current dates and statuses at each juncture of the process
 - » SS must indicate whether DCH / OTA approval is required; without it requests will not show up on reports as needed
 - » If DCH / OTA approval is required, SS should enter a comment upon receipt of the DCH / OTA decision indicating whether there are any additional conditions

- Critical SS Dates for CRT Management

Date Package Received by SS (Dt Pkg Rec'd by SS)
Date SS Notified MS of Package Completeness Status (Dt SS Notify MS of Pkg Comp Stat)
Date Package Deemed Complete by SS (Dt Pkg Dmd Comp/SS)
Date of SS Decision (Dt of SS Decision)
Date SS Submitted Package to DCH (Dt SS Sub Pkg to DCH)
Date SS Submitted Package to OTA (Dt SS Sub Pkg to OTA)
Date DCH Notified SS of Decision (Dt DCH Notify SS of Dec)
Date OTA Notified SS of Decision (Dt OTA Notify SS of Dec)
Date SS Delivered Decision to MS (Dt Del Dec to MS)

Reminders for All Servicers

- Servicer Approvals
 - » Each servicer must enter its approval date and status prior to handing off to the next servicer
- Data Integrity
 - » Ensure that all dates are entered correctly to ensure accurate turnaround time calculations
- Current Status
 - » Ensure that statuses are current



Reminders for All Servicers (Cont'd)

- Entering Comments in CRT
 - » Comments are required for the following statuses
 - Incomplete Package
 - Consent Request Cancelled
 - Consent Request Denied
 - » For requests that are unusual or present credit issues concise comments are helpful
 - » Brief comments describing status changes are helpful to other users



Reminders for All Servicers (Cont'd)

- Closing out Requests in CRT
 - » For Portfolio / Warehouse loans, Freddie Mac closes out requests once all documents are received
 - » For Securitized loans, either the Primary or Master may close out the requests in CRT
 - The expectation is that the PS will close the transactions in CRT, however the Master has the ability to should the need arise

