

Section 1: Seller/Service Information

Seller/Service Number	Other Seller/Service numbers used by this institution
Seller/Service Name	
System Administrator Name(s)	

Section 2: Seller/Service Officer Information

Name	Title
Email	Telephone Number

Section 3: Certification

Select one of the following:

- No Exceptions:** I certify that the person(s) listed above as System Administrator is a current employee(s) of the Seller/Service, has access to Freddie Mac Multifamily Applications and is duly authorized to assign and maintain security access for all employees or vendors of the Seller/Service who are users of the Freddie Mac Multifamily Applications, and that the above information is true and correct as of the date hereof.
- Exceptions*:** I certify that the person(s) listed above as the System Administrator is a current employee(s) of the Seller/Service, has access to Freddie Mac Multifamily Applications and is duly authorized to assign and maintain security access for all employees or vendors of the Seller/Service who are users of the Freddie Mac Multifamily Software Applications, with the exception of the person(s) listed here, who no longer fulfills this role.

List System Administrator Name(s) no longer in this role

* For Exceptions, complete and return Form 1146 if the person listed will no longer fulfill System Administrator role, and should be deactivated from various Freddie Mac Multifamily Applications, or be converted from a system administrator to a system user.

Signature	Name
	Date

Return completed forms and Form 1146 (as needed) to mf_service_desk@freddiemac.com

Instructions

In accordance with the Freddie Mac periodic internal control review procedures, we must confirm Seller/Service System Administrators of the Freddie Mac Multifamily Applications. Additionally, every six months, or more frequently if required by Freddie Mac, an authorized officer of the Seller/Service must review and certify the record for each of its System Administrators for the Freddie Mac Multifamily Applications.

	Action	Completed
1	<p>Section 1: Seller/Service Information</p> <ul style="list-style-type: none"> Provide all Seller/Service numbers used by your institution, Provide Seller/Service name, Review and verify that each of the listed System Administrator(s) is a current employee of the Seller/Service authorized to assign and maintain security access for all employees who have access to Freddie Mac Multifamily Software Applications. <p><i>Note: Seller/Service Officer completes one form for all System Administrators.</i></p>	<input type="checkbox"/>
2	<p>Section 2: Seller/Service Officer Information</p> <ul style="list-style-type: none"> Provide Seller/Service Officer Name, Title, Email, and Telephone Number <p><i>Note: Seller/Service Officer can NOT also be an authorized System Administrator.</i></p>	<input type="checkbox"/>
3	<p>Section 3: Certification</p> <p>Provide Certification with either No Exceptions OR Exceptions based on the below criteria.</p> <p>Check "No Exceptions" box, if each System Administrator:</p> <ul style="list-style-type: none"> is an employee of the Seller/Service, is granted access to a Freddie Mac Multifamily Application(s), is duly authorized to assign and maintain security access for all employees or vendors of the Seller/Service who are users of the Freddie Mac Multifamily Applications. <p>Check "Exceptions" box if exceptions to the above exist, where a System Administrator has left the company and/or no longer fulfills this role:</p> <ul style="list-style-type: none"> List on this form the System Administrator name(s) who is no longer an employee or in this role, Complete <i>System Administrator Request/Deactivation Form (Form 1146)</i>, to request System Administrator <u>deactivation</u> or <u>conversion</u> from a system administrator to a system user role, as necessary, in Freddie Mac Multifamily Application(s). 	<input type="checkbox"/>
4	<p>Authorized Seller/Service Officer signs, prints name and dates Form 1149/System Administrator Verification and Certification.</p> <p>Officer has to complete the form within fifteen (15) business days of receipt of the request from Freddie Mac and send to mf_service_desk@freddiemac.com.</p> <p><i>Note: For any exceptions, return completed System Administrator Request/Deactivation Form (Form 1146) along with completed Certification.</i></p>	<input type="checkbox"/>