

IMPORTANT: Post-Closing Procedural Clarification – January 2021

MERS transfer procedures for **FIRST** lien mortgages will change effective immediately.

All first mortgage loans MUST be transferred/assigned in MERS at the time of loan *purchase* to BOTH **MFA** as the **SERVICER** and **Idaho Housing and Finance Association** as the **SUB-SERVICER**. Please process a TOS/TOB transfer and utilize the following MERS Org. ID's:

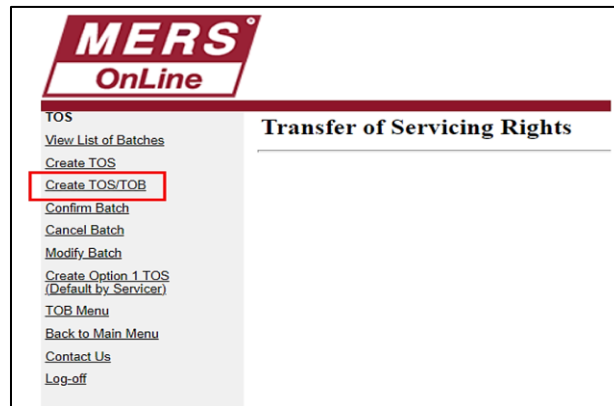
Servicer - NM Mortgage Finance Authority: **1013401**

Sub-Servicer - Idaho Housing and Finance Association: **1009670**

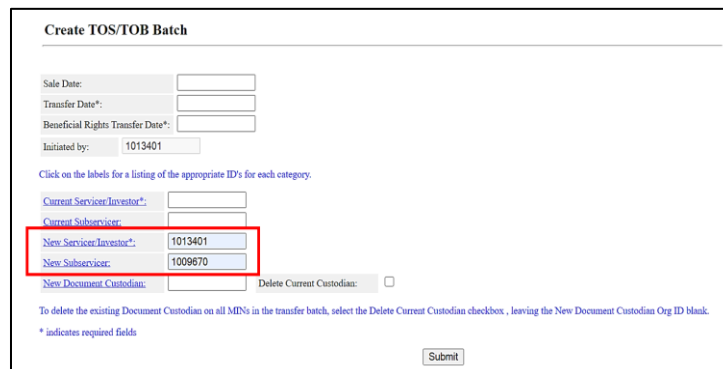
Please note this change does not affect the second mortgage loans as these will continue to be transferred solely to MFA as the servicer. Do not batch the first and second mortgage MIN's together in one transfer.

See details regarding this procedural change below:

1. Create the transfer with the TOS/TOB option in MERS Online:



2. For **FIRST LIEN MIN transfers**, the “New Servicer/Investor” field should be completed to New Mexico Mortgage Finance Authority-**1013401** and the “New Subservicer” field should be completed as Idaho Housing and Finance Association-**1009670** and click “Submit”. Continue your standard process for the transfer.



The screenshot shows the 'Create TOS/TOB Batch' form. It contains the following fields and options:

- Sale Date:
- Transfer Date*:
- Beneficial Rights Transfer Date*:
- Initiated by: 1013401
- Click on the labels for a listing of the appropriate ID's for each category.
- Current Servicer/Investor*:
- Current Subservicer:
- New Servicer/Investor*: 1013401** (highlighted with a red box)
- New Subservicer: 1009670** (highlighted with a red box)
- New Document Custodian: Delete Current Custodian:

Below the form, there is a note: "To delete the existing Document Custodian on all MINs in the transfer batch, select the Delete Current Custodian checkbox, leaving the New Document Custodian Org ID blank." and a footnote: "* indicates required fields". A 'Submit' button is located at the bottom right of the form.

****Please note that this procedural change will only affect the first mortgage loan transfer. All second mortgage loans will continue to be transferred solely to MFA, Org. ID 1013401 as the servicer****