

## Servicing Notice

March 21, 2012

### Reminder of Borrower Response Package Documentation Requirements

Announcement SVC-2011-08R: *Delinquency Management and Default Prevention*, introduced a standardized foreclosure prevention alternative solicitation package--the Borrower Solicitation Package. The Borrower Solicitation Package provides the borrower with information on all foreclosure prevention alternatives and describes the documentation that must be submitted to the servicer to be evaluated for a foreclosure prevention alternative. The Announcement also introduced the Borrower Response Package, which is the documentation the borrower must submit in order to be evaluated for a foreclosure prevention alternative.

Fannie Mae is reminding servicers that they must only request from the borrower the documentation required for a complete Borrower Response Package. To maintain a streamlined and efficient process, servicers should not request other documentation from the borrower, except in the limited situations described below.

A complete Borrower Response Package for evaluating the borrower for foreclosure prevention alternatives, including the Fannie Mae HAMP modification, consists of:

- a completed *Uniform Borrower Assistance Form* ([Form 710](#)),
- income documentation as outlined in Form 710 based on income type,
- hardship documentation as outlined in Form 710 based on hardship type, and
- a *Short Form Request for Individual Tax Return Transcript* (IRS Form 4506T-EZ) or a *Request for Transcript of Tax Return* (IRS Form 4506-T) signed by the borrower.

Additionally, Fannie Mae is reminding servicers that federal income tax returns must not be requested from the borrower unless the borrower is self-employed or the borrower has rental income, as outlined in Form 710. In the event that a self-employed borrower or a borrower with rental income does not return his or her complete, signed federal income tax return with the Borrower Response Package, the servicer should submit IRS Form 4506T-EZ or IRS Form 4506-T to the IRS to obtain a copy of the borrower's tax transcript.

The servicer may only request additional documentation from the borrower if the servicer needs to reconcile inconsistencies in the documentation received (for example, an inconsistency in the information the borrower provided in the Form 710 and the income or hardship documentation). The expectation is that such instances will rarely occur.

For further information, servicers should reference the following foreclosure prevention *Servicing Guide* exhibits on [eFannieMae.com](#):

- *Income Documentation Requirements For Foreclosure Prevention Alternatives*, and
- *Hardship Documentation Requirements For Foreclosure Prevention Alternatives*.

Servicers should contact their Servicing Consultant, Portfolio Manager, or Fannie Mae's National Servicing Organization's Servicing Solutions Center at 1-888-FANNIE5 (888-326-6435) with any questions regarding this Notice.