

Servicing Notice

February 1, 2013

Updates to *Servicer Selection Form (Form 200)* and Submission Process

Beginning March 1, 2013, servicers must submit a *Servicer Selection Form* ([Form 200](#)) to Fannie Mae for each law firm that the servicer wishes to retain to provide default-related services with respect to single-family mortgage loans owned or securitized by Fannie Mae. If a law firm practices in multiple jurisdictions, the servicer must submit a *Servicer Selection Form* for each jurisdiction in which the servicer wishes to retain the firm.

A revised, electronic version of the *Servicer Selection Form* is available on Fannie Mae's website. (The revised form replaces the PDF version released last year.) The form data is captured in the Microsoft® Excel® file format and must be completed electronically. The completed form should be submitted to: Servicer_Selection_Form@fanniemae.com no earlier than March 1. If a servicer submits a *Servicer Selection Form* prior to March 1, Fannie Mae's intake system will automatically reject it.

Servicers are encouraged to review the [Servicer Selection Form \(Form 200\) Job Aid](#) for step-by-step instructions on completing and properly submitting the form to Fannie Mae.

Limited Retention Agreement

As outlined in Announcement SVC-2012-22: *Default-Related Legal Services*, Fannie Mae will enter into a limited retention agreement with a law firm if the firm receives a "no objection" determination from Fannie Mae and takes new firm training. The *Limited Retention Agreement* is available on Fannie Mae's website.

This secured document requires access credentials that Fannie Mae has provided to servicer technology administrators via the Technology Manager software on Fannie Mae's website. The servicer's technology administrator should provide the legal teams with the necessary access information. Fannie Mae considers the *Limited Retention Agreements* to be confidential and proprietary information, and servicers must treat them accordingly.

Other Supporting Documentation

Fannie Mae has published two additional supporting documents related to Announcement SVC-2012-22 -- [Managing Default-Related Legal Service FAQs](#) and [Process Flows](#). These documents are available on Fannie Mae's website and provide additional information regarding law firm selection and retention, law firm management and oversight, and law firm suspensions, matter transfers, and terminations.