



Fannie Mae®

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# Multifamily Selling and Servicing Guide

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## 703.04 Pay Off

### Requirements

You must confirm, report, and remit funds to pay off the MBS ARM Loan or SARM Loan.

### Operating Procedures

1. Request MBS payoff amount verification by submitting your calculation in the Fannie Mae Payoff Calculator per [Part V, Chapter 2: Reporting and Remitting, Section 210: Full Prepayments](#).
2. Send the payoff amount to Fannie Mae per the standard monthly remittance process in [Part V, Chapter 2: Reporting and Remitting](#).
3. For an MBS ARM Loan or SARM Loan,
  - report a \$0 balance for the MBS on the 1st or 2nd day of the month in which the Conversion Effective Date occurs, and
  - Fannie Mae will draft the funds due to the MBS Investor.



## Glossary

### M

MBS

Mortgage-Backed Security

MBS Investor

For MBS Mortgage Loans, either a Third Party MBS Investor for Lender-Arranged Sales, or the Multifamily Trading Desk.