

# Report Individual Loan Modifications

Last Revised Date: 10/16/2024

## 1. Log in to MGIC/Link Servicing

Visit [mgic.com](https://mgic.com).

Click **Login / Signup** at the top right-hand side of the screen.

Choose **MGIC/Link Servicing** from the drop-down menu.

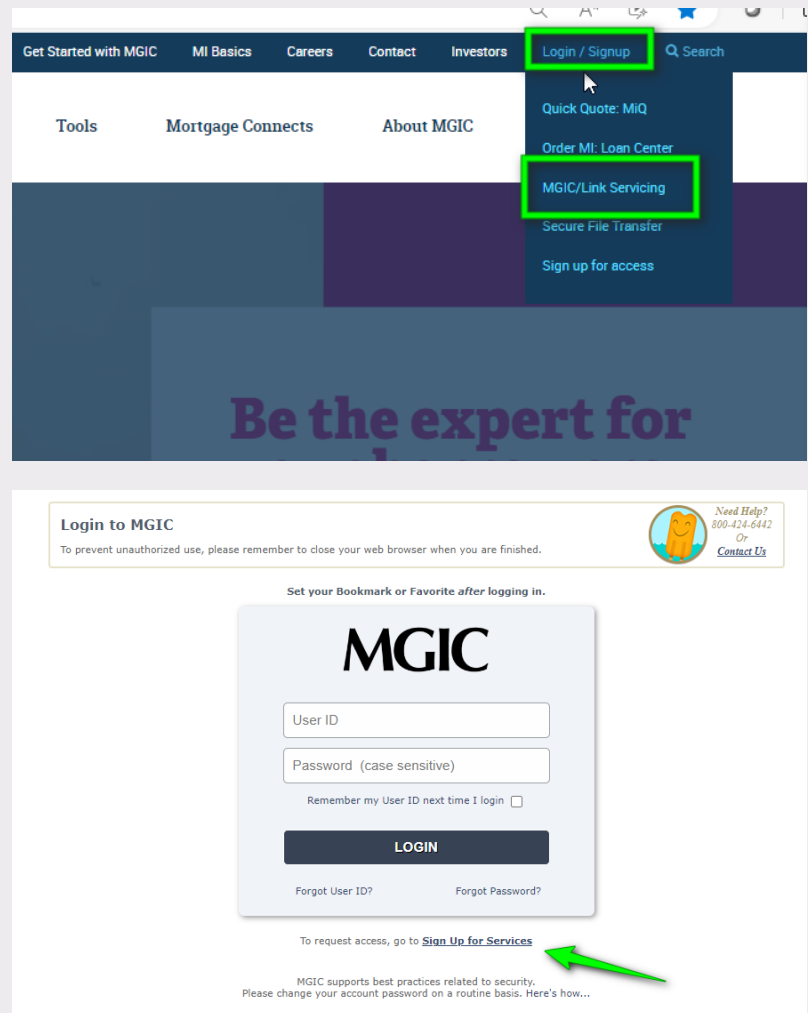
Log in with your **User ID** and **Password**.

If you are a first-time user, select **Sign Up for Services**.

- Complete the form on the webpage
- Click **Submit**

Once processed, you'll receive 2 emails from [customer\\_service@mgic.com](mailto:customer_service@mgic.com), the first with a **User ID** and the second with a temporary **Password**.

Revisit the login page using the steps above and use the temporary credentials to set up your individual user account.



## 2. Go to Loan Modification

Within MGIC/Link Servicing, select **Loan Modification**, found under the Main Menu tab.

For a single loan modification, enter the **MGIC Certificate or Pool Loan Number** in the box provided.

An option for Multiple Loan Modifications (batch upload) is also available.

Click **Proceed**.

The screenshot shows the MGIC/Link Servicing interface. The main menu on the left has 'Loan Modification' highlighted with a green box. The main content area is titled 'Notice of Loan Modification (Delinquent and Non-Delinquent Loans)'. Under 'Select Submission Option', there are three options: 'Single Loan Modification', 'Multiple Loan Modifications (batch upload)', and 'Upload Documents and Electronic Loan Modification Form(s)'. The 'Single Loan Modification' option is selected. Below it, there is a text input field for 'Enter MGIC Certificate or Pool Loan Number' with a green arrow pointing to it. There is also a 'Proceed' button highlighted with a green box. A 'NOTE' section at the bottom provides information about Refi-To-Mod (RTM) Programs and the RTM Request form.

## 3. Fill Out Notice of Loan Modification (Delinquent and Non-Delinquent Loans)

At the top, confirm the accuracy of the loan identity information displayed.

Complete the form with the requested information (a red asterisk indicates a required field):

- Loan Modification Program (required):** Select the correct program from the drop-down menu. The default is set to **Standard**

**Note** – The rules applied to the modification will change according to the choice of the program.

- Loan Modification Effective Date (required):** Enter the borrower's first modified payment due date (which generally falls on the first of the month) in MM/DD/YYYY format

The screenshot shows the MGIC/Link Servicing interface with the 'Notice of Loan Modification' form. The form fields are highlighted in green. The fields include: 'MGIC Certificate No.' (27977912), 'Servicer Loan No.' (112286), 'Coverage Status' (ACTIVE), 'Investor Name and Loan No.' (Fannie Mae 4008446574), 'Borrower Name(s)' (MICHELLE LLAST NM), and 'Property Address' (123 MAIN ST, SPRINGFIELD, IL 62704). Below these fields, there are several required fields marked with a red asterisk: 'Loan Modification Program' (dropdown menu, default is 'Standard'), 'Loan Modification Effective Date' (text input, format mm/dd/yyyy), 'Will a new note be executed?' (radio buttons for Yes/No), 'Is the loan delinquent?' (radio buttons for Yes/No), 'Current Loan Due For Date' (text input, format mm/dd/yyyy), 'Loan Balance/Payment/Term' (table with columns for Existing and Modified), 'Is there a Forbearance?' (radio buttons for Yes/No), 'Is there Debt Forgiveness?' (radio buttons for Yes/No), 'Existing Loan Type' (dropdown menu), and 'Modified Loan Type' (dropdown menu). There is also a 'Does the modified loan feature any Interest Only payments?' (radio buttons for Yes/No). At the bottom, there are 'Submit' and 'Cancel' buttons. A green arrow points to the 'Loan Modification Program' dropdown menu.

**4. Fill Out Notice of Loan Modification (Delinquent and Non-Delinquent Loans) – Continued**

Complete the form with the requested information (a red asterisk indicates a required field):

- c. **Will a new note be executed? (required):**  
Select Yes or No
- d. **Is the loan delinquent? (required):**  
Select Yes or No

**Note** – Delinquency refers to just before the time of loan modification.

- e. **Current Loan Due For Date:** Fill in the due date of the loan prior to the modification

- f. Under **Loan Balance/Payment/Term**, complete both columns (required):
  - **Existing column:** Terms just prior to the modification (not always the same as the original loan)
  - **Modified column:** Modified terms
  - **PITI row:** Optional

**Note** – Be sure to add any deferred amount into the Modified Principal Balance.

- g. **Gross Monthly Income:** Enter in the box provided, if available
- h. **Full Loan Term** (for the modified loan): Enter the number of months in the box provided

**5. Fill Out Notice of Loan Modification (Delinquent and Non-Delinquent Loans) – Continued**

- i. **Is there a Forbearance? (required):**  
Select Yes or No
- j. **Is there Debt Forgiveness? (required):** Select Yes or No
- k. **Existing Loan Type (required):**  
Select from the drop-down menu
- l. **Modified Loan Type (required):**  
Select from the drop-down menu
- m. **Does the modified loan feature any Interest Only payments? (required):**  
Select Yes or No

Click **Submit**.

**Note** – Fill out any applicable pop-up boxes based on your selections. The Information icon bubbles provide more detail on what is being requested.

**6. View Notice of Loan Modification Confirmation Receipt**

A confirmation page will display our receipt of the modification.

Click **Continue** to return to the initial Loan Modification screen.