

Multifamily Issuer Training

Pooling Processes and Systems Training (Half Day)

MULTIFAMILY ISSUER TRAINING

PRESENTERS

- Wade Gayle**, Bank of New York Mellon
- Vicky Marajh**, Bank of New York Mellon
- Maribel Canaan**, Bank of New York Mellon

AGENDA

- Introduction
- Path of the Pool
- Introduction to MyGinnieMae (MGM) Portal
- Multifamily Pool Delivery Module (MFPDM)
- Working in GinnieNET: Certification Module
- Multifamily Changes and Conversions
- Resources



Path of the Pool

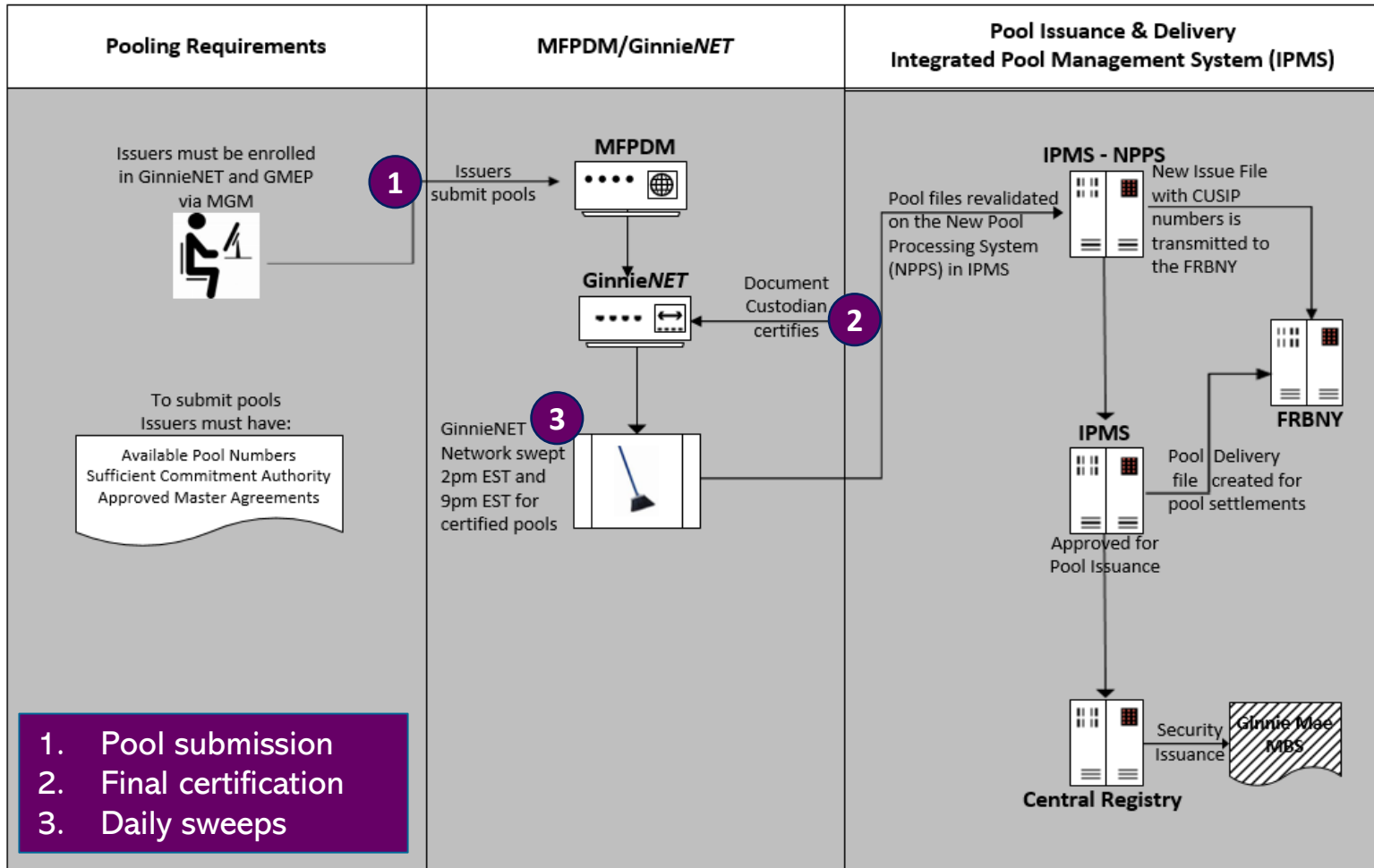
PATH OF THE POOL

- Pool Submission, Processing, Issuance & Delivery Diagram
- MFPDM/GinnieNET Pool Submissions
 - Final Certification by Document Custodian
 - Process to Delete Final Certified Pools
- Knowledge Check

PATH OF THE POOL

POOL SUBMISSION, PROCESSING, ISSUANCE & DELIVERY DIAGRAM

Ginnie Mae Pool Processing Agent



PATH OF THE POOL

FINAL CERTIFICATION

GinnieNET network is swept twice each business day for processing and issuance of pools final certified by the Document Custodian.

2:00 PM Sweep
of Certified Pools/Loan Packages

Pools certified prior to 2:00 PM EST will be considered 1 Day Processing and may be delivered for settlement the next business day.

Deleting Pools after Final Cert: Contact the Ginnie Mae Help Desk at 1-800-234-4662, option 1 or 3. Pool(s) can only be deleted between the hours of 2:00 PM - 4:00 PM EST by the PPA.

9:00 PM Sweep
of Certified Pools/Loan Packages

Pools certified after 2:00 PM EST but before 9:00 PM EST will be considered 2 Day Processing and may be delivered for settlement in two business days.

Deleting Pools after Final Cert: Issuers have until 12 Noon to perform an Auto-Delete on GinnieNET. After 12 Noon but before 4:00 PM - EST, Issuers must contact the Ginnie Mae Help Desk at 1-800-234-4662, option 1 or 3 for assistance with deleting pool(s).

PATH OF THE POOL



KNOWLEDGE CHECK

✓ If I want to check the status of a pool, who can I call?

- Ginnie Mae Hotline at 1-800-234-4662 (GNMA), option 3

✓ When can I Recall/Auto-Delete a Certified Pool?

- Pools/Loan Packages that are certified after 2pm EST, can be deleted up until 12pm EST the next business day

✓ If I miss the window for Auto-Delete what can I do?

- Call the Ginnie Mae Hotline at 1-800-234-4662, option 1 or option 3



Introduction to MyGinnieMae (MGM) Portal

INTRODUCTION TO MYGINNIEMAE

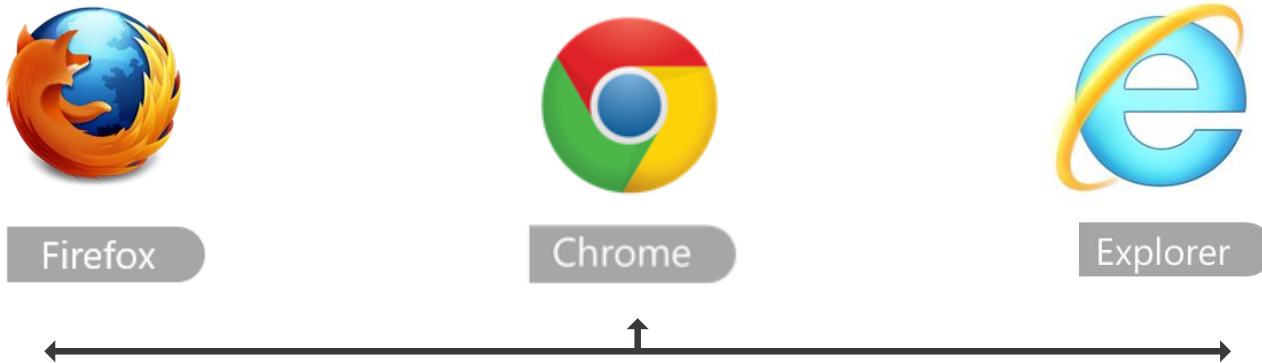
- Introduction to MGM Portal
- Roles & Responsibilities
- Portal Login

INTRODUCTION TO MYGINNIEMAE

INTRODUCTION TO MGM PORTAL

MyGinnieMae is a single gateway to all Ginnie Mae's systems, applications, and resources, that boosts efficiency for our business partners. The portal provides enhanced security and a single entry-point to all approved applications for individual users, as well as a seamless user registration and access request process for both the user and the approving authority.

MyGinnieMae will eventually replace GMPEP 1.0 and serve as a primary platform for extending information technology (IT) capabilities to the Ginnie Mae community. MyGinnieMae delivers security features which Ginnie Mae established.



Access MyGinnieMae at <https://my.ginniemae.gov> using any of these web browsers.

INTRODUCTION TO MGM PORTAL

ROLES & RESPONSIBILITIES


Organization Administrators are privileged users who control system access, assign functional roles, and perform other user management activities. These individuals are responsible for ensuring that End Users at their respective organizations are provided the appropriate level of access for their business role with Ginnie Mae and for the maintenance of those user accounts. Formerly known as Security Officers and Enrollment Administrators.

User Type	Responsibility / Description
Operations Administrator	Operations Administrators have general oversight of the Portal. They can only provide final acknowledgement of access requests and cannot make any changes to end user accounts. This function is provided by BNYM Operations on behalf of Ginnie Mae, with Ginnie Mae Information Security serving as the Super Administrator over the entire system.
Organization Administrator	Organization Administrators have the privilege to invite end users to register for a Portal account, approve user registration, initiate access request via functional role assignment to user and approve the access request within a single organization Note: Separation of duties within the registration and access request workflows does not allow the Organization Administrator to initiate a registration and approve that same registration nor request access via functional role assignment and approve that same access request. A minimum of two Org Admins are required and it is recommended to have more than the minimum from an operational perspective.
End User	End Users are the various types of Ginnie Mae employees, business partners, and contractors who require access to the business applications and information within the Portal, including various self-service functions.

INTRODUCTION TO MGM PORTAL

ROLES & RESPONSIBILITIES

End Users are provided access based on their business activities which are organized into meaningful access profiles called Functional Roles. Use of Functional Roles ensures users have appropriate level of access in relation to their job functions/responsibilities, enforces the least privilege principle, and makes the account provisioning/de-provisioning actions easier for Organization Administrators. These roles are grouped and vary by type (Single Family, Multi-Family, HECM, etc.).



Role Name	Role Description
SF-Loan Delivery and Pooling Basic User	Upload/enter pool and loan information for delivery; verify availability of commitment authority; clear document deficiencies and pooling exceptions; access to prepare but not execute PIIT/TAI transactions.
SF-Loan Delivery and Pooling Authorized Signer	Only for HUD 11702 signatories. All rights of a Loan Delivery and Pooling Basic User, plus; authority to submit pools for issuance, request additional commitment authority and execute PIIT/TAI transactions
MF-Investor Reporting Basic User	Submit monthly pool and loan level accounting data; submit quarterly custodial account verification data; review monthly remittance information, review monthly reporting exception feedback and errors.
MF-Investor Reporting Authorized Signer	Only for HUD 11702 signatories. All rights of an Investor Reporting Basic User, plus; authority to certify the monthly pool and loan accounting report; submit edits needed to clear exception feedback and monthly reporting errors.
HECM-Compliance and Oversight User	Review portfolio servicing and investor reporting metrics and reports; oversee subservicer performance when applicable.
SS-Investor Reporting Basic User	Submit monthly pool and loan level accounting data; submit quarterly custodial account verification data; review monthly remittance information, review monthly reporting exception feedback and errors

INTRODUCTION TO MGM PORTAL

PORTAL LOGIN SCREEN



Government Security Disclosure

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:

1. You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transiting or stored on this information system.
2. Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.
3. Your consent is final and irrevocable. You may not rely on any statements or informal policies purporting to provide you with any expectation of privacy regarding communications on this system, whether oral or written, by your supervisor or any other official, except HUD or Ginnie Mae's Chief Information Officer.



LOGIN

[Forgot Password?](#)

["Logging into MyGinnieMae" Quick Reference Card](#)

INTRODUCTION TO MGM PORTAL

MY DASHBOARD LANDING PAGE

Inside MyGinnieMae, the **My Dashboard** screen will appear. My Dashboard is a landing page that has been tailored for different user types, to provide easier access to key information and applications.

The screenshot shows the MyGinnieMae My Dashboard landing page. The page is titled "My Dashboard" and includes navigation links for "Pools & Loans" and "Maintenance". A prominent banner for the "MFPDM Application" is displayed, indicating it is "Now Available". Below the banner, there are several quick links: "MyGinnieMae.gov maintenance", "How to become a Ginnie Mae Issuer", "Personalization", "My Ginnie Mae Community", and "My Messages". The main content area features a grid of metrics and status indicators:

- All MF Pools:** 89
- Draft:** 38 (Last Updated: Pool BE3484, John Tait 04/07/12, 8:05 am)
- Submitted for Final Certification:** 29 (Last Updated: Pool BC5982, Rpt. Jaxael 04/07/12, 11:02 pm)
- Final Certified:** 15 (Last Updated: Pool BC5994, Rpt. Jaxael 04/10/12, 11:10 pm)
- Issued:** 7 (Last Updated: Pool BE3431, John Tait 04/07/12, 12:40 pm)
- TBI Pools:** 0

At the bottom of the dashboard, there are sections for:

- Ready for Submission:** 0
- Errors:** 18 (See All)
- Rejected:** 0
- Passed:** 64 (See All)
- Favorites:** 3 (See All)



Multifamily Pool Delivery Module (MFPDM)

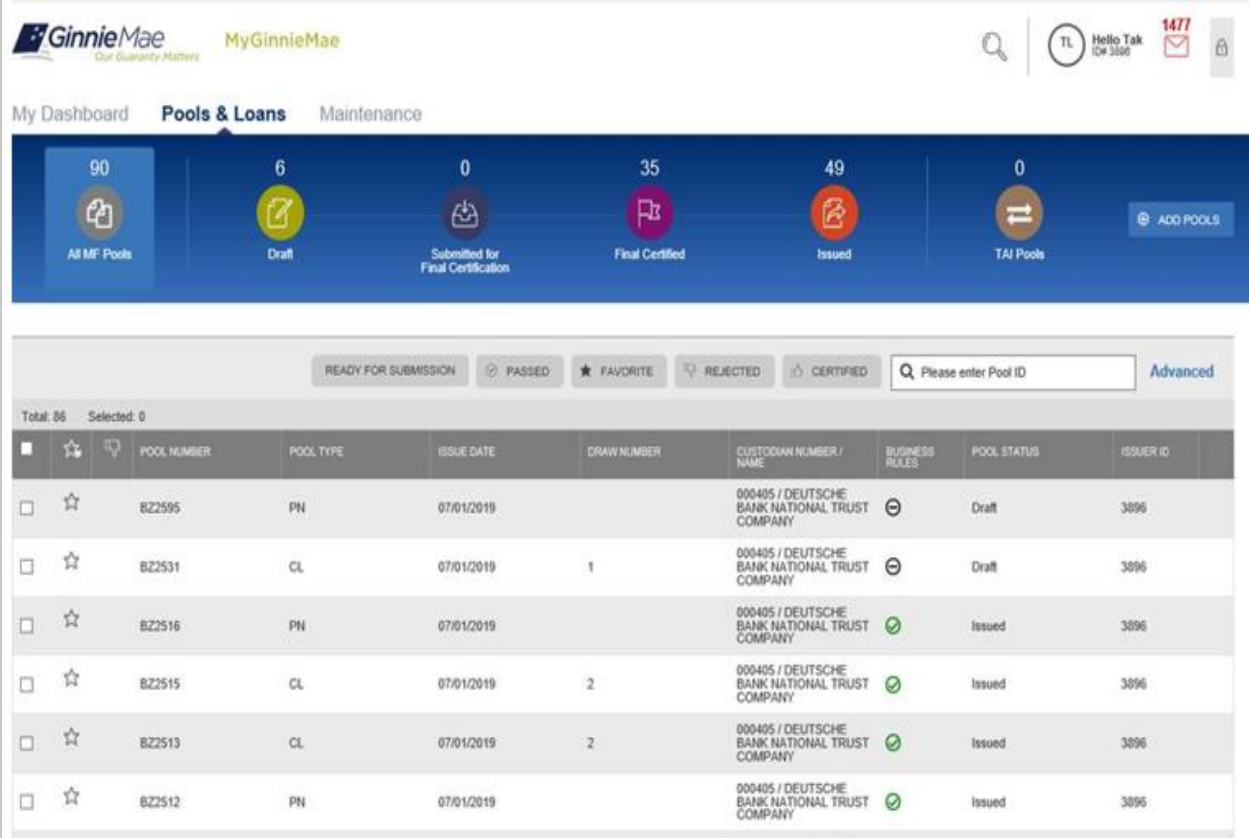
MULTIFAMILY POOL DELIVERY MODULE

- MFPDM Overview
- MFPDM System Demonstration
- Using MFPDM
 - [MFPDM Issuer User Manual](#)
- Exercise
- FAQs

MULTIFAMILY POOL DELIVERY MODULE

POOLS & LOANS TAB

The **Pools & Loans** tab displays all MFPDM pools and loans that have been Submitted for Final Certification, Final Certified, and Issued by the associated Issuers. The header displays a tally of pools by status and the lower half of the screen lists all pools with additional sorting details in each column.



GinnieMae MyGinnieMae

My Dashboard **Pools & Loans** Maintenance

90 All MF Pools | 6 Draft | 0 Submitted for Final Certification | 35 Final Certified | 49 Issued | 0 TAI Pools | ADD POOLS

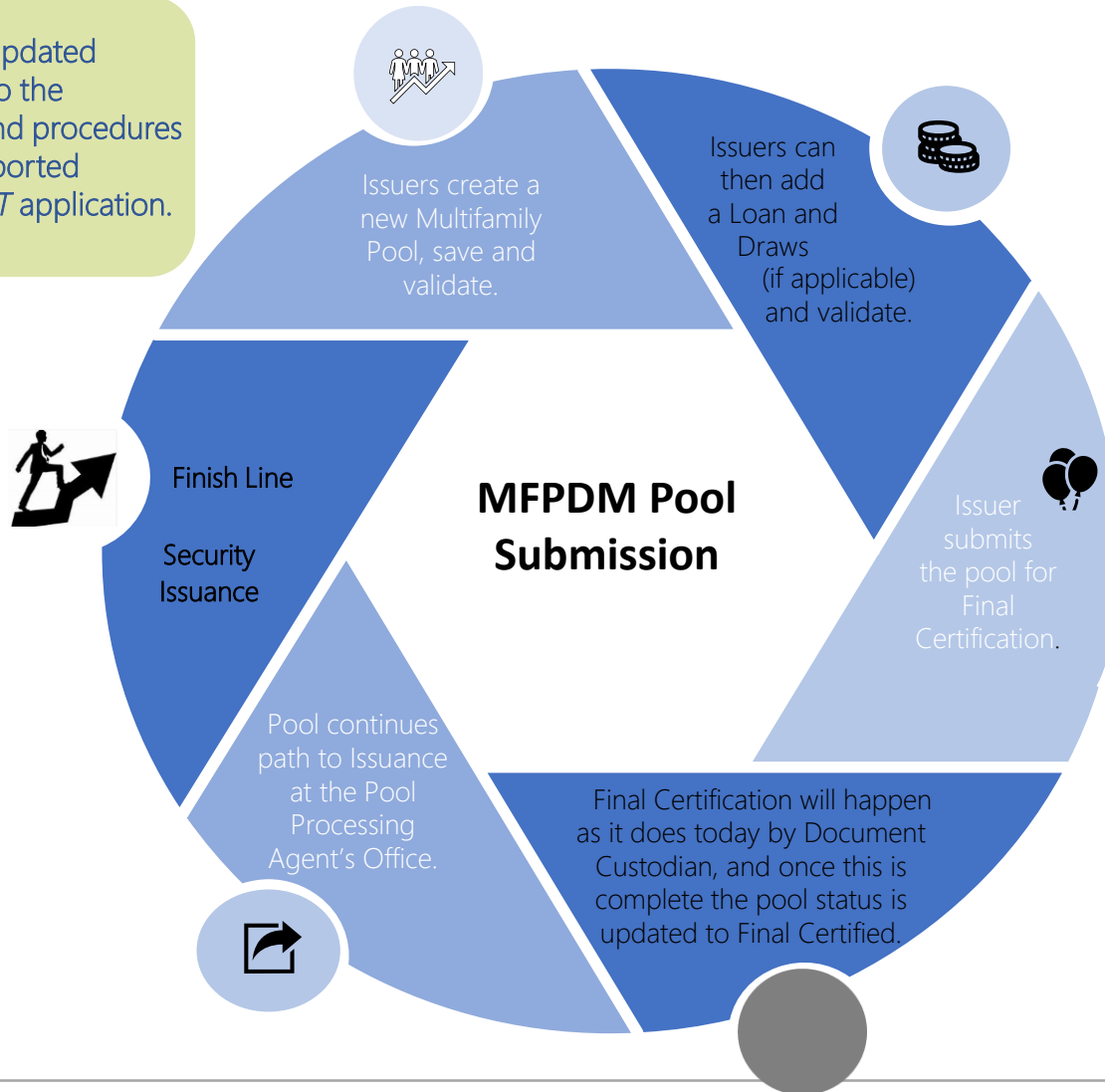
READY FOR SUBMISSION | PASSED | FAVORITE | REJECTED | CERTIFIED | Please enter Pool ID | Advanced

Total: 66 Selected: 0

	★	🔍	POOL NUMBER	POOL TYPE	ISSUE DATE	DRAW NUMBER	CUSTODIAN NUMBER / NAME	BUSINESS RULES	POOL STATUS	ISSUER ID
<input type="checkbox"/>	★		822595	PN	07/01/2019		000405 / DEUTSCHE BANK NATIONAL TRUST COMPANY	⊖	Draft	3896
<input type="checkbox"/>	★		822531	CL	07/01/2019	1	000405 / DEUTSCHE BANK NATIONAL TRUST COMPANY	⊖	Draft	3896
<input type="checkbox"/>	★		822516	PN	07/01/2019		000405 / DEUTSCHE BANK NATIONAL TRUST COMPANY	✔	Issued	3896
<input type="checkbox"/>	★		822515	CL	07/01/2019	2	000405 / DEUTSCHE BANK NATIONAL TRUST COMPANY	✔	Issued	3896
<input type="checkbox"/>	★		822513	CL	07/01/2019	2	000405 / DEUTSCHE BANK NATIONAL TRUST COMPANY	✔	Issued	3896
<input type="checkbox"/>	★		822512	PN	07/01/2019		000405 / DEUTSCHE BANK NATIONAL TRUST COMPANY	✔	Issued	3896

MULTIFAMILY POOL DELIVERY MODULE

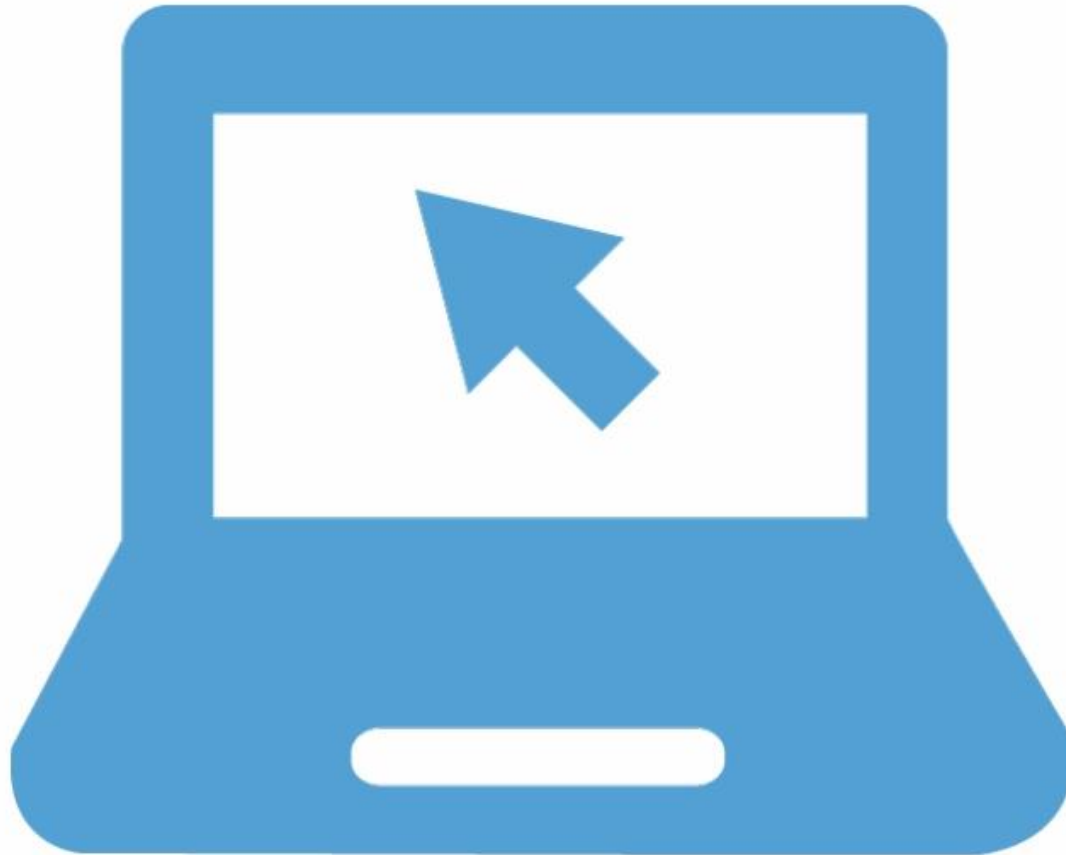
MFPDM provides an updated application interface to the following processes and procedures that are currently supported through the GinnieNET application.



New Enhancement
Issuers can submit payments for balloon payments..

MULTIFAMILY POOL DELIVERY MODULE

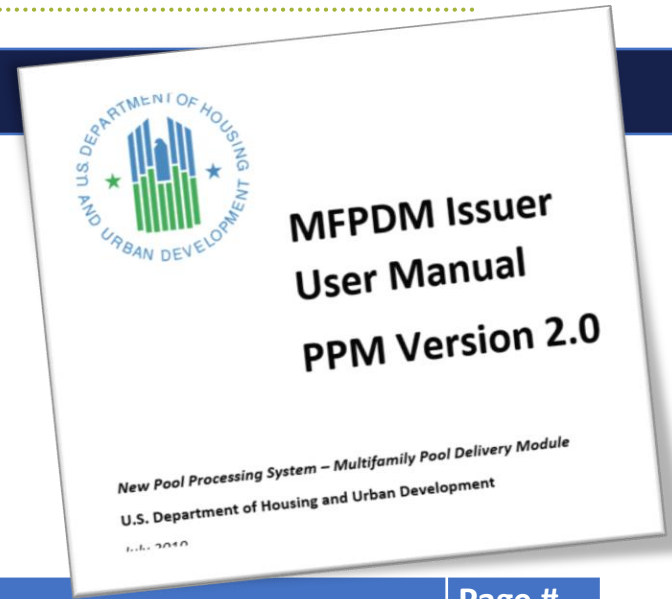
MFPDM DEMONSTRATION



MULTIFAMILY POOL DELIVERY MODULE

POOLING IN MFPDM

The [MFPDM Issuer User Manual](#) provides the instructions necessary to process pools via the new modernized pooling application.



In the Table of Contents click on the Section, Figure or Table number provided to access each topic listed below.

Topic/Procedure	Section/Figure/Table	Page #
MyGinnieMae Portal & My Dashboard	2.3 Solution Menu	Page 4
Manually Adding a Pool	3.7 Creating a Pool Manually	Page 47
Adding a Loan	3.7.2 Loan Details	Page 50
Adding Balloon Payment	3.7.2 Loan Details: #6. Balloon Payment Indicator	Page 50
	Figure 55: Balloon Payment Indicator	Page 52
Adding Construction Loan Draw	3.1.6 Draw History Details Page	Page 29
Apply Business Validation	3.12.2 – Business Validation (Pool)	Page 110
Viewing Forms & Reports	5.1 Report Capabilities	Page 114
	Table 12: Forms & Reports	Page 114
Pool Submission	3.11 Submission Steps by Pool Type	Page 57
Pool Import	4.1 Pool/Loan Import	Page 112

MULTIFAMILY POOL DELIVERY MODULE

MFPDM FILE LAYOUT

Pool Record Layout (11705) P01

No.	Field Name	Type	Length	Dec. Places	Start	End	Format
1	Record Type	Alphanumeric	3		1	3	P01
2	Filler	Space	1		4	4	
3	Pool Number	Alphanumeric	6		5	10	999999 or XX9999
4	Issue Type	Alpha	1		11	11	
5	Pool Type	Alpha	2		12	13	
6	Draw Number	Alphanumeric	2		14	15	
7	History	Alpha	1		16	16	
8	Split Rate Indicator	Alpha	1		17	17	
9	Split Rate	Numeric	6	3	18	233	99.999
10	Issuer ID	Alphanumeric	4		24	27	
11	Custodian ID	Alphanumeric	6		28	33	999999
12	Issue Date	Date	8		34	41	YYYYMMDD
13	Settlement Date	Date	8		42	49	YYYYMMDD
14	OAA	Numeric	13	2	50	62	99999999999.99
15	Security Rate	Numeric	6	3	63	68	99.999
16	Low Rate	Numeric	6	3	69	74	99.999
17	Method	Alpha	2		75	76	CD
18	Subservicer	Alphanumeric	4		77	80	9999

[GinnieNET/MFPDM Multifamily Import File Layouts](#)

- Record Type – Always P01
- Filler
- Pool Number – The Ginnie Mae Pool identifier
- Issue Type - Designates whether a pool is a Ginnie Mae I or Ginnie Mae II pool or loan package. Always equal to “X (Ginnie Mae I), C (Ginnie Mae II Custom) or (Ginnie Mae II Loan Package to be included in a multiple Issuer Pool)”.
- Pool Type – The type of Multi Family MBS pool, defined as follows:
 - PL identifies a pool consisting of a single, level payment FHA insured project loan that (A) has a first scheduled payment date no more than 24 months before the issue date of the securities and (B) has not been modified subsequent to FHA’s final endorsement.
 - PN identifies a pool consisting of a single, non-level payment FHA insured or Rural Development, RD guarantees loan that (A) has a first scheduled payment date no more than 24 months before the issue date of the securities and (B) has not been modified subsequent to FHA’s final endorsement, and execution.
 - LM identifies a pool consisting of (A) a single project loan with a first scheduled payment date more than 24 months before the issue date of the securities or (B) a loan that has been modified subsequent to FHA’s final endorsement.
 - “LS” identifies a pool consisting of one or more project loans, (A) each of which is secured by a lien on a small project as determined by FHA or an RD-Section 538 guaranteed loan that has been used for the revitalization of the Section 515 loan portfolio, (B) each of which has a first scheduled payment date no more than 24 months before the issue date of the securities and (C) none of which has been modified subsequent to final endorsement, or issuance of the RD permanent loan guarantee.
 - “RX” identifies pool consisting of one or more project loans, (A) each of which is secured by a lien on a Mark-to Market project as determined by FHA and the Office of Affordable Housing Preservation (OAHF) and (B) each of which has a first scheduled payment date no more than 24 months before the issue date of the securities.
 - “CL” identifies pool consisting of a single construction loan; the interest rate payable on the securities by a CL pool will also be the interest payable, upon conversion of the construction loan securities, on the resulting project loan securities.
 - “CS” identifies pool consisting of a single construction loan; the interest rate payable on the securities by a CS pool will differ from the interest rate payable, upon conversion of the construction loan securities, on the resulting project loan securities.
- Draw Number – Represents each issuance of a construction loan draw security.
- History – Indicator for a Construction Loan Draw History Pool “H” if history pool, else blank.
- Split Rate Indicator – “R” indicator for split rate CS pools, else blank
- Split Rate – For CS pools, the Security Interest rate for the Project Loan security.
- Issuer ID – Number Ginnie Mae assigned to this Mortgage-Backed Securities issuer organization
- Document Custodian ID Number – The issuer’s document custodian ID number assigned to this pool.
- Pool Issue Date – The date the pool was issued; always the first of any given month.
- Settlement Date – The date the new issue security should be delivered to the Fed for clearing.
- Original Aggregate Amount – The pool principal balance at origination. This is the sum of mortgage outstanding balances.
- Security Rate – Interest rate associated with the Security.
- Low Rate – The lowest loan interest rate in the pool.
- Method – The pool amortization method; CD = Concurrent Date and IR = Internal Reserve.
- Subservicer – the issuer number of the issuer who will be servicing the pools, when applicable

MULTIFAMILY POOL DELIVERY MODULE

DELETE & RECALL

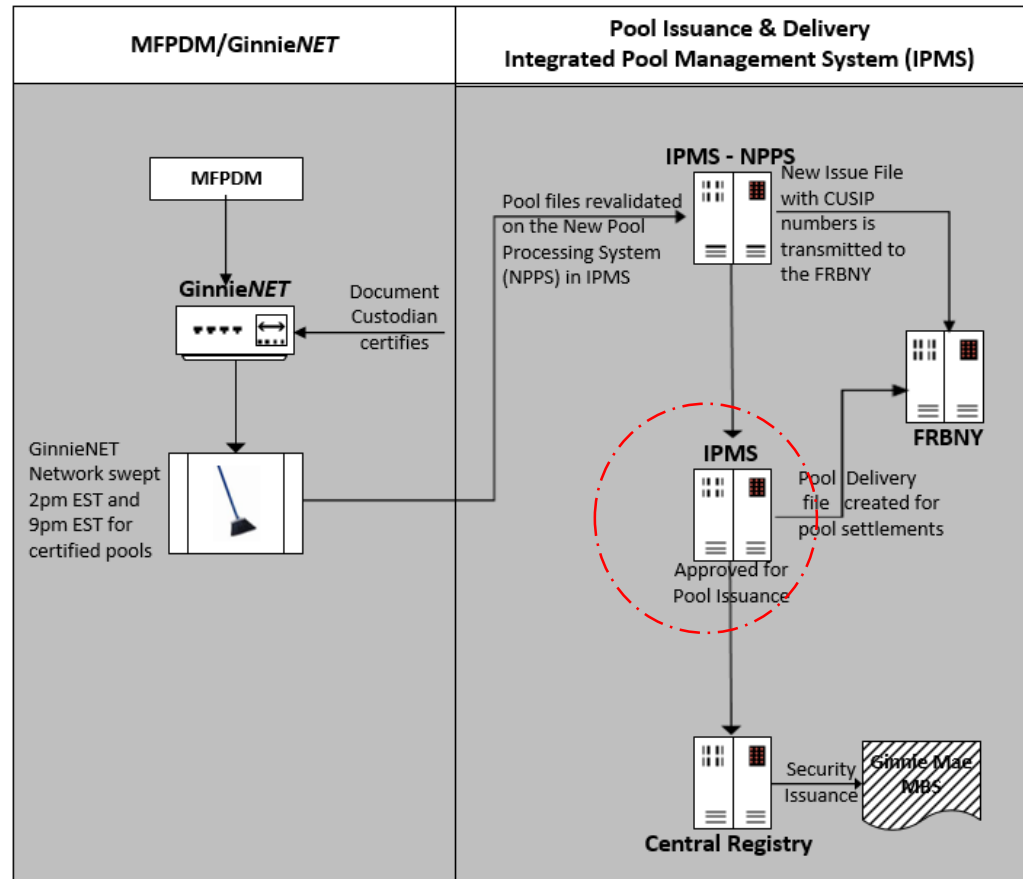
Issuers can **Delete** pools that have not yet been submitted for Final Certification.



Issuers can **Recall** pools that have not been released for Issuance by the system.



Where in the Path of the Pool can the **Delete** and **Recall** actions be taken?



MULTIFAMILY POOL DELIVERY MODULE

GROUP CASE STUDY

LOGIN

To MGM/MFPDM

- Select group's assigned pool
- Run Business Rules / Validation



REVIEW

*Business Validation
Message(s)*

- Analyze Error Message(s)
- Take Corrective Action(s)



REPORT

Results

- Was Corrective action successful?
- Provide details



MULTIFAMILY POOL DELIVERY MODULE



KNOWLEDGE CHECK

1. Which pooling system should I use for pools that have already been delivered in GinnieNET?

a. Action available to the Authorized Signer role. Allows the user to revert a pool that is in Submitted for Final Certification or by a 12:00 PM the following business after Final Certified.

2. Where do I access Pool Reports and HUD Forms?

b. Yes. Once a pool is submitted for Final Certification, it can be viewed in GinnieNET as the certification and issuance of pools will continue as it does today.

3. Can I view pools entered via MFPDM in GinnieNET?

c. Existing Pools will remain in GinnieNET, including subsequent draws for CL/CS and conversions. MFPDM will only be used for new pools delivered via that application.

4. What is a 'Delete' of a Pool in MFPDM?

d. Action available to all users for pools that are in Draft status. Deleting a pool removes it entirely from the system. A user may reuse a pool number that has previously been deleted.

5. What is a 'Recall' of a Pool in MFPDM?

e. All HUD Forms will be available for downloading and printing under the MFPDM Docs menu option.

[MFPDM Frequently Asked Questions](#)



GinnieNET

Certification Module

GINNIE*NET* CERTIFICATION MODULE

- Accessing Ginnie*NET* via MGM
- Final Certification (Document Custodian Process)
- Request for Release of Documents (11708)
- Recertification
- Knowledge Check

GINNIENET CERTIFICATION MODULE

ACCESSING GINNIENET VIA MGM

The screenshot shows the MGM portal navigation bar with 'Communities', 'Tools', and 'Knowledge Center'. Below, the 'Applications' section is divided into three columns: 'Applications', 'Other Applications', and 'Bookmarks'. In the 'Other Applications' column, 'GinnieNET' is highlighted with a red arrow. In the 'Tools' dropdown menu, 'GinnieNET' is also visible and highlighted with a red arrow.

1. From any screen in the MGM portal, select the **Tools** dropdown at the top of the screen.
2. Then look for **GinnieNET** under **Other Applications**.

Welcome To GinnieNET On The Web

OMB Approval No. 2503-0033 (Exp. 09/30/2005)

Ginnie Mae may not collect this information, and you are not required to complete these forms (form HUD 11705, form HUD 11706, form HUD 11708, form HUD 11709A, form HUD 117100, form HUD 11711B, form HUD 11714, form HUD 11714SN, form HUD 11715, and form HUD 11732) unless the currently valid OMB control number is displayed. The information is required by Section 306(g) of the National Housing Act and by Ginnie Mae Handbook 3508.3, Rev. 1 (Please see note below*). The information collected will not be disclosed outside the Department without prior consent, except as required by law.

The chart below provides the public reporting burden time needed for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The chart also provides the purpose for which Ginnie Mae requires each form to be completed.

*Ginnie Mae's forms are currently under review with Office of Management and Budget (OMB), during this time the expiration date of the forms is extended one month at a time until OMB completes their review and provides an expiration date. Therefore, the expiration is extended to October 31, 2010. If OMB does not complete the review by October 31, the expiration date will be extended to November 30, 2010, etc. Issuers and document custodians should continue to use these forms. Once a new expiration date is received the forms will be updated.

Form	Form Name	Estimated Completion Time	Purpose
11705	Schedule of Subscribers	10 minutes	To establish a contract between the issuer and Ginnie Mae and to provide a listing of subscribers and other information needed to prepare a MBS.
11706	Schedule of Pool Mortgages	15 minutes	To provide a means of identifying and controlling the mortgages that collateralize the designated MBS pools or loan packages. It also provides a certification from the issuer's document custodian that required mortgage documents are being held by the document custodian on behalf of Ginnie Mae.
11708	Request Release of Documents	5 minutes	To provide a means of identifying and tracking issuer's request to remove mortgage documents being held by the document custodian that collateralize the designated MBS pools or loan packages.
11709A	ACH Debit Authorization	5 minutes	To authorize the depository and Ginnie Mae's Agent to electronically debit issuer's principal and interest payments and guaranty fee payments.
11710D	Issuer's Monthly Summary Report	15 minutes	To provide Ginnie Mae a summary of information on issuer's outstanding pools or loan packages, to provide a certification as to the accuracy of the information being reported and to provide a format for PRB reporting.
11711B	Certification and Agreement	2 minutes	To provide for a certification by the issuer that the releases (forms 11711A) provided by the issuer to the document custodian encompass all mortgages in a pool or loan package.
11714	Issuer's Monthly Remittance Advice	2 minutes	To provide summary information to the security holder with respect to the current month's account transactions and calculation of the security holder's pro rate share percentage of total cash distribution.
11714SN	Issuer's Monthly Serial Note Remittance Advice	2 minutes	To provide summary information to the security holder of Serial Note securities with respect to the current month's account transactions and calculation of interest and principal to be distributed, and data with respect to the redemption of Serial Units.
11715	Master Custodial Agreement	10 minutes	To provide a form for establishment of a custodial relationship for the safekeeping of mortgage documents in the pools or loan packages lacking each of the issuer's securities issues.
11732	Certification for Construction Loans	5 minutes	Form applies to Ginnie Mae I multifamily program only. It is used to provide notification to Ginnie Mae of receipt of documentation pertinent to the issuance of securities by the document custodian.

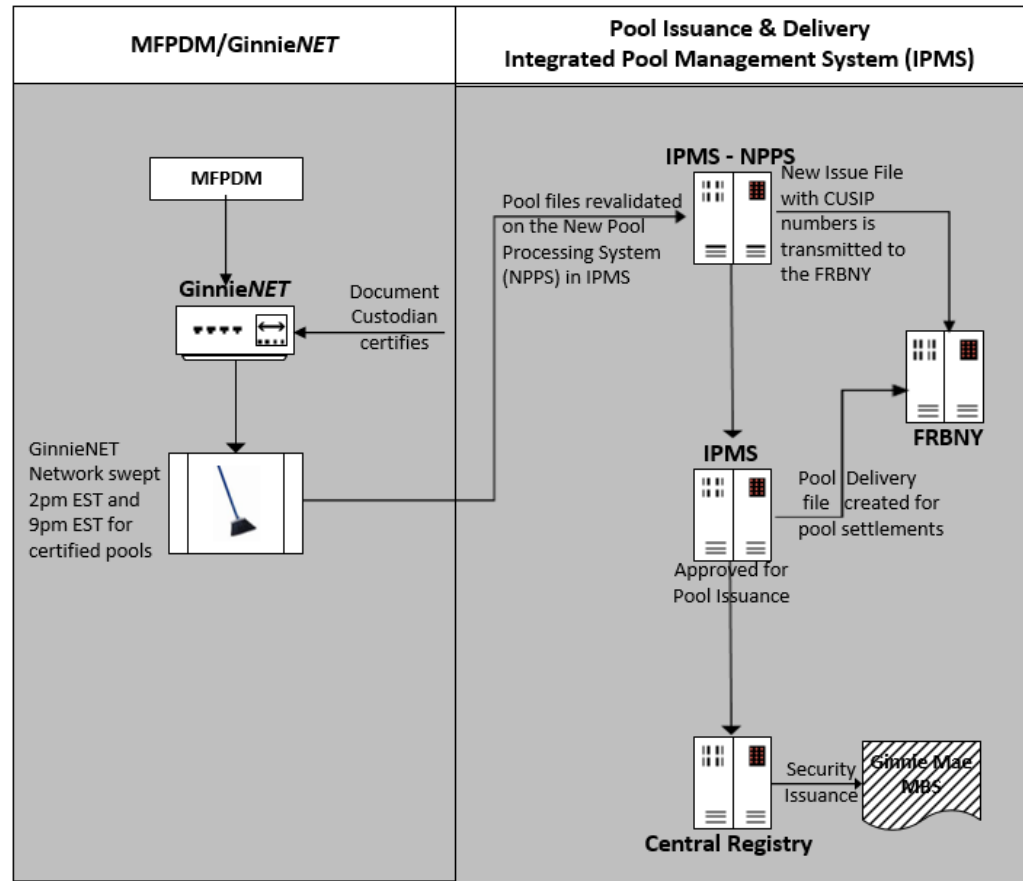
Note: A request to extend the expiration date on the above listed forms has been submitted to OMB for their approval.

Close

GINNIENET CERTIFICATION MODULE

DOCUMENT CUSTODIAN CERTIFICATION / FINAL CERTIFICATION

- ✓ When the issuer has submitted the pool to the GinnieNET network, the Document Custodian must certify the pool.
- ✓ GinnieNET sends an e-Notification to the Custodian advising that there is a pool awaiting certification.
- ✓ The Custodian completes the certification in GinnieNET. This initiates the pool processing timeline.



GINNIENET CERTIFICATION MODULE

DOCUMENT CUSTODIAN CERTIFICATION CERTIFY/REJECT

GinnieNET On The Web
Custodian Communications

Host Communications Selections

[Select Pools to Certify](#)

Pools to be Certified

Pools
BE8461XRX 04 Multifamily

[Select Pools to Reject](#)

Pools to be Rejected

No Pools to be Rejected

GinnieNET On The Web
Custodian Communications

Host Communications Selections

[Select Pools to Certify](#)

Pools to be Certified

No Pools to be Certified

[Select Pools to Reject](#)

Please Select the Rejection Reason, otherwise Pool won't be sent for Rejection

Pools to be Rejected

Pool	Rejection Reason
BE8461XRX 04 Multifamily	Loan Amt on note differs from schedule <input type="button" value="Edit"/>

 **GinnieMae**
Our Guaranty Matters

[Change My Password](#)

GinnieNET On The Web
Host Communications Results

GinnieNET Host Communications Result Report (Job Number 1116968)

1-1
6/27/2019

- CERTIFY SUCCESSFUL 4188000568B23304XC30627190228409-B23306.XCS FCM 1
4188000568B23304XC30627190238225
- CERTIFY SUCCESSFUL 4188000568B23307XFN0627190228449-B23307.XFN FCM 1
4188000568B23307XFN0627190238221

[GinnieNET On The Web Issuer Multifamily Training Guide](#)

Section 8 Host Communications, Page 109

GINNIE NET CERTIFICATION MODULE

HUD 11708 – REQUEST FOR RELEASE OF DOCUMENTS

GinnieNET On The Web
Main Menu

- Data Entry/Review
 - New Pool Processing**
 - Multifamily Processing
 - Certifications**
 - Single Family Processing
 - Common
 - [Issuer \(Transfer\) Recertification](#)
 - [Custodian \(Transfer\) Recertification](#)
 - [HUD 11708](#)
 - [Document Custodian Transfers](#)
 - [Apply Ginnie Mae Edits - Recertification](#)
 - Investor Reporting
 - Data Export/Import
 - Host Communications
 - Reports
 - Maintenance

GinnieNET On The Web
HUD 11708

[Back to Search Page](#)

<< < > >>

Issuer: 1500	EQUIBANK N. A.	Status: New
Custodian: 000038	ReconTrust Comany, N.A.	Date Prepared by Issuer: 07/19/2019
Mortgagor's Name, Address and Zip Code		Commitment/Pool Number: OW1031
Name: BNY Mellon		FHAVA/RHS Number:
Address: 240 Greenwich Street		Issuer Loan Number: 587496136426972
City: New York	State: NY	Zip Code: 10286
Reason For Requesting Documents		
Reason Number: 1	Mortgage Paid in Full	Settlement Expected Return Date:
Text:		Document Release Date:
		Document Return Date:

[GinnieNET On The Web Issuer Multifamily Training Guide](#)

Section 6.4 HUD 11708 Request for Release of Documents Screen, Page 96

GINNIENET CERTIFICATION MODULE

GINNIENET FINAL CERTIFICATION AND RECERTIFICATION

Final Certification

Once the Custodian certifies the new pool submission, the pool is considered final certified.

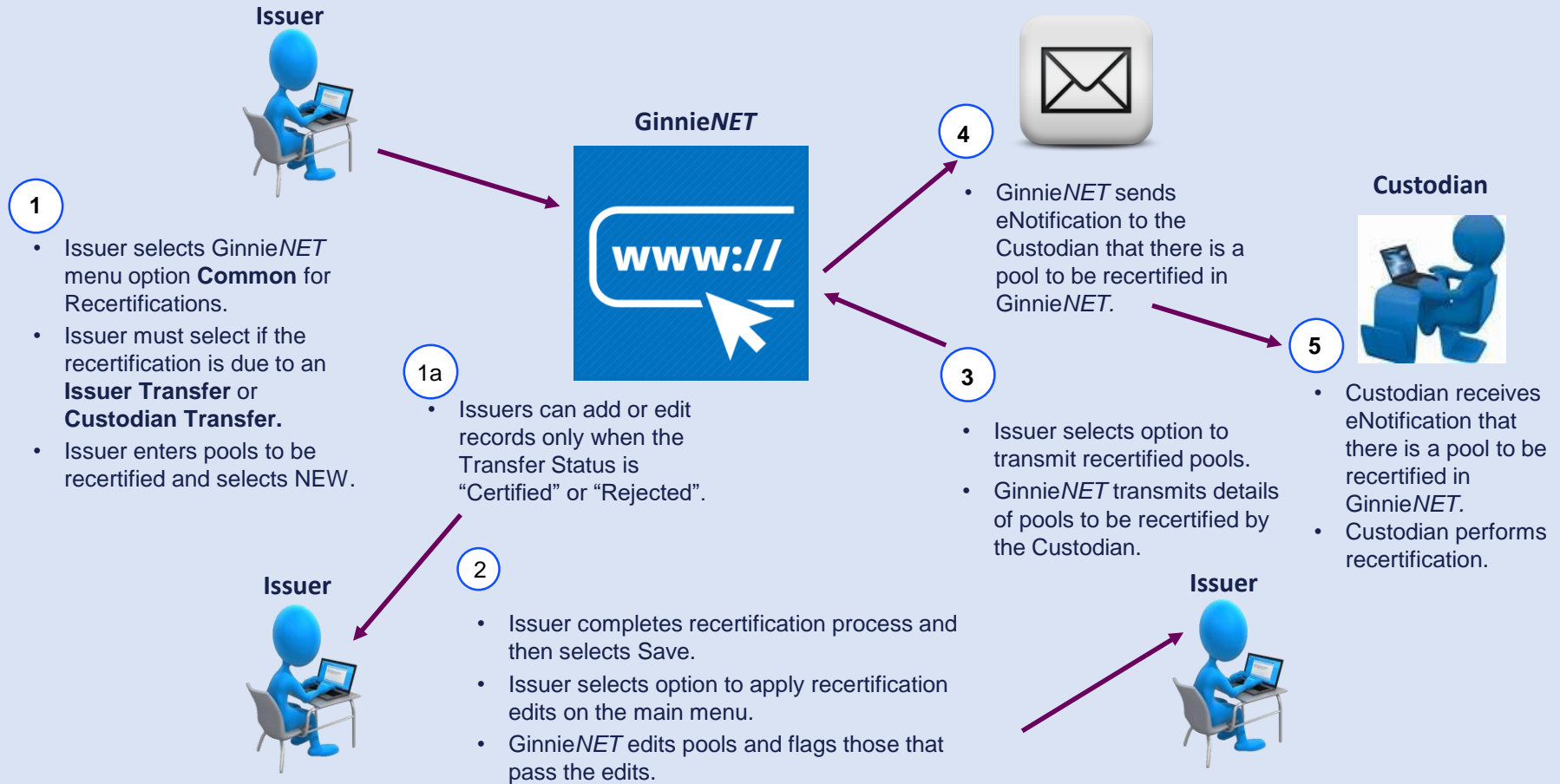
Re-Certification

If there is an Issuer Portfolio Transfer or Document Custodian Transfer, the Issuer of record is required to submit a Recertification for all affected pools 12 months from the Effective Transfer Date to Ginnie Mae.

- ✓ All Recertifications are on a pool level and are to be submitted via GinnieNET.

GINNIENET CERTIFICATION MODULE

GINNIENET RECERTIFICATION PROCESS



[GinnieNET On The Web Issuer Multifamily Training Guide](#)

Section 6.2 Issuer (Transfer) Recertification, Page 90

GINNIE NET CERTIFICATION MODULE

GINNIENET RECERTIFICATION

Issuer
Recertification

Custodian
Recertification

GinnieNET On The Web Certifications Communications

Certifications Communications Selections

Final Certifications

[Select Final Certification Pools to Submit](#)

Final Certification pools to be Submitted

No Final Certification Pools to be Submitted

[Select Final Certification Pools to Delete](#)

Final Certification pools to be Deleted

No Final Certification Pools to be Deleted

Retrieve Pools for Final Certification

Create List Manually By Initial Certification Date

Add Pools to Retrieve for Final Certification

Pool Number: Issue Type: Pool Type:

Pools to be Retrieved for Final Certification

No Pools to be Retrieved for Final Certification

Issuer Recertification

Select from the List Create List Manually

[Select Issuer Recertification to Submit](#)

Issuer Recertification pools to be Submitted

Previous Issuer - Pool ID

3201 - B20361XPN

Select from the List Create List Manually

[Select Issuer Recertification to Delete](#)

Issuer Recertification pools to be Deleted

No Pools to Delete for Issuer Recertification

GinnieNET On The Web Certifications Communications

Certifications Communications Selections

Final Certifications

[Select Final Certification Pools to Submit](#)

Final Certification pools to be Submitted

No Final Certification Pools to be Submitted

[Select Final Certification Pools to Delete](#)

Final Certification pools to be Deleted

No Final Certification Pools to be Deleted

Retrieve Pools for Final Certification

Create List Manually By Initial Certification Date

Add Pools to Retrieve for Final Certification

Pool Number: Issue Type: Pool Type:

Pools to be Retrieved for Final Certification

No Pools to be Retrieved for Final Certification

Issuer Recertification

Select from the List Create List Manually

[Select Issuer Recertification to Submit](#)

Issuer Recertification pools to be Submitted

No Pools to Submit for Issuer Recertification

Select from the List Create List Manually

[Select Issuer Recertification to Delete](#)

Issuer Recertification pools to be Deleted

No Pools to Delete for Issuer Recertification

Document Custodian Transfer/Merger

[Select Transfer/Merger Requests to Submit](#)

Transfer/Merger Requests to be Submitted

No Transfer/Merger Requests to be Submitted

[Select Transfer/Merger Requests to Delete](#)

Transfer/Merger Requests to be Deleted

No Transfer/Merger Requests to be Deleted

HUD 11708

[Select HUD 11708 Reports to Submit](#)

HUD 11708 Reports to be Submitted

No HUD 11708 Reports to be Submitted

[Select HUD 11708 Reports to Delete](#)

HUD 11708 Reports to be Deleted

No HUD 11708 Reports to be Deleted

Custodian Recertification

Select from the List Create List Manually

[Select Custodian Recertification to Submit](#)

Only certified pools that exist in the system will be Posted.

Add Pools to Submit for Custodian Recertification

Pool Number: Issue Type: Pool Type:

Custodian Recertification pools to be Submitted

No Pools to Submit for Custodian Recertification

No Pools available to be Submitted for Custodian Recertification...

Select from the List Create List Manually

[Select Custodian Recertification to Delete](#)

Custodian Recertification pools to be Deleted

No Pools to Delete for Custodian Recertification

GINNIENET CERTIFICATION MODULE



KNOWLEDGE CHECK

- ✓ How should I submit pools for Recertification? Select all that apply:
 1. Issuers will continue to process pools for Recertification on GinnieNET.
 2. Issuer can submit a manual Recertification request.
 3. Issuer can submit the Recertification using MFPDM.

- ✓ Recertification is due:
 - a) Within 12 Months after the pool is submitted
 - b) Within 12 Months after the effective Transfer date
 - c) Within 12 Months after the pool's issue date

- ✓ Which Reason Codes are not applicable when completing the HUD Form 11708 "Request for Release of Documents"?
 - I. Paid in Full
 - II. Credit Score Drop
 - III. Loan Substitution
 - IV. Default



Multifamily Changes and Conversions

MULTIFAMILY CHANGES & CONVERSIONS

- Multifamily Conversion Types
- Mortgage Modifications
- Mortgage Increase/Decrease

MULTIFAMILY CHANGES & CONVERSIONS

CONVERSIONS

- A **Construction Loan Pool** will convert to the Permanent Loan (Project Loan) Pool upon completion of the construction period and when the final construction loan draw is to be issued/delivered.
- Two ways to submit a Multifamily Conversion:
 - **Conventional** Method
 - **Modernized** Method



NOTE: All Construction Loan Pools must convert to Project Loan Pool (PN)

MULTIFAMILY CHANGES & CONVERSIONS

TYPE 3 CONVERSION – CONVENTIONAL METHOD



TYPE 3 CONVERSION

What is a Type 3 Conversion?

A Type 3 Conversion is the submission of the PN pool with the manual return of the CLCs position(s), with issuance of the Permanent Loan Security (Position) through the Federal Reserve Bank of New York (FRBNY).

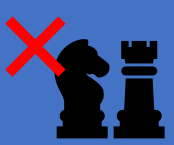
Whoever holds/owns all the CLCs must return the positions to the FRBNY for cancellation so the project loan position can be issued and delivered.

MULTIFAMILY CHANGES & CONVERSIONS

TYPE 3 CONVERSION REQUIREMENTS

When MUST an Issuer submit a Type 3 Conversion?

If there isn't a Final Draw




Icon showing chess pieces (a knight and a rook) with a red X over them, indicating a requirement.

If the Issuer **advances** or funds are < minimum security amount (\$1,000)



Icon showing a stack of money, indicating a requirement.

If the final draw is < the schedule principal collected and loan commenced amortization.



Icon showing two stacks of money, indicating a requirement.

Issuers **cannot** request a Type 3 Conversion with draw issuance **in the same month**. For example, if you issue the last draw in April, you are to convert in May, not April.



MULTIFAMILY CHANGES & CONVERSIONS

TYPE 5 CONVERSION - MODERNIZED METHOD



TYPE 5 CONVERSION

What is a Type 5 Conversion?

A Type 5 Conversion is when the final draw and PN conversion are submitted together for issuance. The final CLC is delivered for settlement, and three business days later the CLC is automatically canceled when the PN is delivered through the FRBNY for settlement.

Whoever holds/owns all the CLCs must return the positions to the FRBNY for cancellation so the project loan position can be issued and delivered.

MULTIFAMILY CHANGES & CONVERSIONS

TYPE 5 CONVERSION STEPS



1. Issuer contacts BNY Mellon to obtain Investor(s) of record for the CL pool.
2. BNY Mellon contacts FRBNY for Dealer/Investor details; forwards information to Issuer.
3. Final draw/PN conversion (Type 5) submission is received by BNY Mellon.
4. BNY Mellon contacts FRBNY to send a broadcast message to Dealers/Investors regarding the conversion.
5. CL/PN conversion approved for issuance and settlement.

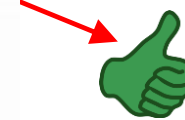
MULTIFAMILY CHANGES & CONVERSIONS

MODIFICATIONS

- Must contact Ginnie Mae.



- Investor approval required.



- Must be a manual pool submission.



© Can Stock Photo

MULTIFAMILY CHANGES & CONVERSIONS

INCREASE/DECREASE

- Contact BNY Mellon for system parameters.
- Can be done through MFPDM or GinnieNET for most submissions.
 - Construction Loan Pools in GinnieNET must remain in GinnieNET.
- HUD's approval for mortgage increase/decrease is required.
- Investor acknowledgment may be required prior to submission.

[GinnieNET On The Web Issuer Multifamily Training Guide](#)

5.1 Pool Detail Information: *Multifamily Pool Details – 11705*, Page 36

[MFPDM Issuer User Manual](#)

Table 8: Draw History Details Field List, Page 30



Resources

RESOURCES

MANUALS, QRCs, FAQs

MyGinnieMae Organization Administrator Manual

https://www.ginniemae.gov/issuers/issuer_training/Documents/mgm_orgadmin_userguide_102018.pdf

GinnieNET On The Web Issuer Multifamily User Manual

https://ginniemae.gov/issuers/GinnieNETTrainingGuides/GinnieNET_Multifamily_Issuer_Training_Guide.pdf

MFPDM Issuer User Manual

https://www.ginniemae.gov/issuers/issuer_training/Documents/mfpdm_user_guide.pdf

Logging into MyGinnieMae Quick Reference Card

https://www.ginniemae.gov/issuers/issuer_training/Documents/myginniemae_login_qrc.pdf

Issuer MFPDM Quick Reference Card

Submission of Multifamily Pools on MFPDM Application

https://www.ginniemae.gov/issuers/issuer_training/Documents/submit_mfpools_mfpdm_qrc.pdf

MFPDM Frequently Asked Questions (FAQs)

https://www.ginniemae.gov/issuers/issuer_training/Documents/MFPDM_FAQ_April-2019_v1.4.pdf

GinnieNET/MFPDM Multifamily Import File Layouts

https://www.ginniemae.gov/issuers/GinnieNETFileLayoutsLib/GinnieNET_MultiFamily_File_Layout.pdf