

CHAPTER 2: ELIGIBILITY REQUIREMENTS — APPROVAL AS A GINNIE MAE ISSUER

2-1: OVERVIEW OF CHAPTER

An applicant must meet certain eligibility requirements in order to be approved as a Ginnie Mae Issuer. This chapter describes those eligibility requirements. Once approved, a Ginnie Mae Issuer must meet the requirements described in Chapter 3 in order to maintain Ginnie Mae Issuer status.

An Issuer may arrange for another Ginnie Mae Issuer (a subcontract servicer) to perform certain servicing functions, as described in Chapter 4, with respect to the securities and the pooled mortgages. This chapter also describes the eligibility requirements for a subcontract servicer.

In addition to all eligibility requirements contained in this chapter, Manufactured Housing Issuers (MH) must meet certain eligibility requirements described in Chapter 30 of this Guide, while HMBS Issuers must also meet certain program requirements as described in Chapter 35.

2-2: ELIGIBILITY REQUIREMENTS: APPROVAL AS A GINNIE MAE ISSUER

The eligibility requirements for approval as a Ginnie Mae Issuer are the same under both the Ginnie Mae I MBS Program and the Ginnie Mae II MBS Programs. Thus, an applicant must file only one application in order to qualify to issue securities under both Programs.

Before issuing its first Ginnie Mae I MBS or Ginnie Mae II MBS security, an Issuer must submit the following Master Agreements to the Ginnie Mae Pool Processing Agent (“PPA”) - (see Addresses)(see also Section 7-4A(12):

- Master Servicing Agreement for mortgage servicing form HUD 11707 (Appendix III-1);
- Master Agreement for Servicer’s Principal and Interest Account, form HUD 11709 (Appendix III-2);
- Master Agreement for Servicer’s Escrow Custodial Account, form HUD 11720 (Appendix III-3);
- Master Custodial Agreement for Document Custodian, form HUD 11715 (Appendix III-4); and
- ACH Debit Authorization, form HUD 11709-A (Appendix I-6).

An applicant for Ginnie Mae Issuer status must satisfy the eligibility requirements described in this chapter regardless of the type of loans the applicant intends to pool in issuing securities. Additional eligibility requirements, if any, for qualifying as an Issuer of a particular pool type can be found in Chapters 24 through 32, and for HMBS securities, in Chapter 35.

CHAPTER 2: ELIGIBILITY REQUIREMENTS — APPROVAL AS A GINNIE MAE ISSUER

Each applicant must notify Ginnie Mae immediately of any material compliance changes with regard to these eligibility requirements that occur after it files its application and before Ginnie Mae renders a decision.

If an applicant fails to satisfy an eligibility requirement, Ginnie Mae may deny its application. Ginnie Mae reserves the right to decide, in its sole discretion, who may participate in the Ginnie Mae MBS Program.

2-3: FHA APPROVAL

(A) An applicant must be an approved FHA mortgagee in good standing. A mortgagee approved only as an FHA loan correspondent is not eligible to be a Ginnie Mae Issuer. An applicant may apply for FHA mortgagee approval at the same time that it applies for Ginnie Mae Issuer status, or it must certify at the time of application that it is already an FHA-approved mortgagee in good standing. An applicant must certify whether it is the subject of a pending FHA Mortgagee Review Board action.

(B) The applicant must certify whether it or one or more of its principals or officers is the subject of any government debarment or HUD program exclusion, or has been subject to any such sanction within the ten years preceding the submittal of the application.

2-4: FANNIE MAE OR FREDDIE MAC APPROVAL

If the applicant is a Fannie Mae-approved or Freddie Mac-approved mortgage servicer, it must be in good standing with the agency or agencies, certify to that effect, and certify whether it is or has ever been the subject of any adverse action by either agency.

2-5: PRINCIPAL ELEMENT OF BUSINESS

The underwriting, origination, and servicing of mortgage loans must be a principal element of the applicant's business.

2-6: MANAGEMENT CAPABILITY

(A) An applicant must conduct its business in accordance with accepted mortgage lending and servicing practices, ethics, and standards. At the time the applicant files its application, it must possess demonstrated experience and management capability, and it must have facilities that are, together with the facilities of its subcontract servicers, if any, appropriate to service the mortgage collateral and to issue and service Ginnie Mae MBS. It must have in place sound financial, business, and management plans that incorporate a budget, operating procedures, and objectives with management oversight and

CHAPTER 2: ELIGIBILITY REQUIREMENTS — APPROVAL AS A GINNIE MAE ISSUER

control.

Ginnie Mae requires that at the time of application for approval as a Ginnie Mae Issuer (see Chapter 7):

- (1) The applicant must have at least three full-time officers and one other full-time employee who are responsible for supervising and servicing the MBS and pooled mortgages or pooled Participations and related mortgages.
 - (2) The officers and employees described above in paragraph (1) above must have sufficient experience in originating and servicing mortgages of the type that the applicant plans to pool, and of the type related to the Participations that the applicant intends to pool, and in servicing the related securities to ensure proper long-term management of the pools and securities that it will be responsible for if it becomes an Issuer.
 - (3) The officer in charge of day-to-day operations must be employed full time solely by the Issuer.
 - (4) The Issuer's offices must be self-contained and separate from those of any other entity within an organization of which the Issuer is a part.
 - (5) The Issuer must be a separate legal entity and maintain separate accounting records on Issuer activities.
- (B) An applicant must submit proof satisfactory to Ginnie Mae that the applicant is responsible and fit to function as an Issuer in the MBS Program.

2-7: FIDELITY BOND AND ERRORS AND OMISSIONS INSURANCE

Each applicant must have a fidelity bond and a mortgagee errors and omissions policy (E&O), each as described below and acceptable to Ginnie Mae, in effect at all times.

(A) Type of Coverage

- (1) Fidelity bond: The fidelity bond must cover all losses resulting from dishonest, fraudulent or negligent acts committed by the applicant's officers and employees or any other persons authorized by the applicant to act on its behalf, including but not limited to:
 - (a) officers and employees of outside firms while they are providing legal, data processing or

CHAPTER 2: ELIGIBILITY REQUIREMENTS — APPROVAL AS A GINNIE MAE ISSUER

- accounting services to the applicant;
 - (b) persons assigned to the applicant through an intervening employer or agency to perform the usual duties of an employee of the applicant on a contingent or temporary basis; and
 - (c) students pursuing studies or duties in the applicant's office.
- (2) Mortgagee errors and omissions, mortgage impairment or mortgage interest insurance: The mortgagee errors and omissions policy must protect the applicant against loss resulting from negligence, error or omissions committed by any officers and employees of the company and other persons identified in Section 2-7(A)(1) above that are required to be covered while performing normal duties with respect to the mortgages originated or acquired, and mortgages serviced, by the applicant. These duties include but are not limited to:
- (a) determining whether the mortgaged properties are located in special hazard flood areas as defined by the Director of the Federal Emergency Management Agency (FEMA);
 - (b) ensuring that the mortgaged properties are insured in accordance with the requirements of this Guide;
 - (c) maintaining FHA insurance or guaranties by VA, RD, or PIH on each mortgage; and
 - (d) ensuring the payment of real estate taxes and any other mandatory assessments on each mortgaged property.
- (3) The Mortgage Bankers' Bond meets Ginnie Mae's standards for fidelity bond and mortgagee errors and omissions coverage (see paragraphs (1) and (2) above), provided that all of Ginnie Mae's requirements are met.

(B) Loss Payable Endorsement

The fidelity bond and the mortgagee errors and omissions policy must each contain a loss payable endorsement naming Ginnie Mae as the loss payee, as follows:

In the event of a loss affecting the interest of the Government National Mortgage Association, the Government National Mortgage Association, its successors and assigns shall be named on the loss payable draft as their interests may appear.

CHAPTER 2: ELIGIBILITY REQUIREMENTS — APPROVAL AS A GINNIE MAE ISSUER

(C) Exclusionary Endorsement

If no officer or employee of the applicant is excluded by endorsement from the coverage of the fidelity bond or the mortgagee errors and omissions policy, a standard certificate of insurance, accepted by the insurance industry, is adequate evidence of insurance. The certificate must show the name and address of both the insurer and the insured party, the types of coverage, the liability limits and deductible for each coverage, and the loss payable endorsement for each coverage. At its discretion, Ginnie Mae may request that the Issuer submit to Ginnie Mae a copy of the bond or policy or both.

If the fidelity bond or the mortgagee errors and omissions policy contains an endorsement excluding one or more of the applicant's officers or employees from coverage, the applicant must submit for approval a copy of the bond or policy or both showing the kinds and limits of coverage, the Ginnie Mae-required endorsements, and all exclusionary endorsements.

In addition, if the applicant is a sole proprietorship or a partnership, Ginnie Mae requires endorsements to the fidelity bond and mortgagee errors and omissions policy stating that principals of the proprietorship or partnership are not excluded as insured "employees" under the policies.

**CHAPTER 2: ELIGIBILITY REQUIREMENTS — APPROVAL AS
A GINNIE MAE ISSUER**

(D) Amount of Coverage

The minimum amount of the fidelity bond and the mortgagee errors and omissions policy, which is \$300,000 in each case, must be written (1) per loss or per occurrence or (2) in the aggregate. The maximum amount of the required insurance for each type will be based on the remaining principal balance of the applicant's total servicing portfolio and calculated as follows:

TOTAL SERVICING PORTFOLIO	MINIMUM AMOUNT OF COVERAGE
\$100 million or less	\$300,000
Over \$100 million to and including \$500 million	\$300,000 plus 0.15 percent of portfolio for amounts over \$100 million to less than or equal to \$500 million
Over \$500 million to and including \$1 billion	The amount produced by the preceding calculation plus 0.125 percent of portfolio for amounts over \$500 million to less than or equal to \$1 billion
Over \$1 billion	The amount produced by the preceding calculation plus 0.1 percent of portfolio for amounts over \$1 billion

(1) Fidelity bond coverage may be capped at a minimum amount less than the above calculations for Issuers that provide evidence that their fidelity insurance has been capped by the Government Sponsored Enterprises, subject to an evaluation of several factors that may include, but are not limited to, the following criteria:

- Reportable conditions that have been identified by an Issuer's Independent Public Accountant (IPA) under standards established by the American Institute of Certified Public Accountants (AICPA);
- Adjusted net worth relative to Ginnie Mae's requirements;

CHAPTER 2: ELIGIBILITY REQUIREMENTS — APPROVAL AS A GINNIE MAE ISSUER

- Delinquency ratios relative to Ginnie Mae thresholds (See Chapter 18-3(C)(1) of the Ginnie Mae Mortgage-Backed Securities Guide); and
- Material compliance issues with Ginnie Mae, the Government Sponsored Enterprises, or federal regulators.

For Issuers to be considered for a cap on their fidelity bond coverage, they are required to submit a written justification to Ginnie Mae's Office of Mortgage-Backed Securities (see Addresses).

- (2) Mortgagee errors and omissions coverage is capped at \$20 million.

Examples of calculations of minimum amounts of insurance required are:

TOTAL SERVICING PORTFOLIO	CALCULATION	MINIMUM AMOUNT OF COVERAGE
\$100 million		\$ 300,000
\$500 million	\$300,000 + 0.15% of \$400 million	\$ 900,000
\$1 billion	\$900,000 + 0.125% of \$500 million	\$1,525,000
\$1.5 billion	\$1,525,000 + 0.1% of \$500 million	\$2,025,000

(E) Rating for Carrier

The required insurance policy must be written by an insurance carrier with an A.M. Best rating of B⁺ or better. The carrier must be specifically licensed or authorized by law to transact business within the states or territories where the properties are located.

2-8: REQUIRED FINANCIAL STATEMENTS

At the time it applies for Issuer status, the applicant must provide two copies each of its annual financial statements for the three most recent fiscal years. The statements must be audited and certified by an independent auditor (IA) that meets the auditor qualifications set out in Chapters 1, 2 and 6 of the “Consolidated Audit Guide for Audits of HUD Programs,” Handbook No. IG 2000.04 ([Audit Guide](#)).

The annual financial statements must include a balance sheet and a statement of operations and cash flows, prepared in accordance with Generally Accepted Accounting Principles (GAAP).

If the latest audited financial statement is applicable to a period ending more than 6 months prior to the date Ginnie Mae receives the application, a current, unaudited statement

CHAPTER 2: ELIGIBILITY REQUIREMENTS — APPROVAL AS A GINNIE MAE ISSUER

certified by the chief executive officer of the applicant also must be submitted (see Section 3-7(C)(6) for the form of certification).

2-9: NET WORTH REQUIREMENTS

The applicant must have an adjusted net worth of at least:

(A) Types of Authorized Securities

- (1) For institutions seeking approval to issue mortgage-backed securities backed by single-family level payment, graduated payment, growing equity, buydown, serial note or adjustable rate mortgages, the minimum base net worth requirement is \$2,500,000.
- (2) For institutions seeking approval to issue mortgage-backed securities backed by manufactured home loans, the minimum base net worth is \$10,000,000. Applicants who seek authority to issue MH MBS must meet the eligibility requirements described in Chapter 30 of this Guide.
- (3) For institutions seeking approval to issue mortgage-backed securities backed by multifamily construction or permanent loans, the minimum base net worth is \$1,000,000.
- (4) For institutions seeking approval to issue mortgage-backed securities backed by Home Equity Conversion Mortgages Securities (HMBS), the minimum base net worth requirement is \$5,000,000. Applicants who seek authority to issue HMBS must meet the eligibility requirements described in Chapter 35 of this Guide.

For Issuers who participate in more than one program type, the greater of the minimum net worth requirements will apply.

(B) Other Financial Requirements

Effective October 1, 2011 applicants for Single Family, Multifamily and HMBS Issuer status (category 1, 3 & 4 listed above) must meet the liquidity and institution-wide capital requirements.

- (1) **Liquidity Requirements.** The liquidity requirement recognizes an Issuer's need for liquid assets (cash and cash equivalents as defined under FAS95), and is based on the Issuer's fiscal year end financials. Applicants must have liquid assets of at least 20% of its Ginnie Mae net worth requirement.

CHAPTER 2: ELIGIBILITY REQUIREMENTS — APPROVAL AS A GINNIE MAE ISSUER

- (2) **Institution-wide Capital Requirements:** Institution-wide capital requirements are based on the Issuer's audited fiscal year-end financials:
- (a) Institution-wide capital requirements require applicants that are banks, thrifts, bank holding companies, and savings and loan holding companies meet the following requirements. These formulas are not applicable to credit unions.
 - (i) Tier 1 Capital/Total Assets ratio of 5% or greater;
 - (ii) Tier 1 Capital/Risk-Based Assets ratio of 6% or greater; and
 - (iii) Total Capital/Risk-Based Assets ratio of 10% or greater.
 - (b) Institution-wide capital requirements require applicants that are not covered by the above requirements in Section 2-9(B)(2)(a) of this chapter meet the following requirement:
 - (i) Total Adjusted Net Worth as defined by Ginnie Mae/Total Assets ratio of 6% or greater.

(C) Guidelines for Assets

- (1) Acceptable assets: Assets acceptable to Ginnie Mae in determining adjusted net worth are those of demonstrable economic value and liquidity, which are reported according to GAAP (see Audit Guide Chapter 6). Ginnie Mae will not give credit for unaudited earnings. Ginnie Mae will give credit for capital contributions of economic value made between audit statements if verified by the Issuer's IA.
- (2) Unacceptable assets: Assets unacceptable to Ginnie Mae are those assets that are unacceptable to FHA in determining whether a non-supervised lender qualifies as an FHA-approved mortgagee, plus such other

CHAPTER 2: ELIGIBILITY REQUIREMENTS — APPROVAL AS A GINNIE MAE ISSUER

assets as Ginnie Mae determines do not meet the above stated criteria for acceptability (see [Audit Guide Chapter 6](#)).

If evidence exists to indicate that affiliate receivables have not been deducted by the IA, Ginnie Mae will deduct the amount of the receivables from the Issuer's adjusted net worth.

Any questions regarding asset acceptability should be immediately directed to Ginnie Mae's Office of Mortgage-Backed Securities (see Addresses).

(D) Net Worth Calculation

The computation of net worth must be performed in accordance with the procedures set forth in [Audit Guide Chapter 6](#).

An Issuer's adjusted net worth will be calculated by subtracting the total amount of unacceptable assets from the net worth as stated on the audited balance sheet. Excess/ (deficit) net worth is the difference between adjusted net worth and required net worth.

In certain circumstances and by its sole discretion, Ginnie Mae may accept a corporate guaranty as consideration for reclassifying certain assets that are treated as unacceptable under the Audit Guide.

If the balance sheet includes "Other Assets" or the equivalent, a schedule identifying the major components of any such asset, signed by an officer of the Issuer, must be included. If a schedule is not included, the item will be deducted by Ginnie Mae for purposes of calculating adjusted net worth.

(E) Failure to Comply

If the Issuer or its IA fails to respond in a timely and satisfactory manner to additional information requests made by Ginnie Mae, its agents or contractors, questionable assets will be disallowed. If the disallowances cause the Issuer's net worth to be inadequate, Ginnie Mae may suspend or terminate the Issuer's status as an Issuer in good standing if the deficiency is not corrected in a timely manner.

2-10: QUALITY CONTROL

The applicant must have in place a quality control plan for underwriting, originating and servicing mortgage loans and for secondary marketing. If the applicant is applying for approval to issue HMBS, the applicant must have in place a quality control plan to account for, and monitor, Participations related to the HECM loans. This quality control plan must include procedures for monitoring the work of the applicant's subcontract servicer and Participation Agent, if any. The applicant must also submit its most recent quality control

CHAPTER 2: ELIGIBILITY REQUIREMENTS — APPROVAL AS A GINNIE MAE ISSUER

audit and disclose any action taken as a result of the findings.

2-11: PRIOR DEFAULTS: APPLICANTS

Ginnie Mae will consider applications from former Issuers who were terminated under the Ginnie Mae MBS Program and from applicants that employ one or more persons who served as a principal or officer of another Issuer at the time that Issuer was terminated under the Ginnie Mae MBS Program. Ginnie Mae, however, reserves the right to decide, in its sole discretion, who may participate in the Ginnie Mae MBS Program and on what terms. Additional requirements imposed on former Issuers include, but are not limited to, the following:

- (A) An applicant may not reenter the program for three years following its receipt of a letter of extinguishment from Ginnie Mae. Should an applicant be debarred or sanctioned by any government agency or by a government-chartered entity for a period in excess of the period that Ginnie Mae restricts reentry, it may not reenter any Ginnie Mae program until the removal of the other sanctions. If approved to reenter the MBS Program, the applicant must serve a three-year provisional participation (see Section 3-10).
- (B) Prior to receiving approval to participate in the Ginnie Mae MBS Program, an applicant may be required to reimburse Ginnie Mae for any deficiency that existed in the applicant's P&I and escrow custodial accounts at the time of extinguishment, as well as any other loss incurred by Ginnie Mae as a result of the default. If the deficiency or loss results from wrongdoing by the applicant or any principal, officer, employee or agent of the applicant, the applicant must reimburse Ginnie Mae for the deficiency or loss prior to receiving approval to participate in the Ginnie Mae MBS Program.
- (C) A person employed by an applicant who served as a principal or officer of another Issuer at the time that Issuer was terminated under the Ginnie Mae MBS Program will be permitted to reenter the Program in accordance with Section 3-11 of this Guide.

2-12: AFFILIATES

The applicant must provide the name and address of each affiliate engaged in mortgage origination, servicing, or securitization. An "affiliate" of an applicant is defined for these purposes as an entity that can exercise control or significant influence over the management or operating policies of the applicant, directly or indirectly, through some type of control

CHAPTER 2: ELIGIBILITY REQUIREMENTS — APPROVAL AS A GINNIE MAE ISSUER

or ownership, as defined in GAAP FAS-57.

The applicant must also provide the affiliate's four-digit Ginnie Mae Issuer number if the affiliate is an Issuer in the Ginnie Mae MBS Program. This information must be furnished when the annual audited financial statement is submitted.

The applicant and all affiliated Ginnie Mae Issuers will be required to execute a Cross-Default Agreement (see Appendix I-4). If Ginnie Mae declares the applicant in default under the applicable Guaranty Agreement, Ginnie Mae will have the right, without further cause, to declare a default on all of the applicant's other pools and loan packages and all pools and loan packages of any affiliated Issuer that has executed a Cross-Default Agreement. An applicant may seek and be granted an exemption from this requirement with respect to a regulated affiliate if it submits a legal opinion, acceptable to Ginnie Mae, that a Cross-Default Agreement would be prohibited by the affiliated Issuer's federal regulator.

A company that owns one or more Ginnie Mae Issuers may be required to execute a corporate guaranty. (See Section 2-13(B))

2-13: ADDITIONAL REQUIREMENTS

At its discretion, Ginnie Mae also may require any or all of the following:

- (A) Credit reports on the applicant's principals and a commercial credit report on the applicant.
- (B) Corporate guaranties in the following circumstances, among others:
 - (1) If the applicant does not have current audited financial statements at the time of application and the applicant is a wholly-owned subsidiary of an institution or holding company with current audited financial statements that are presented in accordance with GAAP and which are acceptable to Ginnie Mae;
 - (2) If the applicant, although meeting Ginnie Mae's net worth requirements, has been experiencing financial problems but its parent is financially strong;
 - (3) If the applicant is financially strong but its parent or an affiliate is experiencing financial problems, Ginnie Mae may require the parent company to sign a corporate guaranty not to remove assets or increase liabilities of its

CHAPTER 2: ELIGIBILITY REQUIREMENTS — APPROVAL AS A GINNIE MAE ISSUER

subsidiary for the benefit of the parent or affiliate;

- (4) If the applicant does not make up at least 40% or more of its parent's equity and has elected to submit consolidated audited financial statements for its parent company along with supplemental reports from the applicant (see [Audit Guide Chapter 6](#)).
- (5) If the applicant is affiliated with an existing Ginnie Mae Issuer and the Issuer's federal regulator will not permit it to sign a Cross-Default Agreement.

2-14: ANTI-DISCRIMINATION POLICIES

All applicants for Ginnie Mae Issuer status must maintain policies prohibiting discrimination based on race, religion, color, sex, national origin, or age. All Issuers must comply with all rules, regulations, and orders specified below and all related requirements:

- (A) Title VI of the Civil Rights Act of 1964, and related rules, regulations, and orders of general applicability;
- (B) Executive Order 11063, Equal Opportunity in Housing, issued by the President of the United States on November 20, 1962;
- (C) Title VII of the Civil Rights Act of 1968;
- (D) Title VIII of the Civil Rights Act of 1968, as amended;
- (E) Fair Housing Law of 1968, in accordance with applicable rules and regulations of the Federal Housing Administration;
- (F) The implementing rules and regulations of the Department of Labor (41 CFR Part 60-1) and the Department of Housing and Urban Development (24 CFR Part 130).

This section incorporates by reference section 202 of Executive Order 11246, Equal Employment Opportunity, issued by the President on September 24, 1965, and amended on October 13, 1967. For purposes of Executive Order 11246, this Guide is a Government contract.

2-15: SUBCONTRACT SERVICER ELIGIBILITY REQUIREMENTS

A subcontract servicer must be a Ginnie Mae-approved Issuer and meet all Issuer eligibility requirements. See Section 4-3 for a discussion of subcontract servicer responsibilities.

CHAPTER 2: ELIGIBILITY REQUIREMENTS — APPROVAL AS A GINNIE MAE ISSUER

2-16: PROBATIONARY PERIOD

All newly approved Issuers will be subject to a probationary period to begin upon date of first issuance or acquisition and last a period of one year.

During the probationary period, an Issuer must maintain its DQ2, DQ3 and DQP delinquency statistics at or below the threshold levels described in Section 18-3(C).

During the probationary period, an Issuer will be closely monitored regarding data integrity and quality, the length of time for loans to become insured, and their origination match percentage as compared to their peers.

The Issuer is responsible for submitting remittances and meeting all reporting requirements on time.

A newly approved Issuer will receive a compliance review after six months of program participation and annually for the next two years. All findings from these onsite reviews must be cleared in a timely manner.

All pools issued during the probationary period must be final certified according to Chapter 11 of the Guide; the 19 pool exemption described in Chapter 11 does not apply to pools issued during the Issuer's probationary period.

If, during the probationary period, a newly approved Issuer fails to satisfy these requirements, Ginnie Mae may, in its sole discretion, terminate the participant's Ginnie Mae Issuer status.