



Ginnie Mae

Our Guaranty Matters

**Document Custodian Transfer
Requests and Recertification
Transcript**



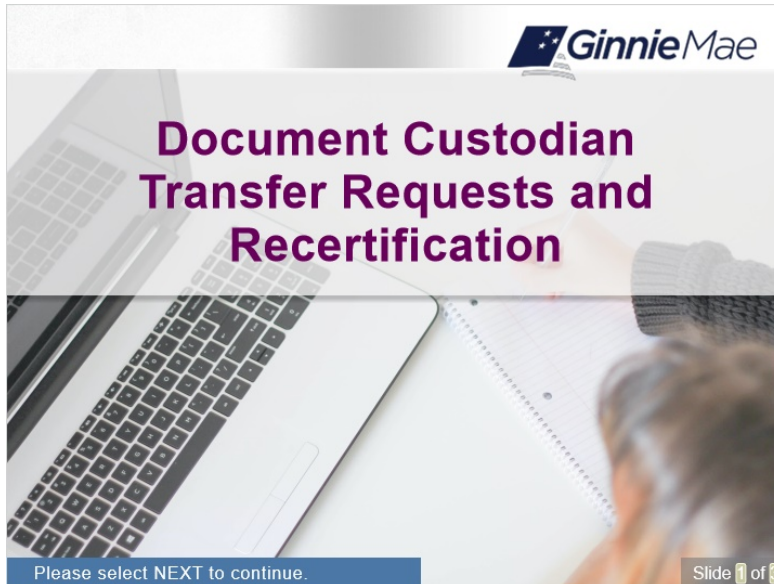
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1. Introduction

1.1 Document Custodian Transfer Requests and Recertification



1.2 Module Purpose

Welcome to the Document Custodian Transfer Requests and Recertification Course. The purpose of this course is to present you with information about the Final Certification processes, the Request for Release of Documents form, HUD 11708, and the procedures to follow for Recertification.

Learning Objectives

Learning Objectives:

- Identify the types of Document Custodian Transfer Requests
- Describe the steps in GinnieNET for a Document Transfer
- Identify the process for completing HUD 11708, Request for Release of Documents
- Explain when Recertification is necessary
- Describe the process for Recertification

1.3 Navigation Tutorial

[The navigational tutorial is applicable to the on-line training only.]

2. Request Release of Documents

2.1 HUD 11708: Reason Codes

GinnieNET provides users with the ability to receive and view the HUD Form 11708, Request for Release of Documents, Investor report.

Using the electronic transmission feature in GinnieNET, the Issuer can download these forms to the Custodian's desktop computer.

An electronic file transmission number is affixed to the file at the time of that transmission.

An executed HUD Form 11708 can be transmitted through GinnieNET to the Document Custodian.

The HUD Form 11708 lists the following reasons for requesting the release of loan documents:

1. Mortgage Paid in Full
2. Repurchase of Delinquent Loan
3. Foreclosure—With Claim Payment
4. Loss Mitigation
5. Substitution
6. Other

Mortgage Paid in Full

Mortgage Paid in Full applies when the Issuer has received and deposited funds on behalf of the mortgagor to pay the loan in full.

Repurpose Delinquent Loan

Applies when the Issuer has used its own funds to repurchase the loan from the pool as result of delinquency. Note that this code may not be used for requests submitted in connection with loss mitigation.

Foreclosure

Applies when the Issuer has received and deposited insurance/guaranty funds from FHA, VA, RHS, or PIH and has liquidated the relevant loan from the pool.

Loss Mitigation

Applies when the Issuer has repurchased the relevant loan from a pool under the conditions and deposited funds with the express intention of performing loss mitigation procedures specified by FHA, VA, RHS, or PIH.

Substitution

Applies either when the Issuer needs to remove a defective loan from a pool to be substituted with an eligible loan, or when the Issuer is correcting for an over-collateralization by means of loan substitution.

Other

Applies (1) when a loan is liquidated from a pool for any reason that does not meet the requirements of Reason Codes 1 through 5; or (2) when the Issuer needs a loan document or file for a non-liquidation reason.

2.2 Intro to Demo

Follow the steps in the Demonstration to learn how to access the HUD 11708 Form screen from the GinnieNET Main Menu screen. You also will learn how to add, edit, and delete a HUD 11708 record.

2.3 Access a HUD 11708 Form

Once you are logged into MyGinnieMae, to access the HUD 11708 form from the GinnieNET Main Menu screen:

- Step 1: Select Tools
- Step 2: Select GinnieNET
- Scroll the mouse wheel
- Step 3: Select Close
- Step 4: Select Data Entry/Review
- Step 5: Select Certifications
- Step 6: Select Common
- Step 7: Select HUD 11708
- Step 8: Select the New button

Your screen will refresh and the HUD 11708 Save/Cancel screen will display. Notice some of the information is automatically pre-filled. Let's fill in the rest of the required information:

- Step 1: Select 00450 from the Custodian drop-down menu
- Step 2: Enter Pool Number DA3959
- Step 3: Enter Issuer Loan # 000000000015178
- Step 4: Select the reason, Mortgage Paid in Full, from the drop-down menu

Step 5: Enter Mortgage paid in full in the Text box

Step 6: Select Save

2.4 Add or Edit a HUD 11708 Record

Next, let's edit the Reason Code for the record you just entered. The saved search information has been successfully added, which takes us to the Edit/New/Delete screen.

Step 1: Select the Edit button from the HUD 11708 Edit/New/Delete screen

Your screen will refresh and the Update/Cancel screen will display.

Step 2: Select Custodian #000466 in the drop-down menu

Step 3: Select the Update button

The updated form information displays.

2.5 Delete a HUD 11708 Record

Let's examine the final steps in the process.

To delete a HUD 11708 record, select the Delete button to remove the target HUD 11708 record.

Select the OK button to confirm the deletion

Select NEXT to continue.

2.6 Knowledge Check 1

When would you use HUD Form 11708?

- A. To submit pools to your Document Custodian
- B. To submit documents to your Document Custodian
- C. To request documents from your Document Custodian
- D. None of the above

Feedback:

Use HUD Form 11708 to request documents from your Document Custodian.

2.7 Knowledge Check 2

Which Reason Code is NOT applicable when completing the HUD Form 11708, 'Request for Release of Documents'?

- A. Paid in Full
- B. Loan Substitution
- C. Loss Mitigation
- D. Credit Score Drop

Feedback:

The Credit Score Drop reason code is NOT applicable when completing the HUD Form 11708, 'Request for Release of Documents.'

3. Document Custodian Transfer Requests

3.1 Four Options: Document Custodian Transfer Requests

There are four options for Document Custodian Transfer Requests, as follows:

Complete Document Custodian Transfer request, Partial Document Custodian Transfer request, Complete Document Custodian Merger request, and Partial Document Custodian Merger request.

Please note: For Complete and Partial Transfer Requests, recertification of transferred pools is due 12 months after the effective date of transfer. Complete and Partial Merger Requests do not require a new recertification of the affected transferred pools. The pre-merger status of the pool will remain the same.

It's IMPORTANT to remember that once the Issuer submits the Transfer Request, the new Document Custodian must certify the pending Transfer Request prior to the specified Effective Transfer Date.

3.2 Document Custodian Transfer Steps – GinnieNET

Now that you know the four options for Document Custodian Transfer Requests, you will navigate to the link in GinnieNET.

Follow these steps to access the Document Custodian Transfers screen:

Step 1: Select Data Entry/Review on the GinnieNET Main Menu screen

Step 2: Select the Certifications link

Step 3: Select the Common link

Step 4: Select the Document Custodian Transfers link to display the Document Custodian Transfers screen

3.3 Document Custodian Transfer Example

Next, let's walk through an example to make a Document Custodian transfer.

On the GinnieNET On The Web Document Custodian Transfer screen,

Step 1: Select the New button to navigate to the next screen

Step 2: Select Complete Transfer

Step 3: Select 000450 Merchants Bank of Indiana from the new Custodian drop-

down menu

Step 4: Enter a Date of Transfer: 04/01/2022

Step 5: Select FDIC from the Regulating Authority drop-down menu

Step 6: Enter "As per separate agreement – TEST" in the Consideration for Service to be performed by the Custodian field

Step 7: Select 000466 from the Previous Custodian drop-down menu

Step 8: Select the Add button

Step 9: Select the 000466 link under the Previous Custodian drop-down menu selection

Step 10: Enter Pool # DA6012

Step 11: Select the Add button

Note that another link, Pools for 000466, is displayed on the right screen. The Issuer enters each pool and selects the Add button to add all their pools.

Step 12: Select the Save button

The Document Custodian transfer is complete. The New Custodian is 000450.

3.4 Certifications Communications

We will walk you through the Transfer/Merger Request To Be Submitted process now.

The next steps are from the Host Communications screen.

Step 1: Select the Host Communication button in GinnieNET

Step 2: Select Certifications Communications from the expanded menu to access the Certifications Communications Selections screen.

Step 3: Select the Select Transfer/Merger Requests to Submit link

The screen will refresh and the Select Transfer/Merger Requests to be Submitted screen will display.

Step 4: Select the checkbox for the 6012-000450-Complete Merger-02/09/2022 (i.e., the Document Custodian Transfer Request saved earlier)

Step 5: Select the right facing arrow head to move the transfer request over to the right slide

Step 6: Select the OK button

Once the transfer request is selected, the Certifications Communications Selections screen displays.

Step 7: Select Transfer to be Submitted

Step 8: Select Submit at the bottom of the screen

The SecureID Verification screen displays for you to enter your MyGinnieMae login credentials.

The RSA Token credential screen then displays. The RSA SecurID Token is part of a two-factor authentication process in which a User can access a system and/or submit an approval by entering a User ID and password, followed by entering a four-digit PIN and the six-digit code provided by the Token. This six-digit code is refreshed periodically, providing additional security.

3.5 Quick Tips

These are some quick tips you should be aware of:

- For Complete Document Custodian Transfer or Merger, the Issuer is required to submit a completed pool list.
- For Partial Document Custodian Transfer or Merger, the Issuer is required to submit a completed list of the pools being transferred as well as the pool listing(s) for Existing Document Custodian.
- The Issuer should enter an Effective Date of Transfer as a business day of the month at least three (3) days past the current date and not more than six months past the current date.
- If a pool is transferred with a Final Certification pending when the new Issuer completes the pending Final Certification, that certification will close out both the Open Final Certification and Pending Recertification from the recent transfer.
- An e-Notification of approval or rejection is sent to the Issuer and the new Document Custodian.

3.6 Knowledge Check 3

Currently all Document Request Transfers and Mergers are processed via which of the following applications?

- A. MAMS
- B. MFPDM
- C. GinnieNET
- D. IFPS

Feedback:

All Document Request Transfers and Mergers are processed via GinnieNET.

3.7 Knowledge Check 4

Once the Issuer submits the Transfer Request, the new Document Custodian must certify the pending Transfer Request prior to the specified Effective Transfer Date.

- A. True

B. False

Feedback:

Once the Issuer submits the Transfer Request, the new Document Custodian must certify the pending Transfer Request prior to the specified Effective Transfer Date.

4. GinnieNET Recertification

4.1 Recertification Overview

The Document Custodian works under direct contract with the Issuer but has a fiduciary responsibility to Ginnie Mae.

The Document Custodian is required to certify to Ginnie Mae that:

- It has received either from the Issuer or the previous Document Custodian all loan, pool, or loan package documents required for Recertification of the relevant pool.
- Each of these documents must meet the attributes, accuracy, and completeness requirements.

The Issuer may have more than one Document Custodian but:

- Each pool only has one Document Custodian
- The Issuer is responsible for any and all losses incurred because the Document Custodian failed to perform
- The Issuer is expected to establish appropriate methods of monitoring the financial viability and operational capabilities

If there is an Issuer Portfolio Transfer or a 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.

For Multifamily pools, remember that as soon as the Document Custodian certifies the pool, the pool status is Final Certified. Recertification is necessary if there is an Issuer Portfolio Transfer or a 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 done on a pool level and are to be submitted via GinnieNET.

4.2 GinnieNET Recertification

Turn your attention now to the steps of the GinnieNET Recertification Process. You may select each step in the process to follow along with the narration.

First, the Issuer selects the GinnieNET menu option Common for Recertifications. The

Issuer must select this option if the recertification is due to an Issuer Transfer or a Custodian Transfer. The Issuer enters pools to be recertified and selects NEW.

Issuers can add or edit records only when the Transfer Status is “Certified” or “Rejected”.

Second, the Issuer completes the recertification process and then selects Save. The Issuer selects this option to apply recertification edits on the main menu. GinnieNET edits pools and flags those that pass the edits.

Third, the Issuer selects the option to transmit recertified pools. GinnieNET transmits details of pools to be recertified by the Document Custodian.

Fourth, GinnieNET sends an e-Notification to the Document Custodian that there is a pool to be recertified in GinnieNET.

Fifth, the Document Custodian receives e-Notification that there is a pool to be recertified in GinnieNET and performs recertification.

4.3 Intro to Demo

Let's examine the steps for a Document Custodian recertification in GinnieNET.

4.4 Document Custodian Recertification Steps

When a pool needs to be recertified, the Document Custodian will receive an e-Notification and must then perform the recertification. Let's look at the steps now.

Step 1: Navigate to the GinnieNET On The Web Main Menu screen

Step 2: Select Data Entry/Review

Step 3: Select the Certifications link

Step 4: Select Common

Step 5: Select the Custodian (Transfer) Recertification link to access the Custodian (Transfer) Recertification screen

Step 6: Select the New button on the Custodian (Transfer) Recertification screen

On the Custodian (Transfer) Recertification screen, enter Pool# NB6012XSF.

Select Issue Type X from the drop-down menu

Select Pool type SF from the drop-down menu

Select Previous Custodian ID 000466 from the drop-down menu

Select Custodian ID 000450 from the drop-down menu

Select the Save button

The Saved Successfully message is displayed.

4.5 Edit a Custodian Recertification

Now let's look at the steps to edit a Document Custodian Recertification from the GinnieNET Main Menu.

Step 1: Select Data Entry/Review

Step 2: Select the Certifications link

Step 3: Select Common

Step 4: Select the Apply Ginnie Mae Edits Recertification

Step 5: Select the Pool checkbox

We will use the pool we entered earlier.

Step 6: Select the right facing arrow head to move the selected pool to the right

Step 7: Select the Apply Edits button

The Edits report is generated.

Step 8: Review the report for errors

In our example, there were no errors. The Error report indicates that Ginnie Mae Edits Passed for pool NB6012XSF.

Step 9: Select the Return to Main Menu link

Step 10: Select the Host Communications button

Step 11: Select Certifications Communications to access the Certifications Communications Selections screen

Step 12: Select the Select Custodian Recertification to Submit link

Step 13: Select the edited pool checkbox

Step 14: Select the right facing arrowhead to move the selected pool to the right

Step 15: Select the OK button

Scroll down

Step 16: Select the Submit button to access the SecurID Verification screen

Step 17: Enter your my.ginniemae.gov user ID and password on the SecurID Verification screen to access the Authentication with SecurID screen

At this point in the process, you will be asked to enter your 4 digit pin and the 6 digit code on your token.

Step 18: Select the OK button

A reference number will display and the request awaits the Document Custodian approval.

4.6 Issuer Recertification Steps

The steps for Issuer Recertification are similar to the Document Custodian Recertification.

These are the steps for an Issuer (Transfer) Recertification from the GinnieNET Main Menu screen.

- Step 1: Select Data Entry/Review from the GinnieNET Main Menu screen
- Step 2: Select the Certifications link
- Step 3: Select Common
- Step 4: Select the Issuer (Transfer) Recertification link to access the Issuer (Transfer) Recertification screen
- Step 5: Select the New button
- Step 6: Enter the Pool# NB6012 on the Issuer (Transfer) Recertification Data Entry screen
- Step 7: Select the Issue Type from the drop-down menu
- Step 8: Select the Pool Type from the drop-down menu
- Step 9: Enter Previous Issuer ID 6010
- Step 10: Select a Custodian from the Custodian ID/Name drop-down menu
- Step 11: Select the Save button

PLEASE NOTE: Issuers can add or edit records only when the Transfer Status is “Certified” or “Rejected.”

4.7 Knowledge Check 5

When is Recertification required?

- A. For an Issuer Portfolio Transfer
- B. For a Partial Transfer
- C. For a Document Custodian Transfer

Feedback:

Recertification is required for an Issuer Portfolio Transfer and a Document Custodian Transfer.

4.8 Knowledge Check 6

When is Recertification 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
- D. Any time after the pool's issue date

Feedback:

Recertification is due within 12 months after the effective Transfer date.

5. Conclusion

5.1 Summary

The goal of this training was to provide Issuers, Document Custodians, and Ginnie Mae staff with an understanding of the Document Custodian Transfer process, HUD Form 11708, and the processes and procedures for Recertification.

Form 11780 – Request for Release of Documents

Form 11780 – Request for Release of Documents:

- Lists the following reasons for requesting the release of loan documents:
 - Mortgage Paid in Full
 - Repurchase of Delinquent Loan
 - Foreclosure—With Claim Payment
 - Loss Mitigation
 - Substitution
 - Other
- Can be completed in GinnieNET

Document Custodian Transfer Requests

Document Custodian Transfer Requests:

- Include four types:
 - Complete Document Custodian Transfer
 - Partial Document Custodian Transfer
 - Complete Document Custodian Merger
 - Partial Document Custodian Merge
- Are created, edited, and submitted in GinnieNET On The Web
 - Complete and Partial Transfer Requests are due 12 months of the effective Date of Transfer.

After the Issuer submits the Transfer Request, the new Document Custodian must certify the pending request prior to Effective Transfer Date.

Recertification

Recertification:

- Recertification is required for an Issuer Portfolio Transfer or a Document Custodian Transfer.
- The Issuer of Record is required to submit to Ginnie Mae a Recertification for all affected pools 12 months from Effective Transfer Date.
- Recertifications are on a pool level and are to be submitted via GinnieNET.

Learning Objectives

Learning Objectives:

- Identify the types of Document Custodian Transfer Requests
- Describe the steps in GinnieNET for a Document Transfer
- Identify the process for completing HUD 11708, Request for Release of Documents
- Explain when Recertification is necessary
- Describe the process for Recertification