

Complete Subservicer Questionnaire

GMC C&M MODULE QUICK REFERENCE CARD

This Quick Reference Card provides an overview of the steps and instructions to complete the Subservicer Questionnaire as a Review Liaison.

NAVIGATING TO GMC C&M

- 1. Navigate to MyGinnieMae (https://my.ginniemae.gov).
- 2. Login with your credentials.

Ginnie Mae MyGinnie Mae	
Government Security Disclosure	Initial Authentication
You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (a) all computers connected to this network, and (a) all dovices and atforage media databached to this network or to a computer on this network. This information system is provided for U.S. Government-Jouthorized use only. Unauthorized as a constraint of the computer on this network, this information system is provided for U.S. Government-Jouthorized use only. Unauthorized as a constraint of the computer on the network, this information system may result in disciplinary action, as well as civil and critinal penalties. By using this information system, you undestand and consent to the following: 1. You have no reasonable expectation of privacy regarding any communications ar data transiting or stored on this information system. At any communication arden are and yound government outpose monitor, intercept, search and sets any communication or data transiting or stored on this information system.	Please provide your username and password. Username Password LOGIN Forgol Password?
2. Any communications or data transiting or stored on this information system may be disclosed or used for any low/ii government purpose. 3. Your consent is final and inevocable. You may not rely on any statements or informal policies purporing to provide you with any expectation of privacy regarding communications on this system, whether card or written, by your supervisor or any other official, except HUD or Ginnie Mae's Chief Information Officer.	

 Select Ginnie Mae Central under the Applications section on the My Tools dropdown.



4. Select the C&M module.





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COMPLETE SUBSERVICER QUESTIONNAIRE

1. Select **Subservicer Questionnaire** in the **Tasks** bar on the left-hand side of the C&M homepage.



- Complete the Questionnaire to indicate which party (Issuer or Subservicer) is responsible for each functional area on the review.
- 3. If **N/A** is selected, that functional area will be excluded from the review.

Subservicer Questionnaire - Review 999000311					
Preface: Per Chapter 4-1 of the Gimie Mae MBS Guide, Issuers are fully responsible for the administration of the securities and the servicing of the pooled morgages. However, Gimie Mae recognizes that issuers may delegate the performance of certain servicing functions to a Subservicer.					
Calculates and reports on Service Fees		0			
Performs monthly Test of Expected P&I and takes corrective actions as needed for shortages					
Participates in the response for the Advance Questionnaire for this review					
Manages cashflows and performs reconciliations for Special Escrow Custodial Account (SF)					
Performs monthly Reconciliation of Mortgage Collateral to Securities Outstanding and takes corrective actions as needed for over/under collateralized pools					
Manages cashflows and performs reconciliations for Collection Clearing Account					
Manages cashflows and performs reconciliations for P&I Custodial Account					
Calculates, re-calculates, and reports on Fixed Installment Control					
Manages cashflows and performs reconciliations for Escrow Disbursement Clearing Account					
Manages Corporate Advances, excess funds, and recoveries					
Manages cashflows and performs reconciliations for Special Escrow Custodial Account (MF)					
Manages Reporting and Insurance/Guaranty Status for Delinquent Loans					
Manages and reports on Agency Claims Processing					
Manages and reports on Liquidation Processing					
Manages and reports on Refinances and Net Funded Loans					
Reviews and resolves Agency Terminated Endorsements issues					
Reviews and resolves Agency Endorsement Matching issues					
fanages cashflows for Guaranty Fees					
Reviews Evidence of Clear Title at Time of Pooling					
fanages the Annual Recertification process for master agreements					





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- Once all rows of the Subservicer Questionnaire are complete, the Review Liaison must indicate whether the Subservicer services all pools for the Issuer.
- If the answer is No, the Review Liaison must Upload a Pool Servicing Breakdown document for both parties.
- 6. Once all sections are complete, select **Submit Questionnaire.**

		SAVE WORK SUBMIT QUESTIONNAIRE		
Yes ● No POOL SERVICING BREAKDOWN Upload a document for each of Julius Mortgage's Subservicers, indicating which pools each party services	Kellog Mortgage Subservicer	UPLOAD	5	
Performs HMBS Accounting		0		
Manages cashflows and performs reconciliations for HIMBS P&I Custodial Accounts				
Manages cashflows and performs reconciliations for HMBS Collection Clearing Accounts				
Performs HMBS Loan Eligibility and Reporting				
Manages cashflows and performs reconciliations for HMBS P&I Disbursment Accounts				
Manages cashflows and performs reconciliations for P&I Disbursement Account				
Manages the Annual Recertification process for HMBS master agreements				
Manages and reports on HMBS Due & Payable loans				
Manages and reports on HECM to HECM Refinances				
Reviews and resolves HMBS Loan Endorsements issues				
Manages cashflows and ensures HMBS Funds Availability for borrower draws and investor remittances				
Mananes and renorts on HMRS Renavments and Pumhases				
Manages and reviews VA Special Requirements				
Manages cashflows and performs reconciliations for T&I Custodial Account				
Manages and reports on Cash Out Refinances				
Manages the Annual Recertification process for master agreements				
Reviews Evidence of Clear Title at Time of Pooling				
Manages cashflows for Guaranty Fees				
Reviews and resolves Agency Endorsement Matching issues				
Reviews and resolves Agency Terminated Endorsements issues				
Manages and reports on Refinances and Net Funded Loans				

