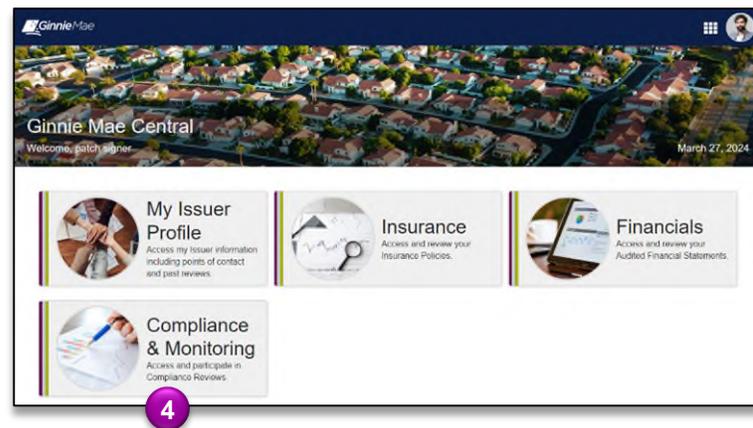
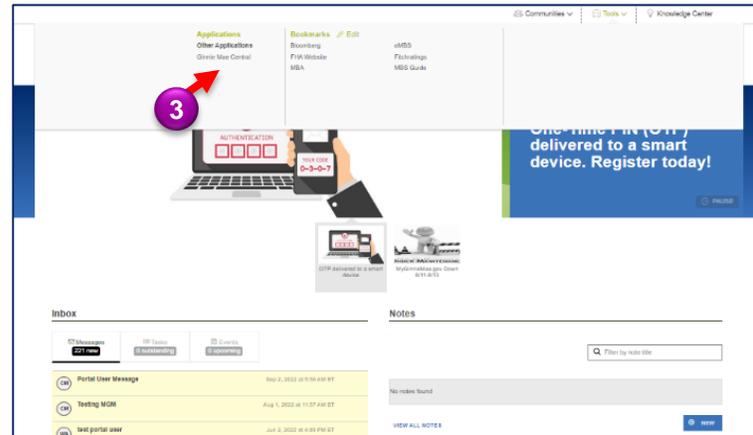
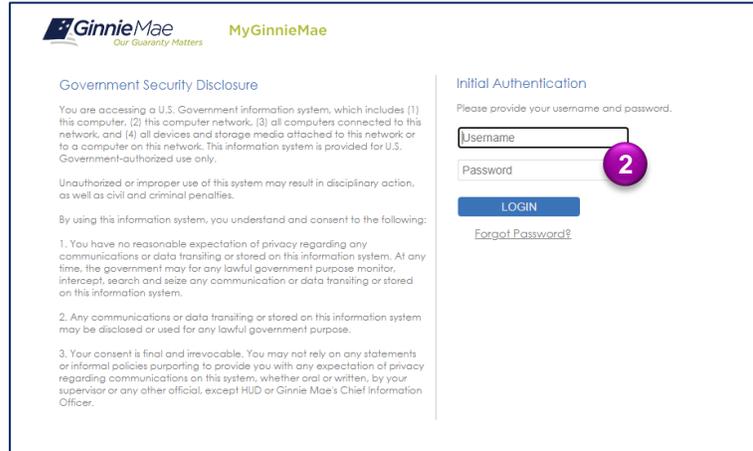


This Quick Reference Card provides an overview of the steps and instructions to complete the Subservicer Questionnaire as a Review Liaison.

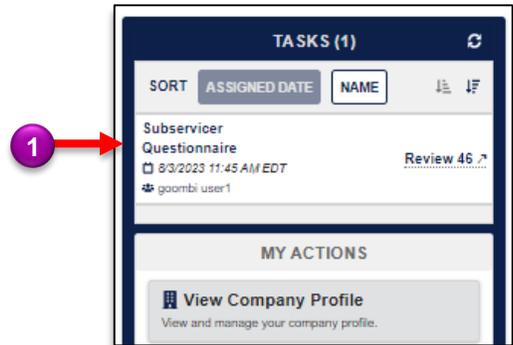
NAVIGATING TO GMC C&M

1. Navigate to MyGinnieMae (<https://my.ginniemae.gov>).
2. Login with your credentials.
3. Select Ginnie Mae Central under the Applications section on the My Tools dropdown.
4. Select the C&M module.

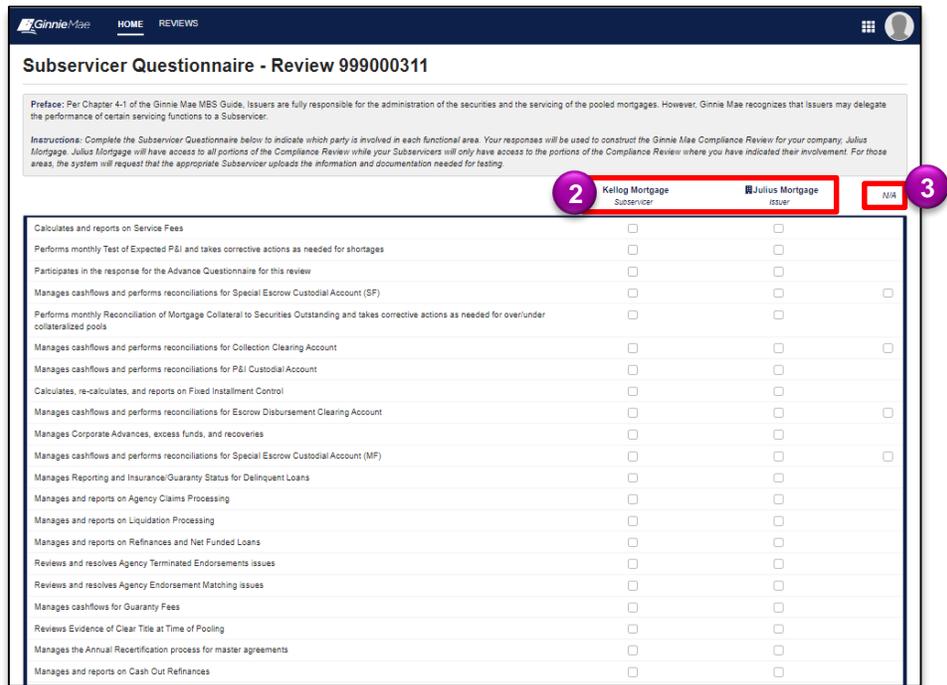


COMPLETE SUBSERVICER QUESTIONNAIRE

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



2. 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.



4. Once all rows of the Subservicer Questionnaire are complete, the Review Liaison must indicate whether the Subservicer **services all pools** for the Issuer.
5. 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**.

Manages and reports on Liquidation Processing	<input type="checkbox"/>	<input type="checkbox"/>
Manages and reports on Refinances and Net Funded Loans	<input type="checkbox"/>	<input type="checkbox"/>
Reviews and resolves Agency Terminated Endorsements issues	<input type="checkbox"/>	<input type="checkbox"/>
Reviews and resolves Agency Endorsement Matching issues	<input type="checkbox"/>	<input type="checkbox"/>
Manages cashflows for Guaranty Fees	<input type="checkbox"/>	<input type="checkbox"/>
Reviews Evidence of Clear Title at Time of Pooling	<input type="checkbox"/>	<input type="checkbox"/>
Manages the Annual Recertification process for master agreements	<input type="checkbox"/>	<input type="checkbox"/>
Manages and reports on Cash Out Refinances	<input type="checkbox"/>	<input type="checkbox"/>
Manages cashflows and performs reconciliations for T&I Custodial Account	<input type="checkbox"/>	<input type="checkbox"/>
Manages and reviews VA Special Requirements	<input type="checkbox"/>	<input type="checkbox"/>
Tracks and manages Non-Liquidation Releases	<input type="checkbox"/>	<input type="checkbox"/>
Manages and reports on HMBS Repayments and Purchases	<input type="checkbox"/>	<input type="checkbox"/>
Manages cashflows and ensures HMBS Funds Availability for borrower draws and investor remittances	<input type="checkbox"/>	<input type="checkbox"/>
Reviews and resolves HMBS Loan Endorsements issues	<input type="checkbox"/>	<input type="checkbox"/>
Manages and reports on HECM to HECM Refinances	<input type="checkbox"/>	<input type="checkbox"/>
Manages and reports on HMBS Due & Payable loans	<input type="checkbox"/>	<input type="checkbox"/>
Manages the Annual Recertification process for HMBS master agreements	<input type="checkbox"/>	<input type="checkbox"/>
Manages cashflows and performs reconciliations for P&I Disbursement Account	<input type="checkbox"/>	<input type="checkbox"/>
Manages cashflows and performs reconciliations for HMBS P&I Disbursement Accounts	<input type="checkbox"/>	<input type="checkbox"/>
Performs HMBS Loan Eligibility and Reporting	<input type="checkbox"/>	<input type="checkbox"/>
Manages cashflows and performs reconciliations for HMBS Collection Clearing Accounts	<input type="checkbox"/>	<input type="checkbox"/>
Manages cashflows and performs reconciliations for HMBS P&I Custodial Accounts	<input type="checkbox"/>	<input type="checkbox"/>
Performs HMBS Accounting	<input type="checkbox"/>	<input type="checkbox"/>

Does the Subservicer service all pools?*

Yes No

POOL SERVICING BREAKDOWN
Upload a document for each of Julius Mortgage's Subservicers, indicating which pools each party services

Kellig Mortgage Subservicer
 UPLOAD Drop file here...

Julius Mortgage Issuer
 UPLOAD Drop file here...

CANCEL SAVE WORK SUBMIT QUESTIONNAIRE

4

5

6