



---

# Pool Transfer System User Manual for Issuers

U.S. Department of Housing and Urban  
Development (HUD)

Ginnie Mae, Mortgage-Backed Securities Issuance and  
Bond Administration (MBSIBA)

Version 4.3



## Application Details

Application Information	Description
Application Name	Pool Transfer System
Application Acronym	PTS
Ginnie Mae SVP, Sponsor	Victoria Vargas
Ginnie Mae Application Owner	Victoria Vargas
Version/Application Release Number	4.3

## Document History

Version	Date of the Document	Author (Last Name, First Name)	Entity (Company or Department Author Represents)	Revision Description
3.3	6/26/2015	Paley, Ann Sturgeon, Scott	Insert Company Name	Initial Version
4.0	7/13/2022	Porter, Cedric	Insert Company Name	Revised to reflect changes from the Ginnie Mae Enterprise Portal (GMEP) to MyGinnieMae Portal (MGM)
4.1	8/25/2022	Just-Buddy, Renee Canon, David	Ginnie Mae Ampcus	Revised to reflect changes from Ginnie Mae Enterprise Portal (GMEP) to MyGinnieMae Portal (MGM) using Ginnie Mae's updated User Manual Framework provided by the Customer Experience Team.
4.2	4/16/2025	Ashliman, Megan	BNY	Updated screenshots to reflect the look and feel of the new release to MyGinnieMae (MGM)
4.3	7/18/2025	Ashliman, Megan	BNY	Revised to reflect comments from client reviews

# TABLE OF CONTENTS

<b>1</b>	<b>INTRODUCTION.....</b>	<b>5</b>
1.1	Application Overview .....	5
<b>2</b>	<b>USING THE APPLICATION .....</b>	<b>6</b>
2.1	Accessing the Pool Transfer System (PTS) .....	6
<b>3</b>	<b>PTS Process .....</b>	<b>8</b>
3.1	Selling Issuer: Request New Pool Transfer.....	8
3.2	Selling Issuer: Select or Add Pools for Transfer.....	9
3.3	Selling Issuer: Use the Transfer Detail Screen.....	10
3.4	Selling Issuer: Edit Pools for Transfer .....	11
3.5	Selling Issuer: Run Validations .....	11
3.6	Selling Issuer: View Summary Screen for Fatal Errors .....	12
3.7	Selling Issuer: Search for Existing Transfers.....	13
3.8	Selling Issuer: Cancel Transaction .....	14
3.9	Selling Issuer: Use the Transfer Detail Screen.....	15
3.10	Selling Issuer: Provide Payment Information.....	16
3.11	Selling Issuer: Use the Submission Center Tab.....	18
3.12	Selling Issuer: Use RSA SecurID .....	19
3.13	Buying Issuer: Accept the Transfer.....	20
3.14	Buying Issuer: Assign Document Custodian .....	22
3.15	Buying Issuer: Use the Submission Center Tab.....	22
3.16	Buying Issuer: Use the Submission Center Tab.....	24
3.17	Buying Issuer: Use RSA SecurID .....	25
3.18	Validation Warnings and Errors .....	25
<b>4</b>	<b>REPORTING.....</b>	<b>29</b>
4.1	Report Capabilities.....	29
4.2	Report Procedures.....	30
4.2.1	Pool Transfer Transaction Status Report – Summary .....	31

4.2.2	Pool Transfer Status Tracking .....	31
4.2.3	Pool Transfer Transaction Status Report Summary – Output Columns .....	32
4.2.4	Pool Transfer Transaction Status – Detail.....	34
4.2.5	Pool Transfer Transaction Status Report Detail – Output Columns .....	35
4.2.6	Pool Transfer Transaction Report – Report Information .....	39
4.2.7	Pool Transfer Transaction Report Information – Output Columns.....	40
4.2.8	Pool Transfer Exception Report – Summary .....	41
4.2.9	Pool Transfer Exception Report Summary – Output Columns .....	41
4.2.10	Pool Transfer Exception Report – Detail .....	42
4.2.11	Pool Transfer Exception Report Detail – Output Columns.....	43
4.2.12	Pool Transfer Exception – Report Information .....	45
4.2.13	Pool Transfer Exception Report Information – Output Columns.....	46
4.2.14	Assignment Agreement Report .....	47
4.2.15	Assignment Agreement Report – Output Columns .....	53
4.2.16	Custodian Pool Listing Report .....	54
4.2.17	Custodian Pool Listing Report – Output Columns.....	54
<b>5</b>	<b>RESOURCES .....</b>	<b>55</b>
5.1	Training Resources.....	56
5.2	Help Desk Contact Information.....	56
5.3	MyGinnieMae Portal Dictionary .....	56
5.4	MyGinnieMae Self-Help Tools .....	56
<b>6</b>	<b>APPENDIX.....</b>	<b>56</b>
6.1	QRCS.....	56
6.2	References.....	57
6.3	Key Acronyms .....	57
6.4	Figures .....	58
6.5	Tables.....	60



## 1 INTRODUCTION

---

This manual is written to provide instructions on how to use the Pool Transfer System (PTS). Issuers will utilize the Pool Transfer System (PTS) to initiate pool transfer requests, update pool transfer requests and receive approval documents. The functional roles associated with the application are PPA, Selling Issuer, Buying Issuer, and GinnieMae.

Below are links that address common topics that pertain to the Pool Transfer System (PTS).

- How to get access to [MyGinnieMae](#)
- Refer to the [MyGinnieMae Getting Started Manual](#) for System Prerequisites
- [Accessing the Pool Transfer System \(PTS\)](#)
- [Key Acronyms](#)
- [MyGinnieMae Self-Help Tools](#)

### 1.1 Application Overview

The Pool Transfer System (PTS) is an application in MyGinnieMae used by Pool Processing Agents (PPA) to match pool transfer requests submitted by the Selling Issuers with the acceptance or declination of the request by the Buying Issuer. PPAs use the system to process pool transfers, process pool mergers and approve Assignment Agreements. PPAs will also use the Pool Transfer System (PTS) to verify ACH receipts, forward fee confirmation to Ginnie Mae and run reports. Selling Issuers will use the system to initiate and modify requests, accept and pay transfer fees, cancel transfers and view reports. Buying Issuers will use the system to accept or decline requests, return requests to sellers for modification, assign document custodians, cancel transfers and view reports.

[Back to Table of Contents](#)

## 2 USING THE APPLICATION

### 2.1 Accessing the Pool Transfer System (PTS)

Upon login to the [MyGinnieMae \(MGM\) Portal](#), the user is presented with My Dashboard which displays options for navigating the Portal.

1. Click the 'Tools' dropdown, then select 'PTS'.

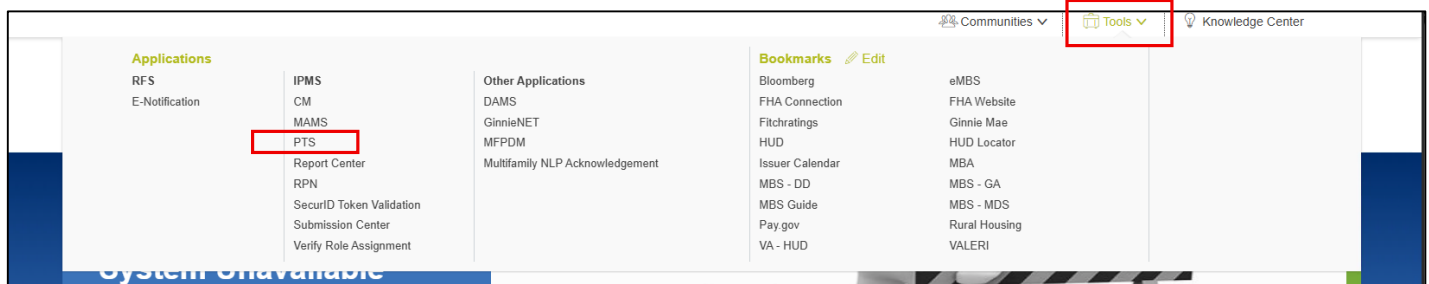


Figure 1 MGM Screen Tabs

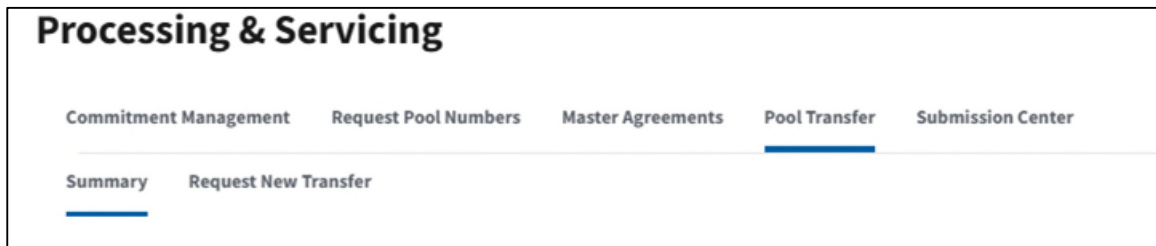


Figure 2 Welcome Screen Tabs

Upon selecting **Pool Transfer**, the User will be brought to the Processing & Servicing section. User may navigate between functions by clicking on each tab in the middle of the screen. **Pool Transfer** will be highlighted based upon prior selection.

Processing & Servicing

Commitment Management

Request Pool Numbers

Master Agreements

Pool Transfer

Submission Center

Summary

Request New Transfer

Selling Issuer Number/Name

All

Buying Issuer Number/Name

All

Pool Transfer Type

All

Effective Reporting Month/Year

MM/YYYY

Status

All

Request Number

All

Clear All Filters

Apply Filters

\* Displays Active Pool Transfer Requests.

Request New Transfer

Request Number	Selling Issuer Number	Selling Issuer Name	Buying Issuer Number	Buying Issuer Name	Transfer Type	Sale Date	Effective Reporting Date	Status	Approval Letter	Assignment Agreement	Cancel
509581	4075	DIRECT MORTGAGE CORP.	3886	CITIMORTGAGE, INC.	Standard-Partial	06/01/2025	11/01/2025	Pending buyer approval	View	View	Cancel

Figure 3 Welcome Screen Tabs

Filter options are provided near the top of the Summary Screen. The User may filter summary information by selecting one authorized Issuer Number or Issuer Name and selecting “Apply Filters.”

Under this filter criteria, the User has the ability to search existing pool transfer transactions by inputting some or all of the data fields and selecting “Apply Filters”. To remove search criteria, the User may select “Clear All Filters”. The table below provides a description for each field within the ‘Search Criteria.’

Field Name	Description
<b>Selling Issuer Number/Name</b>	4-digit number Ginnie Mae assigned to Seller as ID/Selling Issuer name.
<b>Buying Issuer Number/Name</b>	4-digit number Ginnie Mae assigned to Buyer as ID/Buying Issuer name.
<b>Pool Transfer Type</b>	Drop-down menu displays all available pool transfer transaction types
<b>Effective Reporting Month/Year</b>	Transfer date selected by Selling Issuer
<b>Status</b>	Drop-down menu displays available pool transfer status to search on current transaction status.
<b>Request Number</b>	Unique transaction number assigned to each Transfer request.

Table 2.1-1 Request New Transfer, Search Filter Fields

Processing & Servicing

Commitment Management

Request Pool Numbers

Master Agreements

Pool Transfer

Submission Center

Summary

Request New Transfer

Selling Issuer Number/Name

All

Buying Issuer Number/Name

All

Pool Transfer Type

All

Effective Reporting Month/Year

MM/YYYY

Status

All

Request Number

All

Clear All Filters

Apply Filters

\* Displays Active Pool Transfer Requests.

Request New Transfer

Request Number	Selling Issuer Number	Selling Issuer Name	Buying Issuer Number	Buying Issuer Name	Transfer Type	Sale Date	Effective Reporting Date	Status	Approval Letter	Assignment Agreement	Cancel
<a href="#">509481</a>	4075	DIRECT MORTGAGE CORP.	3886	CITIMORTGAGE, INC.	Standard-Partial	06/01/2025	11/01/2025	Pending buyer approval	<a href="#">View</a>	<a href="#">View</a>	<a href="#">Cancel</a>
<a href="#">509464</a>	4075	DIRECT MORTGAGE CORP.	3886	CITIMORTGAGE, INC.	Standard-Partial	04/18/2025	06/01/2025	Pending Ginnie Mae approval	<a href="#">View</a>	<a href="#">View</a>	<a href="#">Cancel</a>

Figure 4 Summary Pool Transfer Screen

Reports are run on demand and offer filtering capabilities.

[Back to the Table of Contents](#)

## 3 PTS Process

Sections 3.1 thru 3.12 focus on the Pool Transfer process from the User perspective of Selling Issuer (or “From” Issuer).

### 3.1 Selling Issuer: Request New Pool Transfer

From the PTS Summary screen or from the Request New Transfer tab, Selling Issuer selects “Request New Transfer” to create a new transaction. Seller must enter all data listed on the Request New Transfer Screen:

- Selling Issuer Number (Selling Issuer Name is automatically populated based upon Selling Issuer Number selection).
- Selling Issuer Name
- Buying Issuer Number (Buying Issuer Name is automatically populated based upon Buying Issuer Number selection).
- Sale Date
- Effective Reporting Date
- Transfer Type



Processing & Servicing

Pool Transfer

Submission Center

Summary

Request New Transfer

Selling Issuer Number/Name \*

-Select-

Buying Issuer Number \*

Buying Issuer Name

Sale Date \*

MM/DD/YYYY

Effective Reporting Month/Year \*

MM/YYYY

08/2025

Transfer Type \*

Standard

Complete

Validate

Reset

Back to Summary

Figure 5 Create New Pool Transfer Request

The following actions are available at the bottom of the Request New Transfer screen:

Screen Actions	Description
Validate	Save the Transfer request and proceed to submission
Reset	Reset data for non-submitted requests
Back to Summary	Return to the Summary screen

Table 3.1-1 Request New Transfer, Screen Actions

[Back to Table of Contents](#)

## 3.2 Selling Issuer: Select or Add Pools for Transfer

Based upon the type of Transfer selected, there are different methods in which the pool numbers are added to the transaction.

Transfer Type	Pool Number Addition Process
Standard – Partial	Manually key in pool numbers individually OR Import file of all pool numbers
Related Parties – Partial	
Standard - Complete	For complete transfers and mergers, all outstanding pools are automatically populated. There is no option for individual selection and data entry.
Related Parties – Complete	
Merger	

Table 3.2-1 Request New Transfer, Request Types

For manual pool upload, User may type pool numbers one by one or enter a string of pool numbers, separated by a comma, then click **Add Pool Number**. The pools added will appear one per line on the bottom of the screen.

**Processing & Servicing**

Commitment Management   Request Pool Numbers   Master Agreements   **Pool Transfer**   Submission Center

Summary   **Request New Transfer**

---

Selling Issuer Number/Name \*  
4875 - DIRECT MORTGAGE CORP.

Buying Issuer Number \*  
3886

Buying Issuer Name  
CITIMORTGAGE, INC.

Sale Date \*  
MM/DD/YYYY  
04/23/2025

Effective Reporting Month/Year \*  
MM/YYYY  
07/2025

Transfer Type \*  
Standard

Partial

Enter Pool Number

Add Pool Number

or

Choose File  
Drag file here or choose from folder

Upload Pool Number File

Download Template

☐

Pool Number :

<input type="checkbox"/>	AH9945
<input type="checkbox"/>	AH9941

Remove   Validate   Reset   Back to Summary

Figure 6 Manual Pool Upload

[Back to Table of Contents](#)

### 3.3 Selling Issuer: Use the Transfer Detail Screen

1. Set up the import file by clicking on **Download Template**.

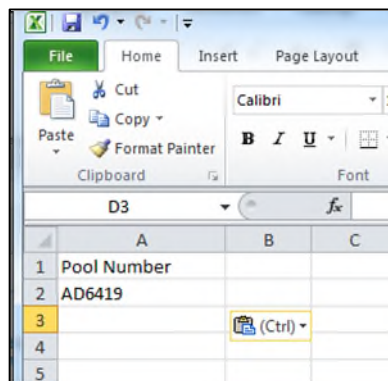


Figure 7 Import Pool Listing - Download Template

2. Insert the pool numbers you want to add in cells A2 and below. Save to a local folder.
3. Select **choose from folder**.

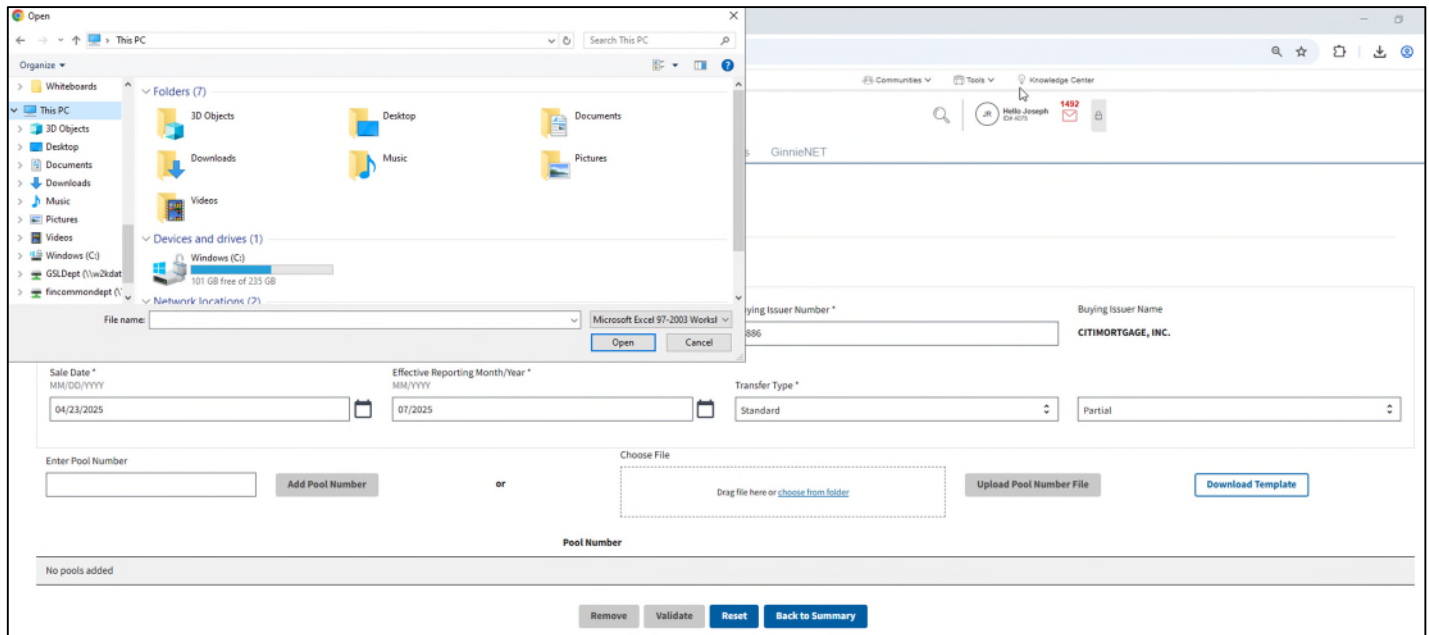


Figure 8 Upload Pool Number File Box

4. Select the Pool Number file to upload.
5. Select **Upload Pool Number File** button.

All pools belonging to the Transfer request will populate on the screen after the import and successful validation. To edit this listing, User may update and change the Import file or manually add or delete pools further.

[Back to Table of Contents](#)

### 3.4 Selling Issuer: Edit Pools for Transfer

For each unwanted Pool shown, check a Pool Number row and click **Remove**.

To delete *all* displayed Pools, check the box that heads the checkbox column and click **Remove**.

[Back to Table of Contents](#)

### 3.5 Selling Issuer: Run Validations

Once satisfied with the pools included within the Transfer, Selling Issuer must click "Validate" to validate the transfer details and pool listing for review and edits.

Summary

Request New Transfer

New Request 509400 Has Been Created. Pool Validation in Progress. Approximate Time for Validation: 1 to 2 minutes. Please go to the summary screen.

Selling Issuer Number

4875

Selling Issuer Name

DIRECT MORTGAGE CORP.

Transfer Type

Standard-Partial

Request Number

509400

Buying Issuer

3886-CITIMORTGAGE, INC.

Sale Date

08/13/2025

Effective Reporting Month/Year

09/2025

Back to Summary

Figure 9 Request Pool Transfer Details with Validation in Progress

Selling Issuer may return to Summary Screen by clicking the “Back to Summary” button, or Sign-out and return to the process later to review Validation Results.

[Back to Table of Contents](#)

3.6 Selling Issuer: View Summary Screen for Fatal Errors

Once Validations have been run against the transfer request, Selling Issuer may click on the Request Number to return to the request and view detailed information. There are two statuses that are available: “Validated” or “Validated with Errors.”

Selling Issuer Number

3555

Selling Issuer Name

GUILD MORTGAGE COMPANY

Transfer Type

Standard-Partial

Total Pool Count

1

Valid Pool Count

0

Warning Pool Count

0

No Warning Pool Count

0

Fatal Pool Count

1

Request Number

507751

Buying Issuer

3355 - WELLS FARGO BANK, NA,

Sale Date

05/26/2025

Effective Reporting Month/Year

06/2025

Total Pool RPB Amount

\$0.00

Valid Pool RPB Amount

\$0.00

Warning Pool RPB Amount

\$0.00

No Warning Pool RPB Amount

\$0.00

Not Processed Pool Count

0

Validated Pool List

List of Pools with Error(s)

Add New Pool(s)

Transfer Exceptions

Error

Error Type

Error Message

Warning

Warning

Transfer date is within two months of today's date.

Warning

Warning

Both issuers are already involved in another pending transfer transaction as of the same effective date.

Pool Exceptions

Error

Error Type

Pool Number

Error Message

Issue Type - Pool Type

Remaining Principal Balance(RPB)

RPB Date

Fatal

Fatal

613127

Pool already exists on GNRA database in pending transaction.

X-PH

\$0.00

Export XLS

Remove

Showing 1 - 1 out of 1

First

Previous

1

Next

Last

Save & Validate

Reset

Back to Summary

Figure 10 Summary Screen, List of Pools with Error

Within this screen, there are three sections. The first provides the summary count of errors or warnings associated with the information submitted. The middle section identifies any warnings or errors with the transfer transaction details; with the lower section providing pool level exceptions (warnings or errors).

You may check the Request number screen for all warnings and fatal errors at both the request and pool level.

- With *Warnings*, the request is allowed to continue.

- With *Validation with Errors*, the request is halted until errors have been corrected.

In the example, note the error type “Fatal” and the message, “Pool belongs to a different issuer.”

Check the left-hand box for each row of fatal errors and click **Remove**. This will remove the pool from the transfer.

Summary

Request New Transfer

Selling Issuer Number	Selling Issuer Name	Transfer Type	Total Pool Count	Valid Pool Count	Warning Pool Count
4075	DIRECT MORTGAGE CORP.	Standard-Partial	1	0	0
No Warning Pool Count	Fatal Pool Count	Request Number	Buying Issuer	Sale Date	Effective Reporting Month/Year
0	1	509560	3886 - CITIMORTGAGE, INC.	04/23/2025	08/2025
Total Pool RPB Amount	Valid Pool RPB Amount	Warning Pool RPB Amount	No Warning Pool RPB Amount	Not Processed Pool Count	
\$0.00	\$0.00	\$0.00	\$0.00	0	

Validated Pool List
List of Pools with Error(s)
Add New Pool(s)

Transfer Exceptions

Error	Error Type	Error Message
No Records Available		

Pool Exceptions

Export XLS Remove

	Error	Error Type	Pool Number	Error Message	Issue Type - Pool Type	Remaining Principal Balance(RPB)	RPB Date
<input checked="" type="checkbox"/>		Fatal	AH9945	Pool already exists on GNMA database in pending transaction.	M-SF	\$0.00	

Showing 1 - 1 out of 1 10 < First < Previous 1 Next > Last >

Save & Validate
Reset
Back to Summary

Figure 11 Summary Screen Highlighting Fatal Errors

1. With fatal error rows checked, click **Save and Validate** to confirm eliminating those Transfer requests you are removing from processing.
2. The Validation process must be run again until all Fatal errors have been removed or corrected.

[Back to Table of Contents](#)

### 3.7 Selling Issuer: Search for Existing Transfers

1. Select Pool Transfer from the IPMS tab within MGM. The PTS Summary screen appears.

Processing & Servicing

Commitment Management

Request Pool Numbers

Master Agreements

Pool Transfer

Submission Center

Summary

Request New Transfer

Selling Issuer Number/Name

All

Buying Issuer Number/Name

All

Pool Transfer Type

All

Effective Reporting Month/Year

MM/YYYY

Status

All

Request Number

All

Clear All Filters

Apply Filters

\* Displays Active Pool Transfer Requests.

Request New Transfer

Request Number	Selling Issuer Number	Selling Issuer Name	Buying Issuer Number	Buying Issuer Name	Transfer Type	Sale Date	Effective Reporting Date	Status	Approval Letter	Assignment Agreement	Cancel
<a href="#">5004581</a>	4075	DIRECT MORTGAGE CORP.	3886	CITIMORTGAGE, INC.	Standard-Partial	06/01/2025	11/01/2025	Pending buyer approval	<a href="#">View</a>	<a href="#">View</a>	<a href="#">Cancel</a>
<a href="#">500464</a>	4075	DIRECT MORTGAGE CORP.	3886	CITIMORTGAGE, INC.	Standard-Partial	04/18/2025	06/01/2025	Pending Ginnie Mae approval	<a href="#">View</a>	<a href="#">View</a>	<a href="#">Cancel</a>

Figure 12 Search Summary Screen

2. Select the Issuer Name and click [Apply Filters](#).
3. Narrow your search by using the filters shown along the highlighted row: Issuer Number/Name, Pool Transfer Type, Transfer Month/Year, Status and Request Number.

[Back to Table of Contents](#)

### 3.8 Selling Issuer: Cancel Transaction

Selling Issuer may cancel the pool transfer up until the end of the day the 25<sup>th</sup> of the month prior to the Effective Transfer Date – the 1<sup>st</sup> of the following month.

To cancel a request, click *Cancel* on the Request Number row. A confirmation box will appear. Selling Issuer must enter a “Reason” (free text) and click “YES” to confirm cancellation.

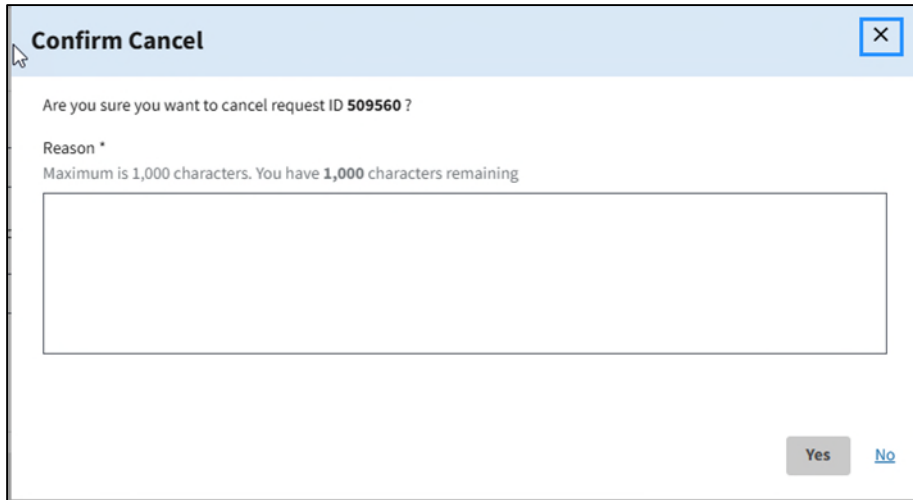
A screenshot of a web browser dialog box titled "Confirm Cancel" with a close button (X) in the top right corner. The main text asks, "Are you sure you want to cancel request ID 509560?". Below this is a label "Reason \*" followed by a text input area. Above the input area, it says "Maximum is 1,000 characters. You have 1,000 characters remaining". At the bottom right, there are two buttons: "Yes" (a grey button) and "No" (a blue link).

Figure 13 Reason Note Box

[Back to Table of Contents](#)

### 3.9 Selling Issuer: Use the Transfer Detail Screen

Depending on the request status, you can view Submitted and Approved requests or change pool data for the New Requests—or those Validated with Errors—using the Transfer Detail screen.

To reach this screen and view a Transfer in more detail, click on a Request Number from the Summary screen. Here is a sample Detail Screen:

Commitment Management
Request Pool Numbers
Master Agreements
Pool Transfer
Submission Center

Summary
Request New Transfer

Selling Issuer Number  
4075

Selling Issuer Name  
DIRECT MORTGAGE CORP.

Transfer Type  
Standard-Partial

Total Pool Count  
4

Valid Pool Count  
3

Warning Pool Count  
3

No Warning Pool Count  
0

Fatal Pool Count  
1

Request Number  
509560

Buying Issuer  
3886 - CITIMORTGAGE, INC.

Sale Date  
04/23/2025

Effective Reporting Month/Year  
06/2025

Total Pool RPB Amount  
\$2,774,325.38

Valid Pool RPB Amount  
\$2,774,325.38

Warning Pool RPB Amount  
\$2,774,325.38

No Warning Pool RPB Amount  
\$0.00

Not Processed Pool Count  
0

Validated Pool List
List of Pools with Error(s)
Add New Pool(s)

Transfer Exceptions

Error
Error Type
Error Message

No Records Available

Pool Exceptions

☐

Error

Error Type

Pool Number

Error Message

Issue Type - Pool Type

Remaining Principal Balance(RPB)

RPB Date

☐
Fatal
AH9945
Pool already exists on GNMA database in pending transaction.
M-SF
\$0.00

☐
Warning
AH9950
Pool is delinquent for recertification as of today.
M-JM
\$393,238.09
01/01/2025

☐
Warning
AH9953
Pool is delinquent for recertification as of today.
M-SF
\$1,186,066.51
01/01/2025

☐
Warning
AH9955
Pool is delinquent for recertification as of today.
M-SF
\$1,195,020.28
01/01/2025

Showing 1 - 4 out of 4
10 2
First
Previous
1
Next
Last

Save & Validate
Reset
Back to Summary

Figure 14 Transfer Detail Screen

**Note:** The Selling Issuer may edit an existing request if:

- The Request did not successfully validate; or
- The Request returned with status *Decline with Edits* from Buying Issuer for reasons explained in the Confirmation step.
- For Single-Family transfers, the Selling Issuer can edit the transfer prior to the Seller Lockdown date to make two material changes (add or delete pools) or multiple changes to the Effective Reporting Date.
- For all other transfers, the transfer may not be edited after submission.

[Back to Table of Contents](#)

### 3.10 Selling Issuer: Provide Payment Information

After Validation is complete, PTS calculates and displays fee information and allows Selling Issuer to enter ACH account information for payment. A new account may be created, or a previously used ACH account number may be selected from a drop-down menu.

Fees depend on the type of transfer and the outstanding balance of the pools to be transferred.

**Note:** For Single-Family transfers, PTS fees are collected on the 15<sup>th</sup> day of the month prior to the Transfer Date.

1. Provide bank account information and routing number for the account to be debited for the transfer fee.



- Click **Accept Terms and Conditions** checkbox.
- Enter new account information or select an existing account previously used for Pool Transfer fee payment
- Check the Accept Terms and Conditions box.
- To complete the process, click **Add to Submission Center**.

The screenshot displays a web application interface for pool transfer management. At the top, there are fields for 'Buyer Lockdown Date' (05/09/2025), 'RESPA Date' (05/15/2025), 'Reopen Count' (0), 'Effective Reporting Date Change Count' (0), and 'Non Conforming Pool Waiver' (No). Below these, there are links for 'Validated Pool List', 'List of Pools with Error(s)', and 'Add New Pool(s)'. A table lists two pools: AH9945 (M - SF) with a remaining principal balance of \$185,987.35, and UN1850 (C - RG) with a remaining principal balance of \$1,060,324.00. Both pools have an RPB Date of 01/01/2025 and a 'Non Conforming Pool Indicator' of 'No'. A 'Fee' of \$500.00 is shown. A 'Payment info' section contains an 'ACH Routing Number' (231271365) and an 'Account Number' (0168026228). At the bottom, there are buttons for 'Add to Submission Center', 'Edit Reporting Month/Year', 'Reopen Request/Edit Pools', 'Save & Validate', 'Reset', and 'Back to Summary'.

Figure 15 Verify Payment Accounts and Add to Submission Center

- A notification box displays as a reminder to the Issuer that the transfer must be submitted through the Submission Center prior to completion.

The screenshot shows a notification box overlaid on the Pool Transfer system interface. The notification box has a title 'Notification' and a close button (X). The message inside reads: 'To complete this transfer request, please go to Submission Center and submit the transfer record using your RSA SecurID Token. This transfer request will not be ready for next steps until Submission has been completed and on-screen confirmation notice is received.' There is an 'Ok' button at the bottom right of the notification box. In the background, the 'Pool Transfer' tab is selected, and a 'Back to Summary' button is visible at the bottom.

Figure 16 Notification for Submission Center

- After **Add to Submission Center**, PTS Summary screen shows the Transfer status as “Seller submitted to Submission Center” on the row of the Transfer.

Selling Issuer Number/Name: All

Buying Issuer Number/Name: All

Pool Transfer Type: All

Effective Reporting Month/Year: MM/YYYY

Status: All

Request Number: All

Clear All Filters Apply Filters

\* Displays Active Pool Transfer Requests.

Request New Transfer

Request Number	Selling Issuer Number	Selling Issuer Name	Buying Issuer Number	Buying Issuer Name	Transfer Type	Sale Date	Effective Reporting Date	Status	Approval Letter	Assignment Agreement	Cancel
<a href="#">509563</a>	4075	DIRECT MORTGAGE CORP.	3886	CITIMORTGAGE, INC.	Standard-Partial	04/21/2025	07/01/2025	Seller submitted to Submission Center	<a href="#">View</a>	<a href="#">View</a>	<a href="#">Cancel</a>
<a href="#">509562</a>	4075	DIRECT MORTGAGE CORP.	3886	CITIMORTGAGE, INC.	Standard-Partial	06/01/2025	07/01/2025	Pending buyer approval	<a href="#">View</a>	<a href="#">View</a>	<a href="#">Cancel</a>
<a href="#">509561</a>	4075	DIRECT MORTGAGE CORP.	3886	CITIMORTGAGE, INC.	Standard-Partial	06/01/2025	07/01/2025	Buyer Rejected Request	<a href="#">View</a>	<a href="#">View</a>	<a href="#">Cancel</a>

Figure 17 Seller Submitted to Submission Center

[Back to Table of Contents](#)

### 3.11 Selling Issuer: Use the Submission Center Tab

- To continue processing the Pool Transfer Request for Buying Issuer approval, click the **Submission Center** tab.

Commitment Management Request Pool Numbers Master Agreements Pool Transfer **Submission Center**

View by: -Select-

Clear All Filters Apply Filters

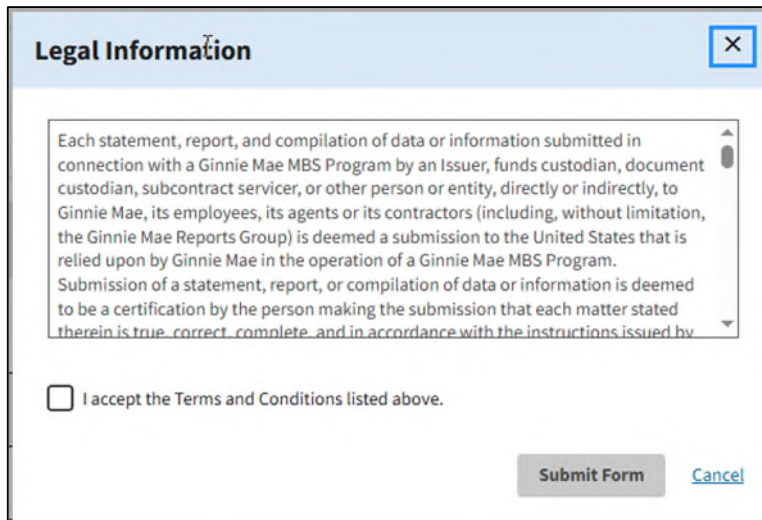
Selected: 0 Submit

<input type="checkbox"/>	Issuer Number	Issuer Name	Description	Actions	Delete
<input type="checkbox"/>	4075	DIRECT MORTGAGE CORP.	[ 509565 - POOL_TRNSFR_RQST - 2025-04-17 ] - Seller's request submitted for approval	<a href="#">View</a>	
<input type="checkbox"/>	4075	DIRECT MORTGAGE CORP.	[ 509563 - POOL_TRNSFR_RQST - 2025-04-17 ] - Seller's request submitted for approval	<a href="#">View</a>	

Showing 1 - 2 out of 2 20 First Previous 1 Next Last

Figure 18 Use the Submission Center Tab

- User may click the 'View' hyperlink to for an overview of the transfer to be submitted.
- User may click the Trash icon to remove the transfer from Submission Center. This will not delete the transfer from the system but will remove the transfer from Submission Center if it was erroneously sent.
- To proceed, check the checkbox of the transfer(s) to be submitted, or check the top checkbox to select all.
- Click the 'Submit' button.



**Legal Information** [X]

Each statement, report, and compilation of data or information submitted in connection with a Ginnie Mae MBS Program by an Issuer, funds custodian, document custodian, subcontract servicer, or other person or entity, directly or indirectly, to Ginnie Mae, its employees, its agents or its contractors (including, without limitation, the Ginnie Mae Reports Group) is deemed a submission to the United States that is relied upon by Ginnie Mae in the operation of a Ginnie Mae MBS Program. Submission of a statement, report, or compilation of data or information is deemed to be a certification by the person making the submission that each matter stated therein is true, correct, complete, and in accordance with the instructions issued by

☐ I accept the Terms and Conditions listed above.

**Submit Form** [Cancel](#)

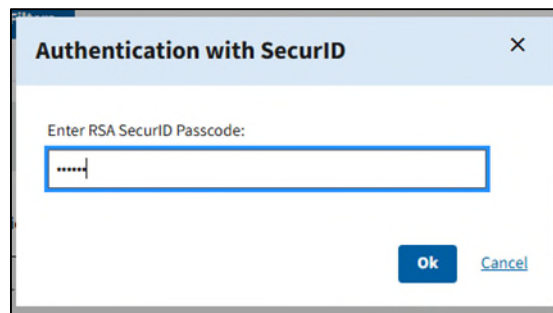
Figure 19 Accept Terms and Conditions for Submission

6. Check the box to accept terms and conditions and click **Submit Form**.

[Back to Table of Contents](#)

### 3.12 Selling Issuer: Use RSA SecurID

1. When the RSA screen appears, enter your SecurID passcode combination and click **OK**.



**Authentication with SecurID** [X]

Enter RSA SecurID Passcode:

.....

**Ok** [Cancel](#)

Figure 20 Authentication with RSA SecurID

See the RSA SecurID Quick Reference Guides for full details of using the SecurID, including forgotten passwords or contacting your Organization Administrator. The RSA SecurID Quick Reference Guides can be found at [https://www.ginniemae.gov/issuers/issuer\\_training/pages/qrcs.aspx](https://www.ginniemae.gov/issuers/issuer_training/pages/qrcs.aspx) under the MyGinnieMae Getting Started – System Access and Tokens dropdown.

2. On the system confirmation screen, note “Seller’s request submitted for approval” with status of “Success.”

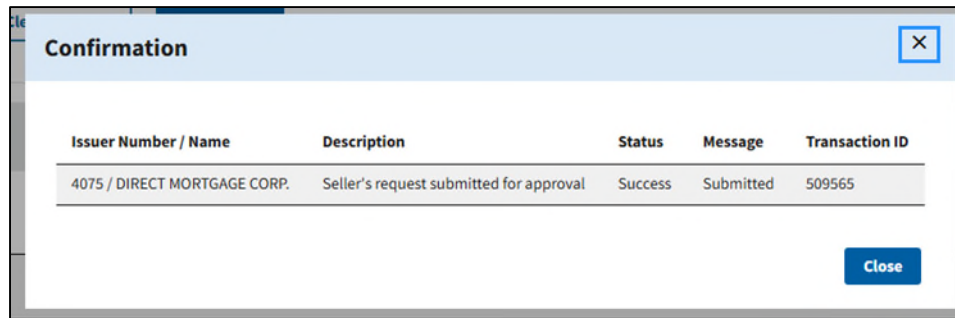


Figure 21 Confirmation that Seller Submitted Transfer

Click **Close**.

[Back to Table of Contents](#)

### 3.13 Buying Issuer: Accept the Transfer

Sections 3.13 thru 3.17 focus on the Pool Transfer process from the User perspective of Buying Issuer (or “To” Issuer).

Once submitted by the Selling Issuer, PTS sends the Buying Issuer a notification via email with the Request ID Number, Selling Issuer ID, and Selling Issuer Name. The Buying Issuer must review and determine if they agree with the terms entered by the Selling Issuer. The decision options available to the Buying Issuer include:

- **Accept**—Agree to the Transfer as submitted.
- **Return to Seller** —Return Transfer back to Seller with comments regarding proposed changes that are not agreeable.
- **Decline**— Decline the Transfer, canceling it and returning notification to Selling Issuer.

The Buying Issuer has two business days to decide on the transfer before the system automatically cancels the transfer. Should the Buying Issuer return the transfer to the Selling Issuer before the Seller Lockdown Date, the Seller can make the necessary changes and return the transfer to the Buying Issuer before the Buyer Lockdown Date, which is the 7th business day of the month, for final acceptance. Should the Buying Issuer fail to act, PTS will cancel the transfer.

The following is a sample Buying Issuer Summary Screen displaying active Transfer requests.

Commitment Management
Request Pool Numbers
Master Agreements
Pool Transfer
Submission Center

Summary
Request New Transfer

Selling Issuer Number/Name
All

Buying Issuer Number/Name
All

Pool Transfer Type
All

Effective Reporting Month/Year
MM/YYYY

Status
All

Request Number
All

Clear All Filters
Apply Filters

\* Displays Active Pool Transfer Requests.
Request New Transfer

Request Number	Selling Issuer Number	Selling Issuer Name	Buying Issuer Number	Buying Issuer Name	Transfer Type	Sale Date	Effective Reporting Date	Status	Approval Letter	Assignment Agreement	Cancel
<a href="#">509565</a>	4075	DIRECT MORTGAGE CORP.	3886	CITIMORTGAGE, INC.	Standard-Partial	04/21/2025	07/01/2025	Posted	View	View	<a href="#">Cancel</a>
<a href="#">509562</a>	4075	DIRECT MORTGAGE CORP.	3886	CITIMORTGAGE, INC.	Standard-Partial	06/01/2025	07/01/2025	Buyer Rejected Request	View	View	<a href="#">Cancel</a>

Figure 22 Transfer Summary Screen

Within the row showing “Posted” in the status column, click on the **Request Number** field to retrieve the transaction.

Selling Issuer Number
4075

Selling Issuer Name
DIRECT MORTGAGE CORP.

Transfer Type
Standard-Partial

Total Pool Count
1

Valid Pool Count
1

Warning Pool Count
1

No Warning Pool Count
0

Fatal Pool Count
0

Request Number
509565

Buying Issuer
3886 - CITIMORTGAGE, INC.

Sale Date
04/21/2025

Effective Reporting Month/Year
07/2025

Total Pool RPB Amount
\$260,206.68

Valid Pool RPB Amount
\$260,206.68

Warning Pool RPB Amount
\$260,206.68

No Warning Pool RPB Amount
\$0.00

Not Processed Pool Count
0

Seller Lockdown Date
04/26/2025

Buyer Lockdown Date
05/09/2025

RESPA Date
05/15/2025

Reopen Count
0

Effective Reporting Date Change Count
0

Non Conforming Pool Waiver
No

Pools Added for Transfer
Assign Custodian
Upload Custodian
or
Choose File
Drag file here or [choose from folder](#)
Upload File
Download Template
Export XLS

Pool Number	Issue Type - Pool Type	Remaining Principal Balance(RPB)	RPB Date	Non Conforming Pool Indicator	Custodian
AS7523	M - SF	\$260,206.68	01/01/2025	Yes	

Showing 1 - 1 out of 1
First
Previous
1
Next
Last

Save & Validate
Reject
Return to Seller
Back to Summary

Figure 23 Review Transfer

The Buying Issuer can review details and pools included within the Transfer. There is also an option to download the pool number listing within an Excel spreadsheet format for comparison. This is completed by clicking on the “Export XLS” button–Once satisfied with the information displayed, Buying Issuer must next assign a Document Custodian for the pools to be received.

[Back to Table of Contents](#)

3.14 Buying Issuer: Assign Document Custodian

A Document Custodian must be assigned to the pools being received by the Buying Issuer within each Pool Transfer. All eligible Document Custodians registered with the Buying Issuer will be displayed within the Drop-Down field “Assign Custodian.”

- 1. To assist the assignment of new pools to more than one Document Custodian, PTS allows the User to export a file of pools, add the Ginnie Mae assigned Document Custodian ID to each pool, and upload the new file.
- 2. If Buying Issuer has only one Document Custodian, PTS automatically assigns the custodian to *all pools* in the request.
- 3. Select Assign Custodian from the drop-down.
- 4. Click **Save and Validate** to confirm the Pool Transfer. The following confirmation screen appears.

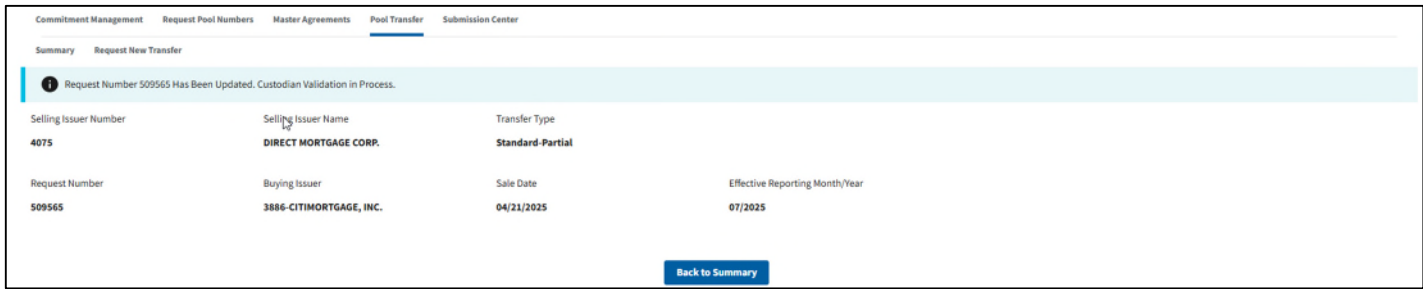


Figure 24 Confirmation Screen

**Note:** Upon successful Custodian validation, an email notification is sent to the buying and selling Document Custodians notifying them of the pending transfer.

- 5. Buying Issuer may return to Summary Screen by clicking the “Back to Summary” button, or Sign-out and return to the process later to review Validation Results.

[Back to Table of Contents](#)

3.15 Buying Issuer: Use the Submission Center Tab

Buying Issuer may retrieve Transfer from Summary page. The status will read “Custodian Validation Complete.”

- 1. Click on the Request ID to open the Transfer. To complete the process, click **Add to Submission Center**. After **Add to Submission Center**, PTS Summary screen shows the Transfer status as “Buyer submitted

to Submission Center” on the row of the Transfer.

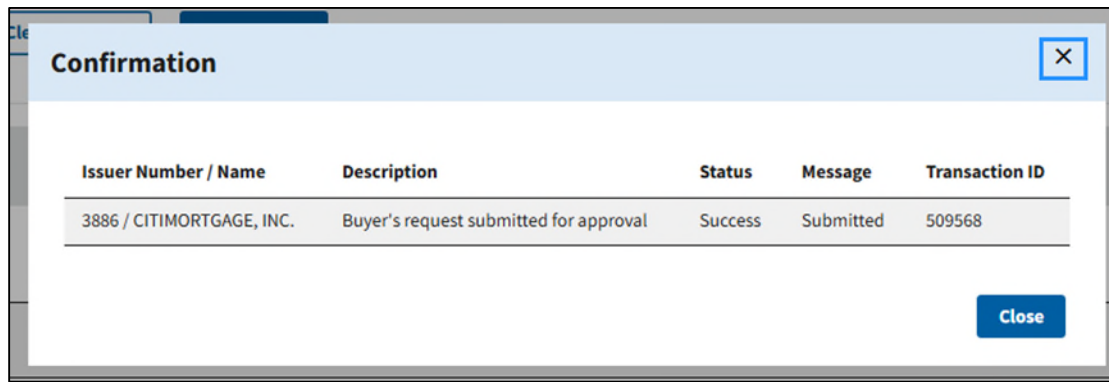


Figure 25 Confirmation that Buyer Accepted Transfer

2. Click **Close** to return to Summary screen.

Reenter the the Request Details screen. If satisfied with the Transfer, the user must **Save & Validate**, then come back to the transfer details screen and click **Add to Submission Center**.

The "Request New Transfer" screen displays various pool and transfer details. It includes sections for "Pools Added for Transfer" and "Assign Custodian".

Pool Number	Issue Type - Pool Type	Remaining Principal Balance(RPB)	RPB Date	Non Conforming Pool Indicator	Custodian
AH9959	M - SF	\$220,208.55	01/01/2025	Yes	

At the bottom, there are buttons for "Save & Validate", "Reject", "Return to Seller", and "Back to Summary". The "Save & Validate" button is highlighted with a red box.

Figure 26 Confirmation that Buyer Accepted Transfer

Valid Pool Count 1	Warning Pool Count 0	No Warning Pool Count 1	Fatal Pool Count 0	Buying Issuer 3886 - CITIMORTGAGE, INC.	
Request Number S10259	Sale Date 07/03/2025	Effective Reporting Month/Year 08/2025	Total Pool RPB Amount \$185,987.35	Valid Pool RPB Amount \$185,987.35	Warning Pool RPB Amount \$0.00
No Warning Pool RPB Amount \$185,987.35	Not Processed Pool Count 0	Seller Lockdown Date 05/26/2025	Buyer Lockdown Date 06/10/2025	RESPA Date 06/15/2025	Reopen Count 0
Effective Reporting Date Change Count 0	Non Conforming Pool Waiver No				

**Pools Added for Transfer**

Assign Custodian  
 Upload Custodian

Choose File  
 Drag file here or choose from folder

Upload File

Download Template

Pool Number	Issue Type - Pool Type	Remaining Principal Balance (RPB)	RPB Date	Non Conforming Pool Indicator	Custodian
AH9945	M - SF	\$185,987.35	04/01/2025	No	000466

Showing 1 - 1 out of 1
 

20

 < First
 < Previous
 1
 Next >
 Last >

Save & Validate
Reject
Return to Seller
Back to Summary
Add to Submission Center

Figure 27 Buyer Adds Transfer Submission Center

[Back to Table of Contents](#)

### 3.16 Buying Issuer: Use the Submission Center Tab

1. To continue processing the Pool Transfer Request for Buying Issuer approval, click the **Submission Center** tab.
2. Check the left-hand box on each line identifying the transaction you want to process and click **Submit**.

#### Legal Information

✕

Each statement, report, and compilation of data or information submitted in connection with a Ginnie Mae MBS Program by an Issuer, funds custodian, document custodian, subcontract servicer, or other person or entity, directly or indirectly, to Ginnie Mae, its employees, its agents or its contractors (including, without limitation, the Ginnie Mae Reports Group) is deemed a submission to the United States that is relied upon by Ginnie Mae in the operation of a Ginnie Mae MBS Program. Submission of a statement, report, or compilation of data or information is deemed to be a certification by the person making the submission that each matter stated therein is true, correct, complete, and in accordance with the instructions issued by

☐ I accept the Terms and Conditions listed above.

Submit Form
Cancel

Figure 28 Accept Terms and Conditions for Submissions



3. Check the box to accept terms and conditions and click **Submit Form**.

[Back to Table of Contents](#)

### 3.17 Buying Issuer: Use RSA SecurID

1. When the RSA Authentication screen appears, User enters SecurID passcode combination:

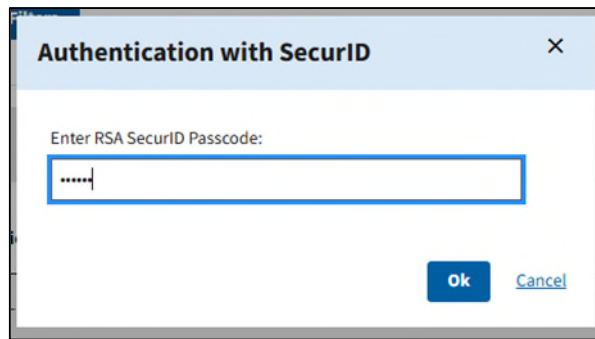


Figure 29 Authentication with RSA SecurID

2. Click **OK**.

See the [RSA SecurID Quick Reference Cards \(QRCs\)](#) for full details of using RSA token authentication, including forgotten passwords or contact your Organization Administrator for additional guidance. Expand the link under 'RSA Tokens' to view the list of QRCs.

[Back to Table of Contents](#)

### 3.18 Validation Warnings and Errors

It is recommended to correct Validation Warnings; however, they will not stop a Pool Transfer from moving forward. If Fatal Errors are identified within the Validation Process, these must be corrected before the Pool Transfer can be submitted.

**Note:** Ginnie Mae has the option of providing a waiver to allow non-conforming pools to transfer. Should the Selling Issuer fail to correct any errors (warnings) regarding non-conforming pools or Ginnie Mae fail to provide the waiver, the system (PTS) will remove the non-conforming pools from the transfer.

Error #	Validation Description	Error Type	Description
REQUEST VALIDATIONS			

Error #	Validation Description	Error Type	Description
1	To Issuer Number is required	Fatal	Validation happens on the screen. Selling Issuer must fill out Buying Issuer ID and Issuer Name. Field cannot be blank or null.
2	To Issuer Number not found on GNMA database	Fatal	Buying Issuer ID/Name need to be in the database.
3	From Issuer and To Issuer cannot be the same	Fatal	Buying and Selling Issuers cannot be the same on the Transfer.
4	Date of Transfer is required	Fatal	Date of the Transfer cannot be blank or null.
5	Pool number is required	Fatal	For partial transfer, transfer request has to have at least one (1) pool.
6	Sale date cannot be the same or after the Effective Reporting Date	Fatal	Sale date cannot be the same or after Effective Reporting Date.
7	Duplicate From Issuer, To Issuer, and Effective Date of Transfer - Pending - transaction	Warning	Verify no existing request with same Selling Issuer, Buying Issuer, and Effective Reporting Date.
<b>FROM-ISSUER VALIDATIONS</b>			
8	From Issuer is terminated	Fatal	Confirm active Issuer status for Selling Issuer.
9	From Issuer does not own any pools	Fatal	Verify relationship pool, issuer table. Issuer without pools cannot initiate the transfer.
10	From Issuer has an ALL POOL transfer pending - transaction	Fatal	Verify if Issuer has other transaction with all pools transfer.
11	From Issuer has a MERGER REQUEST pending - transaction	Fatal	Verify if Issuer has another transaction with all pools transfer or transfer type – merger.
12	From Issuer is not ready to merge	Warning	Confirm Selling Issuer is not in an ongoing Merger activity
13	From Issuer is the primary Issuer in an initiated PSA	Warning	Selling Issuer is not included in a Pledge of Servicing Agreement

Error #	Validation Description	Error Type	Description
14	From Issuer is the primary Issuer in an accepted Pledge of Servicing Agreement (PSA)	Warning	Selling Issuer is not included in a Pledge of Servicing Agreement
16	From Issuer has held commitments that has not been approved	Warning	MERGER: Held means request for commitment authority has not yet been approved.
17	From Issuer doesn't have Master Agreement forms signed	Fatal	Confirm Master Agreements are Complete.
<b>TO-ISSUER VALIDATIONS</b>			
18	To Issuer is not eligible to own From Issuer's pool types	Fatal	Verify pool type to Issuer type (separate doc).
19	To Issuer has an ALL POOL transfer pending – transaction	Fatal	To Issuer cannot be a Selling Issuer for another transaction with all pools transfer.
20	To Issuer has a MERGER REQUEST pending - transaction	Fatal	To Issuer cannot be a Selling Issuer for another merger transaction.
22	To Issuer is not ready to merge	Warning	Confirm To Issuer is not in an ongoing Merger activity
23	To Issuer is terminated	Fatal	To Issuer is active.
24	To Issuer is not in good standing	Warning	To Issuer is compliant with program requirements.
25	To Issuer's eligibility will be < 0 as a result of the merge request	Warning	The request would put Issuer in negative commitment.
27	To Issuer doesn't have Master Agreement forms signed	Fatal	Check existence of Master agreements (all forms).
28	To Issuer has insufficient eligibility	Warning	Check Issuer eligibility to accept transaction.
<b>POOL VALIDATIONS</b>			
29	Pool not in database	Fatal	Pool must be active Pool Number
30	Pool already exists on GNMA database in pending transaction	Fatal	Check for the same pool number in pending transaction.

Error #	Validation Description	Error Type	Description
33	Pool Issue Date must be at least 1 month earlier than request date	Fatal	Pool issue date must be at least one month before submission date.
36	HECM Issuers can only do complete pool transfers	Fatal	Check pool type for HMBS.
37	Multifamily pool Transfer request cannot be combined with Single family	Warning	Multi Family = MF Single Family = SF
38	Pool belongs to different Issuer	Fatal	Check if pool belongs to the Selling issuer for each pool.
39	Pool has not been issued or released	Fatal	Check if pool was released.
40	Pool is in the inactive status	Fatal	Pool is inactive.
47	Pool transferred within past 6 months	Warning	Check pool for inclusion in prior approved transaction(s).
52	Transfer date is the same or earlier than today's date	Fatal	—
53	Transfer date is within two months of today's date	Warning	—
54	There must be at least one pool in the request	Fatal	—
55	File upload failure due to invalid pool IDs format	Fatal	—
56	File upload failure due to invalid custodian IDs format	Fatal	—
58	Pool is delinquent for final certification	Warning	Check certification status
59	Pool is pending final certification	Warning	Check certification status
60	Pool is delinquent for recertification	Warning	Check recertification status
61	Pool is pending recertification	Warning	Check recertification status

Error #	Validation Description	Error Type	Description
62	No pools available for request revalidation	Fatal	—

Table 3.18-1 Caveats and Exceptions

[Back to Table of Contents](#)

## 4 REPORTING

Users may request reports within MGM. Reports have the capability to filter and export to an external form in Microsoft Excel.

### 4.1 Report Capabilities

The reports below support the Pool Transfer process. All reports have standard titles including report name, date and time, and pagination.

Report Title	Description	Report Filters
Transaction Status Reports		
Pool Transfer Transaction Status Report— <b>Summary</b>	Report provides summary information for all transactions.	Run reports by Transfer Request Number and Effective Transfer Start and End Dates
Pool Transfer Transaction Report— <b>Detail</b>	Report is derived from the summary. It contains details for specific transactions.	
Exception Reports		
Pool Transfer Exception Report— <b>Summary</b>	Report provides a summary of all soft edits and errors on the request level.	Run reports by Transfer Request Number and Transfer Request Start and End Dates
Pool Transfer Exception Report— <b>Detail</b>	Report is derived from summary. It contains details for specific transactions. Report provides details of all soft edits by pools.	

Report Title	Description	Report Filters
<b>Other Reports</b>		
Assignment Agreement Report	The report contains the Assignment Agreement for selected transfer request. The Exhibit A is contained in the Pool Listing Custodian Report.	Run report by Transfer Request Number. Only Transfer Requests associated with the user's organization will appear.
Pool Listing Custodian Report	Report provides a list of pools associated with the transfer. Only Custodians with a relationship with the selling or buying Issuers have access.	Run report by Transfer Request Number. Only Transfer Requests associated with the user's organization will appear.

Table 4.1-1 List of PTS Reports

[Back to Table of Contents](#)

## 4.2 Report Procedures

Within MGM, User may select IPMS, then **REPORT CENTER** to reach the Issuer Report Center screen. From here, User may select the Pool Transfer folder to display available reports associated with Pool Transfer transactions.

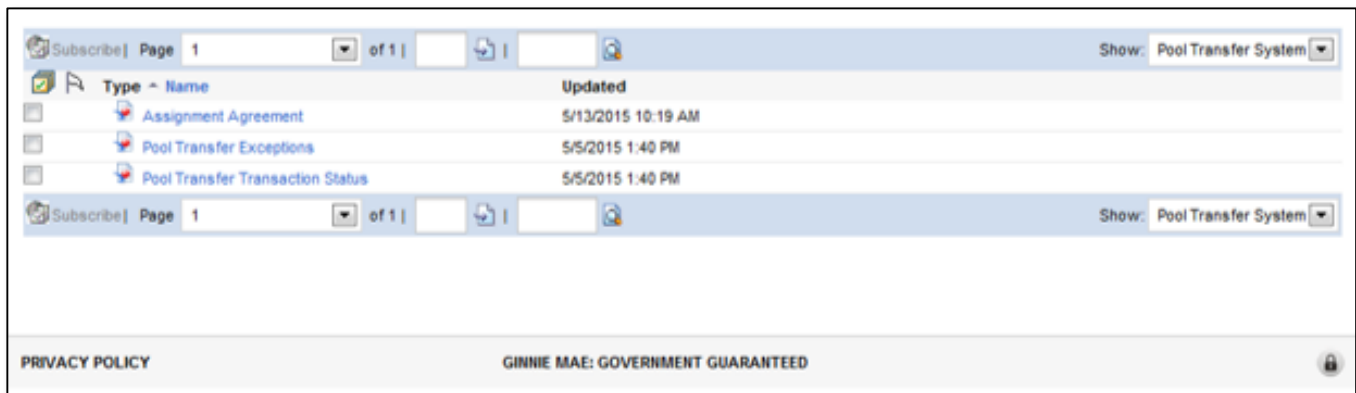


Figure 30 Issuer Report Center

An example of each report along with a table explaining the report elements follows.

[Back to Table of Contents](#)

## 4.2.1 Pool Transfer Transaction Status Report – Summary

Transfer Request Number	Selling Issuer Number	Buying Issuer Number	Transfer Request Type	Transfer Request Partial / Complete Indicator	Transfer Request Date	Effective Transfer Date	Sale Date	Transfer Request Status	Pool Transfer Status Reason	Transfer Request Date	Total Number of Pools	Total Remaining Principal As of Request Submission Date	Total Remaining Principal As of Approval Date
100024	1438	1437	Merger	Complete	09/19/2013	09/20/2013	09/20/2013	Seller cancelled request	diasdtdel	10/20/2013	548	\$1,099,019,907.86	\$1,099,019,907.86
<b>Total:</b>											548	\$1,099,019,907.86	\$1,099,019,907.86

Figure 31 Pool Transfer Transaction Status Report Summary

[Back to Table of Contents](#)

## 4.2.2 Pool Transfer Status Tracking

PTS provides status updates per transaction within the PTS Summary Screen for the duration of the transaction. Below is a listing of status types produced for the Seller or Buyer, based upon the current transaction status. This table provides a complete listing of all statuses visible to Seller and Buyer Issuer throughout the PTS transaction lifecycle. Not all statuses listed below are applicable to all transactions.

Seller Status	Buyer Status	Description
NEW		New transaction has been created by Seller
Validating		Pool validation in progress
Validated		Pool validation complete with no errors
Validation with errors		Pool validation complete with warning edits or failed edits identified
Seller submitted to submission center		Waiting for RSA Token submission of transaction to next step.
Seller removed from submission center		Transaction deleted or removed from submission center
Pending buyer approval	Posted	Transaction approved in submission center by Seller, awaiting Buyer review and inputs
	Validating custodians	Custodian validation in progress
	Error in document custodians	Custodian validation complete with warning edits or failed edits identified

Seller Status	Buyer Status	Description
	Custodian validation successful	Custodian validation complete
Returned by buyer		Buyer has selected "Return to Seller" for updates to transaction prior to acceptance
Buyer rejected request	Buyer rejected request	Buyer has rejected transfer; transaction has been terminated.
Pending buyer approval	Pending submission center approval	Transaction has been reviewed and passed edits; awaiting addition to Submission Center for Buyer acceptance
	Buyer rejected in submission center	Transaction has been reviewed and is awaiting Buyer rejection in submission center
Pending GNMA approval	Pending GNMA approval	Seller and Buyer have submitted approved transaction; awaiting Ginnie Mae's approval/decline decision.
GNMA approved request	GNMA approved request	Ginnie Mae has completed its evaluation and has approved transfer request
GNMA rejected request	GNMA rejected request	Ginnie Mae has completed its evaluation and has rejected transfer request
Completed	Completed	Approved requests will display "Completed" status on and after Effective Reporting Date
Buyer cancelled request	Buyer cancelled request	Buyer cancels transaction after Ginnie Mae approval
Seller cancelled request	Seller cancelled request	Seller cancels transaction after Ginnie Mae approval
Queue processing failure	Queue processing failure	A failure has been identified during the processing of the request and must be resubmitted, or User must contact Ginnie Mae for assistance

Table 4.2-1 PTS Request Statuses

[Back to Table of Contents](#)

#### 4.2.3 Pool Transfer Transaction Status Report Summary – Output Columns

Name	Description	Sample Value
Transfer Request Number	Transaction Identifier—link to Detail report for this transaction	100024
Selling Issuer Number	4-digit number Ginnie Mae assigned to seller	1438
Buying Issuer Number	4-digit number Ginnie Mae assigned to buyer	1457
Transfer Request Type	Standard, Related Parties, or Merger	Merger



Name	Description	Sample Value
Partial / Complete Indicator	Partial, Complete	Complete
Transfer Request Date	Date on which the Transfer was requested	09/19/2013
Effective Reporting Date	Date that the Buying/Surviving Issuer reports the previous month's activity	11/01/2013
Sale Date	Sale date of the Transfer request	09/20/2013
Transfer Request Status	Status as of Date in next column, such as Ginnie Mae Approved, Pending Buyer Approval	Seller Cancelled Request
Pool Transfer Status Reason	Reason for the Pool Transfer	—
Transfer Request Status Date	Date when the status in the previous column was marked	10/20/2013
Total Number of Pools	Number of pools in this transaction	548
Total Remaining Principal Balance		
As of Request Submission Date	RPB as of Request submission date	\$1,099,019,907.86
As of Approval Date	RPB as of date of Request approval/rejection from Ginnie Mae—does not apply to Requests not yet approved.	\$1,099,019,907.86

**Table 4.2-2 Pool Transfer Transaction Status Report Summary Fields**

[Back to Table of Contents](#)

#### 4.2.4 Pool Transfer Transaction Status – Detail

Transfer Request Number : 100024

Transfer Request Information

Transfer Request Type	Merger
Transfer Request Partial / Complete Indicator	Complete
Transfer Request Date	09/19/2013
Transfer Request Status	Seller cancelled request
Transfer Request Status Date	10/20/2013
Effective Reporting Date	11/01/2013
Sale Date	09/20/2013

Issuer Information

Selling Issuer Number	1438
Selling Issuer Name	Bank A
Buying Issuer Number	2003
Buying Issuer Name	C Bank
Buying Issuer Eligibility Amount at Request Time	Not Available
Buying Issuer Eligibility Amount at Approval Time	\$142,161,836,763.06

Pool Statistics

Total Number of Pools	548
Number of Low Balance Pools	91
Number of Regular Balance Pools	457
Number of Pools with Errors	0
Total Remaining Principal Balance as of Request Submission Date	\$1,099,019,907.86
Total Remaining Principal Balance as of Approval Date	\$1,099,019,907.86

Fee Statistics

Fee Amount Calculated	\$0.00
Fee Amount Received	\$0.00

Transfer Request Status History

Transfer Request Number	Status	Date	Status Reason	Action By
100024	Seller cancelled request	10/20/2013 09:13:50 AM	dfasdfsdf	Nur Islam
	Ginnie Mae approved request	10/17/2013 00:00:00 AM	Approve PTS	Sudhakar Balu
	Fees collected	10/10/2013 00:00:00 AM		Anita Champ
	Custodian validation passed	10/07/2013 09:40:35 AM		ramesh cherukuri
	Custodian validation in progress	10/07/2013 09:40:35 AM		ramesh cherukuri
	Seller approved in Submission Center	10/01/2013 15:21:23 PM		ramesh cherukuri
	Seller submitted to Submission Center	09/20/2013 04:00:40 AM		Sudhakar Balu

Pool Transfer Transaction Status

Page: 1 of 26

Figure 32 Pool Transfer Transaction Status Detail - Sample page 1

## Pool Transfer Transaction Status Detail

Refresh Date : 12/10/2013  
Refresh Time : 2:19:07 PM  
Refresh By : Scott Sturgeon

Pool Information												
Pool Number	Pool Type	Issue Date	Selling Issuer Custodian Number	Buying Issuer Custodian Number	Certification Date	Recertification Date	Remaining Principal Balance at Request Submission		Remaining Principal Balance at Request Approval		Pool Balance (Regular/ Low)	RPB Factor
							Balance	Submission Date	Balance	Approval Date		
727677	SF	09/01/2009	000999	000111	04/16/2010		\$415,593.96	07/01/2013	\$415,593.96	07/01/2013	Regular	0.27018306
727678	SF	11/01/2009	000999	000111	04/23/2010		\$850,486.24	07/01/2013	\$850,486.24	07/01/2013	Regular	0.80679353
727679	SF	09/01/2009	000999	000111	04/23/2010		\$384,508.19	07/01/2013	\$384,508.19	07/01/2013	Regular	0.29762654
727680	SF	10/01/2009	000999	000111	04/16/2010		\$466,307.44	07/01/2013	\$466,307.44	07/01/2013	Regular	0.25156324
727681	SF	10/01/2009	000999	000111	07/02/2010		\$565,660.05	07/01/2013	\$565,660.05	07/01/2013	Regular	0.13606461
727682	SF	10/01/2009	000999	000111	06/04/2010		\$723,085.36	07/01/2013	\$723,085.36	07/01/2013	Regular	0.24054512
727685	SF	11/01/2009	000999	000111	03/22/2010		\$228,175.06	07/01/2013	\$228,175.06	07/01/2013	Regular	0.17353167
727686	SF	11/01/2009	000999	000111	07/02/2010		\$700,625.56	07/01/2013	\$700,625.56	07/01/2013	Regular	0.12718547
727687	SF	11/01/2009	000999	000111	07/02/2010		\$804,284.91	07/01/2013	\$804,284.91	07/01/2013	Regular	0.17982684
727688	SF	11/01/2009	000999	000111	06/04/2010		\$236,228.59	07/01/2013	\$236,228.59	07/01/2013	Low	0.06590566
727689	SF	11/01/2009	000999	000111	07/02/2010		\$177,379.01	07/01/2013	\$177,379.01	07/01/2013	Regular	0.15593866
727691	SF	11/01/2009	000999	000111	09/09/2010		\$77,365.48	07/01/2013	\$77,365.48	07/01/2013	Low	0.05579489
727692	SF	11/01/2009	000999	000111	05/28/2010		\$422,405.24	07/01/2013	\$422,405.24	07/01/2013	Regular	0.13852513
727693	SF	11/01/2009	000999	000111	07/16/2010		\$442,938.46	07/01/2013	\$442,938.46	07/01/2013	Regular	0.17901935
727694	SF	11/01/2009	000999	000111	07/16/2010		\$540,965.48	07/01/2013	\$540,965.48	07/01/2013	Regular	0.28939778
727695	SF	11/01/2009	000999	000111	06/04/2010		\$272,126.04	07/01/2013	\$272,126.04	07/01/2013	Regular	0.23530260
727698	SF	12/01/2009	000999	000111	06/24/2010		\$657,529.43	07/01/2013	\$657,529.43	07/01/2013	Regular	0.22353147
727699	SF	12/01/2009	000999	000111	07/23/2010		\$962,291.91	07/01/2013	\$962,291.91	07/01/2013	Regular	0.30488601
727700	SF	12/01/2009	000999	000111	06/04/2010		\$280,336.02	07/01/2013	\$280,336.02	07/01/2013	Regular	0.19857975
727701	SF	12/01/2009	000999	000111	07/02/2010		\$349,676.27	07/01/2013	\$349,676.27	07/01/2013	Regular	0.15925184
727702	SF	12/01/2009	000999	000111	07/02/2010		\$116,828.20	07/01/2013	\$116,828.20	07/01/2013	Regular	0.10418187
727705	SF	12/01/2009	000999	000111	06/24/2010		\$529,080.00	07/01/2013	\$529,080.00	07/01/2013	Regular	0.18163448
727706	SF	12/01/2009	000999	000111	07/16/2010		\$90,652.09	07/01/2013	\$90,652.09	07/01/2013	Low	0.02716929
727707	SF	12/01/2009	000999	000111	07/23/2010		\$487,236.25	07/01/2013	\$487,236.25	07/01/2013	Regular	0.15436142

Pool Transfer Transaction Status

Page: 4 of 26

Pool Transfer Transaction Status

Page: 4 of 26

Figure 33 Pool Transfer Transaction Status Report Detail - Output Columns

[Back to Table of Contents](#)

### 4.2.5 Pool Transfer Transaction Status Report Detail – Output Columns

Name	Description	Sample Value
<i>Transfer Request Number 1—Single Transaction Header Data</i>		
<b>Transaction Request Information</b>		
Transfer Request Type	Standard, Merger, Related Parties	Merger
Transfer Request Partial/Complete Indicator	Partial, Complete	Complete
Transfer Request Date	Date on which the Transfer was requested	09/19/2013

Name	Description	Sample Value
Transfer Request Status	Status as of Date in next row, such as Ginnie Mae Approved, Pending Buyer Approval	Seller cancelled request
Transfer Request Status Date	Date when the status in the previous column was marked	10/20/2013
Effective Reporting Date	Date that the Buying/Surviving Issuer reports the previous month's activity	11/01/2013
Sale Date	Sale Date of the Transfer Request	09/20/2013
<b>Issuer Information</b>		
Selling Issuer Number	4-digit number Ginnie Mae assigned to seller	1438
Selling Issuer name	Name of Seller	Bank A
Buying Issuer Number	4-digit number Ginnie Mae assigned to buyer	2003
Buying Issuer Name	Name of Buyer	C Bank
Buying Issuer Eligibility Amount at Request Time	Dollar amount that buyer is eligible to request	Not Available
Buying Issuer Eligibility Amount at Approval Time	Dollar amount that buyer is eligible for at approval time	\$142,161,836,763.06
<b>Transfer Request Status History</b>		
Transfer Request Number	Transaction Identifier—link to Detail report for this transaction	100024
Status	Values from the status table in the order of request progress	Seller cancelled request
Date	Status date	10/20/2013
Status Reason	If rejected display reason	N/A
Action by	Name of Ginnie Mae AE, Selling Issuer, Buying Issuer and Operations	Nur Islam
<b>Pools Statistics</b>		
Total Number of Pools	Total for this Transfer	548

Name	Description	Sample Value
Number of Low Balance Pools	Number of low balance pools for this Transfer	91
Number of Regular Balance Pools	Number for this Transfer	457
Number of Pools with Errors	Number of pools with errors for request	0
Total Remaining Principal Balance as of Request Submission Date	Total for this Transfer as of submission date	\$1,099,019,907.86
Total Remaining Principal Balance as of Approval Date	Total RPB for this Transfer as of approval date	\$1,099,019,907.86
<b>Fee Statistics</b>		
Fee Amount Calculated	Dollar amount of Transfer Fees calculated	0
Fee Amount Received	Dollar amount of fees paid	0
<b>Pool Information</b>		
Pool Number	Pool identifier	727677
Pool Type	JM, MF, SF	SF
Issue Date	Pool Issue Date	09/01/2009
Selling Issuer Custodian Number	Old Document Custodian of the pool	000416
Buying Issuer Custodian Number	New Document Custodian of the pool	000433
Certification Date	Pool recent certification date	04/16/2010
Recertification Date	Pool recent recertification date	(blank)
RPB at Request Submission —Balance	Pool unpaid balance as of submission date	\$415,593.96
RPB at Request Submission —Submission Date	Date of submission—blank before approval.	07/01/2013

Name	Description	Sample Value
RPB at Request Approval —Balance	Pool unpaid balance as of approval date	\$415,593.96
RPB at Request Approval —Approval Date	Date of approval—blank before approval.	07/31/2013
Pool Balance (Regular/Low)	Regular for regular balance pool, Low for low balance pool	Regular
RPB Factor	(RPB at Submit) divided by OAA	0.27018306

Table 4.2-3 Pool Transfer Transaction Report Detail Fields

[Back to Table of Contents](#)

## 4.2.6 Pool Transfer Transaction Report – Report Information


 <b>Pool Transfer Transaction Status</b> Report Information		Refresh Date : 12/10/2013 Refresh Time : 2:19:07 PM Refresh By : Scott Sturgeon
<b>Report Description</b>		
This report provides summary and detail of Pool Transfer Transaction Status		
<b>Prompts</b>		
Start Date (MM/DD/YYYY)		
End Date (MM/DD/YYYY)		
<b>Report Execution Limit (Please select prompt values wisely to avoid reaching these limits.)</b>		
Execution Time Limit	10 minutes	
Maximum Number of Rows	300,000 rows	
<b>Column Description</b>		
Low Balance Pools	RPB Factor < 0.1	
Regular Balance Pools	RPB Factor >= 0.1	
RPB Factor	RPB at Submission time / OAA	
<b>Paper Size Per Tab</b>		
Summary	A4-Landscape	
Detail	Letter-Landscape	
<b>For IT Support Use</b>		
User Id	O_ssturgeon	
Universe Name	PTS-Pool Transfer System	
Report Execution Duration	Transaction Detail: 1 sec	
	Pool Summary: 9 sec	
	History Status: 1 sec	
	Issuer Status: 1 sec	
	User Id: 1 sec	
Number of Records Queried	Transaction Detail: 1	
	Pool Summary: 548	
	History Status: 10	
	Issuer Status: 1	
	User Id: 1	
Report Development Completion Date	11/16/2013 11:00 AM - Isha G	
Report Production Release Date		
Report Schedule		
<b>Pool Transfer Transaction Status</b>		Page: 1 of 1

Figure 34 Pool Transfer Transaction Report Status - Information

#### 4.2.7 Pool Transfer Transaction Report Information – Output Columns

Name	Description	Sample Value
Report Description	Narrative on what the report shows	Summary and detail of Pool Transfer Transaction Status
Prompts:		
Start Date	Dates in the format MM/DD/YYYY	01/20/2015
End Date	Dates in the format MM/DD/YYYY	01/25/2015
Report Execution Limit:		
Execution Time Limit	Max time allowed to generate report	
Maximum Number of Rows	Max rows that will be returned in report	
Column Description:		
Low Balance Pools	Number of Low Balance pools	RPB Factor < 0.1
Regular Balance Pools	Number of Regular Balance pool	RPB Factor >= 0.1
RPB Factor	(RPB at Submit) divided by OAA	RPB at Submission time / OAA
Paper Size Per Tab:		
Summary	Size—Letter, Legal	A4-Landscape
Detail	Orientation—Portrait, Landscape	Letter-Landscape

Table 4.2-4 Pool Transfer Transaction Report Fields



## 4.2.8 Pool Transfer Exception Report – Summary


		<b>Pool Transfer Exceptions Summary</b>										Refresh Date : 11/26/2013 Refresh Time : 2:16:24 PM Refresh By : Scott Sturgeon		
Transfer Request Number	Selling Issuer Number	Buying Issuer Number	Transfer Request Type	Transfer Request Partial / Complete Indicator	Transfer Request Date	Effective Transfer Date	Transfer Request Status	Transfer Request Status Date	Action By	Transfer Request Rejection Reason	Total Remaining Principal Balance at Request Submission	Transaction Level Exceptions	Total Number of Pools	Number of Pools with Exceptions
100007	1438	1457	Standard Transfer	Complete	09/18/2013	09/01/2013	Seller cancelled request	09/18/2013	Scott Sturgeon	Delete requestid	Not Available	3	0	0
100019	2003	1438	Merger	Complete	09/19/2013	10/01/2013	Seller cancelled request	09/19/2013	ramesh chenukuri	Delete requestid	Not Available	4	0	0
100021	1461	1438	Merger	Complete	09/19/2013	04/01/2014	Seller cancelled request	10/01/2013	Nur Islam	fa	Not Available	6	0	0
100023	1457	1433	Merger	Complete	09/19/2013	11/01/2013	Seller cancelled request	09/19/2013	ramesh chenukuri	Delete requestid	Not Available	5	0	0
<b>Total:</b>														

Figure 35 Pool Transfer Exception Report - Summary

[Back to Table of Contents](#)

## 4.2.9 Pool Transfer Exception Report Summary – Output Columns

Name	Description	Sample Value
<b>Summary</b>		
Transfer Request Number	Transaction identifier	100007
Selling Issuer Number	4-digit number Ginnie Mae assigned to seller	1438
Buying Issuer Number	4-digit number Ginnie Mae assigned to buyer	1457
Transaction Request Type	Standard, Merger, Related Parties	Standard Transfer
Transfer Request Partial / Complete Indicator	Partial, Complete	Complete
Transfer Request Date	Date that the Transfer was requested on	09/18/2013
Effective Reporting Date	Effective Date of Transfer	09/01/2013
Transaction Request Status	Approve, Reject	Seller cancelled request
Transfer Request Status Date	Date of status marking for Transfer	09/18/2013
Action By	Name of Ginnie Mae AE, Selling Issuer, Buying Issuer or Operations user who processed the Transfer	Scott Sturgeon

Name	Description	Sample Value
Transfer Request Rejection Reason	Explanation of Transfer rejection	Delete requested
Total RPB at Request Submission Date	Sum of RPB amounts	Not Available
Transaction Level Exceptions	Number of exceptions at the transaction level	3
Total Number of Pools	Number of pools transferred	0
Number of Pools with Exceptions	Number of exceptions at the pool level	0

Table 4.2-5 Pool Transfer Exception Report Fields

[Back to Table of Contents](#)

#### 4.2.10 Pool Transfer Exception Report – Detail



**Pool Transfer Exceptions Detail**

Refresh Date : 11/26/2013  
Refresh Time : 2:16:24 PM  
Refresh By : Scott Sturgeon

**Transfer Request Number: 100007**

Transfer Request Information	
Transfer Request Type	Standard Transfer
Transfer Request Partial / Complete Indicator	Complete
Transfer Request Date	09/18/2013
Transfer Request Status	Seller cancelled request
Transfer Request Status Date	09/18/2013
Effective Transfer Date	09/01/2013

Transaction Statistics	
Number of Transaction Exceptions	3

Pool Statistics	
Total Number of Pools	0
Total Remaining Principal Balance at Request Submission	Not Available
Number of Pools with Exceptions	0
Number of Pools Accepted without Exceptions	0
Number of Pools Accepted with Exceptions	0
Number of Pools Rejected	0

Issuer Information	
Selling Issuer Number	1433
Selling Issuer Name	Series A Mortgage Bank
Buying Issuer Number	2003
Buying Issuer Name	C Bank

Transaction Exceptions	
Exception Type	Exception Description
Error	From Issuer has a MERGER REQUEST pending - transaction
Error	From Issuer has an ALL POOL transfer pending - transaction
Warning	Transfer date is within two months of today's date
Transaction Level Exceptions Count:	
3	

Figure 36 Pool Transfer Exception Report - Detail

#### 4.2.11 Pool Transfer Exception Report Detail – Output Columns

Name	Description	Sample Value
<b>Transfer Request Information</b>		
Transfer Request Type	Standard, Related Parties, or Merger	Standard Transfer
Transfer Request Partial / Complete Indicator	Partial or Complete	Complete
Transfer Request Date	Date that the Transfer was requested on	09/18/2013
Transfer Request Status	Pending, Validated, Validation with Errors, Canceled...	Seller cancelled request
Transfer Request Status Date	Timestamp date of current status	09/18/2013
Effective Reporting Date	Date scheduled for Transfer	09/01/2013
<b>Issuer Information</b>		
Selling Issuer Number	The 4-digit number Ginnie Mae assigned to the seller.	1433
Selling Issuer Name	Seller name.	Series A Mortgage Bank
Buying Issuer Number	The 4-digit number Ginnie Mae assigned to the buyer.	2033
Buying Issuer Name	Buyer name	C Bank
<b>Transaction Statistics</b>		
Number of Transaction Exceptions	Number of Transfers marked with Warning or Fatal Error exceptions	3
<b>Pool Statistics</b>		
Total Number of Pools	Total pools	0
Total Remaining Principal Balance at Request Submission	RPB at submission	Not Available
Number of Pools with Exceptions	Total number of pools with exceptions	0

Name	Description	Sample Value
Number of Pools Accepted Without Exceptions	Pools with no exceptions marked at all	0
Number of Pools Accepted With Exceptions	Pools with Warning exceptions	0
Number of Pools Rejected	Rejected pools	0
<b>Transaction Exceptions</b>		
Exception Type	Warning, Fatal Error	Error
Exception Description	Details of reason for exception	From Issuer has a MERGER REQUEST pending - transaction
Transaction Level Exceptions Count	Total number of transaction level exceptions for request	3

Table 4.2-6 Pool Transfer Exception Report Detail Fields

[Back to Table of Contents](#)

## 4.2.12 Pool Transfer Exception – Report Information

Report Description	
This report provides summary and detail of Pool Transfer Exceptions	
Prompts	
Start Date (MM/DD/YYYY)	
End Date (MM/DD/YYYY)	
Report Execution Limit (Please select prompt values wisely to avoid reaching these limits.)	
Execution Time Limit	10 minutes
Maximum Number of Rows	300,000 rows
Paper Size Per Tab	
Summary	Legal-Landscape
Detail	Letter-Landscape
For IT Support Use	
User Id	I_ssturgeon
Universe Name	PTS-Pool Transfer System
Report Execution Duration	Exceptions: 1 sec
	Buyer Security: 1 sec
	Exception Pools: 1 sec
	Pools Passed with Exceptions: 1 sec
	Total Pools: 1 sec
	User Id: 1 sec
Number of Records Queried	Exceptions: 18
	Buyer Security: 50
	Exception Pools: 0
	Pools Passed with Exceptions: 0
	Total Pools: 0
	User Id: 1

Figure 37 Pool Transfer Exception Report - Information

[Back to Table of Contents](#)

#### 4.2.13 Pool Transfer Exception Report Information – Output Columns

Name	Description	Sample Value
Report Description	Narrative on what the report shows	Summary and detail of Pool Transfer Transaction Status
Prompts:		
Start Date	Dates in the format MM/DD/YYYY	01/20/2015
End Date	Dates in the format MM/DD/YYYY	01/25/2015
Report Execution Limit:		
Execution Time Limit	Max time allowed to generate report	10 minutes
Maximum Number of Rows	Max rows that will be returned in report	300,000
Paper Size Per Tab:		
Summary	Size-Letter, Legal	Legal-Landscape
Detail	Orientation-Portrait, Landscape	
For IT Support Use	Information details used for support	

Table 4.2-7 Pool Transfer Exception Report Information Fields

[Back to Table of Contents](#)

## 4.2.14 Assignment Agreement Report

GINNIE MAE 5500.3, REV. 1

OMB Approval No. 2503-0033 (Exp. 04/30/2023)

Transfer Request Number 509204

Public reporting for this information collection is estimated to average 8 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Ginnie Mae may not collect this information, and you are not required to submit this form, unless it displays a valid OMB control number.

The information is required by Section 306(g) of the National Housing Act or by the Ginnie Mae Handbook, 5500.3, Rev. 1. The purpose is to provide a form of agreement that may be used by an Issuer to transfer responsibility for one or more pools of mortgages or participation interests related to the mortgages, as the case may be, to another Issuer. The information collected will not be disclosed outside the Department except as required by law.

### ASSIGNMENT AGREEMENT and APPROVAL LETTER

\_\_\_\_\_  
(Name of Seller ) (hereinafter called Seller), and

\_\_\_\_\_  
(Name of Buyer ) (hereinafter called Buyer),

as of the 19 day of March, 2025, undertake and mutually agree as follows:

#### Warranties

##### Section 1.01

Seller and Buyer each represents, warrants and agrees that as of the date of this Agreement:

- (a) It is duly organized, validly existing, and in good standing under the laws of its jurisdiction of organization, and has the requisite power and authority to enter into this Agreement and the agreements to which it is a party contemplated by this Agreement.
- (b) This Agreement has been duly authorized, executed and delivered by it to the other party and constitutes a valid and legally binding agreement of it enforceable in accordance with its terms, upon being signed by the Government National Mortgage Association ("Ginnie Mae").
- (c) There is no action, proceeding, or investigation pending or threatened, nor any basis therefore known to it, which questions the validity or prospective validity of this Agreement insofar as the Agreement relates to it, or any essential element upon which this Agreement depends, or any action to be taken by it pursuant to this Agreement.
- (d) Insofar as its capacity to carry out any obligation under this Agreement is concerned, it is not in violation of any provision of any charter, certificate of incorporation, by-law, mortgage, indenture, indebtedness, agreement, instrument, judgment, decree, order, statute, rule, or regulation, and there is no such provision which adversely affects its capacity to carry out any such obligation. Its execution of, and performance pursuant to, this Agreement will not result in such violation.

Date: 10/09/2015

Page: 1 of 6

Appendix VIII - 3

Figure 38 Assignment Agreement Page 1



**Section 1.02**

Seller represents and warrants to Buyer that, as of the date of execution of this Agreement, Seller is an issuer of mortgage-backed securities guaranteed by Ginnie Mae under the terms and provisions of the Ginnie Mae Mortgage-Backed Securities Program (the "Ginnie Mae MBS Program") with respect to mortgage pool(s), loan package(s), or pools of participation interests ("Participations") in home equity conversion mortgage loans (HECMs) identified on Ginnie Mae's and Seller's records as the same mortgage pool(s), loan package(s) or Participations identified at the end of this Agreement, or in an attached Exhibit A if too numerous to set out herein (the "Pool(s)"). Seller further represents and warrants to Buyer that, as of the date of execution of this Agreement, Seller is not in default under the applicable Ginnie Mae Mortgage-Backed Securities Guide(s) respecting the Pool(s).

**Section 1.03**

Buyer represents and warrants to Seller that as of the date of execution of this Agreement, Buyer is an eligible issuer of mortgage-backed securities under the Ginnie Mae MBS program. Buyer further represents and warrants that upon the transfer of the Pool(s) designated on Exhibit A it will be in compliance with the current eligibility requirements of 24 CFR §320.3 and the provisions of the applicable Ginnie Mae Mortgage Backed Securities Guide(s) that are in effect as of the date of this Agreement.

**Section 1.04**

If this Agreement is signed upon contemplation of a transfer of servicing rights and issuer responsibility immediately upon the issuance of a security, the Seller hereby warrants to Ginnie Mae that, if the Pool(s) does (do) not transfer to the Buyer for any reason, the Seller retains all issuer responsibility as detailed in the Ginnie Mae Guide. For all other transactions, including both immediate and subsequent transfers, the Buyer hereby warrants that it assumes all issuer responsibilities for the Pool(s) upon execution by Ginnie Mae of this Agreement.

**Assignment****Section 2.01**

Seller, under contractual agreement(s) with Ginnie Mae under the Ginnie Mae I and/or Ginnie Mae II programs, assigned to Ginnie Mae all but nominal title to the mortgages which are identified and described in the Schedule(s) of Mortgages or the Schedule(s) of Pooled Participations and Mortgages, as applicable, respecting the Pool(s) numbered as shown on the attached Exhibit A (the "Mortgages"). In the case of HECM loans, "Mortgages" shall also include the Other Interests (as defined in the Guaranty Agreements) related to the Participations, which includes, but is not limited to, accrued interest on such mortgages, related servicing fees and monthly insurance premiums paid to FHA to maintain mortgage insurance on such mortgages that are not included in Pools. Seller transfers and assigns to Buyer all of Seller's right, title and interest in and to the Mortgages, and Buyer agrees to such transfer and assignment. Further, by executing this agreement, Buyer acknowledges and affirms that under Seller's previous assignments to Ginnie Mae, all but nominal title in and to the Mortgages is vested in Ginnie Mae, and thus this right, title and interest acquired by Buyer is limited to nominal title.

**Section 2.02**

Seller assigns to Buyer all of its rights, title, and interest in, to and under the Guaranty Agreement(s) and/or Contractual Agreement(s) evidenced by the appropriate HUD forms respecting the Pool(s) designated on Exhibit A. Buyer accepts such assignment and signifies its assumption of all duties and obligations (from the effective date of such Guaranty Agreement(s) and/or Contractual Agreement(s)) of the Seller as "Issuer" under such Agreement(s), per the schedule in Section 2.03.

Figure 39 Assignment Agreement Page 2



**Section 2.03**

Seller and Buyer agree to effect an orderly transfer of responsibility for the pools listed in Exhibit A, and all associated documentation, according to the following schedule:

**Sale Date:** 03/19/2025

*Date upon which Seller and Buyer close on their purchase/sale transaction.*

**Servicing Transfer Date:** 03/01/2025

*Date upon which buyer begins servicing the pooled loans and date upon which borrowers begin making payments to buyer.*

**Effective Reporting Date:** 04/01/2025

*Date upon which Ginnie Mae's system records buyer as Issuer of record and date upon which buyer becomes responsible for reporting monthly accounting and RPB data on the transferred loans.*

**Section 2.04**

Seller and Buyer hereby authorize their respective Document Custodians, which are listed below, to work on an orderly transfer of the loan files and data associated with the pools listed on Exhibit A to the custody of Buyer's Document Custodian beginning on the Servicing Transfer Date and to be completed absolutely no later than the Effective Reporting Date.

Seller Document Custodian(s): 000466

Buyer Document Custodian(s): 000466

**Final Certification Warrant****Section 3.01**

The Buyer warrants and agrees with Ginnie Mae to complete final certification of the Pool(s), as required by the Guide(s). BUYER ACKNOWLEDGES THAT ISSUER OF RECORD IS RESPONSIBLE FOR ENSURING THAT FINAL CERTIFICATION IS COMPLETED TIMELY IN ACCORDANCE WITH THE TIMETABLE IN THE GUIDE(S) REGARDLESS OF THE DATE ON WHICH THE ISSUER PURCHASED THE POOL. Buyer acknowledges and agrees that failure to complete final certification and/or recertification of any Pool(s) under this Agreement may be considered an event of default under its Guaranty Agreement(s) and/or Guaranty/Contractual Agreement(s).

Pool(s): \_\_\_\_\_

(If no pools are identified above, see Exhibit A, attached hereto.)

Buyer's Subcontract Servicer (if applicable): \_\_\_\_\_

Subcontract Servicer's Ginnie Mae Issuer No. \_\_\_\_\_

Address (line 1): \_\_\_\_\_

Address (line 2): \_\_\_\_\_

Figure 40 Assignment Agreement Page 3

**IN WITNESS WHEREOF,**

Seller and Buyer, on the day and year first hereinabove written, have caused their seals to be affixed on this instrument to be signed on their behalf by their duly authorized officers.

**ATTEST:**

Signature on File

**BY:**

Seller:

Issuer No.

**ATTEST:**

Signature on File

**BY:**

Buyer:

Issuer No:

In accordance with the Guaranty Agreement(s) and/or Contractual Agreement(s) between Seller and Ginnie Mae and the provisions of the Guides, Ginnie Mae approves and consents to the above-described assignment to Buyer of Seller's rights, title, and interest in, to and under the described mortgages, Guaranty Agreement(s) and/or Contractual Agreement(s), and the above described assumption by Buyer of Seller's duties and obligations under the Guaranty Agreement(s) and/or Contractual Agreement(s). From the Effective Reporting Date forward Buyer shall be the "Issuer" under the Pool(s) identified on Exhibit A.

Approved this : 20 day of March, 2025

GOVERNMENT NATIONAL MORTGAGE ASSOCIATION

BY: Signature on File

Figure 41 Assignment Agreement Page 4

U.S DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT WASHINGTON, D.C. 20410-9000

6955 S. UNION PARK CENTER  
MIDVALE, UT, 84047.

Dear ,

Subject: Ginnie Mae Pool Number(s): See Attached Exhibit A

This is in response to your letter of 03/20/2025 requesting approval to transfer issuer responsibilities for the pools and/or loan packages listed on the enclosed sheet from DIRECT MORTGAGE CORP.(Issuer 4075) to CITIMORTGAGE, INC.(Issuer 3886). The current unpaid principal balance for the referenced pool(s) is \$125,210.00.

Ginnie Mae has determined that the basis for the request satisfies the requirements set forth in the Ginnie Mae Mortgage-Backed Securities Guides. Therefore, the request is approved.

Enclosed is an executed copy of the assignment agreement dated 03/19/2025 between Issuer 4075 and Issuer 3886. Henceforth, the records of Ginnie Mae will reflect Issuer 3886 as the issuer of the referenced pools.

So as to effect an orderly transition of reporting responsibilities and to allow Ginnie Mae to update its computer data base, Ginnie Mae will expect to commence receiving remaining principal balances (RPBs) and monthly accounting reports, form HUD 11710, from Issuer 3886 commencing on 04/01/2025. Also commencing on that date, Issuer 3886 will make the payments to security holders scheduled for 04/15/2025 and/or 04/20/2025. In the interim period, Issuer 4075 will submit the above reports and make security holder payments on behalf of Issuer 3886.

In order to complete the transfer, you must comply with those elements in the Ginnie Mae Mortgage-Backed Securities Guides that have not yet been completed.

MBS issuers are reminded of new procedures prescribed by the Model Disclosure Statement and Applicant's Acknowledgement (generally called Disclosure Statement) pertaining to Section 941 of the Cranston-Gonzales National Affordable Housing Act which amended the Real Estate Settlement Procedures Act (RESPA). In essence, this procedure requires FHA and VA lenders to:

1. Disclose to loan applicants historical data regarding the transfer of mortgage servicing.
2. Give potential borrowers information concerning the likelihood that their mortgage servicing might be transferred.

Figure 42 Assignment Agreement Page 5

---

For additional information concerning the Disclosure Statement, consult the Federal Register (Vol. 56, March 20, 1991, Page 11886).

If you need further assistance, please contact your Account Executive.

By: \_\_\_\_\_ Signature on File

BNY Mellon  
Pool Transfer Agent for the Government National Mortgage Association

Figure 43 Assignment Agreement Page 6

[Back to Table of Contents](#)


#### 4.2.15 Assignment Agreement Report – Output Columns

Name	Description	Sample Value
Summary		
Transfer Request Number	Transaction identifier	100007
Selling Issuer Name	Name of Selling Issuer	John Doe
Buying Issuer Name	Name of Buying Issuer	Raymond Smith
Sale Date	Sale date of transfer	8/12/2013
Selling Issuer Number	4-digit number Ginnie Mae assigned to seller	1438
Buying Issuer Number	4-digit number Ginnie Mae assigned to buyer	1457
Approved Date	Date Ginnie Mae approved transfer	08/20/2013

Table 4.2-8 Assignment Agreement Report Fields

[Back to Table of Contents](#)

#### 4.2.16 Custodian Pool Listing Report



**PTS Document Custodian Pool Listing**

Refresh Date : **5/18/2015**  
 Refresh Time : **2:21:41 PM**  
 Refresh By :

---

Pool Transfer Request ID	201102
Selling Issuer	2572-PNC BANK, NA
Buying Issuer	2045-GERSHMAN INVESTMENT CORP.
Transfer Request Status	Ginnie Mae approved request
Sale Date	04/23/2015
Effective Transfer Date	11/01/2015

Pools where Custodian ID is the New Custodian ID:

Pool ID	Pool RPB	Pool Type	Issue Date	Certification Date	Recertification Date	Current Custodian ID
122779	\$5,240.37	SF	9/1/85		8/10/93	000468

Pools where Custodian ID is the Current Custodian ID:

Pool ID	Pool RPB	Pool Type	Issue Date	Certification Date	Recertification Date	New Custodian ID

Figure 44 PTS Document Custodian Pool Listing

[Back to Table of Contents](#)

#### 4.2.17 Custodian Pool Listing Report – Output Columns

Name	Description	Sample Value
<b>Summary</b>		
Pool Transfer Request ID	Transaction Identifier	100007
Selling Issuer Number	4-digit number Ginnie Mae assigned to seller	1438
Buying Issuer Number	4-digit number Ginnie Mae assigned to buyer	1457
Transfer Request Status	Status of the transfer	Ginnie Mae Approved
Sale Date	Sale date of transfer	8/12/2013
Effective Transfer Date	Effective date of the transfer	9/1/2013

Name	Description	Sample Value
<b>Pools where Custodian ID is the New Custodian ID</b>		
Pool ID	Pool Identifier/Number	111222
Pool RPB	Remaining Principal Balance	\$5,240.37
Pool Type	Type of Pool (Single Family)	SF
Issue Date	Date the pool was issued	7/1/2013
Certification Date	Date the pool was certified	8/12/2013
Recertification Date	Date the pool was recertified	9/10/2013
Current Custodian ID	ID of the current custodian of the pool	000124
<b>Pools where Custodian ID is the Current Custodian ID</b>		
Pool ID	Pool Identifier/Number	111223
Pool RPB	Remaining Principal Balance	\$25,876.55
Pool Type	Type of Pool (Single Family)	SF
Issue Date	Date the pool was issued	6/1/2013
Certification Date	Date the pool was certified	7/11/2013
Recertification Date	Date the pool was recertified	9/10/2013
Current Custodian ID	ID of the current custodian of the pool	000333

Table 4.2-9 Custodian Pool Listing Report Fields

[Back to Table of Contents](#)

## 5 RESOURCES

The Resources section provides information and resources to help navigate the Pool Transfer System (PTS).



## 5.1 Training Resources

For additional help, training sessions and materials can be found on the [Issuer Training Page](#) of the Ginnie Mae website.

## 5.2 Help Desk Contact Information

Contact Ginnie Mae Relationship Services Group/Help Desk at 1-800-234-4662, and then select Option 1.

## 5.3 MyGinnieMae Portal Dictionary

The MyGinnieMae Portal Dictionary is a reference resource for all portal users. The dictionary contains definitions for terms that provide clarification around portal pages, applications, processes, and general functionality pertaining to the MyGinnieMae portal. Refer to the [MyGinnieMae Portal Dictionary](#).

## 5.4 MyGinnieMae Self-Help Tools

Users should first reference the appropriate section of the MyGinnieMae Getting Started User Manual for information on creating a user account, requesting functional roles, and managing a user account. Some functions a user may complete without the assistance of a system administrator such as:

- Changing a password every 90 days – [Changing a Password in MyGinnieMae QRC](#)
- Resetting a forgotten password – [Forgot Password in MyGinnieMae QRC](#)
- Updating profile information – [Managing My Profile in MyGinnieMae QRC](#)
- Registering for mobile delivery of the OTP – [Registering with the Oracle Mobile Authenticator QRC](#)
- Troubleshooting Errors in MyGinnieMae – [Troubleshooting and Common Errors in MyGinnieMae QRC](#)

[Back to Table of Contents](#)

# 6 APPENDIX

## 6.1 QRCs

A Quick Reference card is an abbreviated one to two-page reference document with step-by-step instructions on how to complete a specific action. Below is a list of QRCs for the content provided in this User Manual. QRCs are posted to the Ginnie Mae website at [https://www.ginniemae.gov/issuers/issuer\\_training/pages/qrcs.aspx](https://www.ginniemae.gov/issuers/issuer_training/pages/qrcs.aspx).



User Manual	QRC#	QRC Name	Description
Pool Transfer System (PTS)	QRC-IS10	Pool Transfer System	Provides consolidated instructions for issuers on how to use the Pool Transfer System

Table 6.1-1 PTS User Manual QRCs

## 6.2 References

The table below summarizes the documents referenced in this document.

Document	Description	Location
MyGinnieMae (MGM) User Guide	This document provides the business Users instructions and reference information to effectively use MyGinnieMae (MGM) after clearing security checks	<a href="http://my.ginniemae.gov">my.ginniemae.gov</a> : My Profile > My Documents menu
RSA SecurID User Manual	This document has instructions and reference information to effectively use the RSA token authorization.	<a href="http://my.ginniemae.gov">my.ginniemae.gov</a> : My Profile > My Documents menu

Table 6.2-1 References

## 6.3 Key Acronyms

The table below defines terms and acronyms you may encounter.

Term	Definition
ACH	Automated Clearing House
AE	Account Executive
APM	All Participant Memorandum
Ginnie Mae	Government National Mortgage Association
GNET	Ginnie <sup>NET</sup>
GNMA	Government National Mortgage Association, or Ginnie Mae
HUD	U.S. Department of Housing and Urban Development

Term	Definition
IPMS	Integrated Pool Management System
IT	Information Technology
MAMS	Master Agreement Management System
MBS	Mortgage-Backed Securities
MF	Multi Family
MGM	MyGinnieMae
MH	Manufactured Housing
ML	Multi Line
OS	Operating System
PPA	Pool Processing Agent
PSA	Pledge of Servicing Agreement
PTS	Pool Transfer System
RAM	Random Access Memory
SF	Single Family
URL	Uniform Resource Locator

Table 6.3-1 Key Terms

## 6.4 Figures

Figure 1 MGM Screen Tabs .....	6
Figure 2 Welcome Screen Tabs .....	6
Figure 3 Welcome Screen Tabs .....	7
Figure 4 Summary Pool Transfer Screen .....	8
Figure 5 Create New Pool Transfer Request.....	9
Figure 6 Manual Pool Upload.....	10
Figure 7 Import Pool Listing - Download Template.....	10
Figure 8 Upload Pool Number File Box .....	11
Figure 9 Request Pool Transfer Details with Validation in Progress.....	12

Figure 10 Summary Screen, List of Pools with Error.....	12
Figure 11 Summary Screen Highlighting Fatal Errors .....	13
Figure 12 Search Summary Screen.....	14
Figure 13 Reason Note Box.....	15
Figure 14 Transfer Detail Screen .....	16
Figure 15 Verify Payment Accounts and Add to Submission Center .....	17
Figure 16 Notification for Submission Center .....	17
Figure 17 Seller Submitted to Submission Center.....	18
Figure 18 Use the Submission Center Tab.....	18
Figure 19 Accept Terms and Conditions for Submission .....	19
Figure 20 Authentication with RSA SecurID .....	19
Figure 21 Confirmation that Seller Submitted Transfer .....	20
Figure 22 Transfer Summary Screen.....	21
Figure 23 Review Transfer .....	21
Figure 24 Confirmation Screen .....	22
Figure 25 Confirmation that Buyer Accepted Transfer .....	23
Figure 26 Confirmation that Buyer Accepted Transfer .....	23
Figure 27 Buyer Adds Transfer Submission Center .....	24
Figure 28 Accept Terms and Conditions for Submissions.....	24
Figure 29 Authentication with RSA SecurID .....	25
Figure 30 Issuer Report Center.....	30
Figure 31 Pool Transfer Transaction Status Report Summary.....	31
Figure 32 Pool Transfer Transaction Status Detail - Sample page 1 .....	34
Figure 33 Pool Transfer Transaction Status Report Detail - Output Columns .....	35
Figure 34 Pool Transfer Transaction Report Status - Information.....	39
Figure 35 Pool Transfer Exception Report - Summary.....	41
Figure 36 Pool Transfer Exception Report - Detail.....	42
Figure 37 Pool Transfer Exception Report - Information .....	45
Figure 38 Assignment Agreement Page 1 .....	47
Figure 39 Assignment Agreement Page 2.....	48
Figure 40 Assignment Agreement Page 3.....	49
Figure 41 Assignment Agreement Page 4.....	50

Figure 42 Assignment Agreement Page 5.....	51
Figure 43 Assignment Agreement Page 6.....	52
Figure 44 PTS Document Custodian Pool Listing .....	54

## 6.5 Tables

Table 2.2-1 Request New Transfer, Search Filter Fields .....	7
Table 3.1-1 Request New Transfer, Screen Actions .....	9
Table 3.2-1 Request New Transfer, Request Types .....	9
Table 3.18-1 Caveats and Exceptions .....	29
Table 4.1-1 List of PTS Reports.....	30
Table 4.2-1 PTS Request Statuses .....	32
Table 4.2-2 Pool Transfer Transaction Status Report Summary Fields.....	33
Table 4.2-3 Pool Transfer Transaction Report Detail Fields .....	38
Table 4.2-4 Pool Transfer Transaction Report Fields.....	40
Table 4.2-5 Pool Transfer Exception Report Fields.....	42
Table 4.2-6 Pool Transfer Exception Report Detail Fields .....	44
Table 4.2-7 Pool Transfer Exception Report Information Fields .....	46
Table 4.2-8 Assignment Agreement Report Fields.....	53
Table 4.2-9 Custodian Pool Listing Report Fields .....	55
Table 7.1-1 PTS User Manual QRCs.....	57
Table 7.2-1 References.....	57
Table 7.3-1 Key Terms.....	58

[Back to Table of Contents](#)