



Single Family Virtual Issuer Training

Pooling Processes and Systems Training
(Session 3)



Agenda

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Introduction

2

Document Custodian Transfer Request

3

Pool Transfer System (PTS)

SINGLE FAMILY VIRTUAL ISSUER TRAINING

Presenter



Wade Gayle

Bank of New York Mellon

Presentation Assistants



Touhid Ali

Bank of New York Mellon

Document Custodian Transfer Requests - GinnieNET

Types of Document Custodian Transfer Requests (GinnieNET)

Overview of Document Custodian Transfer Requests Process

Quick Tips



DOCUMENT CUSTODIAN TRANSFER REQUESTS

OVERVIEW

- ❖ All Document Custodian Transfer Requests are submitted via **GinnieNET**.
- ❖ Four types of Document Custodian Transfer Requests:
 - 1) Complete Document Custodian Transfer
 - 2) Partial Document Custodian Transfer
 - 3) Complete Document Custodian Merger
 - 4) Partial Document Custodian Merger

- ❖ **Complete and Partial Transfer Requests**
 - Recertification of transferred pools are due
 - 12 months of the effective date of transfer.
- ❖ **Complete and Partial Merger Requests –**
 - Do not require a new recertification of the
 - affected transferred pools, the status of the pool pre-merger will remain the same.
- ❖ **Important:** Once Issuer submits the Transfer Request the New Document Custodian must certify the pending Transfer request prior to the specified Effective Transfer Date.

The screenshot shows a web application window titled "GinnieNET On The Web" with the subtitle "Certifications Communications". The main heading is "Select Transfer/Merger requests to Certify". The interface is divided into two columns, each with an "Ok" button at the top and a "Cancel" button at the bottom. Both buttons are labeled "FTN". The left column contains a list of three items, each with a checkbox and a long alphanumeric ID: 204500046620110519111413377, 213500046620110831111235142, and 395700046620090928091647187. The first item is highlighted. To the right of the list are four navigation icons: a right-pointing triangle, a double right-pointing triangle, a left-pointing triangle, and a double left-pointing triangle. At the bottom of the dialog are "Ok" and "Cancel" buttons.

DOCUMENT CUSTODIAN TRANSFER REQUESTS

GINNIENET DOCUMENT TRANSFER MENU / HOST COMMUNICATIONS

GinnieNET On The Web
Certifications Communications

Certifications Communications Selections

<p>Single-family Final Certifications</p> <p>Select Single-Family Final Certification Pools to Certify</p> <p>No Single-family Final Certification Pools to be Certified</p>	<p>Recertification</p> <p><input checked="" type="radio"/> Select from the List <input type="radio"/> Create List Manually</p> <p>Select Recertification Pools to Certify</p> <p>No Recertification Pools to Certify</p>
<p>Select Single-family Final Certification Pools to Reject</p> <p>No Single-family Final Certification pools to Reject</p>	<p><input checked="" type="radio"/> Select from the List <input type="radio"/> Create List Manually</p> <p>Select Recertification Pools to Reject</p> <p>No Recertification pools to Reject</p>
<p>Document Custodian Transfer</p> <p>Select Transfer/Merger Requests to Certify</p> <p>FTN</p> <p>204500046620110519111413377 Remove</p>	<p>HUD 11708 Reports</p> <p>Select HUD 11708 Reports to Acknowledge</p> <p>No HUD 11708 Reports to Acknowledge</p>
<p>Select Transfer/Merger Requests to Reject</p> <p>No Transfer/Merger requests to Reject</p>	<p>Select HUD 11708 Reports to Return</p> <p>No HUD 11708 to Return</p>
<p>HMBS Final Certifications</p>	
<p>Select HMBS Final Certification Pools to Certify</p> <p>No HMBS Final Certification Pools to be Certified</p>	<p>Select HMBS Final Certification Pools to Reject</p> <p>No HMBS Final Certification pools to Reject</p>

Ginnie*NET* on the Web System Demonstration



DOCUMENT CUSTODIAN TRANSFER REQUESTS

Quick Tips

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



Pool listing may be imported or key entered directly into GinnieNET



[GinnieNET On The Web Issuer Single Family Training Guide](#)
Section 6.8 Documents Custodian Transfer, Page 89

Pool Transfer System

Types of Pool Transfers

Overview of Issuer Transfer Process on PTS



Types of Pool Transfers

Standard Pool

The Selling Issuer transfers pools to another Issuer by mutual agreement.

Related Pool Party

The Selling Issuer transfers pools to another Issuer by mutual agreement. Issuers are related.

Merger

The Selling Issuer transfers all pools to a related Issuer due to internal reasons in a business merger. The Merging Issuer initiates the process.



Resources

[Pool Transfer System for Issuers](#)

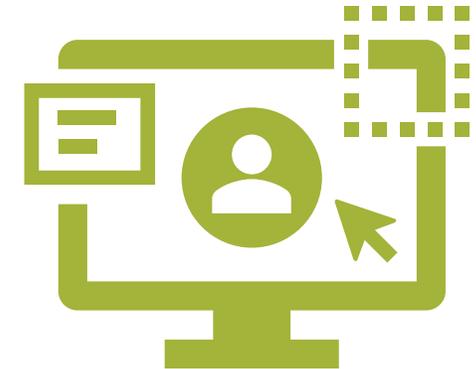
Pool Transfer Overview, Page 2

POOL TRANSFER SYSTEM

OVERVIEW – ISSUER POOL TRANSFER PROCESS ON PTS

PTS provides an automated means for the Issuer to do the following:

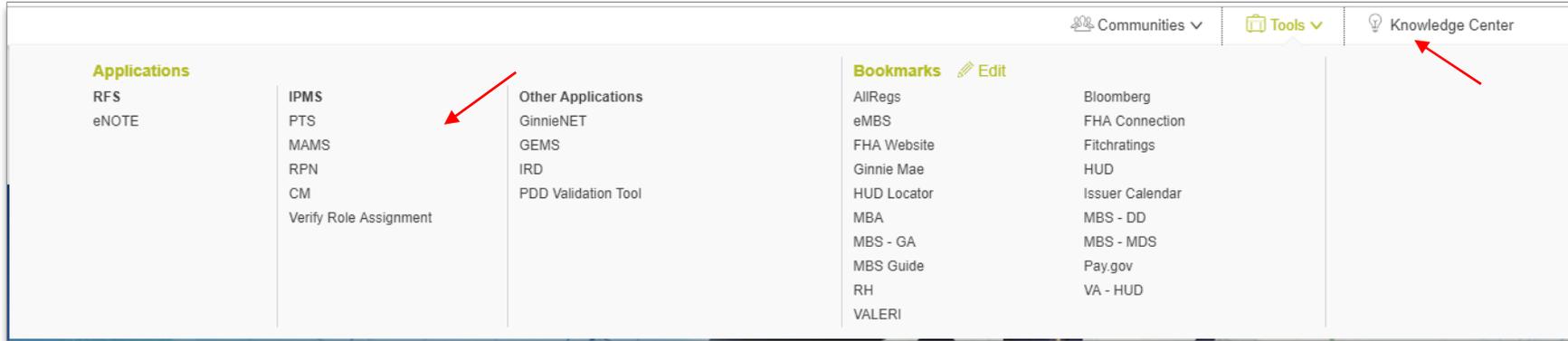
- Initiate and update pool transfer request information
- Import and update pool numbers being transferred
- View and receive the associated approval documentation
- Approve or reject pool transfer requests from the Selling Issuer
- Access and view reports
- Confirm associated transfer fees



POOL TRANSFER SYSTEM

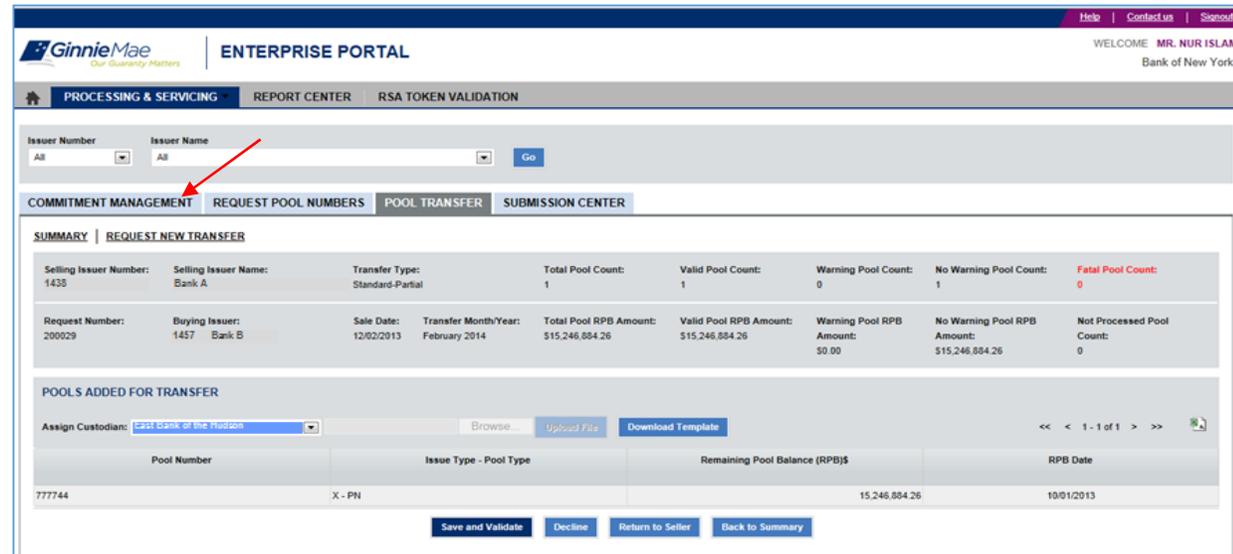
ACCESSING PTS VIA MGM

1 From any screen in the MGM portal, select the **Tools** dropdown at the top of the screen.



2 Then look for **PTS** under **Applications**.

3 Select **POOL TRANSFER**.



POOL TRANSFER SYSTEM

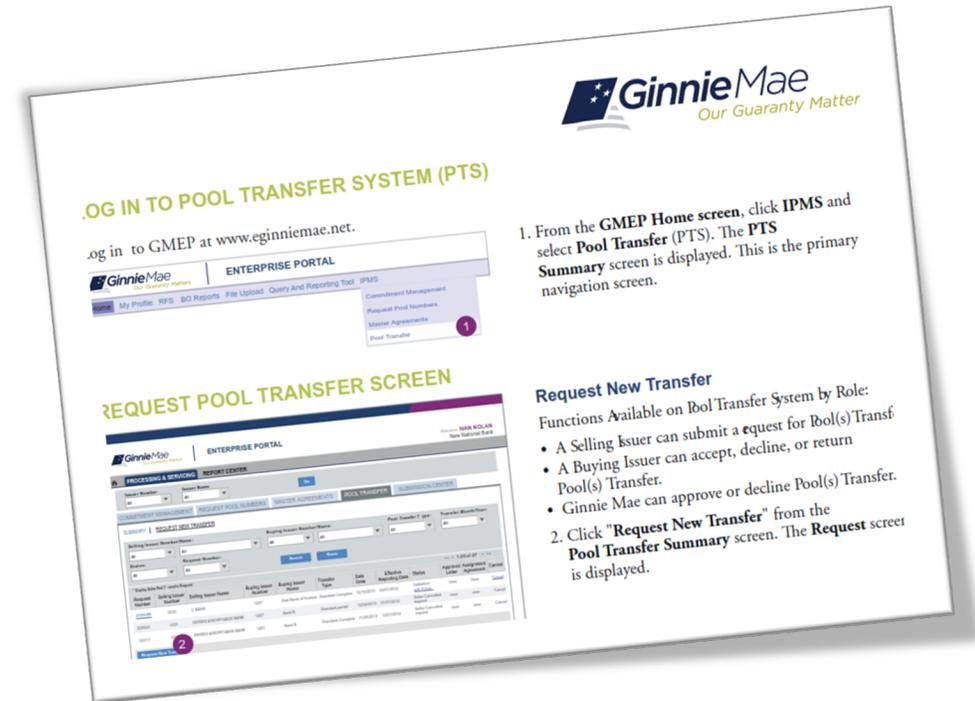
PTS QUICK REFERENCE CARD

The [Pool Transfer System Quick Reference Card](#) provides procedures and necessary information to:

- ❖ Request Pool Transfer Screen
- ❖ Request New Transfer
- ❖ Access Submission Center
- ❖ View Status / Accept Pool Transfers
- ❖ Run Reports



POOL TRANSFER SYSTEM (PTS)



Q&A



Resources



RESOURCES

MANUALS, QRCs, FAQs

Pool Transfer System Quick Reference Card

https://www.ginniemae.gov/issuers/issuer_training/Documents/PTS_QRC.pdf

GinnieNET Single Family File Layout

https://www.ginniemae.gov/issuers/GinnieNETFileLayoutsLib/GinnieNET_Single-Family_File_Layout.pdf

GinnieNET On The Web Issuer Single Family Training Guide

https://www.ginniemae.gov/issuers/GinnieNETTrainingGuides/ginnienet_sf_training_guide_10_28_2016.pdf

Pool Transfer System for Issuers

https://ginniemae.gov/issuers/issuer_training/Documents/pts_issuer_storyboard.pdf