

Document Custodian Transfer Requests

Pooling Processes and Systems Training

March 23, 2023

AGENDA

3 | Introduction

4 | Overview - Document Custodian Transfer Requests

5 | Accessing GinnieNET Via MyGinnieMae

6 | Document Custodian Request

7 | Document Custodian Transfer Screen

10 | Quick Tips

11 | Resources & Support

DOCUMENT CUSTODIAN TRANSFER REQUEST - PRESENTERS

PRESENTER

Wade Gayle, Bank of New York Mellon



PRESENTATION ASSISTANTS

Touhid Ali, Bank of New York Mellon

OVERVIEW - DOCUMENT CUSTODIAN TRANSFER REQUESTS

All Document Custodian Transfer Requests are submitted via GinnieNET. Below are the Document Custodian Transfer Types Available to Ginnie Mae Issuers



Complete and Partial Document Custodian Transfer Request

An Issuer will select this option to execute a Partial Transfer of pools/loan packages for its Ginnie Mae portfolio from an old document Custodian to the new document Custodian. A pool list must be attached with this request and only the pools identified will be transferred to the new document Custodian identified. All existing document Custodians must be identified for this request with an attached pool list for each existing document Custodian. **Recertification for all transferred pools are due twelve (12) months from the effective date of transfer.**



Complete and Partial Document Custodian Merger

An Issuer will select this option to execute a Partial Merger-Related Transfer of pools/loan packages of its Ginnie Mae Portfolio when a transfer is within the same Document Custodian Corporate Institution (the Document Custodian Identification Number will change). A pool list must be attached with this request and only the pools identified (on the pool list) will be transferred to the new document Custodian. All existing document Custodians must be identified for this request with an attached pool list for each existing document Custodian. **Ginnie Mae does not require the Recertification of the reassigned (transferred) pools for a merger.**



Import File

The import file must consist of **only the 6-digit pool number** (456789, or CD3456), the Issue Type and Pool Type are not needed. The import file should be developed as a **flat file**, a csv or excel file will not import successfully in GinnieNET.

*Once an Issuer submits the Transfer Request, the New Document Custodian must certify the pending Transfer request prior to the specified Effective Transfer Date.

Accessing GinnieNET via MyGinnieMae

Below is an example of what Issuers will see when logging into GinnieNET through the MyGinnieMae Portal.

Communities ▾ Tools ▾

Applications

RFS	IPMS
eNOTE	CM
File Upload	MAMS
MAS	PTS

Other Applications

GinnieNET
MFPDM

Bookmarks Edit

Bloomberg	eMBS
FHA Connection	FHA Website
Fitchratings	Ginnie Mae
HUD	HUD Locator

1. From any screen in the MyGinnieMae portal, select the **Tools** dropdown at the top of the screen.
2. Then navigate to **GinnieNET** under **Other Applications**.

GinnieMae *Our Guaranty Matters* **Welcome To GinnieNET On The Web**

OMB Approval No. 2503-0033 (Exp. 09/30/2005)

Ginnie Mae may not collect this information, and you are not required to complete these forms (form HUD 11705, form HUD 11706, form HUD 11708, form HUD 11709A, form HUD 11710D, form HUD 11711B, form HUD 11714, form HUD 11714SN, form HUD 11715, and form HUD 11732) unless the currently valid OMB control number is displayed. The information is required by Section 306(g) of the National Housing Act and by Ginnie Mae Handbook 5500.3, Rev. 1 (Please see note below*). The information collected will not be disclosed outside the Department without prior consent, except as required by law.

The chart below provides the public reporting burden time needed for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The chart also provides the purpose for which Ginnie Mae requires each form to be completed.

*Ginnie Mae's forms are currently under review with Office of Management and Budget (OMB), during this time the expiration date of the forms is extended one month at a time until OMB completes their review and provides an expiration date. Therefore, the expiration is extended to October 31, 2010. If OMB does not complete the review by October 31, the expiration date will be extended to November 30, 2010, etc. Issuers and document custodians should continue to use these forms. Once a new expiration date is received the forms will be updated.

Form	Form Name	Estimated Completion Time	Purpose
11705	Schedule of Subscribers	10 minutes	To establish a contract between the issuer and Ginnie Mae and to provide a listing of subscribers and other information needed to prepare a MBS.
11706	Schedule of Pool Mortgages	15 minutes	To provide a means of identifying and controlling the mortgages that collateralize the designated MBS pools or loan packages. It also provides a certification from the issuer's document custodian that required mortgage documents are being held by the document custodian on behalf of Ginnie Mae.
11708	Request Release of Documents	5 minutes	To provide a means of identifying and tracking issuer's request to remove mortgage documents being held by the document custodian that collateralize the designated MBS pools or loan packages.
11709A	ACH Debit Authorization	5 minutes	To authorize the depository and Ginnie Mae's Agent to electronically debit issuer's principal and interest payments and guaranty fee payments.
11710D	Issuer's Monthly Summary Report	15 minutes	To provide Ginnie Mae a summary of information on issuer's outstanding pools or loan packages, to provide a certification as to the accuracy of the information being reported and to provide a format for RPB reporting.
11711B	Certification and Agreement	2 minutes	To provide for a certification by the issuer that the releases (forms 11711A) provided by the issuer to the document custodian encompass all mortgages in a pool or loan package.
11714	Issuer's Monthly Remittance Advice	2 minutes	To provide summary information to the security holder with respect to the current month's account transactions and calculation of the security holder's pro rate share percentage of total cash distribution.
11714SN	Issuer's Monthly Serial Note Remittance Advice	2 minutes	To provide summary information to the security holder of Serial Note securities with respect to the current month's account transactions and calculation of interest and principal to be distributed, and data with respect to the redemption of Serial Units.
11715	Master Custodial Agreement	10 minutes	To provide a form for establishment of a custodial relationship for the safekeeping of mortgage documents in the pools or loan packages backing each of the issuer's securities issues.
11732	Certification for Construction Loans	5 minutes	Form applies to Ginnie Mae I multifamily program only. It is used to provide notification to Ginnie Mae of receipt of documentation pertinent to the issuance of securities by the document custodian.

Note: A request to extend the expiration date on the above listed forms has been submitted to OMB for their approval.

Close

BEGINNING THE DOCUMENT CUSTODIAN REQUEST

Below are instructions for Issuers to navigate to the Document Custodian Transfer Request screen.

GINNIENET MAIN MENU

GinnieNET On The Web
Main Menu

Data Entry/Review

- ▣ **New Pool Processing**
- ▣ **Certifications**
 - ▣ **Single Family Processing**
 - ▣ **HMBS Pool Processing**
 - ▣ **Common**
 - [Issuer \(Transfer\) Recertification](#)
 - [Custodian \(Transfer\) Recertification](#)
 - [HUD 11708](#)
 - [Document Custodian Transfers](#)
 - [Apply Ginnie Mae Edits - Recertification](#)

GinnieNET On The Web
Document Custodian Transfers

New Custodian:	Not Selected	▼	
Transfer Type:	Not Selected	▼	
Transfer Date Month/Year:	03	/	2023
Regulating Authority:	Not Selected	▼	
Transfer Status:	Not Selected	▼	

DOCUMENT CUSTODIAN TRANSFER SCREEN

GinnieNET Host Communications screen for Document Custodians

GinnieNET On The Web

Certifications Communications

Certifications Communications Selections

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

Submit

QUICK TIPS

Tips for Document Custodian Transfers or Mergers

Issuers should keep the following requirements in mind while preparing partial Document Custodian transfers

Issuers with Existing Document Custodian(s)

Are required to **submit a completed list of the pools being transferred**, as well as the pool listing(s) for Existing Document Custodian(s).

Effective Date of Transfer

The Issuer should **enter an Effective Date of Transfer** as a business day of the month **at least 3 days past the current date and not more than 6 months past the current date.**

Pools Transferred with Pending Final Certification

If a pool is transferred with a Final Certification pending, **that certification will close out both open Final Certification and Pending Recertification from the recent transfer** when the new Issuer completes the pending Final Certification.

Approvals and Rejections

An e-Notification of approval or rejection is **sent to the Issuer and new Document Custodian.**

Partial Document Custodian Requests

Issuer should ensure all necessary documentation is forwarded to the new Document Custodian before the Partial Document Custodian Request is performed in GinnieNET. **The new Document Custodian should not certify any transmission unless they have received all appropriate pool documentation.**

Pool Listings

Pool listing **may be imported, or key entered directly into GinnieNET.**

RESOURCES & SUPPORT

USER GUIDES

- **MyGinnieMae Organization Administrator Guide**
https://www.ginniemae.gov/issuers/issuer_training/Documents/mgm_orgadmin_userguide_102018.pdf
- **GinnieNET User Guide**
<https://www.ginniemae.gov/issuers/Pages/GinnieNETTrainingGuides.aspx>



Ginnie Mae Customer Support

1-833-466-2435, option 1



Support Mailboxes

ginniemae1@bnymellon.com