
APPENDIX I-2

FORM HUD 11702 — RESOLUTION OF BOARD OF DIRECTORS AND CERTIFICATE OF AUTHORIZED SIGNATURES

Applicability: Ginnie Mae I MBS Program and Ginnie Mae II MBS Program.

Purpose: To provide Ginnie Mae with a Resolution of an applicant's or issuer's Board of Directors authorizing the issuance of Ginnie Mae MBS and the names and genuine signatures of individuals authorized to act on behalf of the applicant or issuer in connection with Ginnie Mae MBS.

Prepared by: Applicant/Issuer

Completion Instructions: General instructions to complete and submit this form to Ginnie Mae are as follows:

1. Login into GMEP;
2. Select the IPMS tab;
3. Select Master Agreements Management Application;
4. Enter the data points listed below;
5. Upload the PDF version of Form HUD 11702; and
6. Upon completion of PDF upload, send documents (hard copy) with original signatures to the below address:

Ginnie Mae Relationship Services
C/O The Bank of New York
101 Barclay Street – 8 East
New York, NY 10286-0001

Note: Form HUD 11702 must be submitted and approved prior to submission of the remaining agreements. Failure to do so will prevent the acceptance of other required Master Agreements.

For detailed instructions, see Master Agreement Management User Manual which can be accessed via GMEP.

- Issuer Details: **Issuer Number/Name:** Type/select the Issuer Number from the drop down menu, the Issuer name will display.
- **Board Meeting Place:** Enter the building name/number and street address of the Issuer's corporate head quarters.
- **City/State/Zip:** Enter location of the Issuer's Corporate headquarters.
- **Board Meeting Date:** Select the date from the calendar corresponding to the date that the board approved the authorized signatories. The date may not be greater than the current date.

- **Secretary's Name:** Enter the full name of the Issuer's Board of Directors Secretary.

Certifying Officer Details:

- **Certifying Officer's Name:** Enter the full name of the Authorized Officer certifying the authorized signature list.
- **Certifying Officer's Title:** Enter the full title of Officer certifying the authorized signature list.

Institutional Details:

- **Institution Name:** Displays based on Issuer Number previously entered.
- **Address:** Street address of Issuer's office where primary contacts are located.
- **City/State/Zip:** Enter location of the Issuer's office where the primary contacts are located.
- **Signed By/Title:** These fields cannot be edited. They default to the name and title of the Authorized Signatory authenticating the form.
- **Date:** Utilizing the calendar icon, select the date the form is being submitted. The date cannot be greater than the current date or before the board meeting date.

Authorized Signatory

- **Replace Existing Authorized Signers:** Not applicable for the first entry.
- **Browse:** Utilized to add multiple names to the Authorized Signatory listing. This feature directs user to their folder/file directory to identify the CSV file listing the authorized signers names and titles.

Click Upload File to upload the CSV file of authorized signatory names and titles on to the form.

Authorized Signers:

- Click Delete to remove an authorized signatory; the user is prompted to confirm the request.
- Click Add Row to add a new authorized signatory. Enter the name and title of the signatory.

Form HUD-11702 requires the Issuer to create a PDF of the form and obtain the original signatures prior to submission.

Generated PDF via GMEP Application:

Click the View as HUD PDF button located on the Create Form Screen.

A file download box displays, select Save or Open and print the form.

- Obtain the original signatures
- Scan the form as a PDF
- Save to the users folder/file directory.

Uploading the Completed Form

To upload the completed form:

- Click the browse button
- Select the file name of the saved PDF form.
- Click the Upload Document button.
NOTE: The path to the selected document appears in the field directly to the left of the Browse button.
- Click Save to Submission to submit the form for review and authentication.

Paper forms are only to be used for continuity of business in the event Ginnie Mae systems are not available. You must receive prior approval from your Ginnie Mae Account Executive before a request can be submitted in paper form.

COMPLETION INSTRUCTION FOR FORM

1. Enter full legal name of Issuer
2. Enter Issuer ID Number
3. Must obtain original signatures
4. Complete Certification
5. Sign name and add corporation seal
6. Enter full name of secretary
7. Enter full name of officer
8. Enter full title of officer
9. Enter full legal name of institution
10. Enter full address of institution
11. Enter full name of acting secretary
12. Enter full legal name of institution
13. Enter date form witnessed
14. Enter authorized officer signature

**Resolution of Board of Directors
and Certificate of Authorized
Signatures**

(Please type all entries)

**U.S. Department of Housing
and Urban Development**
Government National Mortgage Association

OMB Approval No. 2503-0033 (Exp.10/31/2019)

Public reporting burden for this collection of information is estimated to average 5 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. This agency may not collect this information, and you are not required to complete this form, unless it displays a current OMB control number.

Ginnie Mae is authorized to collect the information on this form as required by Section 306(g) of the National Housing Act and/or the Ginnie Mae Handbook, 5500.3, Rev. 1. Ginnie Mae maintains this information to ensure that the persons identified below perform in accordance with acceptable business standards. The information collected will not be disclosed outside the Department except as required by law.

Name of Issuer	Issuer ID Number
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Resolved First, that

Name and Title of Officer	Signature
Name and Title of Officer	Signature
Name and Title of Officer	Signature
Name and Title of Officer	Signature
Name and Title of Officer	Signature
Name and Title of Officer	Signature
Name and Title of Officer	Signature
Name and Title of Officer	Signature
Name and Title of Officer	Signature

of this corporation, or any one or more of them, be and each of them is hereby authorized and empowered in the name of and on behalf of this corporation and under its corporate seal, from time to time while these resolutions are in effect, to execute and deliver to the Government National Mortgage Association, in the form prescribed by said Association, with respect to the issue(s) by this corporation, under Section 306(g) of the National Housing Act and the Regulations pertaining thereto, of mortgage-backed securities to be guaranteed by the Association, any documents required to (a) make applications to Ginnie Mae in the name of and on behalf of this corporation for approval to become an issuer and for Ginnie Mae commitments to guarantee such mortgage-backed securities issued by this corporation; (b) enter into contracts with Ginnie Mae for the latter's guaranty of mortgage-backed securities issued in accordance with the terms and conditions of commitments to guarantee, issued by the Association to this corporation; (c) merge mortgage notes, deeds of trust and bonds now owned or hereafter acquired by this corporation into pools or loan packages, against which this corporation may issue mortgage-backed securities; (d) enter into any agreements, execute any documents or papers, and furnish any information required or deemed necessary or proper by the Association in connection with any of the foregoing; and (e) abide by all the terms and conditions set forth in the Ginnie Mae Mortgage-Backed Securities Guide.

Resolved Second, that the above named officers, be and they are hereby authorized and empowered in their discretion and as occasion may arise to receive and endorse the name of this corporation on any checks or drafts representing the proceeds from collections made by servicers of mortgages pertaining to pools or loan packages, and to issue and sign any checks or drafts issued to pay to the security holders their pro rata shares in these proceeds, and to do and perform any and all acts and to execute any and all additional instruments or agreements, from time to time, in the name of and on behalf of this corporation under its corporate seal or otherwise, deemed necessary or proper by the Association in connection with the formation of mortgage pools or loan packages, the issuance of mortgage-backed securities, the guaranty of mortgage-backed securities by the Association and the discharge of the duties and obligations of this corporation, as issuer, until the proceeds of the last maturing mortgage in any pool or loan package is remitted to registered security holders.

Resolved Third, that any contracts or agreements heretofore made with said Association on behalf of this corporation, and all acts of officers or agents of this corporation in connection with any contracts to be entered into for the guaranty by the Association of mortgage-backed securities to be issued by this corporation are hereby ratified and confirmed.

Resolved Fourth, that Ginnie Mae is authorized to rely upon the aforesaid resolution until receipt by it of written notice thirty days in advance of any proposed change therein.

Previous editions are obsolete.



FOR REFERENCE PURPOSES ONLY, NOT VALID FOR SUBMISSION

Certification.

I Hereby Certify that the foregoing is a true and correct copy of a resolution presented to and adopted by the Board of Directors of

_____ at a meeting duly called and held at _____

on the _____ day of _____, 20____, at which a quorum was present and voted, and that such resolution is duly recorded in the minute book of this corporation; that the officers named in said resolution have been duly elected or appointed to, and are the present incumbents of, the respective offices set after their respective names. I also certify that the signatures set opposite the officers' names are true and genuine specimens of the officers' respective signatures.

In Witness Whereof, I have hereunto signed my name and affixed the seal of this corporation.

(Seal) _____
Secretary

I, _____
Name of officer Title of officer

of _____, located
Name of institution

in _____ hereby certify that
Location of institution

_____ is the duly qualified and acting secretary
Name of secretary

of _____
Name of institution

and that the signature appearing above is his/her genuine signature.

In Witness Whereof, I have hereunto signed my name

Date Officer Signature

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