



## DOCUMENT TRANSFERS Job Aid for Document Custodians

February 2019

These Job Aids provide additional detailed information regarding what is required for institutions that are providing document certification and custody services on behalf of Fannie Mae. These Job Aids supplement the Fannie Mae Requirements for Document Custodians (RDC) and the Fannie Mae Selling and Servicing Guides.

We recommend that you print these Job Aids and provide a copy to your staff.

*These Job Aids are to provide Document Custodians guidance for document transfer purposes only. Nothing herein shall alter, modify, limit, or waive in any respect the Seller's representations and warranties with respect to the sale of the Notes and the documents to Fannie Mae.*



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# 1 Document Revision History

Date	Version	Change Description
December 2017	1.0	Initial Creation
February 2019	2.0	<ul style="list-style-type: none"> <li>Section 2: New Transfer Type Code – N-Code</li> <li>Section 3: Clarification to data tracking requirements</li> <li>Section 3: Recertification Start Recommendation</li> <li>Section 3.1: Clarification to when mortgage documents must be sent to the Transferee Document Custodian</li> <li>Section 3.3: Requirements on where the Transferor and Transferee Document Custodian is the same.</li> <li>Section 3.4 and 4.4: Recert Start and Recert Complete File Name changes and Clarification to Recert Start and Recert Complete format</li> <li>Section 2, Section 6.2 and Section 7: Responsible Party for Approval and Transfer Type Code and Recertification Timeline for when Servicer Initiates Movement of Documents to a Different Document Custodian (Non-Servicing Transfer)</li> <li>Section 5.1 Additional Qualifications for Vault Transfer Approval Requests</li> <li>Updated Appendix B – Recertification Extension Request Form to link</li> <li>Deleted Appendix C – Fannie Mae Servicing Guide (Key Sections)</li> </ul>

# 2 Document Transfers

The Document Custodian is entrusted by the Servicer and Fannie Mae to provide best-in-class safekeeping of Fannie Mae documents from receipt of physical custody and certification to loan liquidation and release of the documents back to the Servicer.

The Fannie Mae Requirements for Document Custodians (RDC), defines documents’ as

*“For each Mortgage Loan, the related promissory note, mortgage assignment to Fannie Mae, and other documents that Fannie Mae requires to be deposited with the Document Custodian: (i) for its review and certification to Fannie Mae (as such requirements are specified in the Guides, the RDC, both, and/or any other notice to the Document Custodian that describes Fannie Mae requirements for specific Mortgage Loans or Mortgage Loan types), and (ii) if the Mortgage Loans are acquired by Fannie Mae, for custody on behalf of Fannie Mae.”*

Throughout the life of the loan, the ownership of servicing rights may transfer amongst Servicers and the Servicer may transfer related documents to a different eligible custodian or decide to keep the documents at the existing custodian. In addition, concurrent sale of servicing transactions transmit the servicing rights immediately at loan sale to Fannie Mae or Document Custodian driven events may occur causing the documents to move.

The purpose of this Job Aid is to provide additional information in processing of document transfers by the Document Custodian at the request of the Servicer, Fannie Mae or driven by the Document Custodian itself.

All document transfers are tracked by Fannie Mae through three key data attributes: Fannie Mae Loan Number, Transfer Effective Date (TED), and Transfer Type Codes (D-Code, I-Code and C-Code). The table below explains the activity type for each transfer type code:

	Activity Type	Initiating Process	Transfer Type Codes	Responsible Party for Obtaining the Transfer Type Code
1.	Servicing Transfer (ST)	Request from Transferor Servicer and/or Transferee Servicer	D-Code	Transferor Servicer and Transferee Servicer
	Concurrent Sale of	Request from Transferor Certifying Servicer	I-Code	Transferee Document Custodian



2.	Servicing aka Co-Issue (CI)	Data - Seller Does Not Equal Servicer	I-Code	Transferee Document Custodian
3.	Custodian Transfers (CT)	Document Custodian Driven i.e. Vault Moves, Termination, Full or Partial Acquisition	C-Code	Transferor Document Custodian
4.	Other Types	Reinstatement of Non-liquidated Loans to Another Location	None	None
		Servicer Initiates Movement of Documents to a Different Document Custodian	C-Code	Servicer

\*On an exception basis only, Fannie Mae may issue a Transfer Type of N-Code. N-Codes are used for specific exceptions being managed by Fannie Mae. N-Codes must follow the requirements of a D-Code.

### 3 Servicing Transfers

The Transferor Servicer (initiating party in a transfer transaction) must make appropriate arrangements for the safe transfer of the documents to the new Transferee Document Custodian's (receiving party in a transfer transaction) facilities and for the payment of all costs related to the transfer.

The Transferor Servicer and the Transferee Servicer must submit to Fannie Mae a fully completed Request for Approval of Servicing or Subservicing Transfer (Form 629) in an electronic format at least 60 days prior to the earlier of proposed sale or transfer date for servicing transfers, and at least 30 days prior to the earlier of proposed sale or transfer date for subservicing transfers. After approval, the Transferor Servicer and the Transferee Servicer receives a D-Code which is used as the unique identifier for the servicing transfer transaction. See Appendix A for a Sample Approval Letter containing the D-Code.

Both the Transferor Servicer and the Transferee Servicer are required to notify the Transferor Document Custodian that maintains the possession of documents included in the transfer to advise them of the pending transfer.

In addition, the Transferor Servicer must provide both the Transferor Document Custodian and the Transferee Document Custodian with the Approved Letter for a Request for Approval of Servicing or Subservicing Transfer (Form 629), a trial balance that lists by Fannie Mae loan number each mortgage loan expected to transfer and the D-Code. The trial balance should include all data required for recertification and must be in a format agreed upon by the Transferee Servicer and the Transferee Document Custodian.

The Transferee Document Custodian should contact the Transferor Servicer or the Transferee Servicer immediately if you have not received all required documents and information to process a Servicing Transfer.

#### Key Points and Best Practices

- Recertification of documents is required regardless if the Document Custodian is changing or staying the same. Recertification requirements when there is no change in Document Custodian provide a more streamlined form of certification.
  - The notification requirements for the Transferor Servicer or the Transferee Servicer remains consistent as documented above even if the Document Custodian is not changing
- An approved Fannie Mae custodial agreement must exist between the Transferee Servicer and the Transferee Document Custodian before the servicing transfer can occur.
- Having a regular communication method with your Servicers to ensure adequate notification is received is a critical success factor to running an efficient servicing transfer process. This should be established and monitored by the Document Custodian to ensure sufficient notification is being received from the Servicers. If a Servicer is unable to provide consistent and timely communication, the Document Custodian may escalate to Fannie Mae at [custodian\\_oversight@fanniemae.com](mailto:custodian_oversight@fanniemae.com) for support.



- All Document Custodians should have systems or technological tools in place that provides transaction processing and monitoring with reporting capabilities at the loan level.
- The systems or technological tools should be able to track the loan and its certification status based on these three key data attributes: Transfer Type Code (i.e. D-Code, I-Code, C-Code), Fannie Mae Loan Number and Transfer Effective Date.
- Loans reviewed with no exceptions and which were released for non-liquidation can be recertified. For any exception identified prior to release for non-liquidation, the loan cannot be recertified until the note and assignment is returned to the Transferee Document Custodian.
- If the Transferee Document Custodian receives notification that a loan is being transferred to another Transferee Document Custodian as part of a subsequent servicing transfer, the initial Transferee Document Custodian can complete the recertification due to the subsequent transfer. The initial Transferee Document Custodian must include the subject loan/s in the Recert Complete File.
- Recertification activities by the Transferee Document Custodian should not wait until all the documents or active released Form 2009s are received. Transferee Document Custodians should begin recertification activities as soon as possible. This will assist in mitigating any delays in recertification.
- If the Document Custodian is encountering any issues, it is imperative that the Document Custodian work with their Servicer for immediate action on any issues. Fannie Mae can assist in escalation, as needed.

### **3.1 Servicing Transfers – Responsibilities of the Existing Document Custodian (Transferor)**

Upon receipt of communication on a servicing transfer, the Transferor Document Custodian should immediately package the documents for shipment. The Transferor Document Custodian must package the documents in the same order in which they are listed on the printout of the Transferor Servicer's Trial Balance or an agreed upon order.

The Transferor Document Custodian must forward to the Transferee Document Custodian executed Requests for Release/Return of Documents (Form 2009) for any mortgages which required documents will not be transferred because the loan has been released for non-liquidation purposes (e.g., not paid in full, repurchased or liquidated as a result of foreclosure, short sale, or Mortgage Release). The Transferee Document Custodian is required to ensure a Form 2009 is present if a physical loan file is missing. The Transferee Document Custodian is responsible for continuous tracking of all non-liquidated releases.

The Transferor Document Custodian must deliver to the Transferee Document Custodian all of the required documents within 30 days of the servicing transfer effective date.

Note: The Transferor Document Custodian can request receipt confirmation of package, as well as a document inventory of all loans received, from the Transferee Document Custodian within an agreed upon Service Level Agreement.

### **3.2 Servicing Transfers – Responsibilities of the New Document Custodian (Transferee)**

The Transferee Document Custodian is responsible for reviewing the transferred documents immediately to ensure the required recertification can be prepared within six months after the effective date of the document transfer. The six month timeline begins when data and documents have been received from the Transferor Document Custodian.

When there is a change in the Document Custodian, the Transferee Document Custodian must ensure:

- The correct documents were received.
- The borrower's original signatures exist
  - If a Power of Attorney (POA) is present, it must tie to the Note.
- The property address matches the trial balance provided by the Transferor Servicer
  - The Transferee Document Custodian should verify property address is not materially different. If the property address is missing, the Transferee Document Custodian should reach out to the Transferee Servicer to have this corrected. If the Transferee Servicer is having difficulty resolving, they should contact their Fannie Mae CDT point of contact to help remediate.



- The ZIP code does not have to be present to complete recertification.
- Notes are endorsed in blank, without recourse, and there is no break in the chain of endorsements.
- The presence of either the original, unrecorded assignment from the Transferee Servicer to Fannie Mae in paper format, or an active 18-digit MIN if the mortgage is registered with the Mortgage Electronic Registration System (MERS).

Note: The Transferee Document Custodian must notify the Transferor Document Custodian and Transferee Servicer within 30 days of receipt of documents of any missing documents or Form 2009.

The due date to complete recertification for a servicing transfer is six months. If the Transferee Document Custodian is unable to finalize its review of the documents in time to issue its recertification within the allowable six-month period, the Transferee Document Custodian must seek an extension of time from Fannie Mae by sending the request to [custodian\\_oversight@fanniemae.com](mailto:custodian_oversight@fanniemae.com). Please refer to Section 6 Recertification Extension Requests for more information.

### **3.3 Servicing Transfers – Responsibilities if the Same Document Custodian (Transferor and Transferee)**

When there is no change in the Document Custodian, the existing Document Custodian must ensure:

- The correct documents are on hand or actively released.
  - Physical review of documents is not mandatory. The Document Custodian can use the Fannie Mae Loan Number to validate the correct loan is on hand or actively released as part of the transfer.
- The presence of either the original, unrecorded assignment from the Transferee Servicer to Fannie Mae in paper format, or an active 18-digit MIN if the mortgage is registered with the Mortgage Electronic Registration System (MERS).
- Update their system to reflect the new Transferee Servicer immediately upon recertification.

The due date to complete recertification for a servicing transfer is six months. If the Transferee Document Custodian is unable to finalize its review of the documents in time to issue its recertification within the allowable six-month period, the Transferee Document Custodian must seek an extension of time from Fannie Mae by sending the request to [custodian\\_oversight@fanniemae.com](mailto:custodian_oversight@fanniemae.com). Please refer to Section 6 Recertification Extension Requests for more information.

### **3.4 Servicing Transfers – Reporting Requirements of the Transferee Document Custodian Recertification Start**

All Transferee Document Custodians must submit a Recert Start File, even if the Document Custodian has not changed. The Transferee Document Custodian must create a Recert Start File upon receipt of data and documents and submit the Recert Start File to Fannie Mae at [custodian\\_oversight@fanniemae.com](mailto:custodian_oversight@fanniemae.com).

In preparing the Recert Start File, the Transferee Document Custodians should follow these guidelines:

- The Recert Start File must be in an MS Excel format.
- Please ensure that there are no commas within any cell, as the Recert Start File is set up as a comma delimited file. (For example, identify “ABC Bank, N.A.” as “ABC Bank N.A.”)
- Row 1 of the Recert Start File MUST include a header row representing the field names, in the order shown below. Thus, the first loan in your Recert Start File will appear in Row 2.
  - Log ID is the Transfer Type Code. For Servicing Transfers, the Transfer Type Code is the D-Code (expressed as, for example, “D-2990”), which you must obtain from the Transferor or Transferee Servicer.
  - Recertification Start Date is the date that the Transferee Document Custodian begins the recertification process.
- The Recert Start File must use the following naming convention:  
TransferTypeCode\_RecertStart\_TransfereeCustodian.xlsx
- If any fields do not apply, leave them blank. (I.e. Pool Number may not apply.)



Your data must adhere to the field requirements described below. Please ensure your submission is exactly as defined (no additional, characters, symbols or spaces).

<u>Transfer Effective Date</u>	<u>Custodian Name</u>	<u>Custodian City</u>	<u>Custodian State</u>	<u>Custodian FIN</u>	<u>Servicer Name</u>	<u>Servicer Branch Number</u>	<u>Pool Number</u>	<u>Fannie Mae Loan Number</u>	<u>Log-ID</u>	<u>Recert Start (S) or Recert Completion (C)</u>	<u>Recert Start or Recert Completion date</u>
MM/DD/YYYY	No commas	No commas	2 alphabet characters	11 numerical digits	No commas	9 numerical digits	6 alpha-numeric digits (if applicable)	10 numerical digits	D//C/N-XXXX Include the dash	Indicate with either of <i>ONLY</i> letter 'S' or 'C'	MM/DD/YYYY

Note: The format for the Recert Start File and the Recert Complete File is identical except for the “Recert Start (S) or Recert Completion (C)” column.

- All Recert Start Files should be submitted Fannie Mae at [custodian\\_oversight@fanniemae.com](mailto:custodian_oversight@fanniemae.com) within 10 days of receiving the data and documents for recertification.

### Recertification Complete

After all the loans in the D-Code has been recertified, the Recert Complete File must be created.

In preparing the Recert Complete File, the Transferee Document Custodians should follow these guidelines:

- The Recert Complete File must be in an MS Excel format.
- Please ensure that there are no commas within any cell, as the Recert Complete File is set up as a comma delimited file. (For example, identify “ABC Bank, N.A.” as “ABC Bank N.A.”)
- Row 1 of the Recert Complete File MUST include a header row representing the field names, in the order shown below. Thus, the first loan in your Recert Complete File will appear in Row 2.
  - Log ID is the Transfer Type Code. For Servicing Transfers, the Transfer Type Code is the D-Code (expressed as, for example, “D-2990”), which you must obtain from the Transferor or Transferee Servicer.
  - Recertification Completion Date is the date that the Transferee Document Custodian completed the recertification process.
- The Recert Complete File must use the following naming convention: TransferTypeCode\_RecertComplete\_TransfereeCustodian.xlsx
- If any fields do not apply, leave them blank. (I.e. Pool Number may not apply.)

In addition, the Transferee Document Custodian must execute a Form 2002 and submit the Form 2002 and the Recert Complete File to the Transferee Servicer and Fannie Mae at [custodian\\_oversight@fanniemae.com](mailto:custodian_oversight@fanniemae.com).

- For all servicing transfers that occurred pre-10/1/2015, a Form 2002 can be submitted for each recertified pool. For all servicing transfers that occurred post-10/1/2015, the Recert Complete File should be submitted for each servicing transfer or deal identified by the D-Code. The Form 2002 can only be executed and the Recert Complete File (RCF) should only be submitted to Fannie Mae when all loans in the D-Code have been recertified.

Your data must adhere to the field requirements described below. Please ensure your submission is exactly as defined (no additional, characters, symbols or spaces).

<u>Transfer Effective Date</u>	<u>Custodian Name</u>	<u>Custodian City</u>	<u>Custodian State</u>	<u>Custodian FIN</u>	<u>Servicer Name</u>	<u>Servicer Branch Number</u>	<u>Pool Number</u>	<u>Fannie Mae Loan Number</u>	<u>Log-ID</u>	<u>Recert Start (S) or Recert Completion (C)</u>	<u>Recert Start or Recert Completion date</u>
MM/DD/YYYY	No commas	No commas	2 alphabet characters	11 numerical digits	No commas	9 numerical digits	6 alpha-numeric digits (if applicable)	10 numerical digits	D//C/N-XXXX Include the dash	Indicate with either of <i>ONLY</i> letter 'S' or 'C'	MM/DD/YYYY

Note: The format for the Recert Complete File and the Recert Start File is identical except for the “Recert Start (S) or Recert Completion (C)” column.





- All Recert Complete Files and Executed Form 2002s should be submitted to [custodian\\_oversight@fanniemae.com](mailto:custodian_oversight@fanniemae.com) within 10 days of completing the recertification.

## 4 Concurrent Sale of Servicing

A concurrent servicing transfer (also known as 'co-issue') occurs when the Seller transfers the servicing rights to a Servicer at the same time it sells the loan to Fannie Mae. This is an "automatic" transfer because Fannie Mae's prior approval of the servicing transfer is not required.

Sellers must notify the Transferor Document Custodian of a concurrent sale of servicing transaction. This can also be identified through the data file in Doc Cert if the Seller Number and Name does not equal the Servicer Number and Name.

The certifying Document Custodian must determine if the documents are to be transferred to a Transferee Document Custodian or if the Transferee Servicer requests to keep the certifying Document Custodian as the Document Custodian to provide custody services for the documents, as well.

If the documents are not being transferred, the certifying Document Custodian must ensure the Transferee Servicer has an executed custodial agreement.

If the documents are being transferred, the certifying Document Custodian must immediately obtain instructions from the Seller as to the transfer of the documents. In addition, the certifying Document Custodian must report the certification of loans as part of a concurrent sale of servicing to Fannie Mae through their Monthly QC Review Template by indicating where the loans will be shipped. In addition, a loan level listing of all the certified loans should be submitted to Fannie Mae at [custodian\\_oversight@fanniemae.com](mailto:custodian_oversight@fanniemae.com). See screenshot below from the Monthly QC Review Template:

IV. CONCURRENT TRANSFER OF SERVICING (CO-ISSUE SALES)	
Were any loans certified during the previous month part of a co-issue sale?	
If yes, please see next question. If no, please proceed to section V.	
After certification, where will the loans move to? Please indicate here:	
Please provide date files will be sent to transferee Document Custodian:	

### 4.1 Concurrent Sale of Servicing – Responsibilities of the Certifying Document Custodian (Transferor)

After completion of certification, the Transferor Document Custodian must determine if the documents are being transferred to a different Document Custodian. If so, the Transferor Document Custodian should immediately package the documents for shipment. The Transferor Document Custodian must package the documents in the same order in which they are listed on the printout of the Transferor Servicer's Trial Balance or an agreed upon order.

If the Transferor Document Custodian needs instruction as to the transfer of the documents, the Transferor Document Custodian must contact the Seller immediately.

The Transferor Document Custodian must deliver to the Transferee Document Custodian all of the required documents within 30 days of certification.

Note: The Transferor Document Custodian can request receipt confirmation of package, as well as a document inventory of all loans received, from the Transferee Document Custodian within an agreed upon Service Level Agreement.

### 4.2 Concurrent Sale of Servicing – Responsibilities of the New Document Custodian (Transferee)

The Transferee Document Custodian is responsible for reviewing the transferred documents immediately to ensure the required recertification can be prepared.

When there is a change in the Document Custodian, the Transferee Document Custodian must contact the Seller to obtain data and ensure:

- The correct documents were received
- The presence of either the original, unrecorded assignment from the Transferee Servicer to Fannie Mae in paper format, or an active 18-digit MIN if the mortgage is registered with the Mortgage Electronic Registration System (MERS).





- All notes are endorsed in blank, without recourse, and there is no break in the chain of endorsements.

In addition, the Transferee Document Custodian must contact Fannie Mae to obtain an I-Code at [custodian\\_oversight@fanniemae.com](mailto:custodian_oversight@fanniemae.com).

A Form 2002, Recert Start File and a Recert Complete File must be submitted to Fannie Mae by the Transferee Document Custodian for concurrent sale of servicing transactions where the certifying custodian is not the same as the Document Custodian identified to provide custody services for the documents.

Note: The Transferee Document Custodian must notify the Transferor Document Custodian and Transferee Servicer within 30 days of receipt of documents of any missing documents or Form 2009.

The due date to complete recertification for a concurrent sale of servicing transaction is 30 days. If the Transferee Document Custodian is unable to finalize its review of the documents in time to issue its recertification within the allowable 30 day period, the Transferee Document Custodian must seek an extension of time from Fannie Mae by sending the request to [custodian\\_oversight@fanniemae.com](mailto:custodian_oversight@fanniemae.com). Please refer to Section 6 Recertification Extension Requests for more information.

### **4.3 Concurrent Sale of Servicing – Responsibilities if the Same Document Custodian (Transferor and Transferee)**

When there is no change in the Document Custodian, the certifying Document Custodian must update its system to reflect the new Transferee Servicer immediately upon certification. The certifying Document Custodian must also ensure:

- The presence of either the original, unrecorded assignment from the Transferee Servicer to Fannie Mae in paper format, or an active 18-digit MIN if the mortgage is registered with the Mortgage Electronic Registration System (MERS).

A Form 2002, Recert Start File and a Recert Complete File does not need to be submitted to Fannie Mae for concurrent sale of servicing transactions where the certifying custodian is the same as the Document Custodian identified to provide custody services for the documents. An I-Code is not necessary for this transaction, as well.

### **4.4 Concurrent Sale of Servicing – Reporting Requirements of the Transferee Document Custodian**

#### **Recertification Start**

For concurrent sale of servicing transactions, if the Document Custodian changed, the Transferee Document Custodian must submit a Recert Start File. The Transferee Document Custodian must create a Recert Start File upon receipt of data and documents and submit the Recert Start File to Fannie Mae at [custodian\\_oversight@fanniemae.com](mailto:custodian_oversight@fanniemae.com).

In preparing the Recert Start File, the Transferee Document Custodians should follow these guidelines:

- The Recert Start File must be in an MS Excel format.
- Please ensure that there are no commas within any cell, as the Recert Start File is set up as a comma delimited file. (For example, identify “ABC Bank, N.A.” as “ABC Bank N.A.”)
- Row 1 of the Recert Start File MUST include a header row representing the field names, in the order shown below. Thus, the first loan in your Recert Start File will appear in Row 2.
  - Log ID is the Transfer Type Code. For concurrent sale of servicing transactions, the Transfer Type Code is the I-Code (expressed as, for example, “I-2990”), which you must obtain from Fannie Mae at [custodian\\_oversight@fanniemae.com](mailto:custodian_oversight@fanniemae.com).
  - Recertification Start Date is the date that the Transferee Document Custodian begins the recertification process.
- The Recert Start File must use the following naming convention:  
TransferTypeCode\_RecertStart\_TransfereeCustodian.xlsx
- If any fields do not apply, leave them blank. (I.e. Pool Number may not apply.)



Your data must adhere to the field requirements described below. Please ensure your submission is exactly as defined (no additional, characters, symbols or spaces).

<u>Transfer Effective Date</u>	<u>Custodian Name</u>	<u>Custodian City</u>	<u>Custodian State</u>	<u>Custodian FIN</u>	<u>Servicer Name</u>	<u>Servicer Branch Number</u>	<u>Pool Number</u>	<u>Fannie Mae Loan Number</u>	<u>Log-ID</u>	<u>Recert Start (S) or Recert Completion (C)</u>	<u>Recert Start or Recert Completion date</u>
MM/DD/YYYY	No commas	No commas	2 alphabet characters	11 numerical digits	No commas	9 numerical digits	6 alpha-numeric digits (if applicable)	10 numerical digits	D/I/C/N-XXXX Include the dash	Indicate with either of <b>ONLY</b> letter 'S' or 'C'	MM/DD/YYYY

Note: The format for the Recert Start File and the Recert Complete File is identical except for the “Recert Start (S) or Recert Completion (C)” column.

- All Recert Start Files should be submitted to Fannie Mae at [custodian\\_oversight@fanniemae.com](mailto:custodian_oversight@fanniemae.com) within 10 days of receiving the data and documents for recertification.

### Recertification Complete

After all the loans in the I-Code have been recertified, the Recert Complete File must be created.

In preparing the Recert Complete File, the Transferee Document Custodians should follow these guidelines:

- The Recert Complete File must be in an MS Excel format.
- Please ensure that there are no commas within any cell, as the Recert Complete File is set up as a comma delimited file. (For example, identify “ABC Bank, N.A.” as “ABC Bank N.A.”)
- Row 1 of the Recert Complete File MUST include a header row representing the field names, in the order shown below. Thus, the first loan in your Recert Complete File will appear in Row 2.
  - Log ID is the Transfer Type Code. For concurrent sale of servicing transactions, the Transfer Type Code is the I-Code (expressed as, for example, “I-2990”).
  - Recertification Completion Date is the date that the Transferee Document Custodian completed the recertification process.
- The Recert Complete File must use the following naming convention:  
TransferTypeCode\_RecertComplete\_TransfereeCustodian.xlsx
- If any fields do not apply, leave them blank. (I.e. Pool Number may not apply.)

In addition, the Transferee Document Custodian must execute a Form 2002 and submit the Form 2002 and the Recert Complete File to the Transferee Servicer and Fannie Mae at [custodian\\_oversight@fanniemae.com](mailto:custodian_oversight@fanniemae.com).

- The Recert Complete File (RCF) should only be submitted to Fannie Mae when all loans in the I-Code have been recertified.

Your data must adhere to the field requirements described below. Please ensure your submission is exactly as defined (no additional, characters, symbols or spaces).

<u>Transfer Effective Date</u>	<u>Custodian Name</u>	<u>Custodian City</u>	<u>Custodian State</u>	<u>Custodian FIN</u>	<u>Servicer Name</u>	<u>Servicer Branch Number</u>	<u>Pool Number</u>	<u>Fannie Mae Loan Number</u>	<u>Log-ID</u>	<u>Recert Start (S) or Recert Completion (C)</u>	<u>Recert Start or Recert Completion date</u>
MM/DD/YYYY	No commas	No commas	2 alphabet characters	11 numerical digits	No commas	9 numerical digits	6 alpha-numeric digits (if applicable)	10 numerical digits	D/I/C/N-XXXX Include the dash	Indicate with either of <b>ONLY</b> letter 'S' or 'C'	MM/DD/YYYY

Note: The format for the Recert Complete File and the Recert Start File is identical except for the “Recert Start (S) or Recert Completion (C)” column.

- All Recert Complete Files and Executed Form 2002s should be submitted to [custodian\\_oversight@fanniemae.com](mailto:custodian_oversight@fanniemae.com) within 10 days of completing the recertification.



## 5 Custodian Transfers

Movement of documents can also occur as a result of Vault Moves, Terminations or Full or Partial Acquisitions. This section focuses on transfers driven by the Document Custodian.

### 5.1 Vault Moves

If it is necessary to move Fannie Mae documents from one vault location to another, and the move will be after 7 calendar days from certification date, it is the responsibility of the Document Custodian to notify Fannie Mae at [custodian\\_oversight@fanniemae.com](mailto:custodian_oversight@fanniemae.com) at least 30 days prior to the move. If the move is within 7 calendar days, Fannie Mae does not need to be notified.

The Document Custodian is also responsible for the following:

- Ensure that the new location meets Fannie Mae's eligibility and operational requirements
- Provide Fannie Mae at [custodian\\_oversight@fanniemae.com](mailto:custodian_oversight@fanniemae.com) with documentation detailing how, when, and where the documents will be moved
- Provide Fannie Mae at [custodian\\_oversight@fanniemae.com](mailto:custodian_oversight@fanniemae.com) with documentation of the Document Custodian's plan for reconciling the documents to ensure that they are received safely at the new location
- Provide transit insurance
- Secure a C-Code from Fannie Mae at [custodian\\_oversight@fanniemae.com](mailto:custodian_oversight@fanniemae.com)

A data file containing the same data fields as the Recert Start File and Recert Complete File are required for tracking purposes. Please refer and follow the requirements identified in the section above: 3.4 Reporting Requirements of the Transferee Document Custodian for all Vault Moves.

Under certain circumstances, recertification for vault moves can be waived.

### 5.2 Termination

The Terminating Document Custodian is responsible for notifying Fannie Mae at [custodian\\_oversight@fanniemae.com](mailto:custodian_oversight@fanniemae.com) of the intended closure at least 30 days prior to the closing. The Terminating Document Custodian continues to be fully responsible for the safety of all documents that are in custody until they have been fully transferred to a New Transferee Document Custodian. As part of the process, all custodial waivers are reviewed by Fannie Mae to determine if they continue to be necessary and need to be attached as an amendment to the Transferee Document Custodian's Custodial Agreement.

The Terminating Document Custodian is also responsible for the following:

- Provide Fannie Mae at [custodian\\_oversight@fanniemae.com](mailto:custodian_oversight@fanniemae.com) with documentation detailing how, when, and where the documents will be moved
- Provide Fannie Mae at [custodian\\_oversight@fanniemae.com](mailto:custodian_oversight@fanniemae.com) with documentation of the Transferee Document Custodian's plan for reconciling the documents to ensure that they are received safely at the new location
- Provide Fannie Mae at [custodian\\_oversight@fanniemae.com](mailto:custodian_oversight@fanniemae.com) a list of all the documents/pools being moved and all the impacted Servicers. The impacted Servicers must receive a copy of this list.
- Provide advance written notice of the termination to the impacted Servicers
- Provide transit insurance
- Secure a C-Code from Fannie Mae at [custodian\\_oversight@fanniemae.com](mailto:custodian_oversight@fanniemae.com)

A data file containing the same data fields as the Recert Start File and Recert Complete File are required for tracking purposes. Please refer and follow the requirements identified in the sections above: 3.2 Responsibilities of New Document Custodian (Transferee) and 3.4 Reporting Requirements of the Transferee Document Custodian for all Terminations.

### 5.3 Full or Partial Acquisition of a Document Custody Business

Both the Existing Document Custodian and the New Transferee Document Custodian must provide at least 30 days



advance written notice to Fannie Mae at [custodian\\_oversight@fanniemae.com](mailto:custodian_oversight@fanniemae.com) when all or part of the Existing Document Custodian's custody business is being acquired by the New Transferee Document Custodian ("custody acquisition"), but the Servicer remains the same.

In addition, the Existing Document Custodian is also responsible for the following:

- Provide Fannie Mae at [custodian\\_oversight@fanniemae.com](mailto:custodian_oversight@fanniemae.com) with documentation detailing how, when, and where the documents will be moved
- Provide Fannie Mae at [custodian\\_oversight@fanniemae.com](mailto:custodian_oversight@fanniemae.com) with documentation of the Transferee Document Custodian's plan for reconciling the documents to ensure that they are received safely at the new location
- Provide Fannie Mae at [custodian\\_oversight@fanniemae.com](mailto:custodian_oversight@fanniemae.com) a list of all the documents/pools being moved and all the impacted Servicers. The impacted Servicers must receive a copy of this list.
- Provide advance written notice of the custody acquisition to the impacted Servicers
- Provide transit insurance
- Secure a C-Code from Fannie Mae at [custodian\\_oversight@fanniemae.com](mailto:custodian_oversight@fanniemae.com)

The Existing Document Custodian is responsible for controlling the documents and maintaining their integrity of the documents until the documents are released to the New Transferee Document Custodian. The Existing Document Custodian must deliver all of the required documents to the New Transferee Document Custodian in a timely manner to ensure that the New Transferee Document Custodian has adequate time to review the files and execute a recertification of the custody loans.

A data file containing the same data fields as the Recert Start File and Recert Complete File are required for tracking purposes. Please refer and follow the requirements identified in the sections above: 3.2 Responsibilities of New Document Custodian (Transferee) and 3.4 Reporting Requirements of the Transferee Document Custodian for all acquisitions.

## 6 Other Types

### 6.1 Reinstatements of Non-Liquidated Releases to Another Location

Document Custodians that have multiple vault locations and operate multiple sites can return released documents back to the original vault or to a different vault.

If a file is released for non-liquidation and the Servicer returns the file to a vault other than the one it was originally released from, the Document Custodian must notify Fannie Mae at [custodian\\_oversight@fanniemae.com](mailto:custodian_oversight@fanniemae.com).

A data file containing the same data fields as the Recert Complete File are required for tracking purposes. Please refer and follow the requirements identified in the section above: 3.4 Reporting Requirements of the Transferee Document Custodian for all reinstatements of non-liquidated releases to another location.

Please note that no additional recertification work is required as the file has already been reviewed as part of the reinstatement process.

### 6.2 Servicer Initiates Movement of Documents to a Different Document Custodian

The Servicer must make arrangements with both the Transferor Document Custodian and the Transferee Document Custodian for the safe transfer of the documents to the Transferee Document Custodian's facilities and for the payment of all costs related to the transfer, including in-transit insurance.

The Servicer should reach out to the Transferor Document Custodian and the Transferee Document Custodian at least 30 days before the requested move date. After a Servicer has reached out, the Servicer must notify Fannie Mae and request approval for a document transfer. As part of the approval request, the Servicer must provide to Fannie the date that the Servicer will make the request to move the documents to the Transferor Document Custodian.

After approval, Fannie Mae will issue a C-Code and a Transferor Document Custodian Transfer Effective Date for the document transfer. The Transferor Document Custodian and the Transferee Document Custodians must coordinate the movement of the documents and the documents should be shipped within 30 days after the Transferor Document Custodian Transfer Effective Date.



The Transferee Document Custodian will be responsible for completing recertification within 180 days from receipt of documents and data. The Servicer is responsible for clearing any exceptions that are reported by the Transferee Document Custodian.

A data file containing the same data fields as the Recert Start File and Recert Complete File are required for tracking purposes. Please refer and follow the requirements identified in the sections above: 3.2 Responsibilities of New Document Custodian (Transferee) and 3.4 Reporting Requirements of the Transferee Document Custodian for all servicer initiated documents transfers.

## 7 Recertification Extension Request

Each activity type carries various recertification due dates.

- The due date to complete recertification for a Servicing Transfer is **six months** from receipt of documents and data.
- The due date to complete recertification for a Concurrent Sale of Servicing transaction is **30 days** from receipt of documents and data.
- The due date to complete recertification for a Vault Move, Termination, or Full or Partial Acquisition is **six months** from receipt of documents and data.
- The due date to complete recertification for a servicer initiated documents transfer is **six months** from receipt of documents and data.

Recert Extension requests must be submitted for approval to Fannie Mae at [custodian\\_oversight@fanniemae.com](mailto:custodian_oversight@fanniemae.com) at least 15 days from the due date by the Transferee Document Custodian by using the Recert Extension Request Form (**Appendix B**).

- The Recert Extension Request Form must include detailed information at the loan level on any constraints preventing the recertification by the due date and action plans to remediate any issues.

After a Recert Extension Request has been approved, the Transferee Document Custodian must provide Fannie Mae with a loan level status report every month until the recertification is complete.

If the Document Custodian has exceptions that the Servicer cannot clear, please contact Fannie Mae at [custodian\\_oversight@fanniemae.com](mailto:custodian_oversight@fanniemae.com) for guidance.

## 8 Recertification Issues and Remediation

To assist with recertification issues, provided below are remediation guidance based on the issue.

If	Then
Note Endorsement Issue where a broken endorsement chain exists and the missing company is no longer in existence and FDIC cannot endorse on their behalf	The Transferee Document Custodian should reach out to the Transferee Document Custodian and the Fannie Mae CDT team to help remediate.
Missing/Incomplete Power of Attorney (POA)	The POA documents are recorded with the mortgage. Transferee Servicer must reach out to the closing agent or obtain a copy from the court.
Missing Notes	Contact the Transferee Servicer or Transferor Document Custodian (if known). If the missing notes are on a foreclosure path, work with the Transferor Servicer on having the notes returned.
Missing Original Borrower Signature	The Transferee Document Custodian should verify the existence of the original signature. If the borrower signature/name is missing, the Transferee Document Custodian should reach out to the Transferee Servicer. If the Transferee Servicer is having difficulty resolving, they should contact their Fannie Mae CDT point of contact to help remediate.

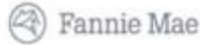


Missing/Incorrect Property Address	The Transferee Document Custodian should verify existence of an address and that it is not materially different. If the property address is missing, the Transferee Document Custodian should reach out to the Transferee Servicer to have this corrected. If the Transferee Servicer is having difficulty resolving, it should contact their Fannie Mae CDT point of contact to help remediate.
Loans out on non-liquidated releases	<p>Recertify: The Transferee Document Custodian had reviewed the loan and it had no exceptions and was then sent out for non-liquidation, it can recertify. The Form 2009 takes the place of the file in that instance. Loans reviewed with no exceptions and was released for non-liquidation can be recertified.</p> <p>Cannot Recertify: The Transferee Document Custodian did not have the file and never validated the contents, then it cannot perform the recertification without doing so first. The Transferee Document Custodian cannot use the Form 2009 from the prior custodian as a recertification document. Loans that did not have the note validated prior to non-liquidation release, the recertification cannot be completed.</p>
Missing/Incorrect Corporate Assignment	If the loan has a paper assignment, the Transferee Servicer should provide the assignment to the Transferee Document Custodian; or, if the Transferee Document Custodian knows the loan is registered in MERS, Fannie Mae can provide the MIN numbers.
Servicers are unresponsive and not showing progress	Contact Fannie Mae at <a href="mailto:custodian_oversight@fanniemae.com">custodian_oversight@fanniemae.com</a> with details of the communications and Servicer contacts prior to recertification due date.
Unable to match the trial balance to data in their system	The Transferee Document Custodian should attempt to validate the note by using other data to establish that you have the correct note.





## Appendix A – Sample Approval Letter for a Request for Approval of Servicing or Subservicing Transfer (Form 629)



Thursday, August 24, 2017

1A North Suite 303  
FL 32082

Subject: Transfer of Servicing Log #: D-5937 (1 Loans)  
From (Transferor): (See below)  
To (Transferee): (See below)  
Transfer Date: 01-SEP-2017

The above Correction has been approved for 01-SEP-2017.

e-Transfer file submissions are due no later than **15 days** prior to the Transfer Date if any of your 9 digit seller servicer numbers are changing. You may access e-Transfers by utilizing the following hyperlink: <https://guarantytechnology.efanniemae.com/eTransfers/index.jsp>

If the above hyperlink does not work or if you need additional information regarding the eTransfer file creation process please visit [www.eFanniemae.com](http://www.eFanniemae.com) and follow the directions below:

- 1) Click on Servicing
- 2) Click on Supporting Tools/eTransfers
- 3) User Help – for file layout and how to create:
  - a. eTransfers Upload File Conversion Tool
  - b. eTransfers Upload File Conversion Tool Job Aid
- 4) Launch App

If you require additional information regarding the eTransfers process please contact: [sfo\\_servicing\\_transfers@fanniemae.com](mailto:sfo_servicing_transfers@fanniemae.com)

Please ensure the eTransfer file is uploaded no later than **17-AUG-2017**.

Please enter your loans in e-Transfer as requested on your form 629 for ACTIVE loans only (do not enter REO's / Acquired Properties). If you enter more loans in e-Transfer than what is requested on your form 629 or the transferor/transferee 9 digit seller servicer number in e-Transfer do not agree with form 629, your transfer **may be delayed for 30 days** while we research the discrepancy.

Please reference Log # D-5937 in any future correspondence regarding this transfer in order to facilitate retrieval/research.

Sincerely,

Matthew Allen  
Loan Servicing Specialist





## Appendix B – Recertification Extension Request Form

Link to Recertification Extension Request Form:

<https://www.fanniemae.com/content/tool/document-custodians-recertification-extension-request-template.xlsx>