

# Document Custodian Notice RDC-2019-04

April 26, 2019

## Summary

The Document Custodian Notice includes the following topics:

- Independent Audit Loan Sampling Selection
- Non-Liquidated Released Loan Exception Handling and Reporting to Fannie Mae

## Independent Audit Loan Sampling Selection

For Document Custodians with an Independent Audit due date on or after July 31, 2019, Fannie Mae will provide the loan sample for the quality review. To obtain the loan sample, the Document Custodian must contact [anita\\_cooper@fanniemae.com](mailto:anita_cooper@fanniemae.com), [chitra\\_s\\_narayanaswamy@fanniemae.com](mailto:chitra_s_narayanaswamy@fanniemae.com) and [custodian\\_oversight@fanniemae.com](mailto:custodian_oversight@fanniemae.com).

The required loan sample volume remains the same at 150 loans certified since the previous review. If less than 150 loans were certified since the previous review, all loans certified will be part of the sample. The Document Custodian is responsible for providing the loan sample to their respective Independent Third Party Auditor.

The New Document Certification application will be updated to enable the Document Custodian to retrieve the loan sample online. A Document Custodian Notice will be distributed once the New Document Certification functionality has been implemented.

## Effective Date

The Independent Audit Loan Sampling Selection is effective for Audits due on or after July 31, 2019.

## Non-Liquidated Released Loan Exception Handling and Reporting

As stated in the Requirements for Document Custodians, the Document Custodian must provide a report to Fannie Mae that identifies all mortgage loans for which documents have been released for non-liquidation purposes for more than 180 days.

The report should be submitted to [custodian\\_oversight@fanniemae.com](mailto:custodian_oversight@fanniemae.com) on June 30 and December 31 of every year, and the loan data in the report should be as of May 31 and November 30, respectively.

In addition, Fannie Mae is standardizing the format of the report. In preparing the report, the Document Custodian must follow these guidelines:

- The report must be in MS Excel format.
- A single report should be submitted and must encompass all vault locations.
- All columns for each loan must be completed.
- The report must adhere to the field requirements described below:

<u>Vault Location</u>	<u>Servicer Number</u>	<u>Servicer Loan ID</u>	<u>Fannie Mae Loan Identifier</u>	<u>Date Released</u>	<u>Release Reason</u>	<u>Street</u>	<u>City</u>	<u>State</u>	<u>Zip Code</u>	<u>Original Loan Amount</u>	<u>Reinstated with Exceptions</u>	<u>Exception Detail</u>
String	Numeric 9	String	Numeric 10	MM/DD/YY YY	String	String	String	String 2	String 5   9	Amount 9.2	Yes   NA	String

Fannie Mae requires all loans returned for reinstatement to be reinstated even if exceptions exist.



If the loan has not been returned for reinstatement, select “N/A” in the Reinstated with Exceptions column. If the loan was reinstated with exceptions, select "Yes" in the Reinstated with Exceptions column and additional detail must be provided in the Exception Detail column.

If the loan was reinstated without exceptions, the loan should not be on this report.

### **Effective Date**

Reinstating loans even if exceptions exist are effective immediately. The requirements for the non-liquidated released loan report is effective for reports due on or after December 31, 2019.

For any questions regarding this Document Custodian notice, please contact Fannie Mae at [custodian\\_oversight@fanniemae.com](mailto:custodian_oversight@fanniemae.com).

Mario Palarca

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