

Document Custodian Notice RDC-2019-01

February 11, 2019

Summary

The Document Custodian Notice includes the following topics:

- Updated Document Custodian Document Transfers Job Aid
- Contact Information

Document Custodian Document Transfers Job Aid – Updated

Fannie Mae has updated the Document Transfers Job Aid for Document Custodians, Version 2.0. As part of that update, additional requirements and clarifications were updated for the following topics:

- New Transfer Type Code – Non-Compliance Code or “N-Code”
- Updated Recert Start and Recert Complete File formats and File names
- Additional detail for certification requirements for Servicing Transfers and Co-issue Transfers where the Transferor and Transferee Document Custodian is the same
- Updated requirements for Servicer Initiated Movement of Documents to a Different Document Custodian (Non-Servicing Transfer)
- Additional Recertification Start Recommendation
- Additional qualifications for Vault Transfer Approval Requests
- Minor enhancements

Effective Date

The updated Document Custodian Document Transfers Job Aid is effective immediately.

Contact Information Updated

In our continued efforts to improve customer service, the Point of Contact information for the Single-Family Custody Operations team has been updated on the [Document Custodian page](#) on fanniemae.com.

In addition, Fannie Mae has created Document Custodian Analyst Assignments to facilitate Seller/Servicers and Document Custodian needs. To identify your assigned Document Custodian Analyst, please refer to the updated Point of Contact information on the Document Custodian page on fanniemae.com.

Effective Date

Contact information and Custodian Analyst Assignments are effective immediately.

For any general questions regarding this Document Custodian notice, please contact Fannie Mae at custodian_oversight@fanniemae.com

Mario Palarca

Director, Fannie Mae