

# Document Custodian Notice RDC-2019-09

October 17, 2019

## Summary

The Document Custodian Notice includes the following topic:

- New Portfolio Reconciliation Requirement

## New Portfolio Reconciliation Requirement

Fannie Mae is implementing a new Portfolio Reconciliation Requirement for all Document Custodians. The Portfolio Reconciliation introduces transparency, ensures data quality, and minimizes risk in both Fannie Mae’s and the Document Custodian’s operations.

On a quarterly basis, Document Custodians must submit to Fannie Mae a data file of all active Fannie Mae loans under the Document Custodian’s custody.

Fannie Mae requires the data to be submitted as a Pipe Delimited Text File adhering to the following file specification:

Field Name	Definition	Description
FannieMae_Loan_ID	number(10)	FannieMae Loan Number
Servicer_ID	number(5)	Fannie Mae Servicer Number
Servicer_Name	varchar2(100)	Servicer Name
FIN	number(11)	Financial Institution Number
Custodian_Location	varchar2(100)	Vault Location
Custodian_Primary_Reference	varchar2(50)	Document Custodian data (Optional)

In addition, the data file must be titled using the following naming convention: <Custodian Name>\_<MMDDYY>\_FNM\_Recon.txt

The schedule for the Portfolio Reconciliation is as follows:

Year	Data as Of	Due to Fannie Mae
2019	October 31	November 15
2020	March 31	April 15
	June 30	July 15
	September 30	October 15
	December 31	January 15
2021 and Onward	March 31	April 15
	June 30	July 15
	September 30	October 15

SF Custody Operations will work directly with each individual Document Custodian to finalize a transmission method to deliver the file to Fannie Mae.

## Effective Date

The new Portfolio Reconciliation Requirement is effective November 15, 2019.

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

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