



DOCUMENT TRANSFERS Job Aid for Document Custodians

Version 5
January 23, 2026

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.



Table of Contents

1 Document Revision History	2
2 Document Transfers	6
3 Servicing Transfers	7
Key Points and Best Practices.....	8
3.1 Servicing Transfers – Responsibilities of the Existing Document Custodian (Transferor)	9
3.2 Servicing Transfers – Responsibilities of the New Document Custodian (Transferee)	9
3.3 Servicing Transfers – Responsibilities of Document Custodian (If Document Custodian is both Transferor and Transferee)	10
3.4 Servicing Transfers – Reporting Requirements of the Transferee Document Custodian	11
Recertification Start	11
Recertification Complete	12
4 Concurrent Sale of Servicing	13
4.1 Concurrent Sale of Servicing – Responsibilities of the Certifying Document Custodian (Transferor)	14
4.2 Concurrent Sale of Servicing – Responsibilities of the New Document Custodian (Transferee)	15
4.3 Concurrent Sale of Servicing – Responsibilities if the Same Document Custodian (Transferor and Transferee)....	15
4.4 Concurrent Sale of Servicing – Reporting Requirements of the Transferee Document Custodian	16
Recertification Start	16
Recertification Complete	17
5 Custodian Transfers	18
5.1 Vault Moves	18
5.2 Termination.....	18
5.3 Full or Partial Acquisition of a Document Custody Business.....	19
6 Other Types.....	20
6.1 Reinstatements of Non-Liquidated Releases to Another Location.....	20
6.2 Servicer Initiates Movement of Documents to a Different Document Custodian	20
7 Recertification Extension Request.....	20
8 Recertification Issues and Remediation	22



1 Document Revision History

Date	Version	Change Description
December 2017	1.0	Initial Creation
February 2019	2.0	<ul style="list-style-type: none">Section 2: New Transfer Type Code – N-CodeSection 3: Clarification of data tracking requirementsSection 3: Recertification Start RecommendationSection 3.1: Clarification to when mortgage documents must be sent to the Transferee Document CustodianSection 3.3: Requirements on where the Transferor and Transferee Document Custodian is the same.Section 3.4 and 4.4: Recert Start and Recert Complete File Name changes and Clarification to Recert Start and Recert Complete formatSection 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)Section 5.1 Additional Qualifications for Vault Transfer Approval RequestsUpdated Appendix B – Recertification Extension Request Form to linkDeleted Appendix C – Fannie Mae Servicing Guide (Key Sections)
October 2021	3.0	<ul style="list-style-type: none">Section 2: Clarified paragraphs 3 and 4Section 2: Updated the Document Transfers activity code tableSection 3: Updated to clarify the roles and responsibilities of the parties involved in a Servicing Transfer transaction as well as the key points and best practicesSection 3.1: Clarified the roles and responsibilities of the existing Document CustodianSection 3.2: Clarified the roles of the new Document CustodianSection 3.3: Revised the heading of this sectionSection 4: Clarified the requirements for a Concurrent Sale of Servicing TransactionSection 4: Updated the screen shot of the Concurrent Sale of Servicing section of the QC TemplateSection 4.1: Clarified the role of the Certifying Document Custodian in a Concurrent Sale of Servicing TransactionSection 4.2: Clarified the role of the New Document Custodian in a Concurrent Sale of Servicing TransactionSection 4.2: Updated to reflect the requirement for a quarterly reconciliationSection 4.3: Clarified role of the Document Custodian when documents do not move in a Concurrent Sale of Servicing Transaction as well as added the requirement for a quarterly reconciliationSection 4.4: Removed the reference to the Form 2002 relative to the Recert Completion fileSection 5.1: Updated to require that all new custodial locations have been prior approved and meet Fannie Mae requirementsSection 5.2: Updated the requirements for terminating Document CustodianSection 5.3: Updated the requirements for a full or partial acquisition of Document Custody BusinessSection 8: Updated the table for Recertification Issues and RemediationAppendix B: Remove the link to the Recertification Extension Request Form



June 2022	4.0	<ul style="list-style-type: none">Section 3: Updated section to address the move from a paper Form 629 to an electronic form of 629; removed reference to Appendix A; and lastly, updated requirements in bullet 6 to accommodate assignment policy prior to and post June 1, 2022, Transfer Effective Date.Section 3.2: Updated requirements in bullets 6 & 7 to accommodate assignment policy prior to and post June 1, 2022, Transfer Effective Date.Section 3.3: Updated requirements in bullet 2 to accommodate assignment policy prior to and post June 1, 2022, Transfer Effective Date.Section 4.2: Updated requirements in bullet 2 to accommodate assignment policy prior to and post May 4, 2022, Transfer Effective Date.Section 4.3: Updated requirements in bullet 1 to accommodate assignment policy prior to and post May 4, 2022, Transfer Effective Date.Section 5.1: Updated requirements to accommodate assignment policy prior to and post June 1, 2022, Transfer Effective Date.Section 8.0: Update section to reflect the allowance of both electronic and wet borrower signatures; also updated requirements to accommodate assignment policy prior to and post June 1, 2022, Transfer Effective Date.
January 2026	5.0	<ul style="list-style-type: none">2.0 Document Transfers – added “provided by” to “<i>Initiating Process</i>” in row 2 for clarity.<ul style="list-style-type: none">Added the “Custodian Oversight mailbox” to “<i>Fannie Mae Approver for Transfer Codes</i>” in row 3.3.0 Servicing Transfer – Paragraph 2:<ul style="list-style-type: none">Changed to bullets for more clarity.Revised bullet 2 for more clarity.Paragraph 3: Clarified types of transfers as outgoing/incoming.Paragraph 4: Removed “Transfer Effective Date” and replaced with acronym “<i>TED</i>” as defined in paragraph 3 of Section 2.<ul style="list-style-type: none">Bulleted this section for more clarity.Added sub-bullet to include requirement to exclude loans with Special Feature Code 508 (eNotes) from the Servicing Transfer Loan List.Paragraph 5: Bulleted for more clarity<ul style="list-style-type: none">Specified timeline to begin shipping outgoing transfers.Included requirement to maintain the D-Code reference.Separated the responsibilities of the Transferee Servicer & the Transferee Document Custodian.Included requirement to exclude loans with Special Feature Code 508 from the Servicing Transfer Loan List as well as the Recertification Start File.Key Points & Best Practices:<ul style="list-style-type: none">Bullet 5: Replaced “<i>should</i>” with “<i>must</i>” in the 1st sentence.<ul style="list-style-type: none">Clarified that Document Custodian must track the MERS MIN if available.Removed “Transfer Effective Date” and replaced with acronym “<i>TED</i>” as defined in paragraph 3 of Section 2.Bullet 7: Revised to add, “<i>and properly identify</i>”, to enhance the requirement.Bullet 9: Changed “is encountering to encounters”.



- 3.1 Servicing Transfers – Responsibilities of the Existing Document Custodian (Transferor)
 - Reformatted to bullets for more clarity.
 - Replaced “*should*” with “*must*” in the 1st sentence.
 - Clarified that non-liquidated releases must continue to be tracked in the 90-Day Non-Liquidations Release Report.
 - Note Section: Slight edit to change, “loans received *from* to loans received *by* the Transferee Document Custodian”.
 - Stated separately, the responsibilities of the Transferee Document Custodian.
- 3.2 Servicing Transfers - Responsibilities of the New Document Custodian (Transferee)
 - Paragraph 1 – Added requirement that the Transferee Document Custodian submit a “Recert Start” File.
 - Paragraph 2 – Bullet 4: Revised sub-bullet 1 to change “CMS” to “SF-Market Engagement Team”.
 - Bullet 7: Clarified requirement that Document Custodian must continue tracking Form 2009 on 90-Day Non-Liquidation Report.
 - Bullet 8: Added new bullet with requirement to ensure loans with SFC 508 are excluded from the loan list as well as “Recert Start” File.
 - Bullet 9: Added new requirement to ensure D-Code is tracked in Document Custodian system.
 - Paragraph 3: Revised and added requirement that the Transferee Document Custodian must submit a “Recert Complete File”.
- 3.3 Servicing Transfers – Responsibilities of Document Custodian (If Document is both Transferor and Transferee)
 - Paragraph 1: Changed “*when*” to “*even if*” and added requirement that the “Recert Start & Complete” Files are required.
 - Bullet 4: Added new requirement that the transfer code must be tracked in the Document Custodian system.
 - Bullet 5: Added new requirement that the Document Custodian must submit a “Recert Complete” File.
- 3.4 Servicing Transfer – Reporting Requirement of the Transferee Document Custodian
 - Paragraph 1: Clarified the recertification start timeline.
 - Bullet 3: Revised sub-bullet 1 to create a sub-bullet 2.
 - Sub-bullet 3: Clarified when recertification begins.
 - Bullet 6: Clarified when recertification begins.
 - “Recertification Complete”:
 - Paragraph 1: Revised for more clarity.
 - Bullet 3: Revised to indicate that the requirements refer to the chart below.
- 4.0 Concurrent Sale of Servicing
 - Reformatted to bullets for clarity.
 - Bullet 1: Clarified the timeframe from funding by which the Seller must notify the Transferor Document Custodian.
 - Bullet 2: Removed “Transfer Effective Date” and replaced with acronym “*TED*” as defined in paragraph 3 of Section 2.
 - Note: Added a “*Note Section*” to stress requirement Concurrent Sale of Servicing that is currently not being followed by Document Custodians.
- 4.1 Concurrent Sale of Servicing – Responsibilities of the Certifying Document Custodian (Transferor)
 - Revised for clarity and included additional requirement for escalating



		<p>to Fannie Mae.</p> <ul style="list-style-type: none">• Paragraph 4: Added new requirement for notifying Fannie Mae of all shipments of Concurrent Sale of Servicing mortgage loans.• 4.2 Concurrent Sale of Servicing – Responsibilities of the New Document Custodian (Transferee)<ul style="list-style-type: none">• Bullet 2: Removed from paragraph 3 and included as bullet 2.• Paragraph 4 (Note): Revised to remove "...within 30 days" and replace with "immediately upon..."• Paragraph 5: Revised extension requirement to clarify that approval will be on a case-by-case basis.• 4.3 Concurrent Sale of Servicing – Responsibilities if the Same Document Custodian (Transferor and Transferee)<ul style="list-style-type: none">• Updated requirement to provide clarity as to when mortgage loans can be transferred to the Servicer.• 5.2 Terminations<ul style="list-style-type: none">• Paragraph 1: Changed notification timeline from 30-days to 90-days.• Bullet 6: Added new requirement to notify Fannie Mae of all terminated Custodial Agreement(s) (Form 2017).• Bullet 7: Added new requirement for notifying Fannie Mae throughout the document transit period.• 5.3 Full or Partial Acquisition of a Document Custody Business<ul style="list-style-type: none">• Paragraph 1: Changed notification timeline from 30-days to 90-days.• Paragraph 2 – Bullet 7: Added new requirement to notify Fannie Mae of all terminated Custodial Agreement(s) (Form 2017).• Paragraph 2 – Bullet 8: Added new requirement for notifying Fannie Mae throughout the document transit period.• 6.2 Servicer Initiates Movement of Documents to Different Document Custodian<ul style="list-style-type: none">• Paragraph 4: Clarified when recertification is expected to begin.• 7.0 Recertification Extension Request<ul style="list-style-type: none">• Bullet 1: Clarified the timeline for completing the recertification of Servicing Transfers.• Bullet 2: Clarified the timeline for completing the recertification of Concurrent Sale of Servicing Transfers.• Bullet 3: Clarified the timeline for completing the recertification of Vault Move, Terminations, or Full or Partial Acquisitions.• Bullet 4: Clarified the timeline for completing the recertification of Servicer-Initiated document transfers.• 8.0 Recertification Issues and Remediation<ul style="list-style-type: none">• Row 1: Updated "CMS" to reflect name change to "<i>Single Family-Market Engagement Team</i>".• Row 3: Updated requirement with guidance for resolving "Missing Note" issue related to eNote (SFC 508).• Row 4: Updated "Missing Original Borrower Signature" section to reflect name change from "CDT" to "<i>SF-Market Engagement Team</i>".• Row 5: Updated "Missing/Incorrect Property Address" section to change "BAM" to reflect name Change to "<i>SF-Market Engagement Team</i>".



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.

Throughout the life of a loan, the loan documents may be transferred in terms of a physical transfer of the documents themselves and/or in terms of a transfer of the servicing rights tied to the loan documents. For example, ownership of servicing rights that correspond to the loan documents may transfer amongst Servicers, or from a Seller to a Servicer at the sale of the loan in the case of a concurrent sale of servicing transaction. The documents themselves may also be transferred between document custodians at the request of the Servicer, Fannie Mae, or the Document Custodian. The purpose of this Job Aid is to provide the Document Custodian with guidance in processing these document transfers.

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	Fannie Mae Approver for Transfer Codes	Responsible Party for Requesting the Transfer Type Code
1	Servicing Transfer (ST)	Request from Transferor Servicer	D-Code	Servicing Team	Transferor Servicer
2	Concurrent Sale of Servicing aka Co-Issue (CI)	<p>Seller Delivering Loans for Certification</p> <p>Note: Servicer does not have custodial agreement with certifying document custodian</p> <p>Data for Transferee Document Custodian provided by – Transferee Servicer</p>	I-Code	<p>Single Family Custody Operations</p> <p>Custodian_Oversight@fanniemae.com</p>	Transferee Document Custodian
3	Document Custodian Transfers (CT)	Servicer – Chooses to make a change of Document Custodian	C-Code	<p>Single Family Custody Operations</p> <p>Custodian_Oversight@fanniemae.com</p>	Servicer – Initiates Movement of Documents to a Different Document Custodian
		Co-Issue Delivery – Servicer has custodial agreement with certifying Document Custodian; however, chooses to transfer documents to another Document Custodian			
		Document Custodian driven, (i.e. Vault Moves, Termination, Full or Partial Acquisitions)	C-Code		Transferor Document Custodian



	Activity Type	Initiating Process	Transfer Type Codes	Fannie Mae Approver for Transfer Codes	Responsible Party for Requesting the Transfer Type Code
4	Other Transfer Types	On an exception basis only. Used for specific exceptions being managed by Fannie Mae. Must follow the requirements of a D-Code.	N-Code	Fannie Mae Servicing Team	Transferor Servicer
		Reinstatement of Non-Liquidated Loans to a Different Location	None	None	None

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) facility 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 via an electronic Form 629 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 of transfer date for subservicing transfers.
- Maintain the D-Code assigned to the Servicing Transfer during the approval process. The D-Code is used as the unique identifier for the servicing transfer transaction.

The Transferor Servicer is required to notify the Transferor Document Custodian that maintains the possession of documents included in the transfer to advise them of the pending outgoing transfer.

The Transferee Servicer is required to notify the Transferee Document Custodian of the impending incoming transfer.

The Transferor Servicer must notify the Transferor Document Custodian within 30 days of the TED. In addition, the Transferor Servicer must provide the Transferor Document Custodian and the Transferee Servicer with:

- The electronic Form 629 (Servicing Transfer Approval Letter) Approval Request for Servicing or Subservicing Transfer;
- The transfer D-Code; and
- A final trial balance that lists by Fannie Mae loan number each mortgage loan expected to transfer.
 - The trial balance should include all data required for recertification (excluding loans with Special Feature Code 508) and must be in a format agreed upon by the Transferee Servicer and the Transferee Document Custodian.

The Transferor Document Custodian must begin shipping mortgage loans to the Transferee Document Custodian within 30 days of notice of the transfer of servicing from the Transferor Servicer. The Transferor Document Custodian must include contact information with all shipments.

- All shipment information, including the transfer D-Code, must be included in the document tracking system.

The Transferee Servicer must provide the Transferee Document Custodian with:

- The electronic Form 629, reflecting the D-Code for the transfer;



- The trial balance within 30 days of the TED; and
- The required data to perform the recertification.

The Transferee Document Custodian must:

- Contact the Transferor Document Custodian and/or the Transferee Servicer immediately if all required documents and information to process a Servicing Transfer are not received. The Transferee Servicer works with the Transferor Servicer to resolve all issues.
- Ensure the D-Code for the transfer is included in their tracking system.
- Ensure that no mortgage loan(s) with SFC 508 are included in the corresponding loan list for Form 629 or subsequently reported in their Recertification Start File.

Key Points and Best Practices

- Recertification of documents is required even 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 recertification.
 - 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 (Form 2017) 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 in 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 for support.
- All Document Custodians should have systems or technological tools in place that provide transaction processing and monitoring with reporting capabilities at the loan level.
- The systems or technological tools must be able to track the loan and its certification status based on these key data attributes: Transfer Type Code (i.e. D-Code, I-Code, C-Code), Fannie Mae Loan Number, MERS MIN (if available) and TED.
- The population of loans in a D-Code or C-Code transfer can be recertified, if loans reviewed with no exceptions prior to recertification completion were released for non-liquidation. If any exception is identified prior to release for non-liquidation, the D-Code or C-Code population cannot be recertified until the note is returned to the Transferee Document Custodian and the exception is cleared. In addition, for Servicing Transfers with a TED before June 1, 2022, an unrecorded Assignment of Mortgage to Fannie Mae is also required when the note is received
- 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 and properly identify 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 data and any portion of the documents are received. This will assist in mitigating any delays in the recertification timeline.

- If the Transferee Document Custodian encounters any issues, it is imperative that they work with the Transferee 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 must:

- Immediately package the documents for shipment.
- Immediately 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.
- Include, if any, "document certification" exception approvals granted by Fannie Mae during the time of certification to Fannie Mae.
- Ensure the D-Code for the transfer is included in their tracking system tied to the reason for the transfer.
- 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).
- Must deliver to the Transferee Document Custodian all the required documents within 30 days of notification of the servicing TED by the Transferor Servicer.
- Must include contact information with all shipments.

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

Upon receipt, the Transferee Document Custodian is:

- Required to ensure a Form 2009 is present if a physical loan file is missing.
- Responsible for continuous tracking of all non-liquidated releases in their 90-Day Non-Liquidation Release Report.

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 completed within six months after the effective date of the document transfer. The six-month timeline begins when data and first shipment of documents have been received from the Transferor Document Custodian. The Transferee Document Custodian must submit a Recert Start File to Fannie Mae.

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

- A valid Custodial Agreement exists with the Transferee Servicer.
- The correct documents were received, including any loan specific waivers or exception approvals received from Fannie Mae at time of certification to Fannie Mae.
- The borrower's original signatures exist.
 - If a Power of Attorney (POA) is present, it must be tied to the Note.
 - The last name could be different due to life events, such as death, divorce or marriage. The Borrower Name does not have to be an exact match to the Borrower Name in the trial balance as long as the



Note can be matched in another way *i.e.* address, note date etc.

- 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 the issue with the Transferor Servicer, they should contact their Fannie Mae Single-Family Market Engagement Team 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.
- For Servicing Transfers with a TED before June 1, 2022, the presence of either the original, unrecorded assignment in paper format from the Transferee Servicer (or from the servicer's subservicer if the Document Custodian is advised in writing that the subservicer is the mortgagee of record) to Fannie Mae, or an 18-digit MIN if the mortgage is registered with the Mortgage Electronic Registration System (MERS).

If the mortgage is registered with the Mortgage Electronic Registration System (MERS), an 18-digit MIN may be delivered. If the MIN is delivered, the Document Custodian must track the MIN in its tracking system.

- A Form 2009 is present if a loan has been released for non-liquidation purposes. But even if a Form 2009 is present, a loan cannot be certified without the original note; (and for Servicing Transfers with a TED before June 1, 2022, the original, unrecorded assignment from the Transferee Servicer to Fannie Mae), or an 18-digit MIN if the mortgage is registered with the Mortgage Electronic Registry System (MERS). The Transferee Document Custodian must begin tracking and reporting non-liquidated releases on their 90-Day Non-Liquidation Report based on the released date on the Form 2009 received from the Transferor Document Custodian.
- That there are no mortgage loan(s) with SFC 508 included in the corresponding loan list for Form 629 or subsequently reported in their Recertification Start File.
- The D-Code for the transfer is included in their tracking system for future reconciliations. If the loan has undergone a previous transfer, the Document Custodian tracking system must reflect the most recent transfer code.

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. Otherwise, the Transferee Document Custodian will be responsible for any missing files and their contents.

Recertification for a servicing transfer must be completed within six months of the start date. 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. Please refer to Section 7 Recertification Extension Requests for more information. The Transferee Document Custodian must submit a Recert Complete File to Fannie Mae.

3.3 Servicing Transfers – Responsibilities of Document Custodian (If Document Custodian is both Transferor and Transferee)

Even if there is no change in the Document Custodian, the existing Document Custodian must submit a Recert Start and Complete Files to Fannie Mae. The 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.



- For Servicing Transfers with a TED before June 1, 2022, the presence of either the original, unrecorded assignment from the Transferee Servicer to Fannie Mae in paper format, or an 18-digit MIN if the mortgage is registered with the Mortgage Electronic Registration System (MERS).

Effective June 1, 2022

If the mortgage is registered with the Mortgage Electronic Registration System (MERS), an 18-digit MIN may be delivered. If the MIN is delivered, the Document Custodian must track the MIN in its tracking system. The Document Custodian must:

- Update their system to reflect the new Transferee Servicer immediately upon receipt of the loan data.
- Ensure the D-Code for the transfer is included in their tracking system for future reconciliations. If the loan has undergone a previous transfer, the Document Custodian tracking system must reflect the most recent transfer code.
- Submit a Recert Complete File to Fannie Mae upon completing full validation of the transfer.

The due date for completing the recertification of 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. Please refer to Section 7 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 first shipment of documents to Transferee Document Custodian and submit the Recert Start File to Fannie Mae at 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, upon receipt of data and the first shipment of documents to Transferee Document Custodian.
- 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 ONLY letter 'S' or 'C'	MM/DD/YY

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 within 10 days of receiving the data and first shipment of documents for recertification.

Recertification Complete

After all the loans in the D-Code have been recertified, the Transferee Document Custodian must create the Recert Complete File.

In preparing the Recert Complete File, the Transferee Document Custodian 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 in the chart 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, for a specific population of Servicing Transfers, 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.

- 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).

Transfer Effective Date	Custodian Name	Custodian City	Custodian State	Custodian FIN	Servicer Name	Servicer Branch Number	Pool Number	Fannie Mae Loan Number	Log-ID	Recert Start (S) or Recert Completion (C)	Recert Start or Recert Completion Date
MM/DD/Y YYY	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 ONLY 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 Fannie Mae at custodian_oversight@fanniemae.com within 10 days of completing the recertification.

4 Concurrent Sale of Servicing

A Concurrent Sale of 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.

If the Concurrent Sale of Servicing Transfer transaction requires that documents be shipped to a different Document Custodian, the following steps apply:

- Upon receipt of funding from Fannie Mae, Sellers must notify and provide request for release to the Transferor Document Custodian (certifying Document Custodian) within 5 business days from funding date.
- The Seller's notification date is considered the Transfer Effective Date (TED). The release requests must include shipping instructions for the documents related to the concurrent sale of servicing transaction.
- Even though the certifying Document Custodian is able to identify a concurrent servicing transfer through the data in the Document Certification Application by a difference in the Seller Number and Name from the Servicer Number and Name, the certifying Document Custodian must receive notice from the Seller before documents are shipped. This eliminates the possibility of the certifying Document Custodian receiving a loan reject notice after documents are shipped. The Transferor Document Custodian must include contact information with all shipments.

Based on communication/direction from the Seller, the certifying Document Custodian must also 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.

The certifying Document Custodian must be able to track and report all loans certified under a concurrent sale of servicing transaction whether the documents are held in custody or transferred to a different Document Custodian.

All concurrent sale of servicing transactions must be appropriately reported on the Monthly QC report submitted to Fannie Mae. If the documents are not transferred, the certifying Document Custodian must ensure the Transferee Servicer has an executed custodial agreement that reflects the full 9-digit Servicer # reflected in the Document Certification loan data.

If the documents are being transferred, the certifying Document Custodian must have a means to monitor and track these documents until receipt of further 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.

Note: A loan count and loan level listing of all the certified loans must be submitted to Fannie Mae at 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, are the documents moving to another document custodian?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, please provide the following information. If more than one, please include in the Co-Issue tab on the QC Supplement.	
Co-Issue Seller/Servicer Name	Seller/Servicer Number
Transferee Document Custodian	Loan Count
Transfer Date	

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 expect instructions from the Seller after the loans are funded by Fannie Mae. Upon receipt of instructions, the certifying 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 (Seller) Trial Balance or an agreed upon order.

If the Transferor Document Custodian has not received instructions for the transfer of the documents within 5 business days after certification, the Transferor Document Custodian must contact the Seller immediately and escalate to Fannie Mae at Custodian_Oversight@fanniemae.com.

The Transferor Document Custodian must deliver to the Transferee Document Custodian all of the required documents within 30 days of certification. The Transferor Document Custodian must include contact information with all shipments. Situations when the certifying Document Custodian has a custodial relationship with both the Seller and Transferee Servicer, and the certifying Document Custodian is not notified and provided instructions to ship the documents to a different Document Custodian within 30 days, then the transfer must be handled as a change of custodian transfer – C-Code Transfer when the request is made. The C-Code will be requested by the Servicer.

For all shipments of Concurrent Sale of Servicing Transfer of mortgage loans, the Transferor Document Custodian (aka the certifying Document Custodian), must notify via email, to their Fannie Mae Custodian Oversight Associate. The email notification must include:

- The loan count
- Loan list
- Name of Transferee Document Custodian
- Courier tracking number.

The email must be sent to Custodian_Oversight@fanniemae.com with CC: to their Custodian Oversight Associate.



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 Transferee Servicer to obtain data and ensure:

- The correct documents were received, including any loan specific waivers or exception approvals received from Fannie Mae at time of certification to Fannie Mae.
- They contact Fannie Mae to obtain an I-Code at custodian_oversight@fanniemae.com before beginning the recertification process.

For Concurrent Sale of Servicing Transfers with a TED before May 4, 2022, the presence of either the original, unrecorded assignment from the Transferee Servicer (or from the Servicer's subservicer if the Document Custodian is advised in writing that the subservicer is the mortgagee of record) to Fannie Mae in paper format, or an 18-digit MIN if the mortgage is registered with the Mortgage Electronic Registration System (MERS).

Effective May 4, 2022

If the mortgage is registered with the Mortgage Electronic Registration System (MERS), an 18-digit MIN may be delivered. If the MIN is delivered, the Document Custodian must track the MIN in its tracking system.

- All notes are endorsed in blank, without recourse, and there is no break in the chain of endorsements.
- A valid Custodial Agreement exists with the Servicer.

A 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 immediately upon receipt of documents of any missing documents.

The due date to complete recertification for a Concurrent Sale of Servicing Transfer transaction is 30 days from receipt of mortgage documents. 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.

Note: The extension will be approved on a case-by-case basis. Please refer to Section 7 Recertification Extension Requests for more information.

The Transferee Document Custodian must perform a quarterly reconciliation with Servicers engaged in concurrent sale of servicing with whom they have a relationship to ensure all mortgage loans are accurately transferred post certification.

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 only after notification from the Sellers to release the documents to Transferee Servicer's account. The Seller must notify the Transferor Document Custodian (certifying Document Custodian) within 5 business days from funding date. The certifying Document Custodian must also ensure:



- For Concurrent Sale of Servicing Transfers with a TED before May 4, 2022, 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).

Effective May 4, 2022

If the mortgage is registered with the Mortgage Electronic Registration System (MERS), an 18-digit MIN may be delivered. If the MIN is delivered, the Document Custodian must track the MIN in its tracking system.

A 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 Document Custodian is the same as the Document Custodian identified to provide custody services for the documents. No document transfer code is required for this transaction.

The certifying Document Custodian must perform quarterly reconciliation with Servicers engaged in concurrent sale of servicing to ensure all mortgage loans are accurately transferred post certification.

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 first shipment of documents and submit the Recert Start File to Fannie Mae at 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.
 - 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 ONLY 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 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 and the Recert Complete File to the Transferee Servicer and Fannie Mae at 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 ONLY 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 must be submitted to Fannie Mae at custodian_oversight@fanniemae.com within 5 days of completing the recertification.

5 Custodian Transfers

Movement of documents can also occur because 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 at least 30 days prior to the move. If the move is within 7 calendar days, Fannie Mae does not need to be notified and no recertification is required.

The Document Custodian is also responsible for the following:

- Ensure that the new location has been previously approved by Fannie Mae and meets Fannie Mae's eligibility and operational requirements
- Provide Fannie Mae at custodian_oversight@fanniemae.com with documentation detailing how, when, and where the documents will be moved
- Provide Fannie Mae at 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

A data file containing the same data fields as the Recert Start File and Recert Complete File are required for tracking purposes. Please refer to 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.

The population of loans in a C-Code transfer can be recertified, if loans reviewed with no exceptions prior to recertification completion were released for non-liquidation. If any exception is identified prior to release for non-liquidation, the C-Code population cannot be recertified until the notes (and for Servicing Transfers with a TED before June 1, 2022, the unrecorded assignment to Fannie Mae) are returned to the Transferee Document Custodian and the exception is cleared.

5.2 Termination

The Terminating Document Custodian is responsible for notifying Fannie Mae at custodian_oversight@fanniemae.com of the intended closure at least 90 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 with documentation detailing how, when, and where the documents will be moved
- Provide Fannie Mae at custodian_oversight@fanniemae.com a list of all the impacted Servicers.
- Provide advance written notice of the termination to the impacted Servicers
- Provide Fannie Mae at custodian_oversight@fanniemae.com, the total volume of loans impacted
- Obtain transit insurance
- Notify Fannie Mae of all terminated Custodial Agreement(s)
- Provide continuous transit updates to Fannie Mae until documents arrive at new location.

When the above information has been received, Fannie Mae will work with the terminating Document Custodian to provide guidance based on the specific scenario taking into consideration the volume of loans impacted. Each scenario will be handled on a case specific basis.

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 90 days advance written notice to Fannie Mae at 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 with documentation detailing how, when, and where the documents will be moved
- Provide Fannie Mae at custodian_oversight@fanniemae.com a list of all the impacted Servicers.
- Provide advance written notice of the custody acquisition to the impacted Servicers
- Provide Fannie Mae at custodian_oversight@fanniemae.com, the total volume of loans impacted
- Obtain transit insurance
- Secure a C-Code from Fannie Mae at custodian_oversight@fanniemae.com
- Notify Fannie Mae of all terminated Custodial Agreement(s)
- Provide continuous transit updates to Fannie Mae until documents arrive at new location.

When the above information has been received, Fannie Mae will work with the terminating Document Custodian to provide guidance based on the specific scenario taking into consideration the volume of loans impacted. Each scenario will be handled on a case specific basis.

The Existing Document Custodian is responsible for controlling the documents and maintaining the 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.



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. A data file containing the same data fields as the Recert Complete File are required for tracking purposes. Please refer to 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 Fannie Mae with the date that the Servicer will make the request to move the documents to the Transferor Document Custodian as well as the list of loans they intend to transfer.

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



- The due date to complete recertification for a Servicer-Initiated documents transfer is **six months** from receipt of data and first shipment of documents.

Recert Extension requests must be submitted for approval to Fannie Mae at custodian_oversight@fanniemae.com at least 15 days prior to the due date by the Transferee Document Custodian by using the Recert Extension Request Form (Refer to the Document Custodian page on Fanniemae.com).

- 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 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 Servicer and their Fannie Mae Single Family-Market Engagement 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	<p>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.</p> <p>Validate with the Transferee Servicer whether the data should have reflected a Special Feature Code 508 (SFC 508) indicating an eNote. In such instances, if the mortgage loan was included in the Recert Start File, make a notation in the Recert Complete File at time of resubmission to close out the recertification.</p> <p>Remove the eNote data from the Document Custodian Tracking System to avoid submitting as a “Pending Loan” in the Quarterly FIN File.</p>
Missing Original Borrower Signature	The Transferee Document Custodian should verify the existence of the original signature (both electronic and wet signatures are acceptable). If the borrower's 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 Single Family-Market Engagement Team 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 Single-Family Market Engagement Team point of contact to help remediate.
Loans out on non-liquidated releases	<p>Recertify if:</p> <p>The Transferee Document Custodian had reviewed the loan and it had no exceptions and was then sent out for non-liquidation release; 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 if:</p> <p>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	For Servicing Transfers with a TED before June 1, 2022, if the loan has an unrecorded assignment of the mortgage to Fannie Mae, 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. For Servicing Transfers on or after June 1, 2022, the assignment of mortgage is no longer required to complete the recertification of a mortgage file.
Servicers are unresponsive and not showing progress	Contact Fannie Mae at custodian_oversight@fanniemae.com 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.