

Application for Active Document Custodianship

General Overview and Instructions

All applicants are required to submit this completed *Application for Active Document Custodianship* (*Application*) with the required supporting documentation in order to be considered for active Document Custodian status. Following receipt of this application, please allow up to 20 business days for Fannie Mae's approval or denial via written communication. At Fannie Mae's discretion, an onsite visit to the Document Custodian's location may be necessary in order to make the final decision. If approved, the Document Custodian's name will be added to the Approved Fannie Mae Active Document Custodian List on [Fannie Mae's website](#).

The following information must be attached to this application:

- *Original Master Custodial Agreement* ([Form 2003](#)) executed by Document Custodian and seller/servicer for mortgage loans for which Document Custodian will provide custodial services, if applicant is a new Fannie Mae Document Custodian
- Copy of Document Custodian's Financial Institution Bond and Errors and Omissions insurance policies
- Copy of the Document Custodian's fire rating for the vault
- Copy of the organization chart for the document certification and custody functions, including where these functions reside within the company
- Brief description of the Document Custodian's loan collateral tracking system
- If applicant is the seller/servicer of the loans or an affiliate of the seller/servicer (a self/affiliated Document Custodian), provide evidence that the Document Custodian is operating under trust powers granted by its primary regulator

Please submit the original application and supporting documentation to:

Fannie Mae
Approval for Active Document Custodianship
13100 Worldgate Dr., Mailstop 5H-2W/06
Herndon, VA 20170

Please provide all information as of the date of this application. Any clarifications, explanations, or exceptions must be provided in your answer.

Date of this application: _____

I. General Document Custodian Information:

Name of Document Custodian Entity:	
Name of Preparer:	
Title of Preparer	
Address Line 1:	
Address Line 2:	
Telephone Number:	
Fax Number:	
Email Address:	
Financial Institution Number (FIN) or Regulatory ID :	

A) Are you an existing Fannie Mae Document Custodian (i.e., the Document Custodian holds Fannie Mae mortgage loan files but has not certified in the previous 12 months)?
B) Please provide the address(es) for the vault location(s) where Fannie Mae mortgage loan files are or will be held.
C) Have there been any substantial changes in the ownership, management, facilities, or procedures over the prior calendar year?
<input type="checkbox"/> Yes. Please provide explanation: _____ <input type="checkbox"/> No
D) Has the Document Custodian been a party to any litigation in the past 3 years involving claims of fraud, negligence or misconduct related to the performance of document certification and/or custody services?
<input type="checkbox"/> Yes. Please provide explanation: _____ <input type="checkbox"/> No
E) How many years has the Document Custodian been in operation?

II. Fannie Mae Seller/Serviceicers and Mortgage Loan Files:

List full name of Fannie Mae seller/servicer that services mortgage loans for which the Document Custodian acts or will act in a custodial capacity for Fannie Mae:	List Fannie Mae seller/servicer #:	If applicable, list current number of Fannie Mae mortgage loan files held (serviced by this seller/servicer):
1.		
2.		
3.		
4.		
5.		
6.		

III. Document Custodian Eligibility and Operations:

Financial Institution Regulation and Rating

A) Is the Document Custodian a(n) (1) financial institution that is subject to supervision and regulation by the Federal Deposit Insurance Corporation (FDIC), the Office of the Comptroller of the Currency (OCC), the Board of Governors of the Federal Reserve System, the Office of Thrift Supervision (OTS), or the National Credit Union Administration (NCUA); (2) affiliate or parent of a financial institution (or holding company) that is supervised and regulated by one of those entities; or (3) Federal Home Loan Bank?

- Yes. If Yes, specify the following:
- Regulator: _____
 - Regulated entity's name: _____
 - What is the Document Custodian's relationship to the regulated entity (e.g., self, parent, subsidiary or affiliate)? _____
- No. Please provide explanation: _____

B) Please provide the Document Custodian's financial ratings, where applicable:

Individual Fitch: Date: _____ IDC:
 _____ Date: _____ Lase:
 _____ Date: _____

If unable to provide rating, provide explanation: _____

Vault Security, Loan Filing and Capacity

C) Does the Document Custodian maintain a fire-resistant storage facility that provides at least two hours of fire protection? (Please attach supporting documentation as previously requested. If there is more than one vault, provide fire rating for each vault.)

- Yes
- No. Please provide explanation: _____

D) Does the Document Custodian maintain a secure facility with dual access controls to ensure the safety and security of the custody documents? Either of the following options satisfies the minimum requirement for dual access controls:

- Two separate locked barriers to access (manual or electronic); or
- One locked barrier to access (manual or electronic) and one monitoring device.

Yes. Describe the two controls:

1. _____
2. _____

No. Please provide explanation: _____

E) What is the total number of mortgage loan files held in the Document Custodian's vault(s)? (Please specify by location, if applicable.)

F) What is the Document Custodian's maximum vault capacity? (Please specify by location, if applicable.)

G) Are or will Fannie Mae's mortgage loan files be separate from those of other investors?

- Yes
- No. Please provide explanation: _____

H) How are or will Fannie Mae loans be physically or electronically identified? (e.g., by investor and by pool number, by Lender's loan number, terminal digit, etc.)

Financial Institution Bond/Errors and Omissions Insurance

I) The Document Custodian must maintain a **financial institution bond** protecting against, at a minimum: (1) losses resulting from dishonest or fraudulent acts of directors, officers, employees, and contractors; and (2) physical damage or destruction to, or loss of, any mortgage notes or assignments while such documents are located on the Document Custodian's premises or in-transit while under the control of the Document Custodian. (The insurance coverage must be in an amount that is commercially reasonable and is commonly found in the mortgage industry based on the number of mortgage notes and assignments held in custody and with a deductible amount up to a maximum of 5% of the face amount of the bond.) Please state coverage amounts as indicated below and attach the supporting documentation as previously requested:

Amount: _____
Deductible %: _____

J) The Document Custodian must maintain **errors and omissions insurance** that covers claims resulting from a breach of duty, neglect, errors and omissions, misstatement, misleading statements, or other wrongful acts committed in connection with document custodial services, with limits not less than \$1 million per claim and \$10 million aggregate, on a claims-made basis. The policy's deductible clause may be for any amount up to a maximum of 5% of the face amount of the bond. Please state coverage amounts as indicated below and attach the supporting documentation as previously requested:

Per claim amount: _____
Aggregate amount: _____
Deductible %: _____

Disaster Recovery Plan

K) Does the Document Custodian maintain a written disaster recovery plan that covers restoration of the facilities and physical recovery of the files? (If files are maintained in electronic form, the disaster recovery plan must include recovery and restoration of electronic records. The disaster recovery plan also must include recovery and restoration of any software that is required to operate the custodial vault and/or perform the Document Custodian's obligations to Fannie Mae.)

- Yes. If yes, specify date of last test: _____
- No. Please provide explanation: _____

Written Policies and Procedures

L) Does the Document Custodian have established written certification and custody procedures in compliance with Fannie Mae's most recent document custody requirements?

- Yes
- No. Please provide explanation: _____

M) What do the written certification procedures cover? (Check all that apply.)

- Review of the notes
- Review of assignments of the mortgage or deed of trust
- Review of any special documentation requirements that Fannie Mae has for certain types of mortgages, if applicable
- Measures to determine adherence to written procedures (i.e., quality control program)

N) What do the written custody procedures cover? (Check all that apply.)

- Custody of the notes
- Release and transfer of documents
- Authorized access procedures for the vault
- Authorized access procedures for certification and custody systems
- Measures to determine adherence to written procedures (i.e., quality control program)

Staff Capacity, Knowledge and Quality Control

O) Are all staff members who perform document custody related functions separate and apart from the loan servicing, loan selling and origination functions?

- Yes
- No. Please provide explanation: _____

P) How many staff members work in the certification and custody function?

Q) Approximately how many loans do the Document Custodian’s current staff/resources have the ability to certify on a monthly basis?

R) If known, which product type(s) will the Document Custodian certify for Fannie Mae? Please list.

S) Is document custody staff familiar with the forms and procedures for loan document review, pool certifications, and mortgage document custody that Fannie Mae requires?

- Yes
- No. Please provide explanation: _____

T) Please describe any quality control measures related to certification/custody that are utilized by the Document Custodian.

Trust Powers (For self/affiliated custodians only)

U) Does the Document Custodian have trust powers? (Please attach supporting documentation as previously requested.)

- Yes
- No. Please provide explanation: _____

V) If so, does the Document Custodian report through the trust powers division within your corporation? (Please attach supporting documentation as previously requested.)

- Yes
- No. Please provide explanation: _____

IV. Confirmation:

The undersigned hereby represents and warrants the following:

- All information contained in this Application (including supporting documentation) is complete, true, and accurate. Furthermore, the Document Custodian acknowledges that Fannie Mae can rely on such representations and information provided by the Document Custodian in this Application;
- This Application is submitted as it appears on Fannie Mae's Web site on the date of execution hereof, without alteration in any way, including by deleting, modifying, or adding terms to this Application;
- The Document Custodian has read the *Requirements for Document Custodians* (RDC) and is in compliance with respect to its custodial activities with all Fannie Mae requirements set forth in the Selling and Servicing Guides, the *RDC*, and the *Master Custodial Agreement* (Form 2003).

In addition, Custodian:

- Acknowledges that Fannie Mae may require additional information of the Document Custodian, regardless of what information is provided in the Document Custodian's Application or otherwise;
- Understands that any misrepresentations, whether by mistake or deliberate act, may cause suspension or revocation of the Document Custodian's authority to certify and hold loan documents for Fannie Mae.

The Document Custodian has caused this Application to be executed and delivered to Fannie Mae:

Printed Name / Title of Authorized Signer: _____ / _____

Authorized Signature: _____ Date: _____

Instructions

Application for Active Document Custodianship (Form 2008)

Applicants should use this form in order to apply to become an active Fannie Mae document custodian.

Copies

One signed original.

Printing Instructions

This form must be printed on letter-size paper using portrait format.

Instructions

All sections of the Application for Active Document Custodianship must be completed by the document custodian as indicated, including all areas that require an explanation. If an item does not apply, the document custodian must write "N/A" or "Not Applicable" and provide an explanation.

Section I: General Document Custodian Information

The document custodian must complete this section by providing general document custodian information.

Section II: Fannie Mae Seller/Servicers and Mortgage Loan Files

The document custodian is required to list every seller/servicer that services mortgage loans for which the document custodian will act in a custodial capacity for Fannie Mae, as well as the seller/servicer number for each. If applicable, i.e. if the document custodian currently holds Fannie Mae mortgage loan files, the document custodian must indicate the number of files held for each seller/servicer.

Section III: Document Custodian Eligibility and Operations

The document custodian is required to answer various questions related to eligibility and operational requirements. Additionally, the following information must be attached to the form:

- Original Master Custodial Agreement (Form 2003) executed by document custodian and seller/servicer for mortgage loans for which document custodian will provide custodial services, if applicant is a new Fannie Mae document custodian;
- Copy of document custodian's Financial Institution Bond and Errors and Omissions insurance policies;
- Copy of the document custodian's fire rating for the vault
- Copy of the organization chart for the document certification and custody functions including where these functions reside within the company;
- Brief description of the document custodian's loan collateral tracking system; and
- If applicant is the seller/servicer of the loans or an affiliate of the seller/servicer (a self/affiliated document custodian), provide evidence that the document custodian is operating under trust powers granted by its primary regulator.

The document custodian must sign the Application for Active Document Custodianship form and send the signed original to Fannie Mae. The signed form may also be faxed to: (703) 833-0558, Attn: AADC.

The document custodian must keep a copy of the form on file for reference. Fannie Mae will notify the document custodian of either an approval or denial via written communication within 20 business days of receipt of the completed application and supporting documentation.

The completed Form 2008 should be sent to the following address:

Fannie Mae
Approval for Active Document Custodianship
13100 Worldgate Drive
Mailstop 5H-2W/06
Herndon, VA 20170