

How to find and add a document custodian

Considering new business processes or relationships? Not sure how to find or add a document custodian? Follow these simple steps to add a document custodian for certification.

- 1 Seller works with a Fannie Mae-approved custodian to establish custodial relationship.

 - The list of [Fannie Mae Active Document Custodians](#) can help you identify an approved custodian.
- 2 Seller and custodian complete their respective sections of [Form 2017](#), which allows any Fannie Mae-approved document custodian to certify cash and MBS loans. The custodian provides Form 2017, Master Custodial Agreement, to the Seller.

 - Form executed by seller and then custodian, who forwards it to Fannie Mae.
 - Fannie Mae will return the fully executed Form 2017 to the new custodian, including the Financial Institution Number (FIN) that identifies the custodian in Loan Delivery submission.
- 3 Custodian advises seller of FIN and when they are ready to receive notes to certify for Fannie Mae purchase.
- 4 Seller updates Fannie Mae Loan Delivery by adding custodian.

 - Follow instructions in chapter 2 of the [Loan Delivery User Guide](#) to add a custodian.
- 5 When delivering loans(s), seller selects the custodian's FIN in Loan Delivery before submission.

 - If updates to a submitted loan are required, refer to the [Loan Delivery User Guide](#) for assistance.

NOTE: *After an agreement is signed with a document custodian, lenders have the option to leave their existing collateral at the current custodian and deliver new collateral to the other document custodian.*



DID YOU KNOW?

Lenders can have multiple document custodians. It's a best practice to have an alternate custodian so that loans can still be delivered in case of issues with the primary custodian.