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## APPENDIX VI-5

### FORM HUD 11710-D - ISSUER'S MONTHLY SUMMARY REPORT

- Applicability:** Ginnie Mae I MBS Program and Ginnie Mae II MBS Program.
- Purpose:** To report to Ginnie Mae a summary of information on an issuer's outstanding pools or loan packages, to provide a certification as to the accuracy of the information reported, and to provide a format for RPB reporting.
- Prepared by:** Issuer. The issuer must follow the instructions set forth in the GinnieNET Issuer Guide. If the issuer prints a copy of its monthly summary report for a given month, the report will be printed in this format.
- Prepared in:** The information on this form HUD 11710-D, and any correction to the information, must be reported using GinnieNET in all cases.
- Distribution:** For Ginnie Mae I pools and Ginnie Mae II pools and loan packages:
- Under Ginnie Mae I and II, guaranty fees will be collected from each issuer by use of an automated clearing house (ACH) debit. For Ginnie Mae I pools, issuers are to report the amount of the guaranty fee in accordance with instructions contained in Chapter 6 of the Ginnie Mae MBS Guide.
- Due Date:** To be transmitted by GinnieNET no later than the tenth calendar day of the month following the reporting month.

#### Preparation Instructions

The form HUD 11710-D relating to the issuer's Ginnie Mae I pools must include just the Ginnie Mae I pools. Similarly, the form HUD 11710-D for Ginnie Mae II pools and loan packages must relate only to Ginnie Mae II pools and loan packages. In the heading of the form enter the issuer's name, address and zip code, then number of pools or loan packages being reported, the reporting cutoff date, the reporting month, the issuer ID number and the issuer RPB report ID number. Also, check the appropriate box to indicate whether the pools or loan packages reported are reported under the Ginnie Mae I program or the Ginnie Mae II program.

#### Section (1) – Installments Delinquent

Enter the total current number of loans in the issuer's pools or loan packages, and the aggregated delinquency data for the issuer's pools, based on the form HUD 11710-A data.

Enter in the box "Percent 2 or More Months Delin. Excluding Foreclosures" the percentage of loans currently in the pools or loan packages that are two or more months delinquent, but for which foreclosure has not been initiated, as of the end of the reporting month. Data may be reported as of the end of the calendar month if this is more convenient to the issuer.

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**Section (2) - Total Escrow Funds**

Enter the total amount of the entries in Section 5.B.1 of the forms HUD 11710-A submitted for the reporting month.

**Section (3) - Total Funds Other Than Escrow**

Enter the total amount of the entries in Sections 5.B.1. of the forms HUD 11710-A submitted for the reporting month.

**Sections (4) through (10)**

Enter in each Section named below the prescribed total or totals for all outstanding pools or loan packages

**Section (4):** Enter the total amount of the entries in Sections 4.A. (“Ginnie Mae guaranty fee”) and 4.B. (“Other”) of the forms HUD 11710-A submitted for the reporting month.

**Sections (5), (6), and (7):** Enter the total amount of the entries in Section 1.D. (“Balances this monthend”) of the forms HUD 11710-A for “Total Number of Mortgages,” “Fixed Installment Control,” and “Pool Principal,” respectively, submitted for the reporting month.

**Section (8):** Enter the total amount of the entries in Section 3.D. (“Principal of securities this month end”) of the forms HUD 11710-A submitted for the reporting month.

**Section (9):** Enter the total amount of the entries in Section 2.E. (“Total Principal (A through D)”) of all forms HUD 11710-A submitted for the reporting month. The total must agree with (1) the entry in Section 9 of the form HUD 11710-D (“Due Holders - Total Principal”), (2) the sum of lines A., C., and D. of all forms HUD 11714 submitted for the reporting month, electronically or on paper, and (3) the aggregate principal actually paid to security holders with respect to the reporting month.

**Section (10):** Enter the total amount of the entries in Section 2.F. (“Cash distribution due holders for interest”) of the forms HUD 11710-A submitted for the reporting month.

**Date checks mailed:** For Ginnie Mae I reports only, enter the last date on which checks were mailed to holders for the prior reporting month.

**ACH Account:** For Ginnie Mae II reports only, enter the bank name and address and the account number of the central P&I custodial account.

**Signature:** The report must be signed by an authorized officer of the issuer whose name appears on form HUD 11702. The signature constitutes a certification of the truth and accuracy of each form HUD 11710-A. All other information including telephone number must be provided.

**Quarterly Certification**

With reports due in March, June, September, and December, each issuer must submit a certification, either using GinnieNET or in hard copy. If the issuer wishes to file the certification using GinnieNET, it must follow the instructions set forth in the GinnieNET Issuer Guide. If the issuer submits the certification in hard copy it must be submitted to Lockheed Martin Information Technology (see Addresses) and be in the following format:

“The undersigned hereby certifies that information contained herein and relied upon for the financial institution that maintains principal and interest custodial account(s) (and escrow custodial accounts for multifamily pools only) for each of the pools listed on the form HUD 11710-D that accompanies this certification is true to the best of my knowledge and belief and meets the requirements specified in the Ginnie Mae Mortgage-Backed Securities Guide, HUD Handbook 5500.3, Rev. 1.”

Issuer ID No.: \_\_\_\_\_ Issuer Name: \_\_\_\_\_

Custodial Institution (Please enter information as it appears on the bank statement. Do not use abbreviations.):

Institution Name: \_\_\_\_\_

Account Title: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_

FDIC Bank Certification No.: \_\_\_\_\_

(Contact custodial institution for its certification no.)

Rating Agency(ies):	Name	Rating
	_____	_____
	_____	_____

Signature: \_\_\_\_\_

Name (typed): \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

If the issuer uses more than one custodial account for its portfolio of pools, list the pools below (or on a separate page properly identified) for which the above-named custodial institution holds accounts.

A single certification must reference all of the issuer's pools for which one institution holds the custodial accounts. There is no need to provide a separate certification for each pool unless separate custodial institutions hold funds for each separate pool.

Along with the certification, issuers must provide a copy of the financial institution(s) rating report on which the certification is based. The report must identify the rating agency and date of the rating.

