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## APPENDIX XI-6 SERVICEMEMBERS CIVIL RELIEF ACT LOAN ELIGIBILITY INFORMATION

OMB Approval No. 2503-0033 (Exp.00/00/0000)

Public reporting for this information collection is estimated to average 2 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Ginnie Mae may not collect this information, and you are not required to submit this form, unless it displays a valid OMB control number.

The information is required by Section 306(g) of the national Housing Act or by the Ginnie Mae Handbook, 5500.3, Rev. 1. The purpose is to provide a form Issuers may use to request SCRA loan eligibility. The information collected will not be disclosed outside the Department except as required by law.

- Applicability:** Ginnie Mae I MBS Program and Ginnie Mae II MBS Program.
- Purpose:** To be used by an Issuer to determine loan eligibility. Data must be submitted through the Ginnie Mae Enterprise Portal (GMEP) via the Servicemembers Civil Relief Act (SCRA) application.
- Prepared by:** Issuer.
- Prepared in:** Electronic form, with signed hard copies.
- Distribution:** Send hard copy forms and packages to:  
  
Ginnie Mae  
ATTN: Ginnie Mae – SCRA  
c/o Deloitte and Touche, LLP  
1919 N. Lynn Street  
Arlington, VA 22209
- Due Date:** Loan eligibility requests must be submitted during the servicemember borrower’s SCRA relief eligibility period as defined in Section 34-3(D).
- Instructions:** Chapter 34 provides additional details on the SCRA program. Quarterly reimbursement requests shall be prepared in accordance with Appendix XI-8.

Issuers must submit data for loan eligibility by logging into GMEP and using the SCRA application. Issuers must provide the data fields that are listed on the next page. Once all of the data has been submitted Issuers must save, print, sign and mail the document generated by the SCRA application.

The document contains a certification statement that requires the Issuer’s signature, title, date and telephone number:

I hereby certify that I have verified and documented that the above borrower is entitled to the interest rate forgiveness under the Servicemembers Civil Relief Act. By signing this statement, I hereby certify that the information contained herein and electronically transmitted as part of this request is true and accurate to the best of my knowledge and belief.

Warning: HUD will prosecute false claims and statements to the full extent of the law.  
Convictions may result in criminal and/or civil penalties (18 U.S.C. 1001, 1010, 1012;  
31 U.S.C. 3729, 3802)

Once the form is complete it must be mailed to the Ginnie Mae-SCRA c/o Deloitte and Touche, LLP address above.

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The Issuer must submit a copy of a borrower's military orders\* as evidence of their active federal duty status. Issuers must provide the following information:

I. Issuer Information:

1. Issuer ID number (4 digits)
2. Issuer name
3. Issuer mailing address
4. Pool number

II. Borrower Information:

5. FHA/VA/RHS/PIH case number
6. Issuer loan number
7. Borrower's full name
8. Borrower's social security number
9. Property address
10. Note rate
11. Date of first payment, per Note

III. United States Military Reserve or National Guard Information

12. Military effort
13. Active federal duty start date
14. Expected release date
15. Date of request for relief borrower:
16. Military orders\* verified:        Yes ( )        No ( )

\*Acceptable documentation of military orders includes:

- Official Military Orders
- Status Report Pursuant to Servicemembers Civil Relief Act generated by the DMDC with an active duty start date.