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## APPENDIX I-7

# FORM HUD 11703-II - MASTER AGREEMENT FOR PARTICIPATION ACCOUNTING

- Applicability:** HMBS pools in the Ginnie Mae II MBS Program.
- Purpose:** To provide assurance to Ginnie Mae that the monitoring and accounting of Participations for each of the Issuer's securities will be performed in accordance with Ginnie Mae requirements. If applicable, to evidence the establishment or existence of a master agreement for participation accounting.
- Prepared by:** Issuer and, if any, Participation Agent.
- Prepared in:** Electronic form via Ginnie Mae Enterprise
- Completion Instructions:** General instructions to complete and submit this form to Ginnie Mae are as follows:
1. Login into GMEP;
  2. Select the IPMS tab;
  3. Select Master Agreements Management Application;
  4. Enter the data points listed below; and
  5. Select Submission Center tab to submit the agreement
- Note: Form HUD 11702 must be submitted and approved prior to submission of the remaining agreements. Failure to do so will prevent the acceptance of other required Master Agreements.**
- For detailed instructions, see Master Agreement Management User Manual which can be accessed via GMEP.

#### Issuer Details:

- Issuer Name/Number: Type or select the Issuer Number from the drop down menu, the Issuer name will display.
- Document Date: Using the calendar icon, select the date the agreement being executed.
- Issuer's Signing Officer's Name/Title: These fields may not be edited and default to the name and title of the user authenticating the form.
- Consideration: Enter the annual fee charged by the participation agent (e.g. \$X,XXX.XX).

#### Serviced By:

- Issuer or Participation Agent: Click the appropriate radio button.
- Participation Agent Detail: Required when a Participation Agent is selected.
- Issuer Number/Name: Select or type the Issuer Number of the Participation Agent from the drop down menu.

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- Entity Type: Enter the Participant Agent's organization type (i.e. Corporation, LLC, Company). Confirm the organizational structure prior to entering a response.
  - Address: Enter the building name/number and street address of the Participant Agent's location.
  - City/State/Zip: Enter and select the location of the Participant Agent's office.
  - Signed By/Title: These fields cannot be edited and default to the name and title of the Participation Agent authenticating the form.

**PAPER FORMS ARE ONLY TO BE USED FOR CONTINUITY OF BUSINESS IN THE EVENT GINNIE MAE SYSTEMS ARE NOT AVAILABLE. YOU MUST RECEIVE PRIOR APPROVAL FROM YOUR GINNIE MAE ACCOUNT EXECUTIVE BEFORE A REQUEST CAN BE SUBMITTED IN PAPER FORM.**

Completion instructions for the form.

The circled numbers on the illustrated form correspond with the numbers listed below. If Participation monitoring and accounting will be performed by the Issuer, complete items 1 thru 7. If Participation monitoring and accounting will be performed by an entity other than the Issuer, complete items 1 thru 16.

1. Check the appropriate box.
2. Issuer ID number that has been assigned by Ginnie Mae.
3. Check the appropriate box.
4. Full legal name of Issuer.
5. Signature of authorized officer of Issuer whose name appears on Resolution of Board of Directors and Certificate of Authorized Signatures, form HUD 11702 (Appendix I-2).
6. Date form signed by Issuer.
7. Title of authorized officer signing at (5) above.
8. Date agreement is executed by Issuer and Participation Agent.
9. Type the full legal name of the Participation Agent; type of organization, such as corporation, in which the Participation Agent is formed; jurisdiction in which the Participation Agent is formed; and principal office address of the Participation Agent.
10. Some consideration must be shown; for example, \$1 and other good and valuable consideration; or \$1 monthly or annual fee charged by Participation Agent.
11. Signature and title of attesting officer of Issuer whose name appears on Resolution of Board of Directors and Certificate of Authorized Signatures, form HUD 11702 (Appendix I-2).
12. Full legal name of Issuer.

13. Signature and title of an authorized officer of Issuer whose name appears on Resolution of Board of Directors and Certificate of Authorized Signatures, form HUD 11702 (Appendix I-2).
14. Signature and title of attesting officer of Participation Agent.
15. Full legal name of Participation Agent.
16. Signature and title of an authorized officer of Participation Agent.