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## APPENDIX III-4

### FORM HUD 11715 - MASTER CUSTODIAL AGREEMENT

Public reporting burden for this collection of information 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. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

**Applicability:** Ginnie Mae I MBS Program and Ginnie Mae II MBS Program.

**Purpose:** To provide a form for establishment of a custodial relationship for the safekeeping of mortgage documents in the pools or loan packages backing each of the issuer's securities issues. Sets forth the responsibilities of both issuer and document custodian.

This agreement covers each pool or loan package that is (a) covered by a Schedule of Subscribers and Ginnie Mae Guaranty Agreement (or Schedule of Subscribers and Ginnie Mae Guaranty/Contractual Agreement), form HUD 11705 (Appendix III-6) or Schedule of Subscribers and Ginnie Mae Guaranty Agreement, form HUD 11705H (Appendix III-28), that identifies the document custodian covered by this agreement as the document custodian that will be used for such pool or loan package or (b) included on a list attached to this agreement pursuant to Instruction 2, below.

**Prepared by:** Issuer and Document Custodian.

**Prepared in:** Electronic form and submitted via Ginnie Mae Enterprise Portal (GMEP)

**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 Detail:

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- Issuer Name/Number: Type or select the Issuer Number from the drop down menu, the Issuer name will display.
- Document Date: Utilizing the calendar icon, select the date the Master Custodial Agreement is being executed.

Document Custodial Detail:

- Custodian Number/Name: Select the Document Custodian ID number from the drop down box.

Regulatory Detail:

- Regulatory Institution Name: Using the drop down menu, select the appropriate regulatory authority that governing the document custodian. Selection includes: FDIC, FRS, OCC, OTS, NCUA and FHLB.
- Consideration: Enter the annual fee charged by the document custodian (e.g. \$X,XXX.XX).
- Issuer's Signing Officer's Name/Title: These fields cannot be edited and default to name and title of the user authenticating the request.
- Custodian Signing Officer's Name/Title: These fields cannot be edited and default to name and title of the user authenticating the request.
- The Effective date is the date that the Custodian executes 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.

1. Check the appropriate box.
2. A list of pools and loan packages must be attached to this agreement whenever the array of pools and loan packages held by a document custodian is to be changed other than as a result of the submission of a new pool.
3. Date agreement is executed by issuer and custodian.
4. Full legal name of issuer.
5. Issuer ID Number that has been assigned by Ginnie Mae.
6. Full legal name of document custodian.
7. Document Custodian ID Number assigned by Ginnie Mae.
8. Federal or state regulatory authority governing document custodian.
9. Some consideration must be shown, e.g.: compensating balances; \$1 and other good and valuable consideration; \$1 monthly or annual fee charged by custodian.
10. Type full legal name of issuer.
11. Signature and title of an authorized officer of issuer as evidenced by Resolution of Board of Directors and Certificate of Authorized Signatures, form HUD 11702 (Appendix I-2), previously submitted to Ginnie Mae.
12. Signature and title of attesting officer. (Must be an authorized officer as evidenced by Resolution of Board of Directors and Certificate of Authorized Signatures, form HUD 11702 (Appendix I-2).)
13. Type full name of document custodian.
14. Signature and title of an authorized officer of document custodian.
15. Signature and title of attesting officer of document custodian.