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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 and to provide a certification as to the accuracy of the information reported.
- 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 in all cases via *GinnieNET*.
- 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 fourth business 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 and loan packages for the reporting period. 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.

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

Enter the total amount of the entries as reported in the RFS Issuer Monthly Report of Pool and Loan Data

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

Enter the total amount of the entries in as reported in the RFS Issuer Monthly Report of Pool and Loan Data

### 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 Guaranty Fee as reported by the Issuer for pools and loan packages as applicable for the reporting period.

**Sections (5):** Enter the total of mortgages as reported by the Issuer for the reporting period.

**Section (6):** Enter the total amount of the entries as reported in the RFS Pool Record Field 4 Pool FIC for the reporting period.

**Section (7):** Enter the total amount of pool/loan package Pool Principal as reported by the Issuer for the reporting period

**Section (8):** Enter the total amount of the entries as reported in the monthly RPB report and as reported in the RFS Pool Record Field 10 Security RPB for the reporting period

**Section (9):** Enter the total amount of the entries as reported by the Issuer for the reporting period.

**Section (10):** Enter the total amount of the entries as reported by the Issuer for the reporting period.

**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 certified 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 the RFS Issuer Monthly Report of Pool and Loan Data.

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, using *GinnieNET*, and must follow the instructions set forth in the *GinnieNET* Issuer Guide.