V.   NEW POOL PROCESSING–SINGLE FAMILY

The fingerprint enrollment process must be completed in order to use Communication functions for New Pool Processing in Ginnie*NET* (see Maintenance).

POOL DETAIL INFORMATION

Securities are prepared and delivered in accordance with instructions provided by the **Issuer** on the form HUD 11705, *Schedule of Subscribers and Ginnie Mae Guaranty Agreement.*

All Ginnie Mae securities are settled using FRB (Federal Reserve Bank) as Ginnie Mae's Depository.

New Single Family pool information, required on form HUD 11705 – *Schedule of Subscribers,* is entered on the **Single Family Pool Details (11705)** page in Ginnie*NET*. **A pool record must be created before Mortgage Detail records or FRB Subscriber data can be added.** The fields on the Single Family Pool Details (11705) record are required for data entry or system-generated.

The following table lists the fields on the *Ginnie Mae* **Single Family Pool Details (11705)** data entry form in the order that they appear on the page. *This page also allows you to Add/Edit Totals (Mortgage Summary) Information.* For additional information, refer to the *Ginnie Mae Mortgage-Backed Securities Guide 5500.3* and/or the Glossary of Terms.

Restrictions:

- *Issuers can Edit Records ONLY when the Transfer Status is "New Pool" or "Rejected" or "Deleted".*

SINGLE FAMILY POOL DETAILS (11705) SCREEN ELEMENTS

Field Name	Description
Pool #	The Single Family Pool Number is a **required**, unique, six-digit number between **100001** and **799999.** The number is pre-assigned by Ginnie Mae. First digit must be '8' for ARM pool types entry.
Issue Type	Issue Type for Single Family pools is **"X"** indicating that these are Ginnie Mae I pools,**"C"** indicating that these are Ginnie Mae II pools,**"M"** indicating that these are Ginnie Mae II Multiple Issuer pools . Issue Type is **system-generated. ("M","C" for ARM pools).**
Pool Type	Single Family Pool Types describe the type of mortgages backing the pool. These include ARM-CMT Pools(AR and AQ,AT,AF,FT,AS,AX), ARM-LIBOR Pools(RL and TL,FL,FB,SL,XL,QL) and single family Pools are SF,FS,BD,GA,GD,GP,MH,SN. Pool Type is **required.** See Single Family Pool Types in the Glossary.
Index Type	(CMT/LIBOR) Index Type is **required for ARM pool type.** (Automatically generated when the pool header is validated.)
Type of ARM Notes	Type of ARM Notes is displayed for **ARM pools only.** (Automatically generated when the pool header is validated.)
Cap structure	Cap structure is displayed for **ARM pools only.** (Automatically generated when the pool header is validated.)
MIP#	
File Transmission Number (FTN)	When transmitting a pool record, Ginnie*NET* creates and appends a 32-character FTN prior to sending the pool to the Ginnie*NET* Network. This number is used to identify the pool on the network, and by the Custodian to retrieve the pool off the network. A unique FTN is created for each pool. This field is **system generated** during transmission of pool data, which is performed in the Ginnie*NET* Communications function. See Chapter Glossary of Terms - File Transmission Number for more information.

SINGLE FAMILY POOL DETAILS (11705) SCREEN ELEMENTS

| Field Name	Description
Signed by	Identifies the person responsible for transmitting the pool.
Issuer Name & Number	The legal name of the Issuer and the four-digit number assigned to that Issuer. **System generated** by GinnieNET based on software initialization. See, Glossary of Terms, Issuer & Issuer Number.
Custodian ID	The Custodian ID is a six-digit number chosen from the drop down list by Selecting the down-button. **The Custodian Record must be added to the system before it can be used on a Pool Details record.** See Section Custodian Maintenance. This field is *initially* **optional** but *ultimately* **required.** You will be allowed to save a new pool record without entering the Custodian ID. However, you **cannot transmit** the record until the Custodian is identified. The Custodian ID represents "a financial institution that holds the required documents relating to pooled mortgages for the life of a Ginnie Mae pool or loan package or until it is replaced by another such institution."
Custodian Name	The legal name of the Document Custodian. The name is **retrieved by the system** from the Custodian Record based on the Custodian ID.
Mortgage Interest Rate	The interest rate on the mortgage(s) that make up the pool. This field is **retrieved by the system** from Mortgage Details records when the mortgage data for the pools added.
Security Rate	The rate of interest payable by the Issuer to the security holders. The Security Interest Rate is **required** and accepts five digits.
Security Change Date	The Security change Interest Rate is required and accepts five digits.
OAA	The **O**riginal **A**ggregate **A**mount of the pool based on the sum of the unpaid balances of the mortgages used to collateralize the pool. This field is **system generated** when Mortgage Detail records are added for the pool.
Amortization Method	The Amortization Method for all Multifamily pools is **"CD"**: Concurrent Dates,"IR":Internal Reserve. This field is **system generated.**
Term	The number of years until the pool matures. The Pool Term accepts entries up to **30**.
Pool Tax ID	The tax identification number assigned to the pool, if available. This is mandatory for issue type **C**

Field Name	Description
Security Rate Margin	Security Rate Margin is required for Issue Types **MAR,MAT,MAF,MAS,MAX,MAQ,CAR,CAT,CAF,CAS,CAX.**
Edit Status	The Edit Status of the record is **system generated.** It is Updated during data entry and Completed during transmission of pool data, which is performed in the GinnieNET Communications function.
Transfer Status	The Transfer Status of the record is **system generated.** It is Completed during transmission of pool data, which is performed in the GinnieNET Communications function.
Issue Date	The date from which a mortgage-backed securities pool issued under the Ginnie Mae mortgage-backed securities program accrues interest. The Issue Date for such pools is always the first calendar day of the month and next month of issue.
Maturity Date	The last payment date for a mortgage-backed securities pool issued under the Ginnie Mae MBS program. Maturity Dates are always on the fifteenth of the month. The field uses a **MM/YYYY** format (e.g., **02/2003**). The day **(15)** will be filled in for you. **Required.** 1. The Maturity Date of the initial draw has not expired and 2. Ginnie Mae has approved the extension in writing. Under these conditions, you must enter the *New*, Extended Maturity Date in this field. When you do this, GinnieNET comments that the "Maturity date for the Current Draw does not equal the Maturity Date for the Initial Draw." GinnieNET will then open and move the cursor to the Maturity Extension Approval Date field so that you can enter the date that Ginnie Mae approved the extension you just recorded.
Initial Pay Date	The date of the first security payment **(system generated).**
Unpaid Balance Date	The next mortgage payment date **(system generated).**
Settlement Date	The date on which Issuers execute settlement with their purchaser. **Required** for all pools. When saving the pool record, the system will check to make sure that the Settlement Date is greater than or equal to the Issue Date and more than or equal to the **Current Date.** In addition, the Settlement Date must be within the same month as the Issue Date. If the Settlement Date does not meet these conditions, the system will warn the user and/or change it.

Field Name	Description
Subservicer #	The ID number of the Issuer servicing the mortgages. **Optional.** If this field *is* entered, **be sure that the appropriate Master Agreements are on file with the Pool Processing Agent.** Choose a Subservicer # from the drop down list of Master Agreement Accounts by Selecting the down-arrow. When you choose a Subservicer # from the list, the P&I Account #, **P&I ID #**, T&I Account #, and **T&I ID #** fields will be automatically filled in. **Master Agreement Account Information must exist in the Master Agreements table before it can be entered on a pool record.** (See Section Master Agreements)
P&I Account Number and ID	The non-interest bearing account that an Issuer maintains with a financial institution into which account the Issuer deposits P&I collected from individual mortgagors for loans included in Ginnie Mae pools. This must match the information on the hardcopy Master Agreements at the PPA. **System generated** after selection of Subservicer #. This account is also known as the P&I Custodial Account.
T&I Account Number and ID	The T&I Account is an account that an Issuer maintains with a financial institution into which the Issuer places the escrowed funds to be used to pay real estate taxes and hazard insurance premiums on property pledged as collateral for mortgages included in pools. This must match the information on the hardcopy Master Agreements at the PPA. **System generated** after selection of Subservicer #.

To Access The Pool Data Entry Screen:

1. Select DATA ENTRY/REVIEW, NEW POOL PROCESSING and SINGLE FAMILY PROCESSING from the Main Menu.

The following screen is displayed.
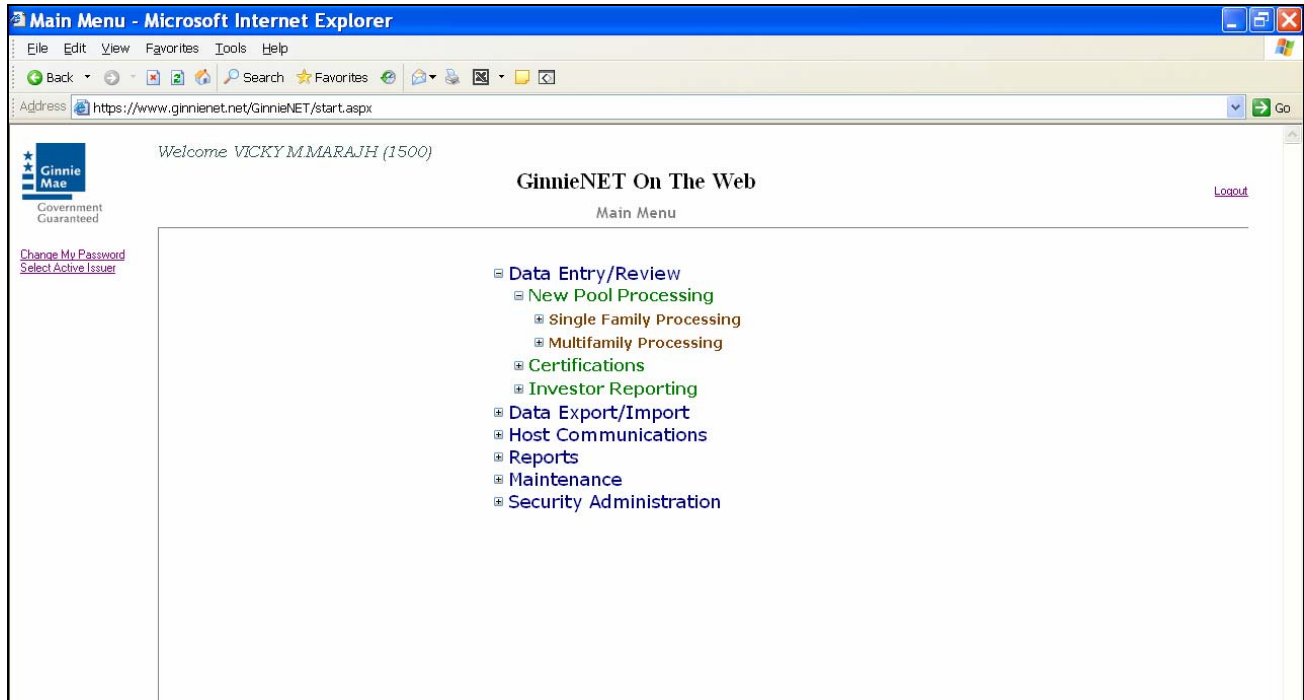
Search/Add A Pool Record

1. In the Search Page, enter the information to identify the record(s). You can enter Pool Number, select Issue Type, Pool Type, Transfer Status, Issue Date. **Issue Date has to be selected when Pool Number is not entered.** The more information you enter, the more likely that the resulting query will focus on the Record(s) you want to look at.

2. Select the **Search** command button to retrieve the record(s) you've identified. When the records have been assembled in the Result Set, Ginnie*NET* will switch the view to **Search Results Page only when the Search returns multiple records. If only one record is returned, Ginnie*NET* will switch the view to Details Page directly.**

3. Select the **New** command button to **add** a **Pool** Record. Ginnie*NET* will open the **Data Entry Page.**

Field Name	Description
Pool #	The Pool Number is entered by the user.
Issue Type	User selects a Issue Type from the list of Available Issue Types.
Pool Type	User selects a Pool Type from the list of Available Pool Types.
Custodian #	The Custodian Number (ID) is automatically retrieved which is associated with the logged-in user (Issuer). **System generated.**
Transfer Status	User selects the Transfer Status from the List of Available Transfer Status.
Issue Date	By **Default,** the Issue Date is the **first of the current month.** If **Pool Number is not entered,** then Issue Date has to be **selected** to narrow the search and to limit the number of records retrieved . If Pool Number is entered then Issue date will be ignored. **Required***.

Required Field - only on some conditions -- See Description for Issue Date

Add A New Pool Record

*** IMPORTANT *** BEFORE YOU ADD ...

Though the Custodian ID is an **optional** field on the **Single family Pool Details** screen, you *will* not be able to transmit a new pool record until the custodian is identified. You will be allowed to save your work even if the Custodian Record is not yet in the database. But, **you MUST remember to come back and edit the incomplete record before you attempt to transmit it.**

- *If you intend to add a **new** Custodian to a **new** pool record, you will save time and effort if you add the Custodian Record before you add the pool record.*

1. Enter a six-digit Pool Number to begin the process.

    Enter Issue Type for Single Family Pools from the dropdown list box. The input cursor will skip to the **Pool Type** field when you "fill up" the six digits of the Pool Number.

2. In the Pool Type field, select the Pool Type from dropdown list box, **Ginnie Mae Pool Type suffix** for the new pool. Ginnie*NET* will make sure that your entry is valid by Select on the **VAILDATE HEADER** tab.

    After you fill the Pool Type field, the input cursor will skip to **Custodian ID/Name.** Ginnie*NET* automatically fills in the Issuer Number and Issuer Name assigned by Ginnie Mae. Other information related to the status of the pool is provided in protected fields if it is available.

3. Choose a Custodian ID from the list by Selecting the down button. If the Custodian is not present on the list, leave this field blank. You *can* save the record, but *must* come back to enter the Custodian before transmitting pool.

4. Enter the Security Rate. Valid entries will depend on the Mortgage Interest Rate (which is entered on the Single Family Mortgage Details (11706) data entry form which is explained later in this section). If the Security Rate is invalid, you will be notified at that time or when Ginnie Mae edits are applied.

5. The Original Aggregate Amount **(OAA)** will be applied to this record as associated Mortgage Details record is added and edited. It is not required and will remain empty on new pool records.

6. Enter the Term of the loan in years.

7. The Term must be within 30 yrs for Single family pool.

8. Enter the Pool Tax ID. This is a required field.

9. The Pool Issue Date is a required field and must be the first day of the current month or the first day of the next month.

10. The Pool Maturity Date is required for all pool types and will be forced to the fifteenth (15th) of the month.

11. Change this date as appropriate remembering that the Settlement Date must be more than or equal to the **Issue Date** and more than or equal to the **Current Date.**

12. An optional Subservicer can be chosen from the drop down list of Subservicers in the Master Agreements table. When you choose a Subservicer, the P&I and T&I **Account Numbers and IDs** will be provided. More information is available by Selecting the **"More"** button. If the Subservicer does not exist on the drop down list, leave this field blank and enter it later.

13. Users are required to add the Subservicer to the Master Agreements table before it can be entered here. See Master Agreements.

14. Select the **Save** button to Save the record or **Cancel** to discard the edits.

15. When a record is saved the following message is displayed: ***Saved Successfully!***
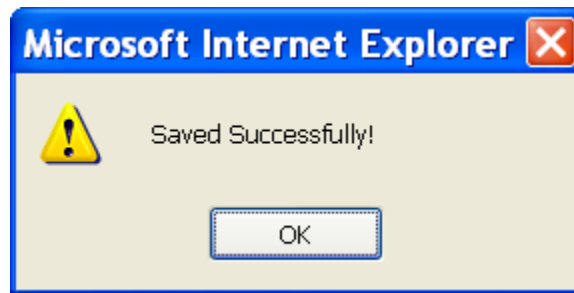
16. At this point, you can use the Edit button to change data already on the screen.

The new pool has been added. The date the Mortgage Note Modification was approved and sent.

NOTE: Selecting Return to Main Menu in the right hand corner of the page will return you to the previous Main Menu and Selecting Logout will take you out of GinnieNET.
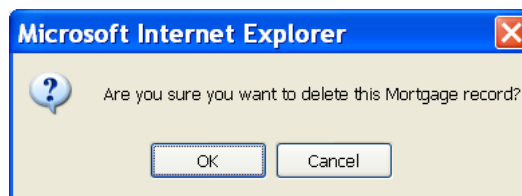
Editing A Pool Record

1. Select the **EDIT** button to edit the record and to make changes.

2. Select the **UPDATE** button to Save the record or **CANCEL** to discard the edits.

Deleting A Pool Record

1. Select the **DELETE** button to delete the record.

A message confirming your request for deletion is displayed.

NOTES: When a pool record is deleted, all associated mortgage and participant records are also deleted. This function does not allow you to delete pool records that have been certified and transmitted.

Selecting _Return to Main Menu_ in the right hand corner of the page will return you to the **Main Menu** and Selecting _Logout_ will take you out of GinnieNET.

SINGLE FAMILY MORTGAGE DETAILS - FORM 11706

The Single Family Mortgage Details screen is the mechanism for collecting the information required on the form HUD 11706 – Schedule of Pooled Mortgages which includes mortgagor's name; street, city and state address of mortgaged property; interest rate of mortgages; original principal balance; and unpaid principal balances. This form also collects information for the Mortgage Note and/or modifications for transmission to Ginnie Mae.

Restrictions:

- *Issuers can Add/Edit Records ONLY when the Transfer Status is "New Pool" or "Rejected" or "Deleted".*

The information below must be entered on the GinnieNET Single Family Mortgage Details (11706) Page. The fields are listed in the order that they appear on the screen. **CMT ARMs fields are applicable for ARM pools ONLY.** For additional information refer to the Ginnie Mae Mortgage-Backed Securities Guide 5500.3 and/or the Glossary of Terms.

Data Entry/View Form Elements

New Features:

Changes to accommodate new requirements for pools containing Adjustable Rate Mortgages.

Please note that there is a new Import Record Layout to accommodate these changes. The layout is described in the help page for Data Export/Import -> New Pool Processing -> Import Single-family Pools. Additionally, for records added manually, all these fields, with the exception of Interest Rate Change Date are system generated.

New Fields for ARM Pools:

Range	System generated in new mode, editable in update mode.
Index	
Type of ARM Note	
Initial(+/-) Interest Rate Cap	**Required.** System generated in new mode, except for 5-year Hybrid ARM pools, where User is required to select a combination from the dropdown list on screen. Editable in both new and update mode.
Subsequent(+/-) Interest Rate Cap	
Lifetime(+/-) Interest Rate Cap	
Interest Rate Change Date	Must match Pool Security Change Date.

Valid entry for ARM Pools:

Issue Type	Pool Type	Range	Type of ARM Note	Index Type	Initial Interest Rate Change	Subsequent Rate Change	Lifetime Rate Change
M	AQ	12-18	1 Year	CMT	1	1	5
C	AR	12-18	1 Year	CMT	1	1	5
M	AR	12-18	1 Year	CMT	1	1	5
C	AT	36-42	3 Year Hybrid	CMT	1	1	5
M	AT	36-42	3 Year Hybrid	CMT	1	1	5
C	AF	60-66	5 Year Hybrid	CMT	1	1	5
M	AF	60-66	5 Year Hybrid	CMT	1	1	5
C	FT	60-66	5 Year Hybrid	CMT	2	2	6
M	FT	60-66	5 Year Hybrid	CMT	2	2	6
C	AS	84-90	7 Year Hybrid	CMT	2	2	6
M	AS	84-90	7 Year Hybrid	CMT	2	2	6
C	AX	120-126	10 Year Hybrid	CMT	2	2	6
M	AX	120-126	10 Year Hybrid	CMT	2	2	6
C	RL	12-18	1 Year	LIBOR	1	1	5
C	TL	36-42	3 Year Hybrid	LIBOR	1	1	5
C	FL	60-66	5 Year Hybrid	LIBOR	1	1	5
C	FB	60-66	5 Year Hybrid	LIBOR	1	1	5
C	SL	84-90	7Year Hybrid	LIBOR	2	2	6
C	XL	120-126	10 Year Hybrid	LIBOR	2	2	6
M	RL	12-18	1 Year	LIBOR	1	1	5
M	QL	12-18	1 Year	LIBOR	1	1	5
M	TL	36-42	3 Year Hybrid	LIBOR	1	1	5
M	FL	60-66	5 Year Hybrid	LIBOR	1	1	5
M	FB	60-66	5 Year Hybrid	LIBOR	2	2	6

How To: Add A Mortgage Record

*** IMPORTANT *** BEFORE YOU ADD ...

Data entry Tips:

1. When entering cents or fractions, enter a decimal point.
2. Dates are entered in **MM/DD/YYYY** format **(01/01/1999)**, or **MM/YYYY** format **(01/1999).** When the second format is used, the system automatically enters the day value.
3. Use the Tab key to move between fields. Helpful messages will be presented when you move through fields that are required.
4. If you enter data that is incorrectly formatted or inconsistent with values in other fields, the system will alert you to the problem and will often suggest an appropriate solution.
5. These "error" messages will not stop you from updating the record on the screen. If the data is correct, you will be able to **Save** right away.

Field Name	Description
Pool #	The Pool Number on this screen is selected from a drop down list of pools that you have already entered in the system. The pool number was originally entered on the **Single Family Pool Details** form and was assigned by Ginnie Mae. Selecting a Pool Number will allow Ginnie*NET* to retrieve the Issue Type and Pool Type from the Pool Details record. **Required.**
Issue Type	The Issue Type for Single Family pools will always be "X" indicating that these are Ginnie Mae I pools. The Issue Type for Single Family pools is **system generated.**
Pool Type	The Pool Type is retrieved from the Single Family Pool Details record after you choose a Pool Number. **System supplied.**
Edit Status	Edit Status is taken from the Single Family Pool Details record when the user chooses a **Pool ID. System generated.**
Transfer Status	Transfer Status is taken from the Single Family Pool Details record when the user chooses a **Pool ID. System generated.**
Loan Number	The Issuer's 15-digit number assigned to the loan. **Required.**
First Payment Date	The date for the first scheduled monthly payment must be no more than 24 months before the issue date of the securities except in the case of LM loans, where the first scheduled monthly payment is more than 24 months before the issue date of securities. **Required.** The field uses a **MM/YYYY** format. The day **(01)** will be filled in for you.

Field Name	Description
Last Payment Date	The last payment date of the mortgage. **Required.** The Last Payment Date must be later than the First Payment Date. The field uses a **MM/YYYY** format. The day **(01)** will be filled in for you.
P&I Amount	The monthly Fixed Installment Control (Principal and Interest Amount). **Required.** If you do not enter the P&I Amount and try to save the record, Ginnie*NET* will compute the value for you and display a message: *P&I should be 1421.03 UPB should be 250000.00*
Mort Message	
Amortization Method	It has the value of the Concurrent Date (CD).
Mortgage Type	User has to select the Mortgage Type from the Dropdown list box.
Mortgage Margin	
Unscheduled Prin Curtailment	
Original Principal Balance (OPB)	The original loan amount. **Required.** The value must be more than or equal to 250,000.00.
Unpaid Principal Balance (UPB)	The amount remaining on the loan. **Required.** If no payments have been made on the loan, the value will be equal to the OPB (above). If payments have been made on the loan, the value will be less than the OPB. If you do not enter the UPB and try to save the record, Ginnie*NET* will compute the value for you and display a message: *P&I should be 1421.03 UPB should be 250000.00*
Mortgage Interest Rate	The interest rate of the mortgage. If the pool is type LS, the Interest Rate must be no less than the Security Rate + 0.5. For all other pool types, the Interest Rate must be between **Security Rate** + 0.25 and **Security Rate** + 0.5. The system will help out by calculating the limits if you make a mistake. **Required.**
Name of Mortgagor	The name of the person(s) to whom the mortgage was issued. **Required.**
Property Address	The property address for the mortgage. **Required.**
City	The City of the Mortgage.
State	The State of the Mortgage.
Zip code	The Zip Code of the Mortgage.

Field Name	Description
GEM Annual Increase	Displayed as a percentage.
MIN	
Issue Date	The Issue Date is taken from the **Single Family Pool Details** record when the user chooses a **Pool ID. System generated.**
Security Rate	The Security Rate is taken from the **Single Family Pool Details** record when the user chooses a **Pool ID. System generated.**

Search Form Elements

1. In the Search Page, enter enough information to isolate the record(s) you want to locate. You can enter Pool Number, select Issue Type, Pool Type, enter Mortgage Number, select Edit Status, Transfer Status, Issue Date. **Issue Date has to be selected when Pool Number is not entered.** The more information you enter, the more likely that the resulting query will focus on the Record(s) you want to look at. Remember that the **Issue Types for Single Family Pools is always "X,C,M".**

2. Select the **Search** command button to retrieve the record(s) you've identified. When the records have been assembled in the Result Set, Ginnie*NET* will switch the view to **Search Results Page only when the Search returns multiple records. If only one record is returned, Ginnie*NET* will switch the view to Details Page directly.**

*Select the New **command button to** add **a Mortgage Record. GinnieNET will open the** Data Entry Page.*

Field Name	Description
Pool #	The Pool Number is entered by the user.
Issue Type	Issue Type is always **"X,C,M"** for Single Family Pools and it is **Default.**
Pool Type	User selects a Pool Type from the list of Available Pool Types.
Mortgage Number	Mortgage Number is entered by the user**.**
Mortgage Type	User selects the Mortgage Type from the list of available Mortgage Type i.e FHA,RHS,VA,PIH
Transfer Status	User selects the Transfer Status from the List of Available Transfer Status. By **Default,** the Transfer Status is Not Selected **.**
Issue Date	By **Default,** the Issue Date is the **first of the current month.** If **Pool Number is not entered,** then Issue Date has to be **selected** to narrow the search and to limit the number of records retrieved. **Required***.

Required Field - only on some conditions -- See Description for Issue Date

Adding A New Mortgage Record

The following steps indicate the particulars of entering data for a new Single Family Mortgage Details record. Required fields and other edits are discussed in context.

1. Choose a Pool # from the drop down list by Selecting the down-arrow.

    You must choose a pool from the list of pools already in the system. Pool records must be populated before mortgage records.

    After choosing a pool, the system will populate the **Issue Type**, Pool Type, Issue Date, Issuer ID and Issuer Name from the pool record.

2. Tab to the Issuer's Loan Number field and enter 15-digits. If you enter less than 15 digits, the system will pad the number with zeros on the left side.

    Valid characters for the Issuer's Loan Number are included in the following string: **"ABCDEFGHIJKLMNOPQRSTUVWXYZ0123456789/".**

3. The First Pay Date is required and must meet the following conditions:

    a. It must be earlier than the **Last Pay Date.**
    b. If the pool is Pool Type LM, the First Pay Date must be more than 24 months before the Pool Issue Date.
    c. If the pool is *any other* Pool Type, the First Pay Date must be before and within 24 months of the **Pool Issue Date.**
    d. First Payment Dates may be future dates.

    The system expects you to enter a month and year **(MM/YYYY).** It provides the day **(01).**

4. The Last Pay Date is required and must be later than the First Pay Date.

5. The **Principal & Interest (P&I)** amount is required and must be accurate. If you leave this field blank and Select **Save**, Ginnie*NET* will calculate the P&I Amount and provide a result.

6. The Original Principal Balance **(OPB)** is required and must be more than or equal to 250,000.00.

7. Unpaid Principal Balance **(UPB)** is required and must be less than or equal to the **OPB.** If you leave this field blank and Select **Save**, Ginnie*NET* will calculate the OPB and offer a suggestion.

8. Mortgage Interest Rate is determined by the following rules:

9. For *all other* **Pool Types**, the **Interest Rate** must meet the following condition:

$$\textit{Security Rate} + .25 <= \textit{Interest Rate} <= \textit{Security Rate} + .5$$

10. If you enter an invalid **Interest Rate**, the system will alert you with the below message that clearly defines the rule.

11. *Interest Rate must be between 0.750 - 1.000.*

12. **FHA [Housing] Section** is required.

13. **FHA Insurance Type** is required. Currently, **'Fully Insured'** is system generated and is the default.

14. The **Mortgagor Name** and **Address fields** are all required. Pick a **State** abbreviation from the drop down list by Selecting on the down-arrow.

For ARM Pools.

1. **Initial Change date of Note** must be same as **Pool Security Change Date of Note**.
2. For 5 year Hybrid ARMS ,CAP Structure fields are required and should match with look Up table.

Select the Save button to **Save** the record or **Cancel** to discard the edits.
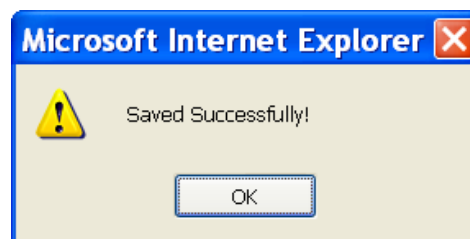
Editing A Mortgage Record

1. Select the **Edit** button to edit the record and to make changes.

2. Select the **_UPDATE_** button to Save the record or **_CANCEL_** to discard the edits.

3. When a record is saved the following message is displayed.
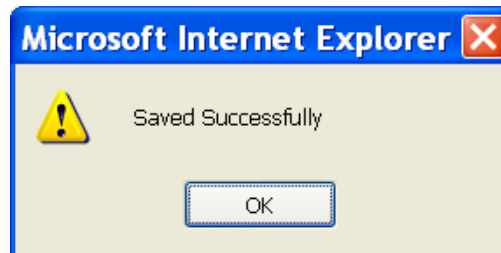
Deleting A Pool Record

1. Select the **_DELETE_** button to delete the record.

A message confirming your request for deletion is displayed.
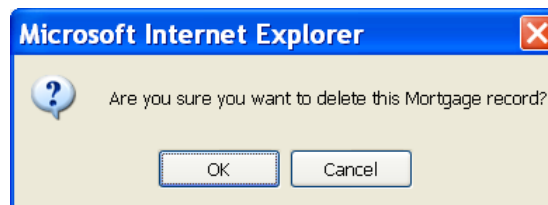
NOTE: _Selecting_ _Return to Main Menu_ _in the right hand corner of the page will return you to_
_the previous **Main Menu** and Selecting _Logout_ will take you out of GinnieNET._

ADDING A BOND CERTIFICATION

Bond Finance pools are single family, level payment pools that are part of state or local housing bond financing programs. Bond Finance pools securities are to be used as collateral for a bond financing program. Bond Finance certifications are necessary for Ginnie Mae I and Ginnie Mae II custom pools.

Edits

The requirements will be the same as Ginnie Mae I and Ginnie Mae II custom pools with the following enhancements:

- Type of issue must be "X" for Ginnie Mae I single family and "C" for Ginnie Mae II single family custom pools.

- All pool types are eligible with the exception of: MH, CL, CS, PL, PN, LS, LM and SN.

- Bond Finance pools must have a minimum pool amount of $25,000.00.

- The minimum number of loans for Bond Finance pools is one.

To mark a Builder Bond pool

1. Select *DATA ENTRY/REVIEW*, *NEW POOL PROCESSING* and *SINGLE FAMILY PROCESSING* from the Main Menu.

The Builder Finance screen is displayed.

1. Select the **Builder Finance** check box and select **Final Pool** check box.

The Bond Finance Program Pool data entry window is displayed.

2. The financing program sponsor must be entered for a bond finance program.

3. Select on *HIDE* to view or change information. Text is hidden when completed.

4. Select *UPDATE* **or** *SAVE* to save information.

BOND FINANCED POOL CONSOLIDATION PROGRAM

Introduction of the Bond Financed Pool Consolidation Program allows Issuers with pools originated under a specific bond series to consolidate some or all of those pools into one pool, upon completion of the series. The pools to be consolidated must be authorized for termination prior to the issuance of the consolidated pool.

POOLING REQUIREMENTS FOR BOND FINANCED POOL CONSOLIDATIONS:

The same edits that apply for Bond Financed pools will apply to the consolidated pool with the following exceptions:

➤ The consolidated pool may be issued either as a Ginnie Mae I or a Ginnie Mae II Custom pool regardless of the terminated pools' type of issue.

➤ All the mortgages in the consolidated pool must bear the same interest rate, even if the pool is consolidated under the Ginnie Mae II program.

➤ The security rate of the consolidated pool must be the same rate, as the terminated pools.

➤ Consolidated pools will be eligible for the Targeted Lending Initiative, if the pools qualify for a reduced guaranty fee; the guarantee fee for the consolidated pool will be calculated independently of the guaranty fees of the terminated pools.

➤ Consolidated pools will not be eligible for immediate issuance transfer.

➤ Consolidated pools can only be submitted for processing after the fifth business day of the month for that issue month.

➤ Consolidated pools are required to complete final certification (current 12 month rule).
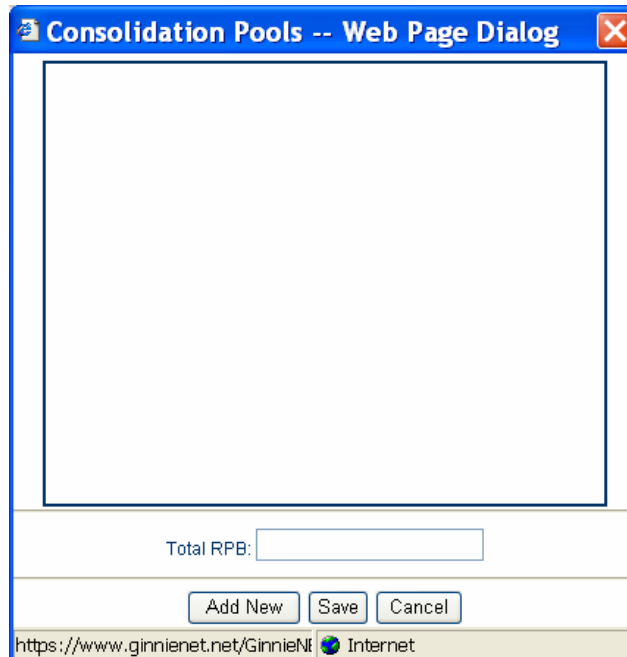
To mark a Bond Financed pool:

1. Select **DATA ENTRY/REVIEW**, **NEW POOL PROCESSING** and **SINGLE FAMILY PROCESSING** from the Main Menu.
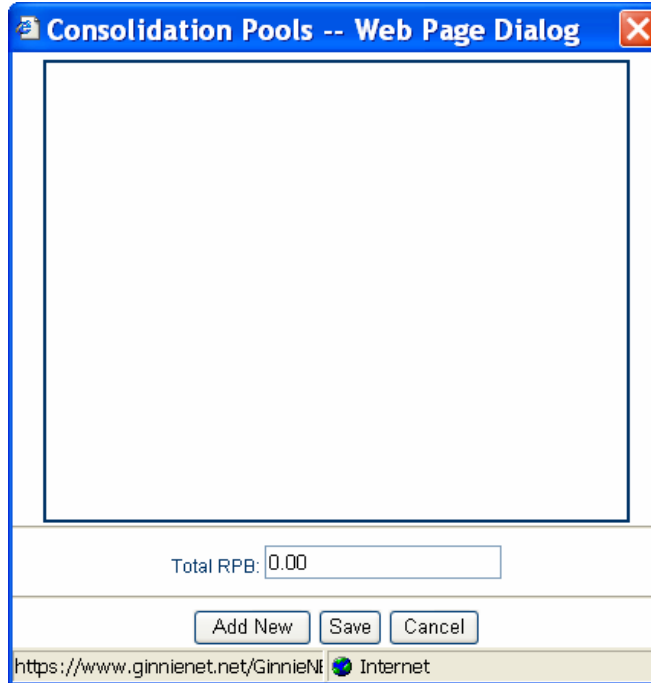
The Bond Financed screen is displayed.
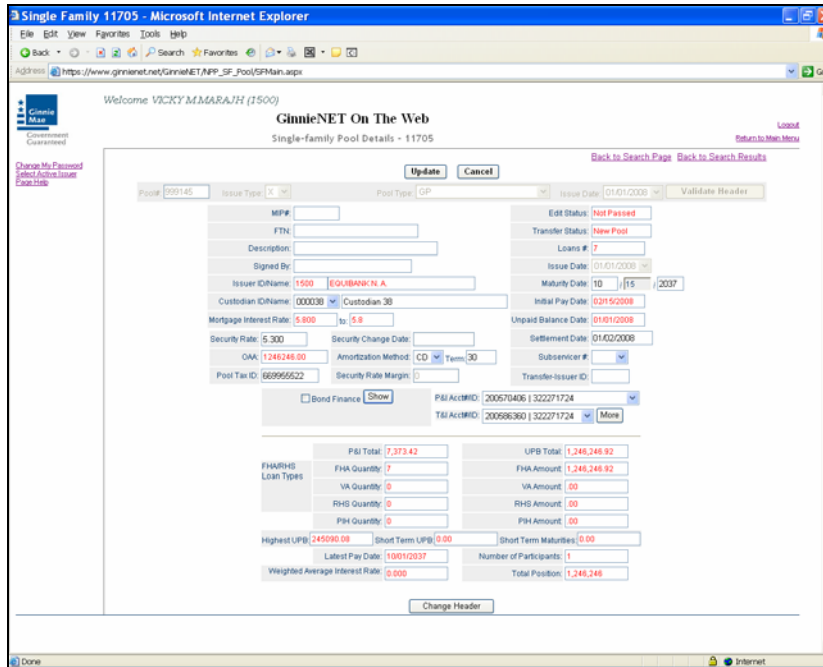
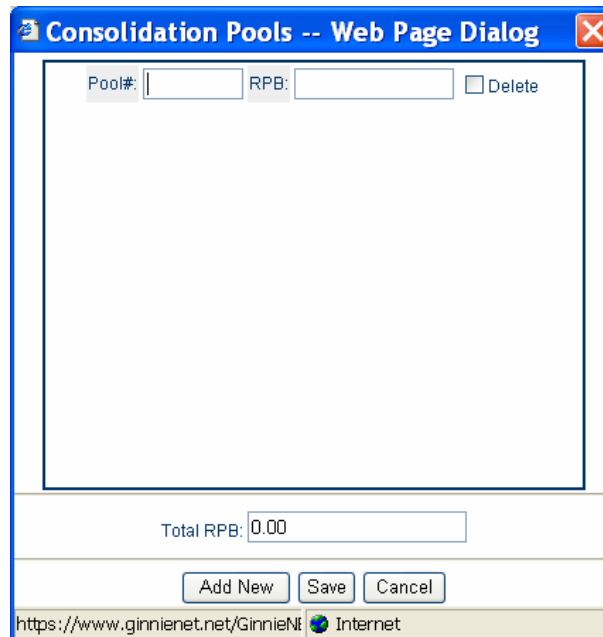2. Select the **Bond Financed** check box and select **Consolidation Pool** check box.

1. Select the Pool List tab to enter pool number(s).

The Bond Financed Pool Consolidation data entry window is displayed

4. To add a pool(s) Select on **ADD NEW** or **EDIT** to change an existing record.

5. Enter Pool#, RPB amount and select on __ADD NEW__ to enter additional record(s).

6. The system will display an error message if there is a difference between the system generated RPB and the total RPB.


7. The system will generate the Single-Family Bond Financed Pool Consolidation pool Identified, which will allow the Issuer to identify all Bond Financed Pools previously issued under one series that will be consolidated into one pool. The pool numbers will be identified along with the Remaining Principal Balances of the pools being terminated.

8. Select Save to return to the main menu**.**

NOTE: *Selecting* Return to Main Menu *in the right hand corner of the page will return you to the* **Main Menu** *and Selecting* Logout *will take you out of GinnieNET.*

MULTIPLE ESCROW ACCOUNTS

GinnieNET allows for 30 T&I account numbers and Bank ID numbers to be added to a pool. The Multiple Escrow Account option prints on the 11706 report. The Escrow Account can be entered on the Pool Detail screen or when you are applying the Ginnie Mae Edits.

1. To add an Escrow Account on the Pool Detail screen, Select on **_MORE_** and select **_ADD NEW_** or Select the account change an existing record.
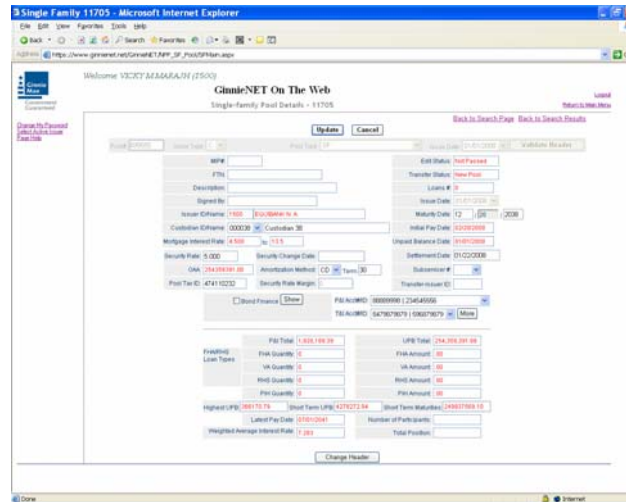
2. Select **_SAVE_** after the entry if there is more than one Escrow Account to be entered, and **_ADD NEW_** to add another account. On the main pool detail select **_UPDATE_** to save record.
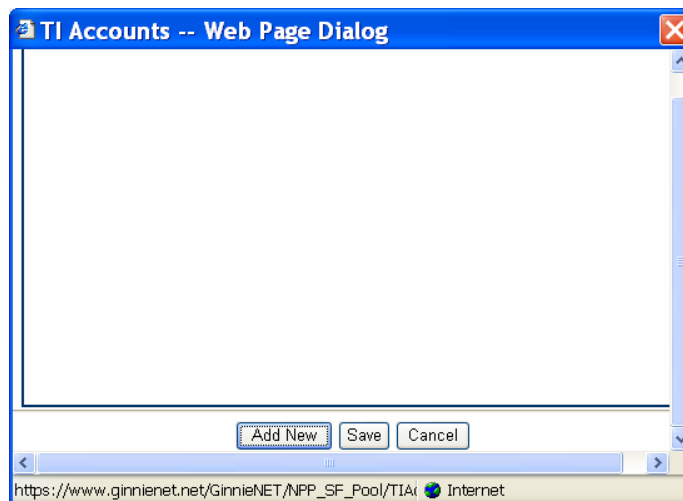
NOTE: Selecting Return to Main Menu in the right hand corner of the page will return you to the previous Main Menu and Selecting Logout will take you out of GinnieNET.

BUYDOWN LOANS IN GNMA II POOLS

Buydown loan in multiple-issuer pool types cannot be greater that 10% of the aggregate unpaid principal balances of the loans in the multiple-issuer pool. Within a loan package, buydown loans may exceed 10% of the aggregate original principal balance of the loans in the loan package. If a multiple Issuer pool exceeds the 10% threshold, Ginnie Mae's Pool Processing Agent ("PPA") will determine which Issuer has the highest percentage of Buydown loans in the pool. The entire loan package will be removed from the pool and Ginnie Mae will notify the Issuer of the withdrawal. If the loan package satisfies all other applicable guidelines, the PPA will recommend resubmittal of the loan package as a custom pool. The recalculation and removal process will continue until the pool reaches the 10% limit. Issuers whose loan packages do not exceed the 10% buydown limit will not be subject to having their loan package removed from a multiple Issuer pool.

When the Ginnie Mae edits are applied for all loan packages, a warning message will be displayed if a loan package contains buydown mortgages, which exceed 10% percent of the loan package balance (OAA of Loan Package/Pool Amount).

GinnieNET Issuer GNMA Edit Error Report

Page 1   Version 5.8
                                                                                06/29/2003   12:19:54

Pool #: 572033   Issue Type: M   Pool Type: SF   Issue Date: 07/01/2003

Loan Number Case #	Mort Type	Int. Rate	First Pay Date	Last Pay Date	FIC Entered / Calculated	UPB Entered / Calculated
071010017090112 001212222225411	F	5.500	11/01/2002	10/01/2017	1103.06	132060.64 130560.44
1. FATAL TOLERANCE: Please enter correct FIC or UPB value						
071010017277859 005016795332703	F	5.500	04/01/2003	03/01/2018	648.54	79088.25 78226.16
1. FATAL TOLERANCE: Please enter correct FIC or UPB value						
071010017353528 005016782368703	F	5.500	04/01/2003	03/01/2018	1029.21	125509.11 124140.98
1. FATAL TOLERANCE: Please enter correct FIC or UPB value						
071010017394050 005016720617703	F	5.500	12/01/2002	11/01/2017	1216.02	146129.86 144483.56
1. FATAL TOLERANCE: Please enter correct FIC or UPB value						
071010017524532 005016701790703	F	5.500	02/01/2003	01/01/2018	632.32	76551.30 75703.04
1. FATAL TOLERANCE: Please enter correct FIC or UPB value						
071010017732200 000555560106703	V	5.500	11/01/2002	10/01/2017	898.79	107604.97 106382.58
1. FATAL TOLERANCE: Please enter correct FIC or UPB value						
071010017785422 005016689581703	F	5.500	12/01/2002	11/01/2017	958.44	115176.60 113878.99
1. FATAL TOLERANCE: Please enter correct FIC or UPB value						
071010017786024 000555560107703	V	5.500	02/01/2003	01/01/2018	1409.88	170684.40 168793.03
1. FATAL TOLERANCE: Please enter correct FIC or UPB value						

-------------------------------- POOL ERRORS ********************************

1. WARNING   The loan package contains buydown loans that exceed ten percent of the loan package balance.

Pool: 572033MSF   GNMA Edits Not Passed

CASE NUMBERS /LOAN NUMBERS

Ginnie Mae has standardized its rules for reporting of FHA, VA, RHS, and PIH assigned case numbers/loan numbers on the form HUD 11706.

Note: Loans that do not have valid case numbers/loan numbers will not be accepted for the issuance of Ginnie Mae securities.

FHA Single Family Case Number

The case number for FHA single Family loans is to be reported as a 15-position fixed length number, as follows:

Leading Zero Fill: first two digits

Location Code: next three digits
Serial Number: next six digits
Check Digit: next one digit
FHA ADP Code: last three digits

Example for FHA Case Number:

LEADING ZERO	LOCATION CODE	SERIAL NUMBER	CHECK DIGIT	FHA ADP CODE
00	011	456789	1	229

FHA Multifamily Case (Project) Number

The Multifamily case number is to be reported as a 15-position fixed length number, as follows:

Leading Zero Fill: first seven digits
Location Code: next three digits

Serial Number: last five digits

Example for FHA Multifamily Case (Project) Number:

LEADING ZERO	LOCATION CODE	SERIAL NUMBER
0000000	031	45678

FHA Title I Case Number

THE TITLE (MANUFACTURED HOUSING) CASE NUMBER IS TO BE REPORTED AS A 15-POSITION FIXED LENGTH NUMBER, AS FOLLOWS:

Leading Zero Fill: first three digits
Contract Number: next five digits
Serial Number: last seven digits

Example for FHA Title I Case Number:

LEADING ZERO	CONTRACT NUMBER	SERIAL NUMBER
000	12345	6789012

VA LOAN NUMBER

THE VA LOAN NUMBER IS TO BE REPORTED AS A 15-POSITION FIXED LENGTH NUMBER, AS FOLLOWS:

Leading Zero Fill: first three digits
Office of Jurisdiction: next two digits
Office of Origin: next two digits
VA Loan Type: next one digit
Loan Number: last seven digits

Example for VA Case Number:

LEADING ZERO	OFFICE OF JURISDICTION	OFFICE OF ORIGIN	VA LOAN TYPE	LOAN NUMBER
000	06	57	6	6789012

Note: The "LH" prefix will not be accepted on GinnieNET and should not be entered in the case number field for VA loans.

RHS CASE NUMBER

The RHS case number is to be reported as a 15 position fixed length number as follows:

Leading Zero Fill: first digit

State Code: next two digits
County Code: next three digits
SSN: last nine digits

Example for RHS Case Number:

LEADING ZERO	STATE CODE	COUNTY CODE	SOCIAL SECURITY NUMBER
0	12	345	678901234

PIH Case Number Format

The PIH case number is to be reported as a 15 position fixed length number as follows:

Leading Zero Fill: first six digits

Area code: next three digits

Case number: last six digits

Example for PIH Title I Case Number:

LEADING ZERO	AREA CODE	CASE NUMBER
000000	707	456789

MANUFACTURED HOME LOAN POOLS (MH)

- *MH SPREAD VARIATIONS: X, C AND M*

- **MORTGAGE INSURANCE PREMIUM (MIP) PAID ISSUER FOR FHA**

Field *Mortgage / MH Type*	*Definition*
F **C**	FHA insured (MIP paid by Issuer) Spread minimum **3.25** Spread maximum **4.75**
F **IC**	FHA insured combination loan (MIP paid by Issuer) Spread minimum **2.75** Spread maximum **4.25**
F **B**	FHA insured (MIP paid by borrower) Spread minimum **2.75** Spread maximum **4.25**
F **BC**	FHA insured combination loan (MIP paid by borrower) Spread minimum **2.25** Spread maximum **3.75**
V	VA guaranteed Spread minimum **2.75** Spread maximum **4.25**
V **C**	VA guaranteed combination loan Spread minimum **2.25** Spread maximum **3.75**
F **ML**	Modified Loans (FHA) Spread minimum **3.00** Spread maximum **3.25**
V **ML**	Modified Loans (VA) Spread minimum **3.00** Spread maximum **3.25**

Note: MH Pools and MH Types should be entered on the Mortgage Detail screen in the
MH Type/GP plan field. This field is shared with the GP pools.

At least 50 percent of the principal balance of the pool or loan package must be in loans with an original term equal to that of the longest loan maturity in the pool or loan package.

No loan may have a maturity that exceeds by more than 60 months the term of any other loan in the pool or loan package.

GRADUATED PAYMENT MORTGAGE POOL (GP)

- Any GPM loan must be insured by FHA or guaranteed by VA.

- There are five (5) plans for amortization of the loans:

Plan 1:   Monthly mortgage payments increase 2.50% each year for five years

Plan 2:   Monthly mortgage payments increase 5.00% each year for five years

Plan 3:   Monthly mortgage payments increase 7.50% each year for five years

Plan 4:   Monthly mortgage payments increase 2.00% each year for five years

Plan 5:   Monthly mortgage payments increase 3.00% each year for five years

If the first payment date of a loan is more than twelve (12) months prior to the issue date, the monthly P&I should reflect the second year's P&I calculation, listed on Form HUD11748A.

Note: The GPM Plan Number should be entered on the Mortgage Detail Screen in the MH Type/GP Plan field. (This field is shared with MH pools).

GRADUATED PAYMENT MORTGAGES (GPM) AND GROWING EQUITY MORTGAGE (GEM) POOLS

Under the Ginnie Mae I and Ginnie Mae II MBS programs, Issuers will not be able to enter buydown loans in a GPM and GEM pools on Ginnie*NET*. A fatal edit has been implemented on Ginnie*NET* to prevent the inclusion of buydown loans in a GPM and GEM pools.

SERIAL NOTE - SCHEDULE A

The serial note pool suffix is "SN." Serial note pools provide for the sequential retirement of security units subject to the amount of principal available each month. Each sequentially numbered security unit has a face value of $25,000.00, except for the last unit, which may exceed that amount but not by more than $49,999.99.

Schedule A is created on GinnieNET. The system generates the following fields:

a) Serial unit number
b) Face amount of units.
c) Months from issue date.

The months from serial units are normally in units of 1 through 100 (beginning with 1). The system generates the number of units based on the pool principal amount.

The issue date field for each unit is calculated once the serial unit maturity date for each unit is entered.

Form HUD 11734 (prospectus) will be created by Ginnie Mae's Pool Processing Agent and will be available upon request.

1. Select *DATA ENTRY/REVIEW*, *NEW POOL PROCESSING* and *SINGLE FAMILY PROCESSING* from the Main Menu.
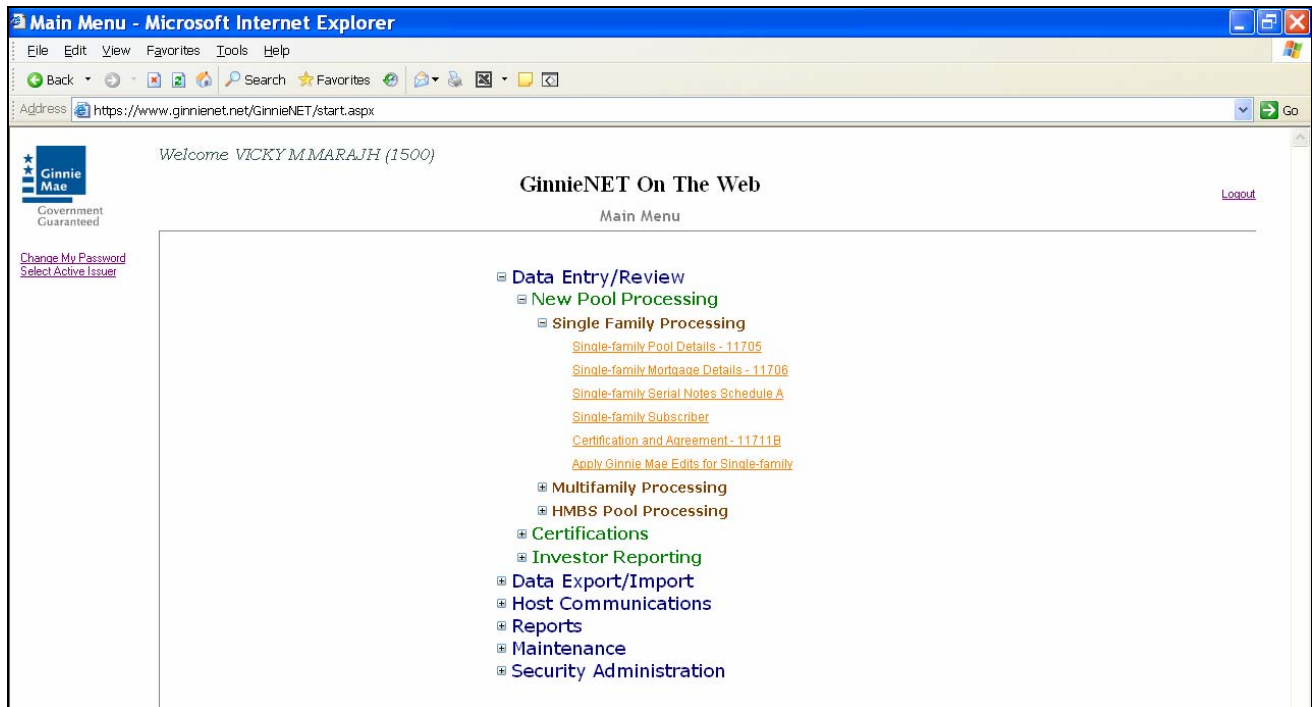
2. Select **SERIAL NOTES SCHEDULE A**.

The Serial Notes Schedule A screen is displayed.
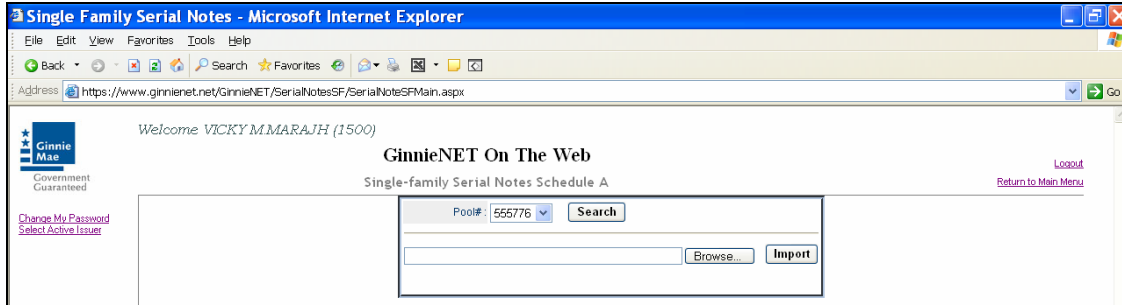
Search Form Elements

3. In the Search Page, Select the down arrow and select the pool to isolate the record you want to locate.

4. Select the **Search** command button to retrieve the record(s) you've identified. When the records have been assembled in the Result Set, Ginnie*NET* will switch the view to **Search Results Page.**
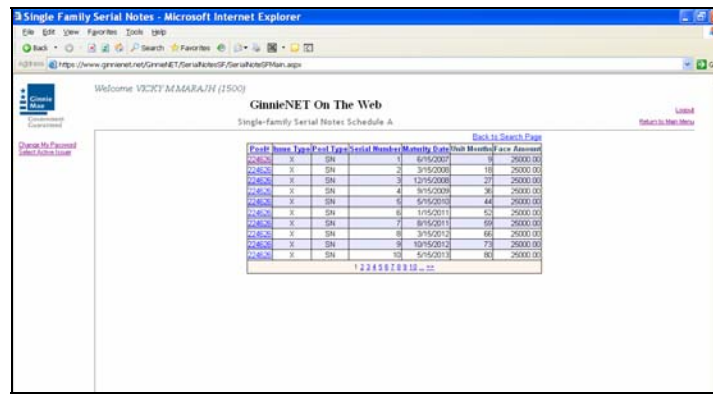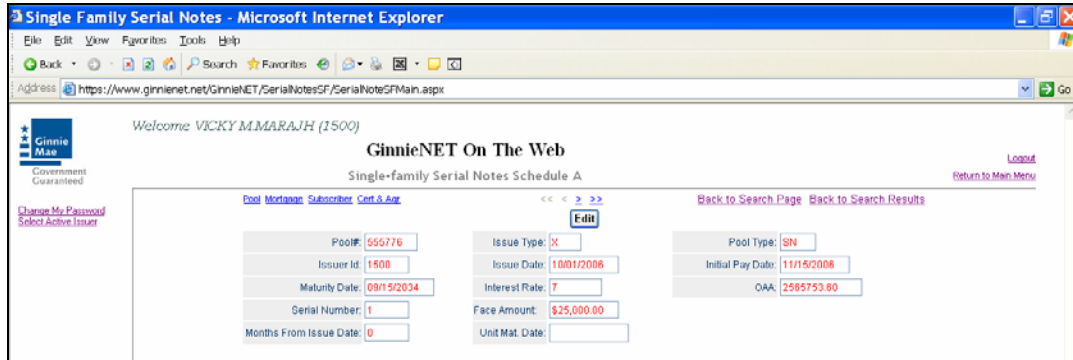

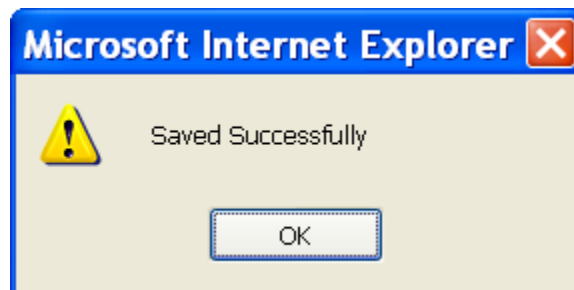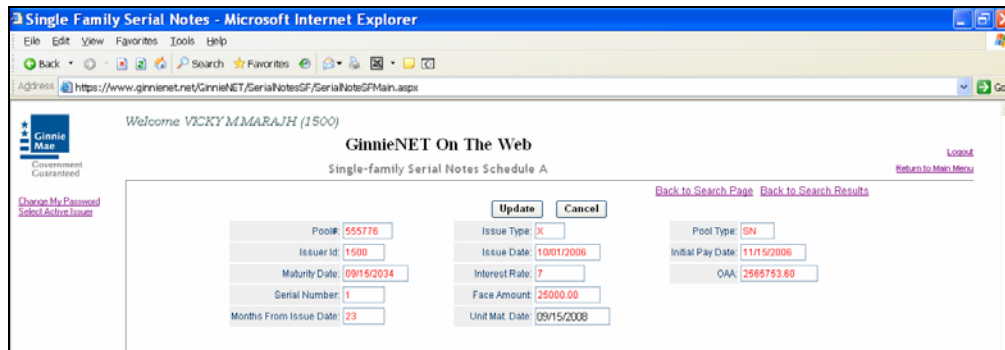3. Select the Pool to view the Serial Note Schedule A or Select on the page number to go to a different page.
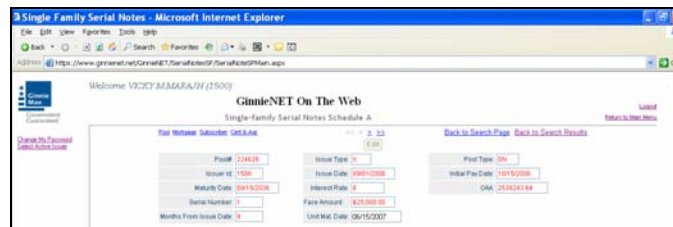
4. All of the information in red is system generated.

Editing A Serial Note Schedule A Record

5. Select the **_EDIT_** button to enter or edit the Unit Maturity Date.

6. Select the **_UPDATE_** button to Save the record or **_CANCEL_** to discard the edits.

7. To view a different record Select on the search arrow keys $\boxed{<< \ < \ > \ >>}$ to go forward or back.

NOTE: Selecting Return to Main Menu in the right hand corner of the page will return you to the previous Main Menu and Selecting Logout will take you out of GinnieNET.

FEDERAL RESERVE BANK ON GINNIE*NET*

The FRB Subscriber screen for the various pool types will thus default to FRBNY as the investor for each pool. The FRB Subscriber screen must also show the FRB clearing bank account information for each member of the Federal Reserve Banks accepting delivery of either the complete pool or any portion of the pool. If more than one investor has purchased a beneficial ownership share in a pool, which results in a number of different clearing banks designated to take delivery, the FRB Subscriber screen, must be completed for all such clearing banks with the complete and accurate account information for each one.

FRB Subscriber Screen Elements

| Field Name	Description
Pool #	Pool Number is taken from the Pool Details record when the user chooses a **Pool ID. System generated.**
Issue Type	Issue Type is taken from the Pool Details record when the user chooses a **Pool ID. System generated.**
Pool Type	Pool Type is taken from the Pool Details record when the user chooses a **Pool ID. System generated.**
Issuer ID	The Issuer Number (ID) is taken from the Pool Details record when the user chooses a **Pool ID. System generated.**
Issue Date	The Issue Date is taken from the Pool Details record when the user chooses a **Pool ID. System generated.**
Edit Status	Edit Status is taken from the Pool Details record when the user chooses a **Pool ID. System generated.**
Transfer Status	Transfer Status is taken from the Pool Details record when the user chooses a **Pool ID. System generated.**
ABA #	The account number assigned to the participant. **Required**
Deliver to	The name of the FRB participant. **Required**
Description	Free form description field. **Optional.**
Position	The par value of the pool. If the amount purchased is less than 100% of the Original Aggregate Amount of the pool, additional Subscriber screens must be completed until 100% of the pool has been accounted. The total may not be less than $1000.00. **Required.**

SEARCH FORM ELEMENTS

Field Name	Description
Pool Number	The Pool Number is entered by the user.
Issue Type	Single Family pools is **"X"** indicating that these are Ginnie Mae I pools,**"C"** indicating that these are Ginnie Mae II pools,**"M"** indicating that these are Ginnie Mae II Multiple Issuer pools . Issue Type is **system-generated. ("M","C" for ARM pools).**
Pool Type	User selects a Pool Type from the list of Available Pool Types.
Issuer Number	The Issuer Number (ID) is automatically retrieved that is associated with the logged-in user (Issuer**). System generated.**
Edit Status	User selects the Edit Status from the List of Available Edit Status.
Transfer Status	User selects the Transfer Status from the List of Available Transfer Status. By **Default,** the Transfer Status is **New Pool.**
Issue Date	By **Default,** the Issue Date is the **first of the current month.** If **Pool Number is not entered,** then Issue Date has to be **selected** to narrow the search and to limit the number of records retrieved. **Required***.

*Required Field - only on some conditions -- See Description for Issue Date

ADDING A NEW FRB SUBSCRIBER RECORD

You must know the Pool Number and Issuers Type to add a Subscriber record. Additionally, you must create a FRB Account for the clearing bank account if you are a first time user. The system will allow you to add the new Subscriber Account record as long as the FRB Account Record already exists in the system. You can add FRB Account records using the Maintenance Menu. See Adding a FRB Subscriber Record in the Maintenance Chapter.

1. Select a Pool Number from the drop down list. **The Pool you choose must not yet be certified.** When you select a pool, Ginnie*NET* will populate the upper portion of the screen with key information.
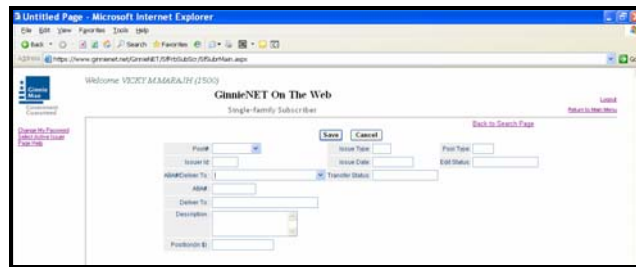
2. Type in the ABA#/Deliver To or choose one from the drop down list by Selecting the down-arrow.
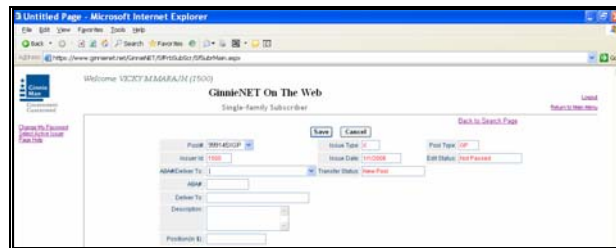
3. If you choose an existing ABA#, the system will fill in the Account Number and the Clearing bank's name you choose.
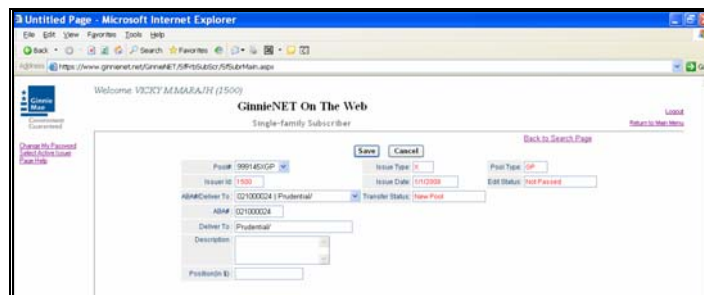
4. If you type in a new ABA# on this screen the system will not save the account information. You are required to add that information on the FRB Subscriber option on the Maintenance Menu.

5. Complete the new record and Select **OK** to **Save** or **Cancel** to go back and choose an existing Subscriber.

6. Back on the ABA# Subscriber Page, the field accepts up to 9 characters.

7. Enter the Subscriber's Position amount. Each Subscriber's Position may not be less than $1,000. The total must equal the Pool OAA.

8. The Description field is optional and is used to add other relevant information.

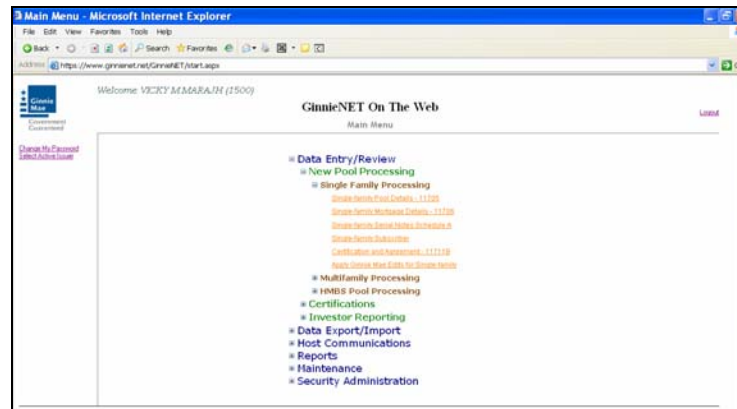**SELECT THE SAVE BUTTON TO** SAVE **THE RECORD OR** CANCEL **TO DISCARD THE EDITS.**

Restrictions:

- *Issuers can Edit Subscriber Records ONLY when the Transfer Status is "New Pool" or "Rejected".*
- *Issuers can Add Subscriber Records ONLY when the Transfer Status is Not Yet "Certified".*

Get To Search/Search Results Page
The Description fields are optional. Ginnie Mae Edits will still be applied.

Accessing A FRB Subscriber Record

1. From the Main Menu, select Single-Family Pool Details, Single-family Subscriber.

2. In the Search Page, enter enough information to isolate the record(s) you want to locate. You can enter Pool Number, select Issue Type, Pool Type, select Edit Status, Transfer Status, Issue Date. **Issue Date has to be selected when Pool Number is not entered.** The more information you enter, the more likely that the resulting query will focus on the Record(s) you want to look at.

3. Select the **Search** command button to retrieve the record(s) you've identified. When the records have been assembled in the Result Set, GinnieNET will switch the view to **Search Results Page only when the Search returns multiple records. If only one record is returned, GinnieNET will switch the view to Details Page directly.**
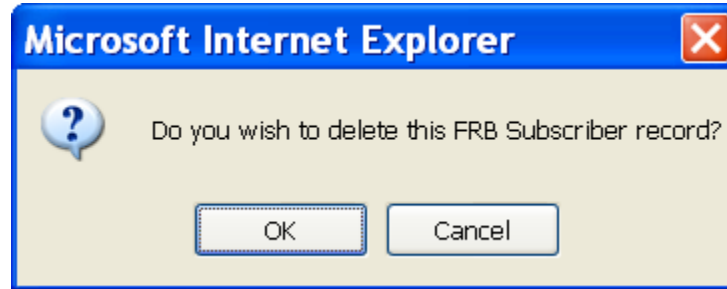

4. You can get to the **Search Results Page** from the Data Entry Page by selecting the **Search Results Page link** on the top right corner of the page.

Deleting a FRB Subscriber Record

1. Select the **_DELETE_** button to delete the record.
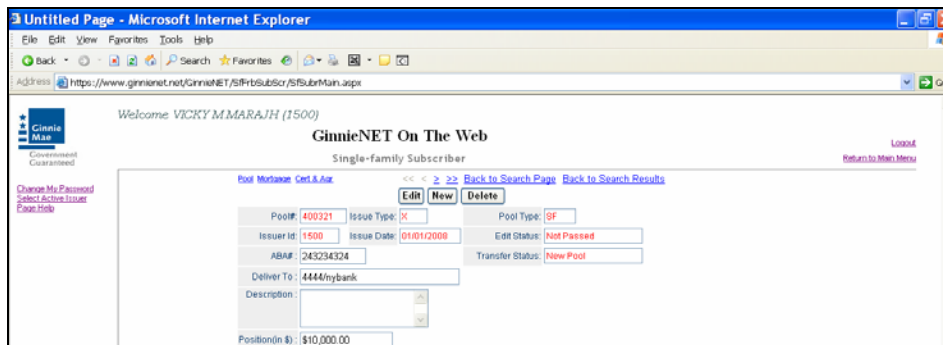
A message confirming your request for deletion is displayed.

2. Select __OK__ to delete record or _CANCEL_ to return the Subscriber record.

NOTE: *Selecting Return to Main Menu in the right hand corner of the page will return you to the previous Main Menu and Selecting Logout will take you out of GinnieNET.*

FORM HUD 11711B - CERTIFICATION AND AGREEMENT

The form HUD 11711 – B (Certification and Agreement) is required to be submitted by the Issuer as part of the required pool or loan package submission documents. The New Pool Processing application module allows Issuers the opportunity to electronically submit this form to the Document Custodian.
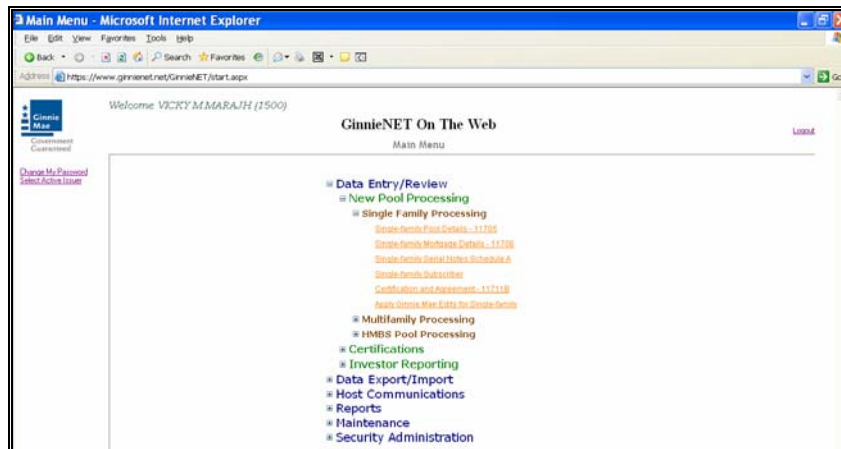
### *Adding A Certification and Agreement Record*

1. From the Main Menu, select Single-Family Pool Details, Certification and Agreement – 11711B

2. In the Search Page, enter enough information to isolate the record(s) you want to locate. You can enter Pool Number, select Issue Type, Pool Type, select Edit Status, Transfer Status, Issue Date. **Issue Date has to be selected when Pool Number is not entered.** The more information you enter, the more likely that the resulting query will focus on the Record(s) you want to look at.
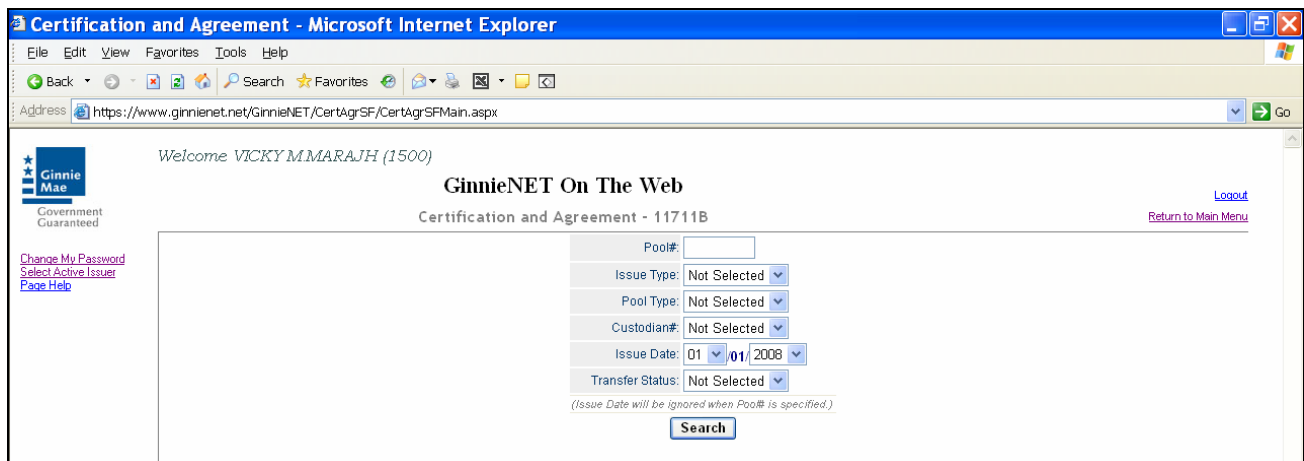
3. Select the **Search** command button to retrieve the record(s) you've identified. When the records have been assembled in the Result Set, Ginnie*NET* will switch the view to **Search Results Page only when the Search returns multiple records. If only one record is returned, Ginnie*NET* will switch the view to Details Page directly.**


4. Select **_EDIT_** to add a new record.
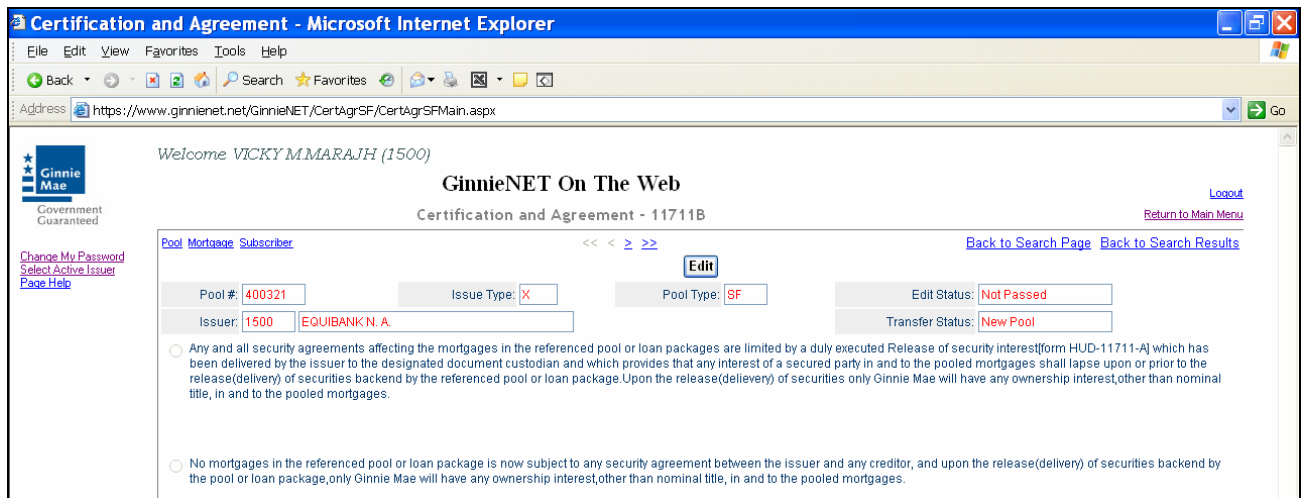
5. If the Issuer selects sending the form HUD 11711A to their Document Custodian, it must select the **"Form 11711A"** key at the bottom of the above window.
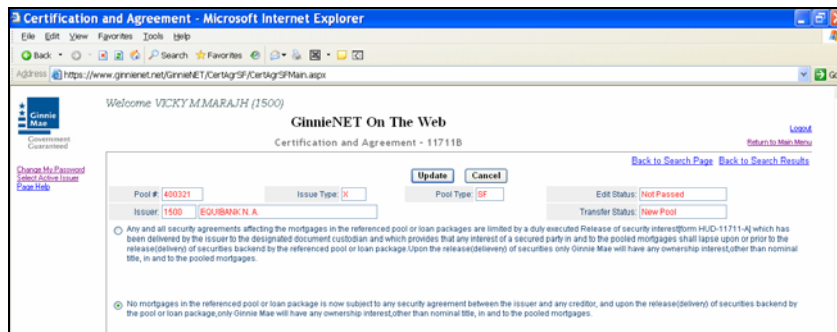
6. Please note that the Document Custodian must receive form HUD 11711A prior to the Initial Certification of the pool. In addition, the desktop application of Ginnie*NET* will not allow you to transmit your pool without sending the form HUD 11711 information, if selected. The User will receive a "fatal" error message, when attempting to assemble the pool.

7. Select the **UPDATE** button to Save the record or **CANCEL** to discard the edits.
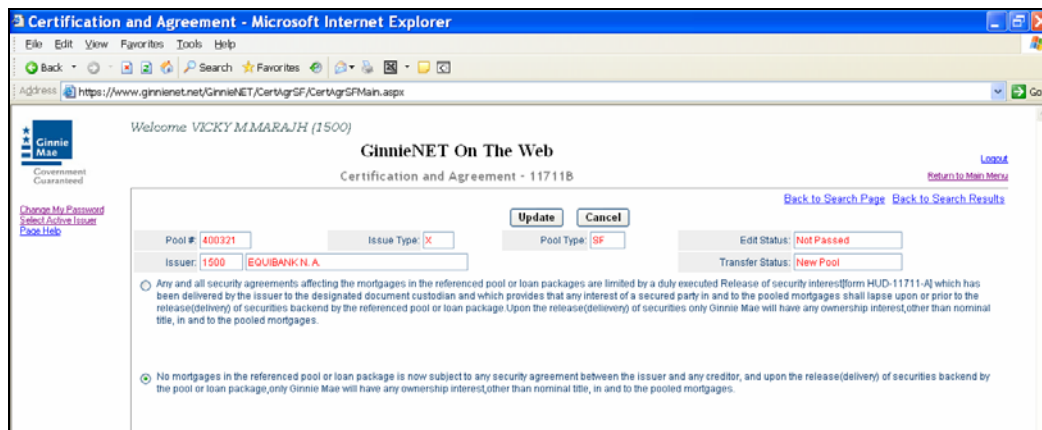
The system display's the following message:
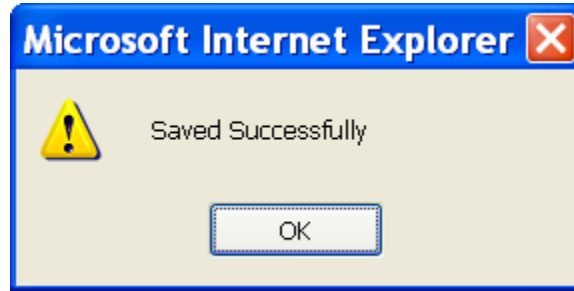
8. To view a different record Select on the search arrow keys `<< ≤ ≥ >>` to go forward or back.

*NOTE: Selecting Return to Main Menu in the right hand corner of the page will return you to the previous **Main Menu** and Selecting Logout will take you out of GinnieNET.*

APPLY GINNIE MAE EDITS

Ginnie Mae edits must be passed before a pool can be posted to the Network. This function checks the pool and mortgage data against Ginnie Mae MBS Guide requirements. If there are errors, individual records must be corrected and Ginnie Mae edits must be applied again.
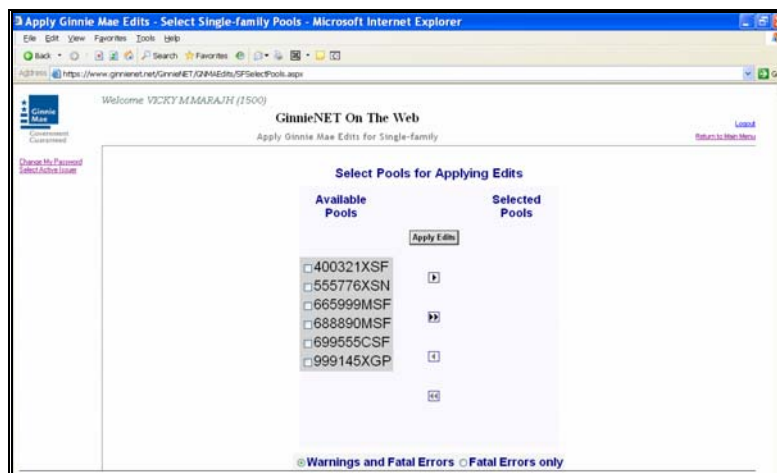
A pool is not available for transmission to the Network until it passes all Ginnie Mae edits.

The system will apply the Ginnie Mae Edits to the selected pool. A pool level edit and a mortgage level edit will be performed.

1. From the Main Menu, select Single-Family Pool Details, Apply Ginnie Mae Edits.
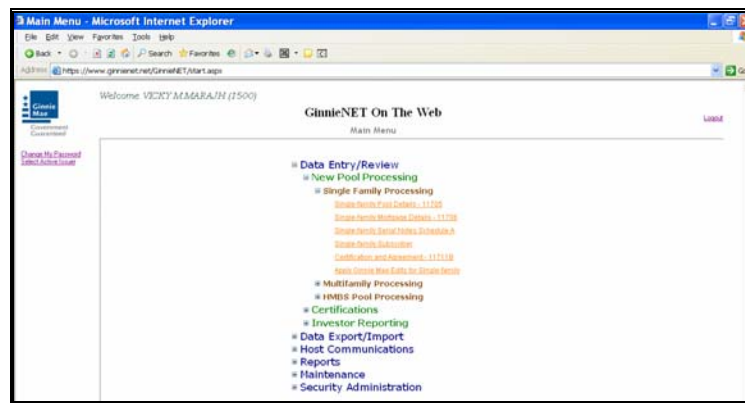

2. The following screen is displayed.

4. Select on a pool and use the arrow at the right of the Pool Number field to choose a **pool number or use the double arrow to select all Available pools shown.**

5. The system displays both Warning (tolerance) messages and Fatal Error messages or you can view Fatal Errors only. A pool will not be transmitted to the network with any fatal errors.

Warning: Indicates whether the Fixed Installment Control (FIC) or Unpaid Principal Balance (UPB) amounts are within the Ginnie Mae tolerance range.

Fatal: Data is outside the Ginnie Mae tolerance range. Fatal Errors must be researched and corrected. A pool will not transmit with a Fatal Error.

6. Select on __APPLY EDITS__ after selecting the pool(s).
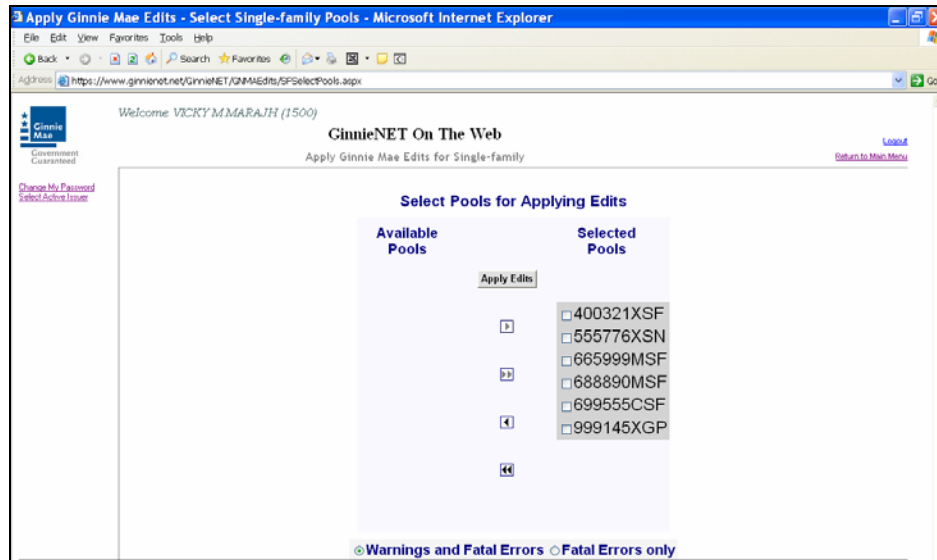
ERROR MESSAGES

The following are some error messages commonly found on the Ginnie Mae Edit Report:

Mortgage Message	Suggested Resolution
A tolerance or warning exists for this mortgage. Please enter the correct FIC or UPB value.	Review the values entered in the FIC, UPB, OPB and/or unscheduled principal fields and correct as necessary. Tolerance messages are not acceptable for pool transmission.
Minimum number of mortgages not entered for this pool.	Add more mortgages and/or confirm issue type.
Short term UPBs cannot exceed 10% of the pool OAA.	Confirm the payment dates and UPB amount of each mortgage in the pool.
At least 80% of the pool OAA must be mortgages that mature within 30 months of the pool maturity date.	Confirm the payment dates for each mortgage in the pool.

7. The system will generate the Ginnie Mae Edit Error Report and present it in a preview window after the Error Summary screens have been closed.
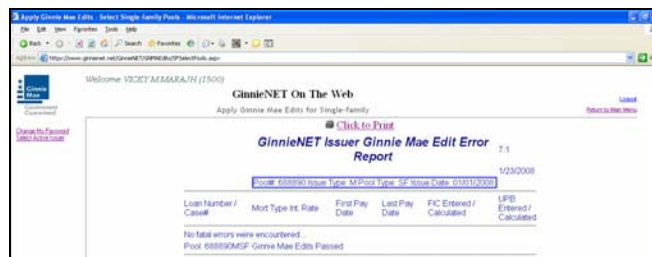
8. If you Select the **PRINT** option button the system allows you to select your printer, the report will be sent to the selected printer. A summary of errors found at each of the pool and mortgage levels will be presented on the system generated Error Summary report.