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March 7, 2014

APM 14-02

## Memorandum

To: All Participants in Ginnie Mae Programs  
 From: Theodore W. Tozer, President  
 Subject: Complete and Timely Submission of Master Agreements

As stated in APM 13-10, *Ginnie Mae Systems Modernization Update* dated November 1, 2013, Issuers are to utilize GMEP functionality for submitting all master agreements. **Failure to complete all agreements by March 31, 2014, will impede Issuers ability to maintain Issuer eligibility and to participate in pool transfers.** Below is a summary table that denotes the submission path for each required form.

HUD Form	Submission Path	Note
11702 – Resolution of Board of Directors and Certificate of Authorized Signors	Electronic Data Entry; Upload Scanned Image of Form	<b>Original signed document must be mailed to PPA</b>
11703-II – Master Agreement for Participation Accounting	Electronic Data Entry; No scanned image required	Both parties utilize token to execute agreement electronically
11707 – Master Servicing Agreement	Electronic Data Entry; No scanned image required	Both parties utilize token to execute agreement electronically
11709 - Master Agreement for Servicer’s P&I Custodial Account(s)	Electronic Data Entry; Upload Scanned Image of Form	<b>Original signed document must be mailed to PPA</b>
11715 – Master Custodial Agreement	Electronic Data Entry; No scanned image required	Both parties utilize token to execute agreement electronically
11720 – Master Agreement for Servicer’s Escrow Custodial Account	Electronic Data Entry; Upload Scanned Image of Form	Original signed document must be mailed to PPA

For additional assistance, Issuers should contact their Ginnie Mae Account Executive in the Office of Issuer and Portfolio Management at (202) 708-1535.