

March 21, 2025

**APM 25-01**

**MEMORANDUM FOR:** All Participants in Ginnie Mae Programs

**FROM:** Gregory Keith, Highest Ranking Official Administering Ginnie Mae,  
Chief Risk Officer, SVP of Enterprise Risk

**SUBJECT:** Document Custodian Transfer and Merger Processes Migration

As a part of the broader effort to move all participants to a common single point of gateway entry, Ginnie Mae is announcing the migration of the pool collateral transfer and merger processes for transfers of Document Custodian responsibility. This migration of the pool collateral transfer and merger processes from GinnieNET to the Document Custodian Transfer Request application within MyGinnieMae will both streamline Issuer and Document Custodian workflows as well as provide enhanced functionality. The functionality enhancements include:

- Validation of the Pool collateral before submitting transfer/merger requests.
- User friendly “Type of Transfers Labeling” for Issuers to choose from.
- Listing of valid pools for Document Custodians to select for transfer/merger actions.
- Acknowledgment from the Issuer before transfer/merger requests are submitted.
- Enforcing Document Custodian approval response time window.
- Enhanced Issuer Profile Reporting to allow filtered reporting by Document Custodian.

The migration to MyGinnieMae will be effective April 14, 2025. Mortgage-Backed Securities Guide, 5500.3, Rev-1 (MBS Guide) Chapter 21, Appendix III-4 (Form HUD 11715) and Appendix V-01 (Document Custody Manual Chapter 7) have been updated accordingly to reflect the above noted process migration to MyGinnieMae. Detailed information and training materials will be available on the following Ginnie Mae websites:

**Ginnie Mae Modernization Initiatives:**

[Modernization Initiatives](#)

**Ginnie Mae Modernization Bulletins:**

[mod\\_bulletin\\_no59.pdf](#)

If you have technical questions regarding this announcement, please contact Ginnie Mae’s centralized help desk at [askGinnieMae@hud.gov](mailto:askGinnieMae@hud.gov).

