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## APPENDIX III-1

### FORM HUD 11707 - MASTER SERVICING 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 assurance to Ginnie Mae that servicing of the mortgages for each of the issuers' securities issues will be performed in accordance with acceptable standards of mortgage servicing.
- This agreement covers each pool or loan package that is (a) covered by a Schedule of Subscribers and Ginnie Mae Guaranty Agreement, form HUD 11705 (Appendix III-6) (or Schedule of Subscribers and Ginnie Mae Guaranty/Contractual Agreement), submitted by the issuer or covered by a Schedule of Subscribers and Ginnie Mae Guaranty Agreement (form HUD 11705H) (Appendix III-28) or (b) included on a list attached to this agreement pursuant to Instruction 3, below.
- Prepared by:** Issuer (and subcontract servicer, if any).
- Prepared in:** Electronic form via Ginnie Mae Enterprise Portal
- Completion Instructions:** General instructions to complete and submit this form to Ginnie Mae are as follows:
1. Login into GMPE;
  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 instruction, see Master Agreement Management User Manual which can be accessed via GMPE.

Issuer Details:

- 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 Servicing Agreement is being executed.
- Signed By & Title: These fields cannot be edited and default to the name and title of the User authenticating the request.

Serviced By:

- Serviced By: Issuer or Subservicer; click the appropriate selection.
- If a Subservicer is identified, complete the following:
- Issuer Number/Name: Select from the drop down menu.
- Document Date: The date will remain blank until the Subservicer has approved the form.
- Signed By/Title: These fields default to the name and title of the Subservicer user who is reviewing and accepting the form.

The Effective Date of the form is equal to one of the following:

- (a) the date when it is submitted if there is no Subservicer or;
- (b) if a Subservicer has been identified the date that the Ginnie Mae Account Executive approves 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. Issuer ID number that has been assigned by Ginnie Mae.
3. A list of pools and loan packages must be attached to this agreement whenever the array of pools and loan packages serviced by an issuer or subcontract servicer is to be changed other than as a result of the submission of a new pool.
4. Check the appropriate box.
5. Full legal name of issuer.
6. Signature of authorized officer whose name appears on Resolution of Board of Directors and Certificate of Authorized Signatures, form HUD 11702 (Appendix I-2).
7. Date form signed by issuer.
8. Title of authorized officer signing at (6) above.

If the servicing is to be performed by an entity other than the issuer, the lower part of the form must be completed.

9. Full legal name of subcontract servicer. (Must be an approved Ginnie Mae issuer.)
10. Signature of authorized officer of subcontract servicer.
11. Date signed by subcontract servicer.
12. Title of authorized officer signing at (10) above.
13. Ginnie Mae approved issuer number of subcontract servicer.