

Annual Document Custodian Eligibility Certification Report

All Freddie Mac approved Document Custodians are required to submit this report annually.
It is due by March 31st of each calendar year.

Document Custodian Information

(The following information is directed to an existing custodian only. This is not an application.)

Document Custodian Number 	Telephone Number ()	Fax Number ()
Document Custodian Name		
Vault/Certification Address		
City, State, Zip		
Mailing Address (if different from above address)		
City, State, Zip	E-mail Address	
Document Custodian Contact Name	Title	

Relationship of Document Custodian institution to Seller/Service(s):

(Check each box that applies)

- ☐ Self
☐ Unaffiliated third-party
☐ Affiliated third-party

Please complete the following questions:

- Yes ☐ No ☐ Are you, the Document Custodian, a Freddie Mac Seller/Service?
- If Yes, please provide your primary Freddie Mac Seller/Service number: _____
- Yes ☐ No ☐ Do you act as Document Custodian for more than one Freddie Mac Seller/Service number?

Executed Cust. Agmnt. (Form 1035)

Please provide the following information for each Seller/Service (S/S) number for which you hold Freddie Mac Notes:

	S/S Name	S/S number	Cust. Agmnt. Number	# FM Notes Held
Yes <input type="checkbox"/>				
No <input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

(If more space is required, please provide attachment.)

Total # of Notes Held for FM= _____
as of: ____/____/____

Total # of Notes and other files (i.e., securities) held= _____
(FM plus all other investors/self production)

What is the vault's document capacity= _____
(the total number of files it can accommodate)

Questions Relating to Document Custodian Eligibility Requirements

The following questions refer to Freddie Mac's Document Custodian eligibility requirements. Answer each question based on your institution's current operations. Please check all appropriate boxes, whether or not you currently meet the requirement. Contact your Counterparty Credit Risk Management Representative at Institutional_eligibility@freddiemac.com with any questions.

GENERAL REQUIREMENTS:

1. **Financial Institution that is Supervision and Regulation**

Yes No

A. ☐ ☐ Custodian is a financial institution that is directly supervised and regulated? If yes, check the appropriate box below:

- ☐ Federal Deposit Insurance Corporation (FDIC)
- ☐ Board of Governors of the Federal Reserve System
- ☐ Office of the Comptroller of the Currency (OCC)
- ☐ Office of Thrift Supervision (OTS)

OR

B. ☐ ☐ Custodian is a Federal Home Loan Bank

OR

C. ☐ ☐ If yes, Custodian is a third party Custodian that is a subsidiary of financial institution listed in A. Please specify the name of the parent: _____

Yes OR No

☐ ☐ Custodian has all necessary authority to perform trust services. Please specify source of the authorization (regulator, state statute, etc.): _____

D. If the response was no to each of A, B, and C above, please describe the Custodian's institution type and specify its regulator: _____

2. **Receivership, Conservatorship, or Liquidation**

Yes No

☐ ☐ Custodian and/or parent of the Custodian are in receivership, conservatorship, or liquidation.

3. **Single-Family Seller/Servicer Guide**

Yes No

☐ ☐ Custodian has access to the Freddie Mac *Single-Family Seller/Servicer Guide* (the "Guide").

4. **Document Custody Procedure Handbook**

Yes No

☐ ☐ Custodian has access to and complies with Freddie Mac's Document Custody Handbook Procedures (<http://www.freddiemac.com/cim/handbook.html>).

5. **Acceptable Net Worth**

Yes No

☐ ☐ Custodian has an Acceptable Net Worth (as defined in the Glossary of the Guide) at least equal to the minimum required for Custodians in Section 18.2 (b) 3 of the Guide.

GENERAL REQUIREMENTS (CONTINUED):

6. **Fire-resistant Storage Facilities**

- Yes No
- ☐ ☐ Custodian is equipped with secure, fire-resistant storage facilities with adequate access controls to ensure the safety and security of the notes held in custody that (check the appropriate box below):
- ☐ Meet the fire resistant requirements set by the Custodian's regulator
 - ☐ Provide a minimum two-hour fire protection as recommended by Freddie Mac
 - ☐ Meet requirements set by the Custodian's regulator, but do not provide a minimum two-hour fire protection as recommended by Freddie Mac

7. **Knowledgeable Employees**

- Yes No
- ☐ ☐ Custodian's employees are knowledgeable in the handling of notes and the functions and duties of a Custodian as required by Freddie Mac.

8. **Insurance Coverage**

- Yes No
- ☐ ☐ Custodian's insurance coverage defines mortgage notes as "negotiable instruments" per Section 3-104 of the Uniform Commercial Code.
- ☐ ☐ Custodian's insurance coverage meets the minimum requirements of Section 18.2(b) of the Guide.

A. Financial Institution Bond

- Yes No
- ☐ ☐ The insurance coverage maintained by the Custodian includes a Financial Institution bond or equivalent insurance covering loss resulting from (check all that currently are covered):
- ☐ Employee dishonesty
 - ☐ Physical damage or destruction to, or loss of, any notes while documents are located on Custodian's premises
- Yes No
- ☐ ☐ If Custodian is a Seller/Service, is Custodian's note custody covered under Seller/Service's fidelity institution bond policy? If yes, Go to B. In-transit section.

If Custodian is not a Freddie Mac Seller/Service or covered under the Seller/Service's fidelity institution bond policy, please complete the following information:

Insurance Carrier (not Broker): _____

Insurance Broker: _____

Document Custodian specifically named as covered in policy? Yes ☐ No ☐

Agent Name: _____

Agent Street Address: _____

City, State, Zip: _____

Agent Phone Number: _____

Policy Number: _____

Coverage Amount: \$ _____

Deductible: \$ _____

Expiration date of policy: _____

B. In-transit

- Yes No
- ☐ ☐ Custodian and/or your Seller/Service(s) have contractually agreed to assume liability for notes while in-transit **and to maintain coverage for loss of, damage or destruction to notes while in-transit to or from between Custodian's premises.**

D. Errors and Omissions

Yes ☐ No ☐

The insurance coverage maintained by the Custodian includes errors and omissions insurance covering claims resulting from the Custodian's breach of duty, neglect, errors or omissions, misstatement, misleading statement or other wrongful acts committed in the conduct of document custodial services.

Yes ☐ No ☐

If Custodian is also a Seller/Servicer, is its note custody covered under Seller/Servicer's errors and omissions policy? If yes, Go to Question 9.

If Custodian is not a Freddie Mac Seller/Servicer or covered under the Seller/Servicer's errors and omissions policy, please complete the following information:

Insurance Carrier (not Broker): _____

Insurance Broker: _____

Document Custodian specifically named as covered in policy? Yes ☐ No ☐

Agent Name: _____

Agent Street Address: _____

City, State, Zip: _____

Agent Phone Number: _____

Policy Number: _____

Coverage Amount: \$ _____

Deductible: \$ _____

Expiration date of policy: _____

9. Tracking and Reporting System

Yes ☐ No ☐

Custodian has and maintains an independent document tracking and reporting system. The system allows the Custodian, at a minimum to (check all that apply):

- ☐ Track Freddie Mac loan numbers
- ☐ Track Seller/Servicer number
- ☐ Monitor the receipt of notes and related documentation (for example, modifying instruments)
- ☐ Track the physical location of all documents held
- ☐ Accurately account for documents transferred or released
- ☐ Provide, in an electronic format acceptable to Freddie Mac, an accounting of all Notes held for Freddie Mac identified by Freddie Mac loan number and Seller/Servicer loan number as required in Section 18.2 (b) 9 of the Guide
- ☐ Cross-reference the Freddie Mac loan number for each mortgage with the Seller/Servicer loan number.

Note: with this Report, you must attach a screen print from your tracking system that illustrates that all requirements of Section 18.2 (b) 9 of the Guide are met.

GENERAL REQUIREMENTS (CONTINUED):

10. Disaster Recovery Plan

Yes ☐ No ☐

Custodian has and maintains a disaster recovery plan. The plan documents include (check all that apply):

- ☐ The process by which the physical recovery/restoration will occur
- ☐ The recovery of tracking system data, including any electronically maintained information
- ☐ The relocation/restoration of the facilities to ensure continuing ability to perform the required custodial functions
- ☐ Provisions for the testing and maintenance of the plan
- ☐ A provision to notify Freddie Mac's Document Custodial Operations of a disaster according to Section 18.6(d) of the Guide

11. **Written Procedures**

Yes No

☐ ☐ Custodian has implemented written procedures that ensure compliance with Freddie Mac requirements and prudent practices in performing its duties. These written procedures include (check all that apply):

- ☐ Certification of documents and validation of loan data
- ☐ Filing, maintenance, and safeguarding of documents
- ☐ Release and transfer of documents
- ☐ Access to documents
- ☐ Tracking and reporting of documents

12. **Privacy**

Yes No

☐ ☐ Custodian maintains a system of internal controls designed to ensure compliance with all applicable federal, state and local laws relating to data privacy and the safeguarding of Borrower personal information, including, without limitation, the Gramm-Leach-Bliley Act and all relevant implementing rules, regulations and guidance prescribed by the Custodian's regulator(s).

13. **Organizational Changes**

Yes No

☐ ☐ Custodian is considering major organizational change to its (check all that apply):

- ☐ Physical facilities
- ☐ Management
- ☐ Corporate structure
- ☐ Other

Describe change including timing:

QUESTIONS ABOUT ADDITIONAL ELIGIBILITY REQUIREMENTS

In addition to the requirements listed above, certain Custodians must meet additional requirements based on their relationship with the Seller/Service(s) and whether they are also a warehouse lender. Relationship types consist of: a Seller/Service acting as Custodian, a third-party Custodian affiliated with a Seller/Service, or a third-party Custodian unaffiliated with a Seller/Service.

Please complete the sections below as they apply to you and the Seller/Service(s) for which you are an approved Custodian.

Note: All Custodians must complete the section that concerns warehouse lenders if both document custodial functions and warehouse lending functions are performed by the institution.

SELF-CUSTODIANS:

Yes No

14. ☐ ☐ Custodian is the same institution as the Seller/Service. **If no**, go to question 19.

15. ☐ ☐ Custodial function is performed in a trust department that is established and operated under trust powers granted by the Seller/Service's primary regulator.

If yes, the trust powers were granted by _____ (name of regulator) on _____ (date). If no, where is the document custodial function performed?

16. ☐ ☐ The custodial function is independently and separately managed from functional areas that perform mortgage origination, selling or servicing.

17. ☐ ☐ The custodial function maintains separate records, files and operations, and access is limited to authorized personnel.

SELF-CUSTODIANS (CONTINUED):

- | | Yes | No | |
|-----|--------------------------|--------------------------|--|
| 18. | <input type="checkbox"/> | <input type="checkbox"/> | The custodial function is performed by personnel not engaged in mortgage origination, selling or servicing. |
| 19. | <input type="checkbox"/> | <input type="checkbox"/> | The custodial function has custodial officers who are duly authorized to act on behalf of the Custodian in its trust capacity and empowered to enter into custodial agreements with Freddie Mac and Seller/Serviceers. |
| 20. | <input type="checkbox"/> | <input type="checkbox"/> | Custodian is subject to periodic review, examination and inspection by the regulator granting the trust powers. |

Note: with this Report, you must attach poof of trust powers along with a current organizational chart showing your document custody function in relation to originations, sales, servicing and other mortgage functions.

THIRD-PARTY CUSTODIANS

- | | Yes | No | |
|---|--------------------------|--------------------------|--|
| 21. | <input type="checkbox"/> | <input type="checkbox"/> | Custodian is affiliated with the Seller/Serviceer(s). If yes, complete the second part of the question below. If no, proceed to question 22. |
| | <input type="checkbox"/> | <input type="checkbox"/> | Custodial function is performed in a trust department that is established and operated under trust powers granted by the Seller/Serviceer's primary regulator. |
| If yes, the trust powers were granted by _____ (name of regulator) on _____ date). If no, where is the document custodial function performed? | | | |
| <hr/> | | | |
| 22. | <input type="checkbox"/> | <input type="checkbox"/> | The Custodian is independently and separately managed from the Seller/Serviceer(s). |
| 23. | <input type="checkbox"/> | <input type="checkbox"/> | The custodial function is independently and separately managed from functional areas that perform mortgage origination, selling and servicing. |
| 24. | <input type="checkbox"/> | <input type="checkbox"/> | The custodial function maintains separate records, files and operations from functional areas that perform mortgage origination, selling and servicing. |
| 25. | <input type="checkbox"/> | <input type="checkbox"/> | The custodial function is performed, by personnel not engaged in the functions of mortgage origination, selling and servicing. |

Note: with this Report, affiliated third-party Custodians must attach poof of trust powers along with a current organizational chart showing your document custody function in relation to originations, sales, servicing and other mortgage functions.

DOCUMENT CUSTODIANS THAT ARE ALSO WAREHOUSE LENDERS

- | | Yes | No | |
|-----|--------------------------|--------------------------|---|
| 26. | <input type="checkbox"/> | <input type="checkbox"/> | The institution that is the Document Custodian also acts as a warehouse lender. If no, do not answer question 24 |
| 27. | <input type="checkbox"/> | <input type="checkbox"/> | The custodial function shares some personnel with the warehouse lending function. If yes, the custodial function has (check all that apply): <ul style="list-style-type: none"><input type="checkbox"/> A separate tracking and reporting system that provides a clear distinction between Freddie Mac's assets and the collateral held for the warehouse lender<input type="checkbox"/> Separate record keeping from other functional areas including warehouse lending<input type="checkbox"/> Operating controls that provide a clear distinction between activities that an employee performs for the benefit of the warehouse lender and activities performed for Freddie Mac<input type="checkbox"/> Operating controls that provide a clear distinction between management decisions that apply to collateral held as security for a warehouse line and those that apply to notes that are held for the sole benefit of Freddie Mac |

NOTE: Along with submitting the updated Annual Document Custodian Eligibility Certification Report (2008), all Freddie Mac Document Custodians are required to submit a newly executed Form 1035 for each Seller/Servicer for which you have a custodial agreement with, a screen print from your tracking system that illustrates that all requirements of Section 18.2 (b) 9 of the Guide are met, and a current organizational chart showing your document custody function in relation to originations, sales, servicing and other mortgage functions. In addition to the above requirements, self and affiliate third-party custodians will also be required to submit proof of trust powers.

Please check boxes for all documentation that Custodian is submitting:

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Updated Annual Document Custodian Eligibility Certification Report (2008)
<input type="checkbox"/>	<input type="checkbox"/>	Form 1035 for each S/S for which you have a custodial agreement with.
<input type="checkbox"/>	<input type="checkbox"/>	Screen print from your Tracking System that illustrates that all requirements per section 18.2 (b) 9 of the Guide are met
<input type="checkbox"/>	<input type="checkbox"/>	Proof of Trust Powers for Self and Affiliated third-party custodians
<input type="checkbox"/>	<input type="checkbox"/>	Current Organizational Chart showing your document custody function in relation to originations, sales, servicing and other mortgage functions.

CERTIFICATION

If this Report has been downloaded and/or printed from Freddie Mac's web-site, Custodian represents and warrants it has not altered, modified, deleted, or added any additional terms to this Report, and that the terms of this Report are identical to the terms of the Report as currently available on Freddie Mac's website.

The undersigned authorized representative of the Custodian hereby certifies that the:

- (i) Representations and information set forth in this Annual Document Custodian Certification Report (including any required attachments thereto) are complete and correct and acknowledges that Freddie Mac relies on such representation and information.
- (ii) Custodian has access to the Guide. Custodian agrees to comply with Guide provisions and requirements as they may be amended from time to time as a condition of continuing eligibility.
- (iii) Exceptions to compliance with Freddie Mac's Document Custodian requirements are noted below:

(continue on additional sheets as necessary)

In addition, the undersigned authorized representative of the Custodian:

- Acknowledges its obligation to correct any noncompliance issues identified above and intends to be in compliance with the requirements cited above by _____ (date).
- Understands that Freddie Mac reserves the right to require additional relevant information, regardless of the Custodian's periodic reporting requirements.
- Acknowledges that any misrepresentation constitutes cause for suspension or disqualification to act as a Custodian for Freddie Mac assets and may be cause for Freddie Mac to exercise any other remedies available.
- Agrees that the Custodian shall submit this Annual Document Custodian Eligibility Certification Report by facsimile transmission to Freddie Mac and maintain legible original Annual Document Custodian Eligibility Certification Report in its files.

As the authorized representative of the Custodian, I agree that by signing my name in the "signature" box below and submitting a facsimile copy of this Annual Document Custodian Eligibility Certification Report containing a facsimile copy of my signature to Freddie Mac by facsimile transmission, I have fully bound the Custodian to the terms and conditions of this Report in the same manner that the Custodian would be bound if I had delivered the original paper Annual Document Custodian Eligibility Certification Report to Freddie Mac completed and signed by me in writing.

Signature of Authorized Officer of the Custodian

Date

Officer's Name and Title (typed or printed)

Officer's Telephone Number

Custodian Number (typed or printed)

Officer's Office E-mail Address

Custodian Name (typed or printed)

COMPLETED REPORT AND OTHER DOCUMENTATION REQUIRED

with the exception of the original Form 1035(s)

MAY BE SUBMITTED VIA FACSIMILE OR A PDF ATTACHED TO AN E-MAIL TO:

Document Custodian Eligibility

Freddie Mac

Fax # (866) 743-0087

institutional_eligibility@freddiemac.com

ORIGINAL FULLY EXECUTED FORM 1035(s) MUST BE SUBMITTED TO:

Freddie Mac

Counterparty Credit Risk Management

1551 Park Run Drive, MS D3A

McLean, VA 22102