
APPENDIX V-5

FORM HUD 11708 - REQUEST FOR RELEASE OF DOCUMENTS

- Applicability:** Ginnie Mae I MBS Program and Ginnie Mae II MBS Program.
- Purpose:** For issuers who do not file Requests for Release of Document electronically using *GinnieNET*, to be used to request release of mortgage documents held by the document custodian. Issuers using *GinnieNET* to submit requests for document releases must follow the instructions set forth in the *GinnieNET* Issuer Guide. If issuers submit release requests using *GinnieNET*, document custodians must follow the instructions set forth in the *GinnieNET* Custodian Guide.
- Prepared by:** Issuer initially. The document custodian must fill in some of the blanks.
- Prepared in:** Original. (Document custodian will provide the issuer with one signed and dated copy.)
- Distribution:** The original is delivered to the document custodian. The document custodian will date and retain the original form and provide one copy, after acknowledgment, to the issuer. If the documents are requested for any reason other than to remove a loan from a pool or loan package, on the return of the documents, the document custodian must sign the bottom of the form used to request document release. The document custodian must give the issuer one copy of the signed and dated form and retain the original for its files.

**Completion
Instructions:**

1. Enter the name of the document custodian.
2. Enter the date the issuer prepares the form HUD 11708.
3. Enter the mortgagor's name and full address, including zip code.
4. Enter the appropriate pool number.
5. Enter the number assigned to the affected loan by the insuring or guaranteeing agency.
6. Enter the number assigned to the loan by the issuer.
7. Indicate the reason for requesting the release, using the appropriate number from the list of reasons set forth below this blank.
8. Enter in the blank to the right of the appropriate reason for the request the date the issuer expects to return the released documents to the document custodian.
9. Signature of authorized officer of the issuer whose name appears on Resolution of Board of Directors and Certificate of Authorized Signatures, form HUD 11702.

10. Enter full name of issuer.
11. Enter the issuer ID number assigned by Ginnie Mae.
12. Signature of authorized officer of document custodian.
13. Enter the issuer's document custodian ID number assigned by the PPA.
14. Enter the date the requested document is released to the issuer.
15. Signature of authorized officer of document custodian, indicating return of released document.
16. Enter date issuer returns released document.

