



Fannie Mae®

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# Multifamily Selling and Servicing Guide

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## 604.01 Delivery Process

### Requirements

You must complete all 5 steps and submit all required data and documents by 5:00 p.m. Eastern Time, no later than 10 Business Days before (and not including) the

- purchase date for Cash Mortgage Loans, or
- Book-Entry Date for MBS Mortgage Loans.

To Deliver the Structured Transaction, comply with the [MSFMS Job Aid](#) and follow these 5 steps in order:

**Step 1:** Submit Deal Participant and Collateral Data.

**Step 2:** Deliver Property and Underwriting Documents.

**Step 3:** Submit SARM Loan Interest Rate Cap Data.

**Step 4:** Submit Pool and Mortgage Loan Data.

**Step 5:** Deliver Executed Structured Transaction Loan Documents.

### Operating Procedures

Step	You must...
1	<p>Submit all required deal participant and collateral data in MSFMS. On the:</p> <ul style="list-style-type: none"><li>• Deal Participant page, submit data for each<ul style="list-style-type: none"><li>- Borrower,</li><li>- Key Principal,</li><li>- Guarantor,</li><li>- Sponsor (which may be the same as the Key Principal), and</li><li>- Principal; and</li></ul></li><li>• Collateral page, submit data for each Property, including the rent roll.</li></ul>
2	Deliver Property and Underwriting Documents in Folder II via DUS DocWay per <a href="#">Part IV, Chapter 4: Delivery, Section 402: Submission</a> when you submit deal participant and collateral data in MSFMS (Step 1).



Step	You must...
3	Submit any SARM Loan Interest Rate Cap Data in MSFMS.
4	<p>Submit Pool and Mortgage Loan Data :</p> <ul style="list-style-type: none"><li>For each MBS Mortgage Loan you must:<ul style="list-style-type: none"><li>Create an MBS Pool in MSFMS. MSFMS will assign a Fannie Mae Pool Number and CUSIP number that uniquely identifies the MBS Pool for book-entry purposes.</li><li>Complete the necessary fields on the MSFMS "pool" and "loan" pages.</li><li>Comply with <a href="#">Part IV, Chapter 4: Delivery, Section 405.01: Acceptability and Delivery Tolerance</a> for the Mortgage Loan's first scheduled monthly payment date.</li><li>Ensure your MSFMS submission includes<ul style="list-style-type: none"><li>complete and accurate wiring instructions for the Security, and</li><li>the correct amount to be wired.</li></ul></li></ul></li><li>Address all MSFMS system business rules by validating the data to identify any errors or discrepancies between the entered data and the allowable terms.</li><li>For a Cash Mortgage Loan, you must:<ul style="list-style-type: none"><li>Comply with <a href="#">Part IV, Chapter 5: Purchase</a> unless this Chapter specifies otherwise.</li><li>Submit the required data in C&amp;D.</li><li>Comply with <a href="#">Part IV, Chapter 4: Delivery</a>, except you must not complete the:<ul style="list-style-type: none"><li>Collateral page - enter all property, underwriting, and rent roll data in MSFMS; or</li><li>"hedge" tab - enter cap data into MSFMS.</li></ul></li></ul></li><li>Include the Fannie Mae payee code for your Cash Mortgage Loan proceeds.</li></ul>
5	<p>Coordinate with your counsel and Fannie Mae's outside counsel to timely Deliver</p> <ul style="list-style-type: none"><li>individual transactions, and</li><li>fully executed Structured Transaction Loan Documents.</li></ul>



## Guidance

On the Book-Entry Date, Fannie Mae will electronically issue and deliver the MBS through the Federal Reserve book-entry system using

- 1 of the delivery scenarios per **Part IV, Chapter 5: Purchase, Section 503: Third Party MBS Investor Delivery Scenarios**, and
- your wiring instructions.

You cannot change the wiring instructions in MSFMS after the MBS has been submitted for securitization.



# Glossary

## B

### Book-Entry Date

Date a Security is delivered by Fannie Mae via the Federal Reserve book-entry system to the applicable Investor's designated book-entry account at a depository institution.

#### **Synonyms**

- Book-Entry Delivery Date
- Settlement Date

### Borrower

Person who is the obligor per the Note.

#### **Synonyms**

- Borrowers
- Borrower's

## C

### Cash Mortgage Loan

Mortgage Loan purchased by Fannie Mae in exchange for cash.

#### **Synonyms**

- Cash Mortgage Loans

### Collateral

Property, Personal Property, or other property securing a Mortgage Loan.

### CUSIP

Committee on Uniform Securities Identification Procedures 9-digit security identification number assigned by Fannie Mae to identify the MBS Pool in the book-entry system.

## D



**Delivery** Submission of all correct, accurate, and certifiable documents, data, and information with all applicable documents properly completed, executed, and recorded as needed, and any deficiencies resolved to Fannie Mae's satisfaction.

**Synonyms**

- Deliver
- Delivered
- Deliveries

**DocWay** Business-to-business electronic documentation delivery application, or any successor system.

**DUS** Delegated Underwriting and Servicing

## **F**

**Fannie Mae Pool Number** Number assigned by Fannie Mae identifying an MBS Pool.

## **G**

**Guarantor** Key Principal or other Person executing a

- Payment Guaranty,
- Non-Recourse Guaranty, or
- any other Mortgage Loan guaranty.

**Synonyms**

- Guarantors

## **I**



## Interest Rate Cap

Interest rate agreement between the Borrower and a provider for which the Borrower receives payments at the end of each period when the interest rate exceeds the Cap Strike Rate. The Interest Rate Cap provides a ceiling (or cap) on the Borrower's Mortgage Loan interest payments.

### **Synonyms**

- Interest Rate Caps
- Interest Rate Hedge
- Interest Rate Hedges
- Interest Rate Swap
- Interest Rate Cap's

## K

### Key Principal

Person who

- controls and/or manages the Borrower or the Property,
- is critical to the successful operation and management of the Borrower and the Property, and/or
- may be required to provide a Guaranty.

### **Synonyms**

- Key Principals
- Key Principal's

## M

### MBS

Mortgage-Backed Security

### MBS Mortgage Loan

Mortgage Loan purchased by Fannie Mae in exchange for an issued MBS backed by the Mortgage Loan.

### **Synonyms**

- MBS Mortgage Loans



MBS Pool

MBS Security backed by MBS Mortgage Loans.

**Synonyms**

- MBS Pools
- MBS Pool's

Mortgage Loan

Mortgage debt obligation evidenced, or when made will be evidenced, by

- the Loan Documents, or
- a mortgage debt obligation with a Fannie Mae credit enhancement.

**Synonyms**

- Mortgage Loans
- Mortgage Loan's

MSFMS

Multifamily Structured Facilities Management System performing collateral delivery and securitization functions for Structured Transactions.

## P

Principal

Person who owns or controls, in the aggregate, directly or indirectly (together with that Person's Immediate Family Members, if an individual), specified interests in the Borrower per [Part I, Chapter 3: Borrower, Guarantor, Key Principals, and Principals, Section 303: Key Principals, Principals, and Guarantors](#).

**Synonyms**

- Principals



**P**roperty      Multifamily residential real estate securing the Mortgage Loan, including the  
• fee simple or Leasehold interest,  
• Improvements, and  
• personal property (per the Uniform Commercial Code).

**Synonyms**

- Properties
- Property's

## S

**S**ecurity      MBS, PFP MBS, or REMIC.

**Synonyms**

- Securities

**S**ponsor      Principal equity owner and/or primary decision maker of the Borrower (often the Key Principal or the Person Controlling the Key Principal).

**Synonyms**

- Sponsors
- Sponsor's

**S**tructured Transaction  
Loan Documents      Documents executed for a Structured Transaction, including a Master Credit Facility or Bulk Delivery Agreement, an Interest Rate Hedge Agreement, and all other required Loan Documents.

## T

**T**hird Party MBS  
Investor      MBS Investor for an MBS Mortgage Loan that is not the Multifamily Trading Desk.

**Synonyms**

- Third Party MBS Investor's