



Fannie Mae®

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# Multifamily Selling and Servicing Guide

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## 606.01 Process

### Operating Procedures

When adding, releasing, or substituting collateral:

- do not create a new transaction in MSFMS (the activity will occur under the original MSFMS Deal ID); and
- comply with the Structured Transaction Approval timing requirements.

Features and Activities		
Activity	You must...	Process
<b>Collateral Addition:</b> adding new collateral to an existing Structured Transaction	Submit a request to the Fannie Mae Deal Team.	<p><b>Step 1:</b> Fannie Mae Deal Team will</p> <ul style="list-style-type: none"><li>• determine if the Property addition complies with the Structured Transaction Loan Documents, and</li><li>• send you a response.</li></ul> <p><b>Step 2:</b> If you receive a Structured Transaction Approval, you must</p> <ul style="list-style-type: none"><li>• comply with <a href="#">Part IV, Chapter 6: Structured Transactions, Section 604: Delivery</a>, and</li><li>• pay any applicable fees per the Structured Transaction Loan Documents or the Structured Transaction Approval.</li></ul>



Features and Activities		
Activity	You must...	Process
<b>Collateral Release:</b> releasing collateral from an existing Structured Transaction	Submit a request to Multifamily Structured Asset Management per <a href="#">Part V, Chapter 4: Asset Management: Loan Document Administration</a> , Section 416: Credit Facilities and Bulk Deliveries.	<p><b>Step 1:</b> Multifamily Structured Asset Management will</p> <ul style="list-style-type: none"><li>• determine if the Property release complies with the Structured Transaction Loan Documents, and</li><li>• send you a response.</li></ul> <p><b>Step 2:</b> If you receive a Structured Transaction Approval, you must:</p> <ul style="list-style-type: none"><li>• change the MSFMS collateral status to "release requested";</li><li>• pay any applicable fees per the Structured Transaction Loan Documents or the Structured Transaction Approval within 1Business Day after closing and releasing the collateral; and</li><li>• notify Multifamily Structured Asset Management and Multifamily Structured Acquisitions if you need to change the release date.</li></ul>



Features and Activities		
Activity	You must...	Process
<b>Collateral Substitution:</b> adding and releasing collateral in an existing Structured Transaction	Submit a request to Multifamily Structured Asset Management per <a href="#">Part V, Chapter 4: Asset Management: Loan Document Administration</a> , Section 416: Credit Facilities and Bulk Deliveries.	<p><b>Step 1:</b> Fannie Mae Deal Team will</p> <ul style="list-style-type: none"><li>• determine if the Property substitution complies with the Structured Transaction Loan Documents, and</li><li>• send you a response.</li></ul> <p><b>Step 2:</b> If you receive a Structured Transaction Approval, you must comply with both the Collateral Addition and Collateral Release processes in this table.</p> <p><b>Step 3:</b> If Fannie Mae permits a delayed substitution per the Structured Transaction Loan Documents, you must:</p> <ul style="list-style-type: none"><li>• Provide acceptable substitute collateral (such as cash, a Letter of Credit, or other permitted replacement collateral per the Structured Transaction Loan Documents).</li><li>• Add the substitute collateral within 90 days or other approved timeframe per the Structured Transaction Approval or the Structured Transaction Loan Documents.</li></ul>
<b>Conversion to Fixed Rate:</b> converting an ARM Mortgage Loan to a fixed rate Mortgage Loan	Submit a request to Multifamily Structured Asset Management.	If Fannie Mae approves the conversion, you must comply with <a href="#">Part IV, Chapter 7: Variable Rate Conversions and Renewals</a> .



Features and Activities		
Activity	You must...	Process
<b>Borrow-Up:</b> funding additional loan proceeds without adding collateral	Submit a request to Multifamily Structured Asset Management per <a href="#">Part V</a> , <a href="#">Chapter 4: Asset Management: Loan Document Administration</a> , <a href="#">Section 416: Credit Facilities and Bulk Deliveries</a> .	If Fannie Mae approves the borrow-up, you must <ul style="list-style-type: none"><li>comply with <a href="#">Part IV, Chapter 6: Structured Transactions, Section 604: Delivery</a>, and</li><li>pay any applicable fees.</li></ul>



# Glossary

## C

### Collateral

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

## 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

## F

### Fannie Mae Deal Team

Team responsible for reviewing Pre-Review Mortgage Loans, waivers, etc.

#### **Synonyms**

- Deal Team

## L

### Letter of Credit

Letter of Credit approved by Fannie Mae per Part I, Chapter 2: Mortgage Loan, Section 204: Letters of Credit.

#### **Synonyms**

- Letters of Credit
- Letter of Credit's
- LOC
- LOCs

## M



Mortgage Loan	Mortgage debt obligation evidenced, or when made will be evidenced, by <ul style="list-style-type: none"><li>• the Loan Documents, or</li><li>• a mortgage debt obligation with a Fannie Mae credit enhancement.</li></ul>
	<b>Synonyms</b> <ul style="list-style-type: none"><li>• Mortgage Loans</li><li>• Mortgage Loan's</li></ul>
MSFMS	Multifamily Structured Facilities Management System performing collateral delivery and securitization functions for Structured Transactions.
MSFMS Deal ID	Number assigned by MSFMS when registering a Structured Transaction.
Multifamily Structured Acquisitions	Team that can be contacted at <a href="mailto:mf_spot@fanniemae.com">mf_spot@fanniemae.com</a> .
Multifamily Structured Asset Management	Team that can be contacted at <a href="mailto:structured_am@fanniemae.com">structured_am@fanniemae.com</a> .
<b>P</b>	
Property	Multifamily residential real estate securing the Mortgage Loan, including the <ul style="list-style-type: none"><li>• fee simple or Leasehold interest,</li><li>• Improvements, and</li><li>• personal property (per the Uniform Commercial Code).</li></ul>
	<b>Synonyms</b> <ul style="list-style-type: none"><li>• Properties</li><li>• Property's</li></ul>
<b>S</b>	
Structured Transaction Approval	Fannie Mae approval of a Structured Transaction outlining the terms, conditions, pricing, and fees.



## Structured 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.