



Fannie Mae®

---

# Multifamily Selling and Servicing Guide

Effective as of September 30, 2020

No portion of this Multifamily Selling and Servicing Guide may be reproduced in any form or by any means without Fannie Mae's prior written permission, except as may be provided herein or unless otherwise permitted by law. Limited permission to reproduce this Multifamily Selling and Servicing Guide in print, in whole or in part, and limited permission to distribute electronically parts of this Multifamily Selling and Servicing Guide, are granted to Fannie Mae-approved Lenders strictly for their own use in originating and selling multifamily Mortgage Loans to, and servicing multifamily Mortgage Loans for, Fannie Mae. Fannie Mae may revoke this limited permission by sending 60 days advance written notice to any or all Fannie Mae-approved Lenders.



## TABLE OF CONTENTS

---

Part IV Section 606 Features and Activities .....	3
606.01 Process .....	3
606.02 Asset Management Activities .....	6
GLOSSARY .....	8



## Section 606 Features and Activities

### 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.	<b>Step 1:</b> Fannie Mae Deal Team will <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> <b>Step 2:</b> If you receive a Structured Transaction Approval, 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 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, Section 416: Credit Facilities and Bulk Deliveries.</a>	<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 1 Business 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
<p><b>Collateral Substitution:</b> adding and releasing collateral in an existing Structured Transaction</p>	<p>Submit a request to Multifamily Structured Asset Management per <a href="#">Part V, Chapter 4: Asset Management: Loan Document Administration</a>, <a href="#">Section 416: Credit Facilities and Bulk Deliveries</a>.</p>	<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>
<p><b>Conversion to Fixed Rate:</b> converting an ARM Mortgage Loan to a fixed rate Mortgage Loan</p>	<p>Submit a request to Multifamily Structured Asset Management.</p>	<p>If Fannie Mae approves the conversion, you must comply with <a href="#">Part IV, Chapter 7: Variable Rate to Fixed Rate Conversions</a>.</p>



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 Part V, Chapter 4: Asset Management: Loan Document Administration, Section 416: Credit Facilities and Bulk Deliveries.	If Fannie Mae approves the borrow-up, you must <ul style="list-style-type: none"> <li>• comply with Part IV, Chapter 6: Structured Transactions, Section 604: Delivery, and</li> <li>• pay any applicable fees.</li> </ul>

## 606.02 Asset Management Activities

### Operating Procedures

Per Part V, Chapter 4: Asset Management: Loan Document Administration, Section 416: Credit Facilities and Bulk Deliveries, for certain asset management activities you may need to deliver documents or data to Fannie Mae. To complete these activities:

Asset Management Activities	
Activity	You must...
Delivering new or modified Structured Transaction Loan Documents	Comply with Part IV, Chapter 6: Structured Transactions, Section 604: Delivery.
Processing any Transfer/Assumption	Submit new deal participant data per Part IV, Chapter 6: Structured Transactions, Section 604.01: Delivery Process.



Asset Management Activities	
Activity	You must...
Renewing, replacing, or modifying an Interest Rate Cap	<ul style="list-style-type: none"><li>• Enter the new data in MSFMS per <a href="#">Part IV, Chapter 6: Structured Transactions, Section 604.01: Delivery Process</a>.</li><li>• Comply with the terms and conditions per the Structured Transaction Approval.</li></ul>
Performing any other activities for a Structured Transaction	<ul style="list-style-type: none"><li>• Contact Multifamily Structured Acquisitions.</li><li>• Comply with the terms and conditions per the Structured Transaction Approval.</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

## I

**Interest Rate Cap** Interest rate agreement between the Borrower and a hedge 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 interest payments on the Mortgage Loan.

### **Synonyms**

- Interest Rate Hedge
- Interest Rate Hedges
- Interest Rate Swap





## 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
- LOC
- LOCs

## M

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.

MSFMS Deal ID

Number assigned by MSFMS when registering a Structured Transaction.

Multifamily Structured Acquisitions

Team that can be contacted at [mf\\_spot@fanniemae.com](mailto:mf_spot@fanniemae.com).

Multifamily Structured Asset Management

Team that can be contacted at [structured\\_am@fanniemae.com](mailto:structured_am@fanniemae.com).

## P



## Property

Multifamily residential property securing the Mortgage Loan and including the land (or Leasehold interest in land), Improvements, and personal property (as defined in the Uniform Commercial Code).

### **Synonyms**

- Properties
- Property's

## **S**

### 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.

## **T**

### Transfer/Assumption

Transaction resulting in a change in the ownership of the Borrower or Property.

### **Synonyms**

- Transfers/Assumptions