



Fannie Mae®

Multifamily Selling and Servicing Guide

Effective as of February 12, 2025

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703.02B Deliver Mortgage Loan Delivery Package

Operating Procedures

Step 1: Prepare the Mortgage Loan Delivery Package, including all documents listed in [Form 6000](#) as “Required upon Conversion” for an ARM Loan or a SARM Loan.

Step 2: Deliver the Mortgage Loan Delivery Package to Multifamily Certification and Custody

- within 10 days after receiving the confirmed Commitment, and
- by the Delivery deadline.

Step 3: Deliver the data and documents per [Part IV, Chapter 4: Delivery](#).

Step 4: Upload [Form 4662](#) and relevant underwriting due diligence to DUS DocWay.



Glossary

C

Commitment Contractual agreement between you and Fannie Mae where Fannie Mae agrees to buy a Mortgage Loan at a future date in exchange for an MBS, or at a specific price for a Cash Mortgage Loan, and you agree to Deliver that Mortgage Loan.

Synonyms

- Committed
- Commitments

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

M

Mortgage Loan Delivery Package Loan Documents and underwriting material required in connection with the Delivery of a Mortgage Loan.



Multifamily Certification and Custody

Team responsible for taking custody of and certifying Mortgage Loans that can be contacted at

- multifamcert_team@fanniemae.com,
- (800) 940-4646, or
- for submissions:

Fannie Mae (Multifamily)
Certification and Custody
21240 Ridgetop Circle
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Synonyms

- DDF
- Document Delivery Facility
- Document Delivery System