



Fannie Mae®

Multifamily Selling and Servicing Guide

Effective as of October 18, 2021

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1904.01 Generally

Operating Procedures

Fannie Mae's counsel will advise your counsel regarding the appropriate Fannie Mae Loan Documents for the Bond structure.

Immediately after Bond closing, you must:

- obtain a final Bond transcript from Bond counsel;
- submit it via CD to Multifamily Certification and Custody; and
- maintain a copy in your Servicing File.



Glossary

L

Loan Documents

All documents evidencing, securing, or guaranteeing the debt obligation executed for a Mortgage Loan and approved by Fannie Mae.

Synonyms

- Loan Document
- Mortgage Loan Document
- Mortgage Loan Documents

M

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
Suite 125-130
Sterling, VA 22166.

Synonyms

- DDF
- Document Delivery Facility
- Document Delivery System

S

Servicing File

File for each Mortgage Loan serviced by the Lender.

Synonyms

- Servicing Files