



Fannie Mae®

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# Multifamily Selling and Servicing Guide

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## TABLE OF CONTENTS

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Part III Section 1903.07B Stabilized NCF .....	3
GLOSSARY .....	6



## 1903.07B Stabilized NCF

### Requirements

You must:

- Confirm the Property will qualify for the full Commitment by
  - evaluating its performance, and
  - assessing whether it meets the projected
    - income,
    - expenses, and
    - NCF.
- Use the Forward Loan Conversion Analysis (Form 4212) to
  - annualize the certified project rent rolls,
  - compare pro forma and actual operating expenses, and
  - calculate the Property's stabilized NCF per
    - this Chapter, and
    - Part II, Chapter 2: Valuation and Income, Section 203: Income Analysis or the applicable Part III chapter based on the specific product.
- Submit the Forward Conversion Analysis Summary (Form 4618) that verifies your Chief Underwriter's involvement and agreement with the analysis.

The permanent Mortgage Loan Delivery Package documentation must include:

- the percentage of the Property's occupied units categorized by
  - bedroom configuration,
  - square footage, and
  - rent type (low income or market rate) delineating any Section 8 or other subsidized rental program tenants;
- the Property's actual Effective Gross Income for each of the previous 3 months, including only rental income and permitted other income from the units less any



- rent concessions,
- reductions,
- inducements, or
- forbearance; and

■ rental income by rent type (low income or market rate).

You must use the following table to calculate stabilized NCF.

STABILIZED NCF		
Item	Function	Description
1		<p>For each of the most recent trailing 3 months before conversion:</p> <ul style="list-style-type: none"><li>• determine the Gross Potential Rent from an executed Certification of Project Rent Roll; and</li><li>• confirm that at least 90% of the units were physically occupied by a Qualified Tenant with an acceptable Lease.</li></ul>
	EQUALS	<b>GROSS POTENTIAL RENT</b>
2	MINUS	<ul style="list-style-type: none"><li>• Economic vacancy using the higher of<ul style="list-style-type: none"><li>- original Forward Commitment underwriting, or</li><li>- actual annualized trailing 3-month operating statements.<sup>1</sup></li></ul></li><li>• Include:<ul style="list-style-type: none"><li>- concessions if they<ul style="list-style-type: none"><li>▪ are prevalent in the market, or</li><li>▪ were used to achieve initial stabilization and will remain; and</li></ul></li><li>- a re-leasing cost allowance if the Property has short term leases.</li></ul></li></ul>



STABILIZED NCF		
3	PLUS	For an MAH Property, include annualized other income per Part III, Chapter 7: <b>Multifamily Affordable Housing Properties, Section 703.01: Underwritten NCF.</b>
4	PLUS	Commercial income per Part II, Chapter 2: <b>Valuation and Income, Section 203.01: Underwritten Net Cash Flow (Underwritten NCF).</b>
	EQUALS	EFFECTIVE GROSS INCOME
5	MINUS	<p>Line-by-line operating expenses using the higher of:</p> <ul style="list-style-type: none"><li>• actual annualized trailing 3-month operating statements; or</li><li>• original Forward Commitment underwriting, adjusted by substituting the following actual expenses, if known:<ul style="list-style-type: none"><li>- real estate taxes;</li><li>- property liability and other insurance;</li><li>and</li><li>- management fees.</li></ul></li></ul>
6	MINUS	Replacement Reserve expense per Part II, Chapter 2: <b>Valuation and Income, Section 203.01: Underwritten Net Cash Flow (Underwritten NCF).</b>
	EQUALS	STABILIZED NCF
1 Assess if there was any decline in NRI per Part II, Chapter 2: <b>Valuation and Income, Section 203: Income Analysis.</b>		



# 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

## E

### Effective Gross Income

On an annual basis or any specified period, the total of Net Rental Income plus other income per [Part II, Chapter 2: Valuation and Income, Section 203: Income Analysis](#) and the applicable products and features in Part III.

#### **Synonyms**

- EGI

## F

### Forward Commitment

Commitment to purchase a permanent Mortgage Loan for a to-be constructed or rehabilitated Property.

#### **Synonyms**

- Forward Commitment's
- Forward Commitments

## G



## Gross Potential Rent

On an annual basis or any specified period, the total actual and potential rent for a Property per [Part II, Chapter 2: Valuation and Income, Section 203: Income Analysis](#) and the applicable products and features in Part III.

### **Synonyms**

- GPR

## L

### Lease

Written agreement between an owner and the tenant of a Property stipulating the conditions for possession and use of real estate for a specified period of time and rent.

### **Synonyms**

- Leases

## M

### Mortgage Loan Delivery Package

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

## P

### Project

Multifamily buildings

- on multiple Properties,
- owned by the same Borrower, and
- that comply with [Part II, Chapter 1: Attributes and Characteristics, Section 102.01: Single Borrower Ownership](#).

### **Synonyms**

- Projects



## P

**Property** 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

## R

**Replacement Reserve**

Custodial Account the Borrower funds during the Mortgage Loan term for Replacements.

**Synonyms**

- Replacement Reserves

## U

**Underwritten Net Cash Flow**

Net Cash Flow as adjusted by the Lender per Part II, Chapter 2: Valuation and Income, Section 203: Income Analysis and the applicable products and features in Part III.

**Synonyms**

- Underwritten NCF