



Fannie Mae®

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# Multifamily Selling and Servicing Guide

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## 601.01 Submission

### Requirements

You must:

- Maintain a Servicer Watchlist for your Portfolio Mortgage Loans that
  - reflects your loan rating methodology, and
  - identifies Mortgage Loans with heightened credit risk.
- Submit your Servicer Watchlist for all
  - Primary Risk Mortgage Loans, and
  - Secondary Risk Mortgage Loans.

### Operating Procedures

Submit your Servicer Watchlist:

- using the CSV upload template located under “Guides and Templates” in the MAMP; and
- within 45 days after each calendar quarter end, but no later than the due date shown in the MAMP.

For each Mortgage Loan, you must:

- Respond “Yes” or “No” to the following 2 questions:
  - Will the Borrower likely not be able to make timely debt service payments?
  - Will the Borrower likely not meet the contractual obligations to timely pay off the Mortgage Loan UPB?
- Explain
  - why it is being reported, and
  - the rationale for its rating.
- Describe the current status of the issues.



# Glossary

## B

**Borrower** Person who is the obligor per the Note.

### **Synonyms**

- Borrowers
- Borrower's

## M

**MAMP** Multifamily Asset Management Portal used to submit Property inspections, operating statements, and requested modifications; asset management reports; and data corrections related to loan or property level attributes.

### **Synonyms**

- Multifamily Asset Management Portal
- MAMP's

**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

## S

**Servicer** Primary Person responsible for servicing the Mortgage Loan (e.g., the originator, the selling Lender, or a third-party servicer).

### **Synonyms**

- Servicers
- Servicer's

## U



UPB

Unpaid Principal Balance

**W**

Watchlist

Mortgage Loan or Property exhibiting heightened credit risk as identified by the Lender or Fannie Mae.