



Fannie Mae®

---

# Multifamily Selling and Servicing Guide

Effective as of June 2, 2026

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 V Section 302 Administration ..... | 3 |
| 302.01 Generally .....                  | 3 |
| 302.02 Deposits .....                   | 3 |
| GLOSSARY .....                          | 5 |



## Section 302 Administration

### 302.01 Generally

#### Operating Procedures

Within 30 days of opening a Custodial Account, or changing the Eligible Depository or Custodial Account information, you must:

- log in to the Custodial Bank Account Management Application;
- enter the required information; and
- electronically sign the form.

The Custodial Bank Account Management Application will send the form to the Depository for signature.

Within 30 days after closing a Custodial Account, you must:

- log in to the Custodial Bank Account Management Application;
- select the form for the closed account;
- select the Report Account Closed button; and
- confirm your intent to report the account closed.

You must ensure all Custodial Accounts are titled as:

- "[You], as agent, trustee, and/or bailee for Fannie Mae and/or payments of various mortgagors and/or various owners of interests in mortgage-backed securities (Custodial Account)"; or
- if submitted by a subservicer, "[Subservicer], as subservicer for [Primary Servicer], as agent, trustee, and/or bailee for Fannie Mae and/or payments of various mortgagors and/or various owners of interests in mortgage-backed securities (Custodial Account)".

### 302.02 Deposits

#### Requirements

You must deposit any funds no later than the second Business Day (including any time funds are in a Clearing Account or general ledger account) after receiving them.

#### Operating Procedures



For deposits:

- Establish a daily cutoff ensuring collections are credited to the appropriate Custodial Account no later than the Business Day after receiving them.
- Ensure collections deposited to the Clearing Account are credited to the applicable Custodial Account by:
  - for non-ACH funds, the first Business Day after receiving them; or
  - for ACH funds, the second Business Day after receiving them, but this does not extend your deadline to remit funds to Fannie Mae.



# Glossary

## A

**ACH** Electronic Automated Clearing House network for processing U.S. banking transactions.

**Synonyms**

- Automated Clearing House

## B

**Business Day** Any day other than a

- Saturday,
- Sunday,
- day when Fannie Mae is closed,
- day when the Federal Reserve Bank of New York is closed, or
- for any MBS and required remittance withdrawal, day when the Federal Reserve Bank is closed in the district where any of the MBS funds are held.

**Synonyms**

- Business Days

## C

**Clearing Account** Lender account at an Eligible Depository used either for

- receiving funds for various loans and for the benefit of multiple investors, and from which segregated funds are transferred to specific Custodial Accounts held solely for the benefit of Fannie Mae, or
- disbursing funds after transfer from a Fannie Mae Custodial Account.

**Synonyms**

- Clearing Accounts



## Custodial Account

Accounts established by the Servicer for depositing P&I payments, T&I funds, Collateral Agreement deposits, and other similar funds.

### **Synonyms**

- Custodial Accounts

## Custodial Bank Account Management Application

System used to enter or update Eligible Depository or Custodial Account information per [Part V, Chapter 3: Custodial Accounts](#).

## **S**

## Servicer

Primary Person servicing the Mortgage Loan, including

- the originator,
- seller, or
- a third party.

### **Synonyms**

- Servicers
- Servicer's