



Fannie Mae®

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# Multifamily Selling and Servicing Guide

Effective as of March 20, 2023

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## 502.06E Collateral Analysis

### Operating Procedures

If the Property needs repairs or maintenance:

| Step | Activity        | You must...   |
|------|-----------------|---|
| 1    | Notify Borrower | <ul style="list-style-type: none"><li>• Within 45 days after the inspection date,<ul style="list-style-type: none"><li>- identify the repair or maintenance issues,</li><li>- include any photos, and</li><li>- direct the Borrower to timely complete the work.</li></ul></li><li>• Use <a href="#">Form 4830</a> if the Property inspection rating is 3, 4, or 5.</li></ul>   |
| 2    | Follow Up       | <ul style="list-style-type: none"><li>• Follow up to ensure the Borrower responded and the work was successfully completed. If not:<ul style="list-style-type: none"><li>- notify the Borrower;</li><li>- notify Multifamily Inspections; and</li><li>- include your resolution recommendation.</li></ul></li><li>• Use <a href="#">Form 4831</a> or <a href="#">Form 4832</a> if the Property inspection rating is 3, 4, or 5.</li></ul> |
| 3    | Set Rating      | <p>Set the Property inspection overall rating to 4 (or 5 depending on the severity or other existing issues) if:</p> <ul style="list-style-type: none"><li>• 10% or more of the units are down for any reason; or</li><li>• there is casualty damage equal to<ul style="list-style-type: none"><li>- 25% of the current UPB, or</li><li>- \$1 million.</li></ul></li></ul>  |

### Guidance

Setting the Property inspection rating to 4 or 5 does not:

- add the Mortgage Loan to Fannie Mae's Watchlist;
- require an Action Plan; or
- require Replacement Reserves reinstatement if the rating is the result of a



casualty loss unless you

- identify other performance issues that increase credit risk, or
- expect insufficient funds or insurance proceeds to restore the Property to its original condition.



# Glossary

## A

**Action Plan** Your report analyzing

- the Mortgage Loan and Property issues,
- your resolution strategy, and
- related actions and outcomes.

### **Synonyms**

- Action Plans

## B

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

### **Synonyms**

- Borrowers
- Borrower's

## M

**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

**Multifamily Inspections** Team that can be contacted at [mf\\_inspections@fanniemae.com](mailto:mf_inspections@fanniemae.com).

## 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

## U

### UPB

Unpaid Principal Balance

## W

### Watchlist

The risk rating classification if you or Fannie Mae determine the Mortgage Loan has heightened credit risk.