



Fannie Mae®

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# Multifamily Selling and Servicing Guide

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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



**P**roperty 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

**Synonyms**

- UPBs

**W**

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