



Fannie Mae®

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# Multifamily Selling and Servicing Guide

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## 504.02C Review Financial Reporting

### Operating Procedures

After reviewing the Borrower or Guarantor information:

If you determine...	You must...
No additional follow up is required	<ul style="list-style-type: none"><li>• Submit the certified material through:<ul style="list-style-type: none"><li>- the MAMP for the Borrower; and</li><li>- Sponsor Financials for Guarantors.</li></ul></li><li>• Retain the information in your Servicing File.</li></ul>
Additional or supporting information is required	<ul style="list-style-type: none"><li>• Promptly:<ul style="list-style-type: none"><li>- contact the Borrower or Guarantor to request additional information; and</li><li>- submit a copy of all financial reporting, explanatory schedules, and other supporting information through<ul style="list-style-type: none"><li>▪ the MAMP for the Borrower, and</li><li>▪ Sponsor Financials for Guarantors.</li></ul></li></ul></li><li>• Retain the information in your Servicing File.</li></ul>



# Glossary

## B

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

### Synonyms

- Borrowers
- Borrower's

## G

**Guarantor** Key Principal or other Person executing a

- Payment Guaranty,
- Non-Recourse Guaranty, or
- any other Mortgage Loan guaranty.

### Synonyms

- Guarantors

## M

**MAMP** Multifamily Asset Management Portal used to submit

- Property inspections,
- operating statements,
- requested modifications,
- asset management reports, and
- data corrections for loan or property attributes.

### Synonyms

- Multifamily Asset Management Portal
- MAMP's

## S

**Servicing File** Your file for each Mortgage Loan serviced.

### Synonyms

- Servicing Files



## Sponsor

Principal equity owner and/or primary decision maker of the Borrower (often the Key Principal or the Person Controlling the Key Principal).

### **Synonyms**

- Sponsors
- Sponsor's