



Fannie Mae®

Multifamily Selling and Servicing Guide

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TABLE OF CONTENTS

| | |
|---|---|
| Part V Section 504.02C Review Financial Reporting | 3 |
| GLOSSARY | 4 |



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">Submit the certified material through:<ul style="list-style-type: none">the MAMP for the Borrower; andSponsor Financials for Guarantors.Retain the information in your Servicing File. |
| Additional or supporting information is required | <ul style="list-style-type: none">Promptly:<ul style="list-style-type: none">contact the Borrower or Guarantor to request additional information; andsubmit a copy of all financial reporting, explanatory schedules, and other supporting information through<ul style="list-style-type: none">the MAMP for the Borrower, andSponsor Financials for Guarantors.Retain the information in your Servicing File. |



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