



Fannie Mae®

---

# Multifamily Selling and Servicing Guide

Effective as of May 20, 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 II Section 402.02 Capital Item Replacements .....	3
GLOSSARY .....	4



## 402.02 Capital Item Replacements

### Requirements

For replacement of capital items, you must:

- for refinances, obtain:
  - an itemized list of capital items completed within the last 24 months; and
  - for any capital item replacements you cannot independently confirm were completed, the invoices showing the associated actual costs;
- use best efforts to obtain the PCA Consultant's written confirmation that capital items were completed;
- evaluate the Property's actual condition, considering:
  - the list of capital items reportedly completed within the last 24 months; and
  - their associated actual costs;
- confirm with the Appraiser that the actual cost of capital items completed within the last 12 months was factored into the Appraised Value; and
- document your analysis in the Transaction Approval Memo.

Transaction Approval Memo Documentation	
For...	You must document the...
Interior Unit Renovations	<ul style="list-style-type: none"><li>• specific scope, and</li><li>• estimated percentage of units updated.</li></ul>
Replacements of capital items for refinances	<ul style="list-style-type: none"><li>• work has been completed based on:<ul style="list-style-type: none"><li>- an inspection by<ul style="list-style-type: none"><li>▪ you, or</li><li>▪ the PCA Consultant, or</li></ul></li><li>- invoices or documentation; or</li></ul></li><li>• if the work completed cannot be verified, request invoices or other documentation to confirm its completion.</li></ul>



# Glossary

## A

**Appraised Value** Appraiser's opinion of the Property's market value documented in the Appraisal, on an "as is" basis, unless use of an "as completed" basis is specifically permitted per the Guide.

**Synonyms**

- Appraised Values

**Appraiser** Person engaged to estimate a Property's market value per USPAP.

**Synonyms**

- Appraiser's
- Appraisers

## P

**PCA Consultant** Individual or firm conducting a PCA and preparing a PCA Report.

**Synonyms**

- PCA Consultant's

**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

## R



## Replacements

Capital item replacements and major maintenance needs identified by the Property Condition Assessment or otherwise required.

### **Synonyms**

- Replacement