



# Multifamily Selling and Servicing Guide

Effective as of November 25, 2019

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 IV A Chapter 1 General Mortgage Loan Purchase Requirements .....	3
Section 101 Overview of Part IV .....	3
Section 102 Lender Eligibility .....	3
Section 103 Purchase Types .....	3
Section 104 MBS Eligibility .....	3
GLOSSARY .....	5



## **Chapter 1**      **General Mortgage Loan Purchase Requirements**

### **Section 101**      **Overview of Part IV**

---

Part IV A contains the basic requirements for obtaining a Commitment and completing the Delivery of Mortgage Loans underwritten pursuant to the Guide. The provisions of Part IV A apply to all Mortgage Loans, except as expressly modified by Part IV B.

Part IV B contains additional requirements for, or modifications to, the procedures for obtaining a Commitment and completing the Delivery of Mortgage Loans with certain special product features or executions including:

- ERL Mortgage Loans;
- Streamlined Rate Lock Mortgage Loans; and
- Structured Transactions.

### **Section 102**      **Lender Eligibility**

---

The Lender may obtain a Commitment and deliver a Mortgage Loan to Fannie Mae only if the Lender Contract is in full force and effect.

### **Section 103**      **Purchase Types**

---

An eligible Mortgage Loan may be purchased by Fannie Mae as an MBS Mortgage Loan or a Cash Mortgage Loan as agreed to by Fannie Mae and evidenced by a Commitment.

### **Section 104**      **MBS Eligibility**

---

To be eligible for purchase by Fannie Mae as an MBS Mortgage Loan, the Mortgage Loan must comply with the requirements of this Part IV A, including all MBS disclosure requirements. The following Mortgage Loan types are not eligible for purchase in exchange for an MBS unless otherwise approved by Fannie Mae:

- Credit Enhancement Mortgage Loans;
- Hybrid ARM Loans;
- Refi Plus Mortgage Loans;
- Mortgage Loans subject to a Single Asset Substitution option; and
- any other Mortgage Loans identified in the Pricing Memo as



MBS-ineligible.



# Glossary

## C

**Cash Mortgage Loan** Mortgage Loan purchased by Fannie Mae in exchange for cash.

**Synonyms**

- Cash Mortgage Loans

**Commitment** Contractual agreement between Fannie Mae and the Lender where Fannie Mae agrees to buy a Mortgage Loan from the Lender at a future date in exchange for an MBS, or at a specific price for a Cash Mortgage Loan, and the Lender agrees to Deliver that Mortgage Loan to Fannie Mae.

**Synonyms**

- Committed
- Commitments

## D

**Delivery** Meeting all of the data delivery requirements in [Part IV A, Chapter 4: Delivery Procedures – Data](#), and submitting an acceptable Mortgage Loan Delivery Package per [Part IV A, Chapter 5: Delivery Procedures – Documents](#). A Mortgage Loan is “Delivered,” when all documents, data, and information are correct, accurate, and able to be certified by Fannie Mae, with all required documents properly completed, executed, and recorded (if applicable), and any deficiencies are resolved to Fannie Mae’s satisfaction.

**Synonyms**

- Deliver
- Delivered
- Deliveries

## G



**Guide** Multifamily Selling and Servicing Guide and Delegated Underwriting and Servicing Guide, including any exhibits, appendices, or other referenced forms, as updated, amended, restated, modified, or supplemented by any lender memo; provided, however, if a topic is covered in the Multifamily Selling and Servicing Guide, that Guide shall control unless a Lender Contract specifically requires use of another Guide.

**Synonyms**

- DUS Guide

## L

**Lender** Person approved by Fannie Mae to sell or service Mortgage Loans.

**Synonyms**

- Lenders
- Lender's

**Lender Contract** Program Documents per the Mortgage Selling and Servicing Agreement.

**Synonyms**

- Lender's Contract
- Lender Contracts
- Contract
- MSSA

## M

**MBS** Mortgage-Backed Security

**MBS Mortgage Loan** Mortgage Loan purchased by Fannie Mae in exchange for an issued MBS backed by the Mortgage Loan.

**Synonyms**

- MBS Mortgage Loans



## 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

## **P**

## Pricing Memo

Applicable DUS Pricing Memo or non-DUS Pricing Memo communicating pricing for various products and features to Lenders.

### **Synonyms**

- Pricing Memos

## **R**

## Rate Lock

Agreement between the Lender and the Investor containing the terms of the Lender-Arranged Sale or Multifamily Trading Desk trade of the Mortgage Loan and the MBS terms and conditions relating to the underlying MBS, if applicable, which may be documented via a recorded telephone conversation.

### **Synonyms**

- Rate Locks