



Fannie Mae®

Multifamily Selling and Servicing Guide

Effective as of December 13, 2024

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1602.03A Submission

Operating Procedures

You must submit the following in DUS Gateway:

- a sources and uses of funds reflecting the investment of the Hard Preferred Equity holder;
- Exhibit B to the Multifamily Underwriting Certificate (Borrower) ([Form 6460.Borrower](#));
- a complete organizational chart of the Borrower, including upper tier entities or other owners, that shows the respective ownership percentages of Persons holding any
 - direct or indirect control of the management and operations of the Borrower,
 - ownership of a direct or indirect interest of 25% or more in the Borrower, and
 - ownership of any other direct or indirect interest in the Borrower that constitutes Hard Preferred Equity; and
- copies of the organizational and other documents that govern the
 - Hard Preferred Equity, and
 - Hard Preferred Equity holder, including any
 - term sheets,
 - private placement memoranda,
 - operating agreements,
 - pledge agreements,
 - guaranties, or
 - similar arrangements.



Glossary

B

Borrower Person who is the obligor per the Note.

Synonyms

- Borrowers
- Borrower's

D

DUS Gateway Multifamily pre-acquisition system, or any successor systems, recording deal registration, Pre-Review and/or waiver tracking, Mortgage Loan Commitments, and decision records.

M

Multifamily Underwriting Certificate Multifamily Underwriting Certificate ([Form 6460 series](#)), and/or other agreement approved by Fannie Mae that provides underwriting information for a Mortgage Loan.