



Multifamily Selling and Servicing Guide

Effective as of August 1, 2019

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402.01 Delegation of Decision-Making Authority

Fannie Mae delegates significant decision-making authority and responsibility to the Servicer to the extent specified in the Multifamily Asset Management Delegated Transaction Forms ([Form 4636 series](#)) (each, the “Delegated Transaction Form”), covering the following matters:

- Transfers/Assumptions ([Form 4636.TA](#));
- Commercial Leases ([Form 4636.CL](#));
- Condemnations ([Form 4636.C](#));
- Condominium/Cooperative Property Conversions ([Form 4636.CC](#));
- Easements ([Form 4636.E](#));
- Oil, Gas, or Mineral Rights Leases ([Form 4636.OGL](#));
- Partial Releases of Collateral ([Form 4636.PR](#));
- Property Management Changes ([Form 4636.PM](#)); and
- Use Conversions ([Form 4636.UC](#)).

The Servicer must follow the instructions in the Delegated Transaction Form, which will specify which matters are delegated and which are non-delegated. All delegated and non-delegated requests must be submitted through the MAMP, with the Delegated Transaction Form and the required supporting documents.

A transaction memo must be submitted for any unusual matters not covered in the Guide, or matters that could materially affect Fannie Mae’s security interests, investment interests, or the interests of Investors in Securitized Mortgage Loans. Decision-making authority is more limited for Credit Facilities, Bulk Deliveries, and certain Seniors Housing Loan matters. Neither the Servicer nor Fannie Mae has the authority to waive any local, state, or federal law or regulation.



Glossary

C

Collateral Property, Personal Property, or other property securing a Mortgage Loan.

Cooperative Property Multifamily residential property owned by a Cooperative Organization.

Synonyms

- Coop
- Cooperative

D

Delegated Transaction Form Multifamily Asset Management Delegated Transaction Form ([Form 4636 series](#)) used to determine whether certain asset management requests from a Borrower are delegated to the Servicer.

Synonyms

- Delegated Transaction Forms

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

M



MAMP

Multifamily Asset Management Portal used to submit Property inspections, operating statements, and requested modifications; asset management reports; and data corrections related to loan or property level attributes.

Synonyms

- Multifamily Asset Management Portal

Multifamily Asset Management

Team that can be contacted at drawer_am@fanniemae.com.

P

Property

Multifamily residential property securing the Mortgage Loan and including the land (or Leasehold interest in land), Improvements, and personal property (as defined in the Uniform Commercial Code).

Synonyms

- Properties
- Property's

S

Servicer

Primary Person responsible for servicing the Mortgage Loan (e.g., the originator, the selling Lender, or a third-party servicer).

Synonyms

- Servicers