



# Multifamily Selling and Servicing Guide

Effective as of August 1, 2019

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## Section 406

### Follow-Up Actions by the Servicer

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The Servicer must take all applicable actions required to fully effectuate the transaction, including:

- amending the recorded Security Instrument or filed Uniform Commercial Code (UCC) financing statements;
- updating the Property survey;
- obtaining an endorsement to the mortgagee's title insurance policy showing no impairment of Fannie Mae's Lien position, and dating down title to reflect any recorded amendment to the Security Instrument;
- recording all applicable documents, and sending the required documents through the MAMP;
- sending an executed original copy of any new or amended Loan Document to Fannie Mae at:

Fannie Mae  
Attn: Multifamily Certification Team  
Document Delivery Facility (DDF), OB2  
13150 Worldgate Drive, Mailstop 5H-2W/01  
Herndon, VA 20170.

- following the requirements of [Part V, Chapter 3: Custodial Account Requirements, Section 301: Custodial Accounts](#) if changes are required to any existing Collateral Agreement Custodial Account, or if any new Collateral Agreement Custodial Account must be established in connection with the transaction;
- retaining copies of all documents, correspondence, and any internal notes or analysis relating to the transaction in the Servicing File; and
- taking any other actions the Servicer or its legal counsel determines are necessary.



## Glossary

### C

**Collateral Agreement** Agreement under which collateral (other than the Property) may be pledged, transferred, or otherwise provided to secure the Borrower's obligations under a Mortgage Loan.

**Synonyms**

- Collateral Agreements

**Custodial Account** Accounts established by the Servicer for depositing P&I payments, T&I funds, Collateral Agreement deposits, and other similar funds.

**Synonyms**

- Custodial Accounts

### D

**Document Delivery Facility** Team responsible for taking custody of and certifying Mortgage Loans that can be contacted at [multifamcert\\_team@fanniemae.com](mailto:multifamcert_team@fanniemae.com) or (800) 940-4646.

**Synonyms**

- DDF
- Multifamily Certification and Custody

### L

**Lien** Lien, mortgage, bond interest, pledge, security interest, charge, or encumbrance of any kind.

**Synonyms**

- Liens

### 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

**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**

**Security Instrument** Instrument creating a lien or encumbrance on 1 or more Properties and securing the obligations under the Loan Documents.

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

**Synonyms**

- Servicers

**Servicing File** File for each Mortgage Loan serviced by the Lender.

**Synonyms**

- Servicing Files

**U**



UCC

Uniform Commercial Code