



Fannie Mae®

Multifamily Selling and Servicing Guide

Effective as of December 13, 2024

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 V Section 413 Property and Liability Insurance	3
413.01 Property and Liability Insurance	3
413.01A Generally	3
413.01B Policy Renewal	3
413.01C Compliance Review	4
413.01D Exceptions	5
413.01E Ratings	5
413.02 No Servicer Financing of Insurance Premiums	6
413.03 Flood Map Changes; Obtaining Flood Insurance	6
413.04 Lender Placed Insurance	6
413.04A Property and Liability Insurance	6
413.04B Servicer’s Administrative Costs and Expenses	7
GLOSSARY	8



Section 413 Property and Liability Insurance

413.01 Property and Liability Insurance

413.01A Generally

The Servicer must ensure:

- the Property is continuously covered by property and liability insurance per [Part II, Chapter 5: Property and Liability Insurance](#);
- all renewal premiums are fully paid on time in:
 - an annual lump sum; or
 - installments; and
- any Borrower-financing of premiums complies with [Part II, Chapter 5: Property and Liability Insurance, Section 501.01F: Payment of Premium](#), and either:
 - the Modifications to Multifamily Loan and Security Agreement (Financing of Insurance Premiums) ([Form 6272](#)) was executed on the Mortgage Loan Origination Date; or
 - prior to the Borrower entering into a premium financing agreement, execute and submit through the MAMP an Amendment to the Multifamily Loan and Security Agreement, substantially in the form of the Modifications to Multifamily Loan Agreement (Financing of Insurance Premiums) ([Form 6272](#)).

If no insurance escrows are collected, the Servicer must:

- obtain annual evidence that all policies were fully paid; and
- for Borrower-financed premiums, retain in the Servicing File:
 - receipts confirming timely payments; and
 - a copy of the financing agreement.

413.01B Policy Renewal

For each policy renewal, the Servicer must comply with the following timeline.



Timeline	The Servicer must...
No later than 60 days before the policy expiration date	Contact the Borrower to request an original or duplicate original of each renewal policy within 90 days after the policys expiration date.
No later than 15 days after the earlier of: <ul style="list-style-type: none"> • receipt of each renewal policy; or • the date the policy was due 	<ul style="list-style-type: none"> • Determine if the insurance coverage complies with Part II, Chapter 5: Property and Liability Insurance. • If non-compliant, immediately notify: <ul style="list-style-type: none"> - the Borrower to resolve all non-compliant items; and - Fannie Mae per a Non-Monetary Default Borrower Request in the MAMP.
No later than 60 days after notifying the Borrower of any noncompliant renewal policy	Resolve all non-compliant items with the Borrower and/or insurance agent (e.g., obtain a compliant renewal policy or endorsement, request a waiver, obtain force place coverage, etc.).
If, after 60 days, neither a compliant renewal policy nor an insurance waiver is obtained	<ul style="list-style-type: none"> • Submit a Non-Monetary Default Borrower Request in the MAMP. • Immediately send the Borrower a Reservation of Rights Letter (Form 4804).

413.01C Compliance Review

With each renewal, but at least annually, the Servicer must:

- complete an insurance compliance checklist to review the adequacy of the Borrower’s insurance coverage and ensure compliance with:
 - [Part II, Chapter 5: Property and Liability Insurance](#);
 - all Fannie Mae-approved modifications; and
 - the Loan Documents;
- confirm the insurance carrier’s rating per [Part V, Chapter 4: Asset Management: Loan Document Administration, Section 413.01E: Ratings](#); and
- retain in the Servicing File the:



- checklist;
- evidence of the insurance carrier's rating; and
- if terrorism insurance is required, the analysis when annually confirming insurance compliance.

For an unrated Risk Retention Group or Captive Insurer, the Servicer must also comply with [Part II, Chapter 5: Property and Liability Insurance, Section 501.01C: Risk Retention Groups and Captive Insurance](#).

413.01D Exceptions

The Servicer must submit any insurance exception, including a delegated one, through the MAMP, with:

- a Multifamily Exception Request ([Form 4638](#)) for each exception signed by the authorizing person;
- a recommendation explaining why any non-delegated waiver request should be approved;
- all supporting documentation; and
- any previous exception not approved for the life of the Mortgage Loan, on an annual basis.

413.01E Ratings

All property and liability insurance carriers for renewal policies must comply with the following.

If rated by...	Insurance carrier must have a...
A.M. Best Company	<ul style="list-style-type: none">• General Policyholder Rating of A- or better; and• Financial Size Category of VI or better.
Demotech, Inc.	Financial Stability Rating of A or better.

This rating requirement does not apply to:

- state pools or funds; or
- NFIP policies.

Per the Loan Documents, even if the policy has not yet expired, the Servicer must require the Borrower to immediately obtain replacement coverage with a compliant carrier if the carrier is downgraded below:



- B++, if rated by A.M. Best Company; or
- A, if rated by Demotech, Inc.

413.02 No Servicer Financing of Insurance Premiums

The Servicer must not provide financing to the Borrower for the payment of any insurance premiums.

413.03 Flood Map Changes; Obtaining Flood Insurance

The Servicer must monitor all flood map and community status changes, and take appropriate action when changes affecting Mortgage Loans it services occur. When a Property is remapped into a Special Flood Hazard Area, the Servicer must require the Borrower to obtain flood insurance, regardless of whether the community is “participating” in the National Flood Insurance Program. The flood insurance must:

- be in place within 45 days after the date the Servicer was notified of the remapping; and
- have coverage meeting the mandatory purchase requirements identified in:
 - the Federal flood insurance statutes; and
 - any applicable Federal agency rulemaking and publication.

If the Borrower refuses to obtain the required coverage or pay a disputed premium, the Servicer must obtain the required coverage. The Servicer must contact Multifamily Insurance if:

- a Property is mapped into a Special Flood Hazard Area;
- the community in which the Property is located does not participate in the National Flood Insurance Program; and
- the Borrower cannot obtain the required flood insurance.

To remove a Property/building from an SFHA, only an updated FEMA Standard Flood Hazard Determination Form (SFHDF) based on the following is acceptable:

- Letter of Map Amendment (LoMA);
- Letter of Map Revision (LoMR); or
- Letter of Determination Review (LoDR).

413.04 Lender Placed Insurance



413.04A Property and Liability Insurance

The Servicer must immediately:

- obtain the required property and liability insurance, at the Borrower's expense, if:
 - the Borrower fails to obtain acceptable insurance coverage; or
 - per the Loan Documents, even if the policy has not yet expired, the carrier is downgraded below the required ratings per [Part V, Chapter 4: Asset Management: Loan Document Administration, Section 413.01E: Ratings](#); and
- notify Fannie Mae if the Servicer obtains the required property and liability insurance.

413.04B Servicer's Administrative Costs and Expenses

The Servicer is permitted to collect from the Borrower any reasonable out-of-pocket costs and expenses incurred by the Servicer to obtain insurance coverage for the Property.



Glossary

B

Borrower Person who is the obligor per the Note.

Synonyms

- Borrowers
- Borrower's

C

Captive Insurer Insurance company wholly owned and controlled by its insureds, whose primary purpose is to insure the risks of its owners, and its insureds benefit from the captive insurer's underwriting profits.

Synonyms

- Captive Insurer's
- Captive Insurers

F

FEMA Federal Emergency Management Agency

Synonyms

- FEMA's

L

Loan Documents All Fannie Mae-approved documents evidencing, securing, or guaranteeing the Mortgage Loan.

Synonyms

- Loan Document
- Mortgage Loan Document
- Mortgage Loan Documents

M



MAMP

Multifamily Asset Management Portal used to submit

- Property inspections,
- operating statements,
- requested modifications,
- asset management reports, and
- data corrections for loan or property attributes.

Synonyms

- Multifamily Asset Management Portal
- MAMP's

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
- Mortgage Loan's

Mortgage Loan Origination Date

Date you fund a Mortgage Loan to the Borrower.

Synonyms

- Mortgage Loan's Origination Date
- Origination Date

Multifamily Insurance

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

Multifamily Loan Agreement

Agreement evidencing Mortgage Loan terms using

- [Form 6001 series](#) Loan Documents, or
- another Fannie Mae-approved form.

Synonyms

- Multifamily Loan Agreements

N



National Flood Insurance Program

Program of flood insurance coverage and floodplain management administered under the National Flood Insurance Act.

Synonyms

- NFIP

P

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

Risk Retention Group

State-chartered insurance company created by the 1986 federal Liability Risk Retention Act, insuring commercial businesses and government entities against liability risks.

Synonyms

- RRG
- Risk Retention Groups

S

Security

MBS, PFP MBS, or REMIC.

Synonyms

- Securities



Servicer Primary Person servicing the Mortgage Loan, including

- the originator,
- seller, or
- a third party.

Synonyms

- Servicers
- Servicer's

Servicing File Your file for each Mortgage Loan serviced.

Synonyms

- Servicing Files

Special Flood Hazard Area Special Flood Hazard Area designated by FEMA.

Synonyms

- SFHA
- SFHA Zone