Notification 19-11: Form 4638

Effective: 01/01/20
Retired: 03/18/22

Summary of Changes

HIGHLIGHTS
Effective January 1, 2020, the Multifamily Waiver Request Insurance (Form 4638) was updated and renamed, Multifamily Exception Request Insurance (Form 4638). You must use this form for all insurance and seismic exceptions submitted to Multifamily Insurance.

Key Changes

Form 4638 was updated and reformatted to be more intuitive and comprehensive, and if fully completed and signed, is expected to eliminate the need for additional information requests by giving you the ability to:

- select a drop-down option noting the applicable Guide section and requested exception type;
- add multiple requests; and
- include additional supporting information.

You must use Form 4638 for all insurance and seismic exceptions related to Part II,

- Section 501: Property and Liability Insurance (including Small Mortgage Loans), and
- Section 503: Seismic Risk.

Questions

Please contact Jennifer Clements at (202) 752-5988, or drawer_insurance@fanniemae.com, with any questions.

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