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Guide Update 20-08: Data Standardization

Effective: 09/30/20
Retired: 01/25/21

Summary of Changes

HIGHLIGHTS
Effective September 30, 2020, your underwriting submission must include structured data sets, in addition to the report narrative, for the following third-party reports: • Property Condition Assessment (PCA); • Environmental Site Assessment (ESA Phase I and any applicable ESA Phase II); • Zoning; and • Seismic Risk Assessment (SRA). For any Property with an existing solar photovoltaic system (Solar PV System): • Form 4099 was updated to include a new required Module to the Property Condition Assessment; and • Form 6270 - Modifications to Multifamily Loan and Security Agreement (Installed Solar Photovoltaic System), was published as a required form Loan Document for any Borrower-owned Solar PV System.

Primary Changes

The following forms were updated or created:

- Instructions for Performing a Multifamily Property Condition Assessment (Form 4099): updated to:
  - include a new PCA Module for any Property with an existing Solar PV System; and
  - change the name of Appendix E.
- Appendix E to Form 4099 Property Condition Assessment Data Supplement (Form 4099.E): updated name and revised to report new structured data requirements from the Property's PCA Report under Fannie Mae Multifamily Data Standardization.
- Environmental Due Diligence Requirements (Form 4251): created a new Exhibit A.
- Exhibit A Environmental Site Assessment Data Supplement (Form 4251.A): created new Exhibit A to report new structured data requirements from the Property's ESA Phase I or ESA Phase II under Fannie Mae Multifamily Data Standardization.
- Multifamily Zoning Report Data Supplement (Form 4089): created new form to report new structured data requirements from the Property's zoning report under Fannie Mae Multifamily

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Data Standardization.

- Multifamily Seismic Risk Assessment Data Supplement (Form 4093): created new form to report new structured data requirements from the Property's seismic risk assessment under Fannie Mae Multifamily Data Standardization.

Additionally, the Guide was updated to

- require structured data to be submitted in addition to the report narrative, and
- update the non-conforming use analysis.

Questions

Please contact data_standardization@fanniemae.com with any questions.

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