



Fannie Mae®

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# Multifamily Selling and Servicing Guide

Effective as of March 11, 2025

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# Summary of Changes

## HIGHLIGHTS

**Effective for Portfolio Mortgage Loans as of March 11, 2025**, clarified the Prepayment Premium sharing calculation to differentiate between

- Securitized Mortgage Loans, and
- Cash Mortgage Loans.

### Primary Change

Specified the Prepayment Premium sharing calculations between you and Fannie Mae for both

- Securitized Mortgage Loans, and
- Cash Mortgage Loans.

### Questions

Please contact the Multifamily Servicing Team at [mf\\_master\\_servicing@fanniemae.com](mailto:mf_master_servicing@fanniemae.com) with any questions.





## Chapter 2 Reporting and Remitting

### Section 201 Generally

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This Chapter:

- outlines the reporting and account reconciliation policies and procedures for [Mortgage Loans](#);
- applies to both [Cash Mortgage Loans](#) and [Securitized Mortgage Loans](#), except where noted that a particular procedure is applicable only to one or the other execution;
- describes the methods for accounting for scheduled monthly payments, payment shortages, additional principal payments, repayments of advances, and payments in full; and
- describes Fannie Mae's remittance requirements, the method for remitting, and the format for reporting [Mortgage Loan](#) information on all transactions.

Fannie Mae purchases [Mortgage Loans](#) for cash or in exchange for the issuance of a [Security](#). Fannie Mae reserves the right to later place any of the [Mortgage Loans](#) purchased for cash into a [Security](#) (e.g., [PFP MBS](#)). If Fannie Mae securitizes a [Mortgage Loan](#), the [Servicer](#) may be required to make certain changes to its reporting and remitting procedures. If such an event occurs and changes to a [Servicer's](#) reporting and remitting procedures will be required, Fannie Mae will notify the [Servicer](#) in writing.

Fannie Mae reserves the right to modify its Remittance Accounting system and forms to accommodate future changes to its overall systems applicable to [Mortgage Loans](#).

### Section 202 Collection, Tracking and Reporting of Monthly P&I Payments and T&I Amounts

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The [Servicer](#) is responsible for collecting monthly [P&I](#) payments from the [Borrower](#) in accordance with the terms of the [Note](#) executed by the [Borrower](#). All [P&I](#) payments and [T&I](#) amounts collected by the [Servicer](#) in connection with [Mortgage Loans](#) must be deposited in the applicable [P&I](#) and [T&I Custodial Accounts](#) maintained in accordance with the requirements of [Part V, Chapter 3: Custodial Accounts](#).

The [Servicer](#) must track and account separately for all [P&I](#)



payment activity relating to each **Mortgage Loan**. The **Servicer** must report to Fannie Mae on the **P&I** payment activity relating to each **Mortgage Loan** as provided in this Chapter.

## **Section 203** Reporting Loan Activity and Security Balance

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### **203.01** Use of Fannie Mae eServicing System

The **Servicer** must use Fannie Mae's eServicing System to report **Mortgage Loan** level information on all **Cash Mortgage Loans** and **Securitized Mortgage Loans**. The **Servicer** must register to use the eServicing System prior to use. Information regarding registering for the eServicing System can be found on <https://multifamily.fanniemae.com/applications-technology/eservicing>. The **Servicer** must segregate its **Cash Mortgage Loan** servicing portfolio from its **Securitized Mortgage Loan** servicing portfolio for reporting purposes.

### **203.02** Reporting Specific Transactions

All reportable transactions will fall into one or more categories. Some transactions update the status of a **Mortgage Loan** or summarize collection activity, while others update the information in Fannie Mae's records (e.g., **Property** addresses, **Servicer Mortgage Loan** identification numbers, **Mortgage Loan** terms, subservicing status, etc.).

### **203.03** Monthly Activity Reporting

#### **203.03A** When to Begin Reporting

The **Servicer** must use the eServicing System to report its monthly **Mortgage Loan** activity to Fannie Mae following the end of each Reporting Period, commencing with the month following the:

- date Fannie Mae acquired the **Cash Mortgage Loan** or **PFP Mortgage Loan**; or
- **Issue Date** for **Securitized Mortgage Loans** (other than **PFP MBS**).

#### **203.03B** Cutoff Dates for Loan Activity Reporting

The following are the cutoff dates for activity reporting on **Mortgage Loans**:



Monthly Activity Cutoff Date	Monthly Activity Report Due Date
Servicer may establish as its cutoff date any day from the 25th of the month to the last day of the month.	Not later than the second Business Day of the month following the cutoff date for the Reporting Period.

## 203.04 Monthly Securitized Mortgage Loan Security Balance Reporting

### 203.04A Reporting Security Balances

For each Security Pool serviced by the Servicer, the Servicer must submit a monthly Security Balance report that references:

- the Security Balance; and
- the Security Pool number.

### 203.04B Same Month Pooling – Security Balance for First Reporting Cycle

For Same Month Pooling Mortgage Loans, the Borrower will have made no payment as the monthly debt service payment will not yet have come due. Because the Servicer's Security Balance report for the month following the Issue Date of the Security Pool under the Same Month Pooling Delivery option will not include an amount for principal curtailment for amortizing Mortgage Loans, the Servicer must report the Issue Date Principal Balance of the Mortgage Loan as the first reporting cycle Security Balance. As long as the Servicer reports the Issue Date Principal Balance of the Securitized Mortgage Loan in its first Security Balance report, there will be no impact on the Pool-to-Security balance reconciliation for that month.

### 203.04C Security Balances Due by Second Business Day

The Servicer must have transmitted all of its Security Balances (or corrections to balances reported in error) to Fannie Mae by 5:00 p.m. Eastern Time on the second Business Day of each month following the Reporting Period. If the Servicer anticipates a problem in meeting this reporting deadline or has a transmission problem that will result in late reporting, the Servicer must contact its Fannie Mae Representative.

### 203.04D Failure to Meet Reporting Deadline

If the Servicer fails to meet Fannie Mae's reporting deadline,



Fannie Mae may estimate the **Servicer's Security Balances** so Fannie Mae can pass-through payments to **Investors** and publish **Security Balances** in a timely manner. When Fannie Mae does this, Fannie Mae's estimate will be both the published **Security Balance**, and the beginning **Security Balance** used for the next month's **Security Balance** report. Fannie Mae will send the **Servicer** written notification of any published estimated **Security Balance** within 10 days after publication by Fannie Mae.

## **203.05** Due Dates for Reports

The exact due date of the **Servicer's** submission of its reports depends on the type of transaction being reported.

### **203.05A** Removal Transactions

The **Servicer** must report removal activity (e.g., payoff, repurchase, liquidated-held for sale, and liquidated third-party sale/condemnation) by the second **Business Day** of the month following the cutoff date for the Reporting Period in which the activity occurred. The **Servicer** may correct any removal activity reporting error by resubmitting the corrected information in time to reach Fannie Mae by the second **Business Day** of the month following the Reporting Period. If the **Servicer** is unable to correct the error, the **Servicer** must notify its **Fannie Mae Representative** about the error.

### **203.05B** All Other Transactions

The **Servicer** must make sure that all other transactions (which are the transactions that comprise the bulk of its reports) are transmitted in sufficient time for receipt by Fannie Mae by the second **Business Day** of the month following the cutoff date for the Reporting Period.

## **203.06** Mortgage Loan Activity Record

The Loan Activity Record is used to provide **Mortgage Loan**-level detail of amounts due to Fannie Mae or the **Investor** for each **Mortgage Loan** on the **Servicer's** trial balance.

### **203.06A** Payment Collection

Payment collection relates to the receipt and application of the monthly payment. The information that must be reported includes:

- actual last paid installment ("LPI") date;



- actual UPB; and
- remittance amount (distributed between P&I).

Under the [Same Month Pooling](#) option, the [Servicer](#) must not report a principal distribution amount for the first reporting cycle following the [Issue Date](#) of the Security Pool because no payment will have come due from the [Borrower](#). For the first reporting cycle, the actual UPB of the [Mortgage Loan](#) will equal the [Issue Date](#) principal balance, as no principal payment will be subtracted from the [Security Balance](#) or passed through to the [Investor](#).

### **203.06B** Fee Collection

Fee collection relates to any special fees that were collected from the [Borrower](#) during the Reporting Period.

### **203.06C** Mortgage Loan Status

[Mortgage Loan](#) status relates to special actions that have occurred (e.g., a payoff or a repurchase). An action code and an action date (specifying when the reported action occurred or will occur) must be reported. The User Manual for the eServicing System provides detailed information regarding action codes and action dates.

## **203.07** Fannie Mae-Generated Monthly Reports

### **203.07A** MBS Mortgage Loan P&I Draft Report

On approximately the 10th day of the month, reports are available in the eServicing System for [Servicers](#) to verify the amount to be drafted on the [Remittance Date](#), including [P&I](#) and [Prepayment Premiums](#) due to Fannie Mae or the [MBS Investor](#).

### **203.07B** Cash Mortgage Loan P&I Draft Reports

[3 Business Days](#) before the [Remittance Date](#), reports are available in the [Cash Loan Drafting Application](#) for [Servicers](#) to review, update, and certify the amount to be drafted on the [Remittance Date](#), including [Prepayment Premiums](#) due to Fannie Mae. Amounts must be reviewed, updated, and certified by 4:30 p.m. ET [1 Business Day](#) before the [Remittance Date](#).

### **203.07C** Month-End Report

By the 23rd day of the month, the Summary of Processed Activity and other reports are available in the eServicing System for the



Servicer to reconcile with its internal records.

**203.08** Monthly MBS Mortgage Loan Reconciliations - Pool-to-Security Balance Reconciliations (Not Applicable to PFP MBS)

**203.08A** Reconciliation Required

At the end of each Reporting Period, the Servicer must reconcile the actual ending Mortgage Loan balance for the Mortgage Loan in any given Security Pool to the ending Security Balance for that Security Pool. To perform this reconciliation, the Lender must use the following calculation:

Function	Ending Principal Balance for the Mortgage Loan in Security Pool (from current month)
PLUS	Prepaid Principal (as of current month)
MINUS	Delinquent Principal (as of current month)
MINUS	Scheduled Principal (as of current month)
PLUS	Principal Portion of Last Installment for Liquidated Mortgage Loan (as of current month)
	<b>Adjusted Principal Balance for Security Pool</b>
MINUS	Ending Security Balance for Reporting Period
EQUALS	<b>Difference</b>

**203.08B** Rounding Adjustment

Because the total amount of the Mortgage Loan that is issued for a Security Pool is rounded down to the next lowest whole dollar amount of the actual “Issue Date Principal Balance of the Mortgage Loan”, the Security Balance will be smaller than the actual UPB of the Mortgage Loan. The difference will never be greater than \$0.99 for a single Security Pool. The Servicer must adjust for this difference in the first monthly accounting report it submits after the Issue Date of the Security, classifying it as an “unscheduled” principal adjustment.

**203.08C** Required Annual Adjustment to Correct Principal Balance vs. Security Balance Difference

Other differences may arise in the reconciliation between the UPB of the Mortgage Loan in a Security Pool and the outstanding



**Security Balance.** These differences cannot exceed more than \$0.25 for any **Mortgage Loan** in the Security Pool. At least once a year, the **Servicer** must make an adjustment to correct any differences.

#### **1. If Security Balance is Greater than UPB**

If the **Security Balance** is higher than the **UPB** of the **Mortgage Loan**, the **Servicer** must immediately deposit the funds in the “scheduled/scheduled” **P&I Custodial Account** for Security Pools so that the funds can be passed through to Fannie Mae (as an “unscheduled” principal collection) with the **Servicer’s** next monthly remittance.

#### **2. If Security Balance is Lower than UPB**

If the **Security Balance** is lower than the **UPB** of the **Mortgage Loan**, the **Servicer** may adjust a subsequent pass-through amount that includes an “unscheduled” principal collection to correct for this difference.

### **203.08D** Pool-to-Security Reconciliation Certification

The eServicing System produces a Pool-to-Security Reconciliation on a monthly basis to assist **Servicers** with review. **Servicers** are required to review and certify any pool-to-security difference each month by month end. Differences occur when the **MBS** pool security balance does not match the sum of the scheduled **UPB** of the **Mortgage Loan**. Fannie Mae calculates pool-to-security differences after monthly **Mortgage Loan** and **Security** reporting is complete. For each pool with a difference, the **Servicer** must review the deficiency, research the difference, and determine the appropriate remedy. The **Servicer’s** certification includes the identification and selection of a deficiency reason, and a statement of how it should be resolved.

## **Section 204** Calculation of Interest Due

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### **204.01** Generally

Generally the **Borrower’s** monthly payment consists of **P&I** and deposits for insurance, taxes, replacement reserves and replacement hedges or some combination of such items. In some instances, the payment may include additional funds to be applied toward the **UPB** or to repay funds advanced by the **Servicer**. The **Servicer** must account for each portion of the **Borrower’s** monthly payment in the **Servicer’s** records. The **Servicer** must track both actual and scheduled **Mortgage Loan** balances (a.k.a., Security Pool and **Security** balances) and reconcile any outstanding difference (e.g., the **Servicer** advances for insufficient **Borrower** payments).





## 204.02 Calculating Interest Due

The interest calculation method is generally specified in the [Loan Documents](#). [Servicers](#) are required to calculate interest due for each [Mortgage Loan](#) as required by the [Loan Documents](#). If the [Loan Documents](#) do not contain any information regarding the interest calculation method, then [Servicers](#) should assume a 30/360 accrual method.

### 204.02A Actual/360 Interest Calculation Method

Interest will accrue based upon the actual number of days in a calendar month and a 360-day year.

### 204.02B 30/360 Interest Calculation Method

Interest will accrue based upon a 30-day month and a 360-day year.

## Section 205 ARM Loan Interest Rate and Monthly Payment Changes

### 205.01 Adjustable Rate Mortgage Loan Interest Rate Changes and Required Monthly Payments

The [Servicer](#) must enforce each [Mortgage Loan](#) in accordance with the terms of the executed [Loan Documents](#). This includes making periodic interest rate and payment adjustments in connection with any type of [Adjustable Rate Mortgage Loans](#). The [Servicer](#) must change the [Mortgage Loan](#) interest rate and monthly payments to the fullest extent permitted or required, maintaining at all times the [Mortgage Loan](#) margin specified in the executed [Loan Documents](#). Factors used to determine the new interest rate for ARM Loans include:

- the [Index](#) on which the rate is to be based;
- the “look back” period;
- any applicable interest rate change limitations; and
- the [Mortgage Loan](#) margin.

If the [Servicer](#) fails to make a timely interest rate or payment adjustment, the [Servicer](#) must use its own funds to satisfy any shortage.

### 205.01A The Adjustable Rate Mortgage Loan Index

The [Servicer](#) must determine the [Index](#) on which the rate is to





be based as specified in the [Loan Documents](#). To assist the [Servicer](#) in monitoring indexes, Fannie Mae offers an [ARM Loan Index](#) service through its website on <https://multifamily.fanniemae.com>. The [Servicer](#) must establish procedures to monitor the [Index](#) to assure that the [Servicer](#) uses the latest available [Index](#) to determine an interest rate change.

## **205.01B** Determining the New Monthly Payment

Except for Fannie Mae Structured ARM Loans, a Required Monthly Payment change occurs at established intervals and corresponds to any change in the interest rate. The new monthly payment is calculated by determining the amount required to repay the [UPB](#) of the [Mortgage Loan](#) in substantially equal payments over the remaining amortization period of the [Mortgage Loan](#) at the interest rate in effect following the latest interest rate change utilizing the applicable Interest Calculation Method. If the [Mortgage Loan](#) is an interest-only [Mortgage Loan](#), the new monthly payment is the monthly interest payment at the interest rate in effect following the latest interest rate change utilizing the applicable Interest Calculation Method. The new Required Monthly Payment becomes effective on the first day of the month following the month in which the interest Rate Change Date occurs.

## **205.02** Monthly Reporting for ARM Loan Payment/Rate Changes

Prior to the effective date of the Monthly Payment/Rate Change the [Servicer](#) must submit a Monthly Payment/Rate Change via the eServicing System. For assistance with rate and/or payment changes, the [Servicer](#) must contact its [Fannie Mae Representative](#).

In order for Fannie Mae to account for [ARM Loans](#) on its books, Fannie Mae must receive the Monthly Payment/Rate Change on a timely basis.

## **205.03** Structured ARM Loans

Structured ARM Loans are subject to the same reporting and remittance requirements as other [ARM Loans](#) except for the differences described in this section.

The interest rate for Structured ARM Loans will be determined based on the applicable interest period (typically either 1-month or 3-months) for the applicable [Index](#) using a 1-Business Day look-back period per the [Loan Documents](#) and the requirements of the applicable Structured ARM Loan [Plan Number](#). The applicable interest rate will be determined by adding the [Mortgage Loan](#) margin specified in the [Loan](#)



Documents to the applicable Index value. No periodic or lifetime interest rate limitations apply to this computation.

Rate changes for Structured ARM Loans with a:

- 1-month interest period (Plan Numbers 03488 and 04932) will occur on the first payment date and the first day of each month thereafter until maturity as specified in the Loan Documents; and
- 3-month interest period (Plan Number 03487) will occur on the first day of the month which is the second month following the first payment date and the first day of every third month thereafter until maturity as specified in the Loan Documents.

The first payment date will be:

- the 1st day of the month following the Mortgage Loan Origination Date, if the Mortgage Loan Origination Date is the 1st calendar day of the month; or
- the 1st day of the second full calendar month following the Mortgage Loan Origination Date for all other Mortgage Loans.

For example, if the Mortgage Loan closes on June 15th, the First Payment Date is on August 1st, and if the Mortgage Loan closes on June 1st, the First Payment Date is on July 1st.

A Required Monthly Payment change occurs at established intervals and corresponds to any change in the interest rate, the number of days in an accrual period, or the UPB of the Mortgage Loan.

If the Mortgage Loan amortizes, the Required Monthly Payment is the sum of the monthly interest installment and the monthly principal installment. The monthly interest installment is calculated by multiplying the UPB of the Mortgage Loan by the interest rate in effect following the latest interest rate change utilizing an actual/360 interest accrual method. Equal monthly principal installments will be made over the term of the Mortgage Loan in the amount set forth in the Loan Documents.

If the Structured ARM Loan is interest-only, the Required Monthly Payment is the monthly interest payment which is calculated by multiplying the UPB of the Mortgage Loan by the interest rate in effect following the latest interest rate change utilizing an actual/360 interest accrual method as set forth in the Loan Documents. The new Required



Monthly Payment becomes effective for Structured ARM Loans with a:

- 1-month interest period (Plan Numbers 03488 and 04932), on the 1st day of the month following the month in which the Rate Change Date occurs; or
- 3-month interest period (Plan Number 03487), on the 1st day of each month following any change in the interest rate or if the number of days in an accrual period is different from the prior month, as set forth in the Loan Documents.

## Section 206 Application of Monthly Payments

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### 206.01 Fannie Mae Form Loan Documents

For Mortgage Loans originated using Fannie Mae published Note forms, the Borrower's monthly payments must be applied in the following order:

- any delinquent interest (other than interest attributable to the default interest rate);
- any delinquent principal;
- interest for the current month at the Gross Note Rate;
- principal for the current month;
- reimburse the Servicer or Fannie Mae for any T&I payments;
- reimburse the Servicer or Fannie Mae for any delinquency resolution costs, attorney fees, Appraisal fees, environmental assessment costs, or PCA costs;
- reimburse the Servicer or Fannie Mae for any payments to protect the Property;
- late charges;
- default interest;
- T&I Custodial Account deposits; and
- Collateral Agreement Custodial Account deposits.

### 206.02 Non-Fannie Mae Form Loan Documents

For Mortgage Loans not originated using Fannie Mae published Note forms, the Servicer must apply monthly payments



received from the **Borrower** as required by the relevant **Loan Documents**. If the **Loans Documents** do not provide for the order of application of monthly payments, then the **Servicer** must follow the requirements for the Fannie Mae Post-1998 **Loan Documents** as provided in **Part V, Chapter 2: Reporting and Remitting, Section 206.01: Fannie Mae Form Loan Documents**.

## **Section 207**      **Payment Shortages**

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When payments received from the **Borrower** are less than the total amount then due under the **Mortgage Loan** (including **P&I** and **T&I**, but may also include required deposits to the **Replacement Reserve** or other monies due as required in the **Loan Documents**), the **Mortgage Loan** is in default and the **Servicer** must follow the default procedures specified in:

- **Part VI, Chapter 3: Non-Performing Primary Risk Mortgage Loans**; or
- **Part VI, Chapter 5: Non-Performing Secondary Risk Mortgage Loans**.

The **Servicer** may not supplement partial payments received from the **Borrower** with funds from any **Collateral Agreement Custodial Account** without Fannie Mae's prior written consent.

## **Section 208**      **Delinquency and Servicing Advances**

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### **208.01**      **Generally**

#### **208.01A**      **Applicability**

This **Section 208** shall apply to all loans purchased by Fannie Mae (i) under the **DUS** product line and (ii) under any contracts entered into after June 1, 2012, unless any such contract provides that this **Section 208** shall not apply to such contract.

#### **208.01B**      **Delinquency Advances on a Mortgage Loan other than a Credit Enhancement Mortgage Loan**

Whether or not the **Borrower** pays to the **Lender** the full amount due under a **Mortgage Loan** (other than a **Credit Enhancement Mortgage Loan**), the **Lender** will remit to Fannie Mae **Delinquency Advances** in an amount equal to all monthly **P&I** installments then owed under each **Mortgage Loan**, net of **Servicing Fees**, in the manner and at the time the **Lender** is required to make remittances under the **Guide** or



the Lender's Contract. The Lender's agreement to make **Delinquency Advances** in respect of a **Mortgage Loan** constitutes a separate contractual obligation of the Lender to Fannie Mae and is not a guaranty or surety of any obligation of the related **Borrower**. The Lender's obligation to fund **Delinquency Advances**, except in the case of **Secondary Risk Mortgage Loans**, is not intended to require advances of the principal balance due on the scheduled or accelerated maturity date for payment in full of a **Mortgage Loan**. The Lender's obligation to fund **Delinquency Advances** with respect to **Secondary Risk Mortgage Loans** shall include the obligation to fund the principal balance due on the scheduled or accelerated maturity date for payment in full of a **Mortgage Loan**.

#### **208.01C** Delinquency Advances on a Credit Enhancement Mortgage Loan

Whether or not the **Borrower** pays to the Lender the full amount due on a **Credit Enhancement Mortgage Loan**, and whether such amounts are payable under the Financing Agreement, the **Note**, the Reimbursement Agreement or other transaction documents, the Lender shall make **Delinquency Advances** in amounts as follows, each in the amount as required to be made under the Financing Agreement, the **Note**, the Reimbursement Agreement or other applicable transaction document, net of any **Servicing Fee** otherwise payable to the Lender:

- interest payments as required by the definition of **Delinquency Advances**, net of **Servicing Fees**;
- monthly installments of principal owed on the **Credit Enhancement Mortgage Loan**, or, if the transaction documents of the **Credit Enhancement Mortgage Loan** require the **Borrower** to make deposits to a **PRF** in lieu of amortizing the principal of the **Credit Enhancement Mortgage Loan** in whole or in part, deposit in a special custodial account meeting the requirements of the **Guide** ("Special Custodial Account") any amounts that the **Borrower** was obligated under the **Note**, the Reimbursement Agreement or other applicable transaction document to pay as deposits to the **PRF** and transfer such funds in the Special Custodial Account to the applicable **Bond Trustee** at such time as the funds are required for a mandatory payment of **P&I** under the **Bonds**;
- the annual or other periodic fee of the **Issuer** as a continuing fee for the issuance of the **Bonds** and the provision of the financing for the **Property**;



- the annual or other periodic continuing trust administration fee of the [Bond Trustee](#);
- the annual or other periodic continuing fee of the rebate analyst, if any, for its rebate calculation services;
- the annual or other periodic continuing fee of the remarketing agent, if any, for its remarketing services;
- the [Credit Enhancement Fee](#);
- if the transaction documents of the [Credit Enhancement Mortgage Loan](#) require the [Borrower](#) to make deposits to a [PRF](#) in lieu of amortizing the principal of the [Credit Enhancement Mortgage Loan](#) in whole or in part, the [PRF Fee](#); and
- if the [Credit Enhancement Instrument](#) contains a liquidity facility for the [Bonds](#), the [Liquidity Fee](#).

The [Lender](#) shall make such advances to the party, in the manner and at the time the [Lender](#) is required to make such remittances under the [Guide](#). The [Lender's](#) agreement to make [Delinquency Advances](#) in respect of a [Credit Enhancement Mortgage Loan](#) constitutes a separate contractual obligation of the [Lender](#) to Fannie Mae and is not a guaranty or surety of any obligation of the related [Borrower](#).

**208.01D** Servicing Advances on a Mortgage Loan other than a Credit Enhancement Mortgage Loan

Whether or not [Borrower](#) makes payments to the [Lender](#), the [Lender](#) shall make [Servicing Advances](#) as and when such amounts constituting [Servicing Advances](#) are required to be paid.

**208.01E** Servicing Advances on a Credit Enhancement Mortgage Loan

Whether or not the [Borrower](#) makes payments to the [Lender](#), the [Lender](#) shall make [Servicing Advances](#) on a [Credit Enhancement Mortgage Loan](#) as and when such amounts constituting [Servicing Advances](#) are required to be paid. For each [Credit Enhancement Mortgage Loan](#), [Servicing Advances](#) shall include, in addition to those items set out in the definition of [Servicing Advances](#), all fees, costs and expenses, whether recurring or non-periodic, not covered by a [Delinquency Advance](#) but necessary, as determined by Fannie Mae, to preserve or protect the [Bonds](#) or to exercise any legal or equitable remedies under the [Bond Indenture](#), the [Bonds](#) or any of the other transaction documents (other than the [Loan Documents](#)).





## **208.02** Duration of Payment of Delinquency Advances or Servicing Advances

### **208.02A** Obligation to Make Delinquency Advances

Unless the [Lender's Contract](#) expressly provides otherwise, the [Lender](#) must make [Delinquency Advances](#) until the earliest of:

- the [Lender's](#) purchase of the [Mortgage Loan](#) from Fannie Mae;
- the date on which [Borrower](#) cures the [Mortgage Loan](#) default;
- the date on which the [Lender](#) makes the fourth of four continuous months of [Delinquency Advances](#);
- the [Asset Valuation Date](#) established in accordance with Section 6.02 of the Loss Sharing Addendum; or
- the date on which the [Borrower](#) pays off the [Mortgage Loan](#).

Notwithstanding the foregoing, (i) for [Securitized Mortgage Loans](#), the [Lender](#) must make [Delinquency Advances](#) to Fannie Mae as long as the [Mortgage Loan](#) is held by the trust established in connection with such securitization, and (ii) for [Credit Enhancement Mortgage Loans](#), the [Lender](#) must make [Delinquency Advances](#) to Fannie Mae as long as the [Bonds](#) are outstanding. However, in either case, [Lender](#) will receive reimbursement for such [Delinquency Advances](#) upon request as required by [Part V, Chapter 2: Reporting and Remitting, Section 208.02C: Reimbursement for Delinquency and Servicing Advances](#) following the date on which [Lender](#) makes the fourth of four consecutive months of [Delinquency Advances](#) or, if earlier, immediately following the [Maturity Date](#) of the [Mortgage Loan](#) and, thereafter, the [Lender](#) will receive reimbursement for each [Delinquency Advance](#) upon request. If the [Lender](#) believes that [Delinquency Advances](#) with respect to a [Mortgage Loan](#) are no longer required to be made pursuant to this Section 208.02, the [Lender](#) shall notify Fannie Mae, in writing, and upon written confirmation by Fannie Mae that it concurs that no further [Delinquency Advances](#) are required, the [Lender](#) shall cease making [Delinquency Advances](#) with respect to such [Mortgage Loan](#).

### **208.02B** Obligation to Make Servicing Advances

Unless the [Lender's Contract](#) expressly provides otherwise, the [Lender](#) must make [Servicing Advances](#) until the earliest of:

- the [Lender's](#) purchase of the [Mortgage Loan](#) from Fannie



Mae;

- the date on which the Borrower cures the Mortgage Loan default;
- the Asset Valuation Date related to a Foreclosure Event, a sale of the Property directed by a court of competent jurisdiction, a Discounted Loan Payoff, or Note Sale; or
- the date on which the Borrower pays off the Mortgage Loan.

The Lender shall not be required to make Servicing Advances to fund escrows or custodial accounts for taxes, assessments, and insurance premiums or to make payments to the accounts established for the Mortgage Loan; provided, however, that the Lender must apply any partial payments (including any Net Cash Flow from the Property that, under applicable state law, is then available for use by Fannie Mae) in the manner specified in the Loan Documents and the Guide.

#### **208.02C** Reimbursement for Delinquency and Servicing Advances

Upon the expiration of the Lender's obligation to make Delinquency Advances as provided above or, with respect to any Securitized Mortgage Loan, following the date on which the Lender makes the fourth of four consecutive months of Delinquency Advances, the Lender may, by written notice to Fannie Mae submitted on Fannie Mae Form 4828, together with any supporting documentation required by Fannie Mae, request reimbursement for any and all Delinquency Advances made by the Lender with respect to the Mortgage Loan.

Upon making a Servicing Advance with respect to a Mortgage Loan, Lender may, by written notice to Fannie Mae submitted on Fannie Mae Form 4829, together with any supporting documentation required by Fannie Mae, request reimbursement for such Servicing Advance.

Fannie Mae shall reimburse the Lender for such Delinquency Advances and Servicing Advances within 60 days following Fannie Mae's receipt and approval of the Lender's written request.

This Section 208.02.C shall not apply to Delinquency Advances or Servicing Advances made by the Lender with respect to any Non-Performing Mortgage Loan with a Last Paid Installment prior to March 1, 2012.

#### **208.03** Repayment of Servicing Advances from Borrower

Unless otherwise directed in writing by Fannie Mae, the





Lender must seek restitution of any Servicing Advances from the Borrower. For this repayment, the Lender may require the Borrower to make full restitution on the next occurring Mortgage Loan payment due date or may permit the Borrower to make restitution payments over several months. Amounts due from the Borrower for which a Servicing Advance was made may include default interest on the Servicing Advances as permitted in the Loan Documents. Interest must be calculated from and including the date the Servicing Advance is made to but excluding the date the repayment is received. If the Lender permits restitution over several months, such restitution payments will not be included in any required calculation of DSCR.

If the Lender has been reimbursed by Fannie Mae for any Servicing Advances and receives restitution of such Servicing Advances from the Borrower, the Lender shall promptly remit such amounts to Fannie Mae.

#### **208.04** No Capitalization of Servicing Advances for Securitized Mortgage Loans

For the purpose of calculating monthly distributions to the Security certificate holders or other investors, Servicing Advances will not be added to the scheduled principal balance of the related Mortgage Loan, even though the terms of the Mortgage Loan may permit increases to the outstanding principal balance of the Mortgage Loan for such advances and may permit Fannie Mae or the Lender, as applicable, to pursue recovery of those advances from the Borrower. Servicing Advances do not reduce or modify the Borrower's obligation under the Loan Documents.

#### **208.05** Entitlement to Default Interest

Between Fannie Mae and the Lender, unless the Lender's Contract expressly provides otherwise, so long as the Lender is obligated to make or has made Delinquency Advances as provided in Part V, Chapter 2: Reporting and Remitting, Section 208.02A: Obligation to Make Delinquency Advances, the Lender is entitled to retain 50 percent of the default interest collected from or on behalf of the Borrower. The other 50 percent of such default interest, to the extent collected from or on behalf of the Borrower, is remitted to and retained by Fannie Mae. Notwithstanding anything in this Section 208.05 to the contrary, with respect to any Non-Performing Mortgage Loan with a Last Paid Installment prior to March 1, 2012, if the Lender is obligated to make Delinquency Advances then the Lender is entitled to all default interest collected from or on behalf of the Borrower with respect to such Mortgage Loan. If the Lender is not obligated to make any Delinquency Advances on a Non-Performing Mortgage Loan, all



default interest shall be remitted to and retained by Fannie Mae. Without regard to whether the Lender is making Delinquency Advances, Fannie Mae is always entitled to the interest that accrues at the stated interest rate on the Mortgage Loan net of the Lender's Servicing Fee.

## Section 209 Remittance Procedures

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The Servicer must remit to Fannie Mae collections and other amounts due by the specified Remittance Date established for each product type.

### 209.01 Definitions

For purposes of this Section, the following terms shall have the definitions set forth below.

#### 209.01A Interest Distribution Amount

For each Mortgage Loan, the interest portion, adjusted to the Pass-Through Rate of the monthly installment (without regard as to whether such amount was collected), due on the first day of the month in which a Remittance Date occurs or which becomes due at any time during the preceding month except the first day thereof.

#### 209.01B Principal Distribution Amount

For each Mortgage Loan, the total of (1) the principal portion of the monthly installment due during the period beginning on the second day of the month preceding the month in which a Remittance Date occurs and ending on the first day of the month in which a Remittance Date occurs, without regard as to whether such amount was collected, and (2) any unscheduled principal recovery collected on a Mortgage Loan during the month preceding the month in which a Remittance Date occurs.

#### 209.01C Monthly Remittance

The total of the Interest Distribution Amount and Principal Distribution Amount to be remitted to Fannie Mae on each Remittance Date.

### 209.02 Monthly P&I Remittance Due Dates for Cash and MBS Transactions

Monthly P&I remittances begin on the initial Remittance Date.



Mortgage Loan Type	Initial Remittance Date
Cash Mortgage Loans (including Mortgage Loans backing a PFP MBS)	The month after Fannie Mae purchased the Mortgage Loan.
Securitized Mortgage Loans	The month after the month the MBS was issued.

The final Remittance Date occurs:

- for Mortgage Loans paying off on the scheduled Maturity Date: in the month the Mortgage Loan matured and the security balance dropped to \$0.00 (e.g., if the Mortgage Loan pays off on its scheduled May 1 Maturity Date, the final Remittance Date will be May 18); or
- for Mortgage Loans being prepaid: in the month after the month the Mortgage Loan was prepaid (e.g., if the Mortgage Loan prepays anytime between May 2 and May 31, the final Remittance Date will be June 18).

### 209.03 Cash Remittance System

#### 209.03A Drafting Account Use

The Servicer must make the monthly remittance funds available for drafting by ACH via the Cash Remittance System on the Business Day before the Remittance Date.

#### 209.03B Drafting Account Setup

To set up a Drafting Account before the initial Remittance Date:

1. Open a Drafting Account with an Eligible Depository per Part V, Chapter 3: Custodial Accounts, Section 301: Generally;
2. Use the Cash Remittance System to designate the custodial bank and Drafting Account to be electronically debited or credited.

#### 209.03C Remittance Transaction Codes

The Cash Remittance System uses remittance codes linked to



the:

- Servicer's unique 9-digit Servicer number; and
- specific Drafting Account identified for the applicable product and execution.

Only 1 Drafting Account per remittance code is permitted, either the:

- P&I Custodial Account for the Mortgage Loan category per Part V, Chapter 3: Custodial Accounts, Section 303.01: Accounts and Deposits; or
- consolidated Drafting Account.

The Servicer must ensure the:

- individual account drafting instructions, including assigned remittance codes, are coordinated with the Servicer's internal fund processing; and
- transmissions to Fannie Mae include all necessary detail to ensure timely and accurate processing.

## **209.04** Additional Requirements for Monthly Remittance for Security Transactions

### **209.04A** Amount of Security Monthly Remittance

The Security monthly remittance is the total of the Security Interest Distribution and Security Principal Distribution Amounts. For each month, the Security monthly remittance must include the scheduled principal payment due on the first day of that month plus a full month's interest (calculated at the Security Pass-Through Rate) due in arrears for the previous month. It also may include unscheduled prepayments of principal.

The Servicer is required to pass through to Fannie Mae in each Security monthly remittance, the full scheduled amounts of P&I, regardless of whether such amounts actually have been collected from the Borrower. A full month's interest (calculated at the Security Pass-Through Rate) must be included in each Security monthly remittance, regardless of whether there has been any partial or full prepayment during the month.

### **209.04B** Security Interest Distribution Amount

The Security Interest Distribution Amount due is based on the



**Security Balance** remaining after application of the scheduled **Mortgage Loan** payment due on the first of the previous month. For example, the **Security Interest Distribution Amount** due on November 18 would be based on the **Security Balance** remaining after application of the scheduled **Mortgage Loan** payment due on October 1 (not November 1).

## **209.05** Securitized Mortgage Loans – Remitting Fees to Fannie Mae

### **209.05A** Guaranty Fee Due on 7th Calendar Day of Month

To compensate Fannie Mae for the liability it assumes in issuing the **Security**, Fannie Mae receives a **Guaranty Fee**. The **Guaranty Fee** is an obligation of the **Servicer** and must be paid in arrears on the 7th calendar day, or the preceding **Business Day** if the 7th calendar day is not a **Business Day**, of each month, even if there is no collection on the **Mortgage Loan** or the **Mortgage Loan** reaches its **Maturity Date** during the month. Payment of the **Guaranty Fee** begins with the month following the month in which the **Security** is issued. Fannie Mae will draft the **Guaranty Fee** from the **Servicer's** applicable designated **P&I Custodial Accounts** for **Securitized Mortgage Loans**.

The **Guaranty Fee** amount due Fannie Mae in any month is equal to either (a) for 30/360 interest accrual **Mortgage Loans**, one-twelfth of the annual **Guaranty Fee** rate times the **Security Balance** remaining after application of the scheduled **Mortgage Loan** principal payment due on the first day of the previous month, or (b) for actual/360 interest accrual **Mortgage Loans**, the annual **Guaranty Fee** rate divided by 360 times the number of days occurring in the month immediately preceding the **Guaranty Fee** payment date times the **Security Balance** remaining after application of the scheduled **Mortgage Loan** principal payment due on the first day of the previous month. For example, for **Securitized Mortgage Loans** the **Guaranty Fee** amount due to Fannie Mae on November 7 is calculated on the **Security Balance** remaining after application of the scheduled **Mortgage Loan** principal payment due on October 1.

### **209.05B** Guaranty Fee Remittance

The monthly **Guaranty Fee** must be remitted as long as the **Security** is outstanding, even if there is no collection activity on the **Mortgage Loan**.

The **Servicer** must make funds available for the **Guaranty Fee** draft on the 7th calendar day of the month, or the preceding **Business Day** if the 7th is not a **Business Day**.



Under this process, Fannie Mae will send an electronic notice (or “bill”) on the 2nd or 3rd calendar day of each month. The draft notice will show the amount due for the **Guaranty Fees**. When the **Servicer** receives the transmission, the **Servicer** must review the draft notice for accuracy. If discrepancies are identified, the **Servicer** must contact Fannie Mae by the 5th calendar day of the month to provide details on the amount and nature of the discrepancy. Fannie Mae will then review its records to validate the discrepancy and make any necessary adjustments to the **Guaranty Fee** bill. On the 7th calendar day of the month, Fannie Mae will draft the **Guaranty Fees** from the **Servicer's** designated **P&I Custodial Account for Securitized Mortgage Loans**. If the 7th calendar day is not a **Business Day**, the draft will take place on the preceding **Business Day**.

#### **209.05C** Same Month Pooling – Interest and Guaranty Fee Remittance for First Reporting Cycle

The **Servicer's** first remittance to Fannie Mae for a **Mortgage Loan** submitted under the **Same Month Pooling** delivery option is an “interest-only” remittance because the **Borrower** will not have made the first payment. Accordingly, because the **Borrower** will not be required to send a monthly payment to the **Servicer** under **Same Month Pooling** until the month following the date the **Servicer's** first remittance is due to Fannie Mae, the **Servicer** will have to use some of its own funds to remit the interest that is “scheduled” to be passed through to Fannie Mae for the **Mortgage Loan** in that month and to make the first required **Guaranty Fee** remittance. The interest remittance will represent one month's full interest, and will be equal to the **Issue Date** principal balance of the **Mortgage Loan** times either (a) for 30/360 interest accrual **Mortgage Loans**, one-twelfth of the annual **Pass-Through Rate** of the **Security**, or (b) for actual/360 interest accrual **Mortgage Loans**, the annual **Pass-Through Rate** of the **Security** divided by 360 times the number of days occurring in the month of issuance of the **Security**. The **Guaranty Fee** payment will represent one month's full **Guaranty Fee**, and be calculated as provided in **Part V, Chapter 2: Reporting and Remitting, Section 209.05A: Guaranty Fee Due on 7th Calendar Day of Month** based on **Issue Date** principal balance of the **Mortgage Loan**.

Fannie Mae will not reimburse the **Servicer** for its interest or **Guaranty Fee** remittance. However, the **Servicer** must:

- receive a partial month's interest based on the **Note Rate** from the **Borrower** at closing (from the date of closing through the end of the month), and
- receive interest based on the **Pass-Through Rate** from the purchaser of the **Security** (from the first day of the month in





which the **Security** is issued to the Book-Entry Delivery Date) as part of the sales proceeds for the **Security**.

#### **209.06** Notification to Fannie Mae if Unable to Have Funds Available on any Remittance Date

If, for any reason, the **Servicer** cannot make funds available for drafting on the **Business Day** prior to the designated **Remittance Date**, it must immediately notify Fannie Mae by calling the **Servicer's Fannie Mae Representative**. The **Servicer** must describe to Fannie Mae all circumstances and conditions that prevent the monthly remittance from being made on time.

## **Section 210** Full Prepayments

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#### **210.01** Review of Applicable Loan Documents Required

When the **Servicer** receives a **Borrower's** notification of intent to prepay the **Mortgage Loan**, it must examine the specific **Note** (including any applicable addendum, exhibit, modification, or amendment) and **Security Instrument** (and any applicable rider, exhibit, modification or amendment) to determine whether prepayment of the **Mortgage Loan** is permitted and, if so, under what conditions. The prepayment provisions of the actual **Mortgage Loan Documents** govern in each case.

#### **210.02** Notification of Prepayment; Timing of Prepayment

##### **210.02A** Notice and Timing Consistent with Loan Documents

The **Borrower's** proposed prepayment date and the timing of its advance notification of its intent to prepay must be consistent with the provisions of the **Loan Documents**.

##### **210.02B** Borrower Notice Must Contain Date of Intended Prepayment and Comply with Notice Requirements of the Loan Documents

The **Servicer** must obtain from the **Borrower** the date on which the **Borrower** will prepay the **Mortgage Loan**. The **Borrower** must give the **Servicer** advance notice of its intent to make a full prepayment as required by the **Loan Documents**.

##### **210.02C** Loan Document Requirements for Payoff and Lockout Dates

If a Fannie Mae form Multifamily Note evidences the **Mortgage**



Loan, a prepayment may be made only on the last **Business Day** before a scheduled **Mortgage Loan** payment date. Non-Fannie Mae form **Notes** may not contain the same requirement. Some **Notes** may contain lockout provisions that prohibit full prepayment for a specified period of time. The **Servicer** must not permit a payoff that does not comply with the requirements contained in the **Loan Document**.

#### **210.02D** Notice to Fannie Mae of Proposed Payoff; Use of Fannie Mae Payoff Calculator

The **Servicer** must notify Fannie Mae, in writing or through the Fannie Mae Payoff Calculator, upon receiving notice from the **Borrower** of a planned prepayment. Notice of the planned prepayment must be received by Fannie Mae not later than 10 **Business Days** prior to the contemplated payoff date. The Fannie Mae Payoff Calculator may only be used when the Fannie Mae form Multifamily Note evidences the **Mortgage Loan**.

#### **210.03** Timing of Confirmation of the Full Prepayment Payoff Amount

The **Servicer** must ensure that the payoff figure quoted to the **Borrower** is correct. Accordingly, before the **Servicer** advises the **Borrower** of the full prepayment payoff amount, the **Servicer** must confirm such amount with Fannie Mae. The **Servicer's** request for confirmation of the full prepayment payoff amount must be submitted to Fannie Mae at least 10 **Business Days** before the scheduled prepayment date. At least 5 **Business Days** prior to the scheduled prepayment date, the **Servicer** must provide the **Borrower** written confirmation of the amount required to pay off the **Mortgage Loan** in full.

#### **210.04** Full Prepayment for Cash Transactions and PFP MBS

##### **210.04A** Confirming the Full Prepayment Payoff Amount

###### **1. Calculating the Full Prepayment Payoff Amount**

To obtain Fannie Mae's confirmation of the full prepayment payoff amount, the **Servicer** must either submit a written statement detailing all amounts that it believes will be due and payable by the **Borrower** on the prepayment date or submit the information through the Payoff Calculator, including:

- the **UPB** of the **Mortgage Loan** (as of the prepayment date);
- all accrued and to-be accrued interest, broken down into the net interest portion due to Fannie Mae (calculated at the **Pass-Through Rate**) and the portion to be retained by the **Servicer** as a **Servicing Fee**, calculated as if the payoff





is occurring on the last day of the month in which the prepayment is occurring;

- any unpaid late fees, if applicable;
- any **Prepayment Premium** that is due in connection with the full prepayment, broken down into the portions due to Fannie Mae and the **Servicer**, respectively; and
- any other amounts due under the **Note**, **Security Instrument**, or any other **Mortgage Loan Document**, including, if applicable, any unpaid fee due under any **Collateral Agreement**.

## **2. Fannie Mae Will Not Confirm Nor Is Responsible for Amounts Owing to Servicer**

Fannie Mae is not responsible for confirming any amounts owed to the **Servicer** at the time of the prepayment (e.g., any administrative fees due for services performed by the **Servicer** under a **Collateral Agreement**); however, the **Servicer's** payoff statement must clearly denote any such amounts so that Fannie Mae can distinguish them from amounts due exclusively to Fannie Mae. The **Servicer** is solely responsible for ensuring that any payoff quote given to the **Borrower** includes any amounts that are owed exclusively to the **Servicer**, as Fannie Mae will not reimburse the **Servicer** for such amounts from any of the funds that the **Borrower** remits to cover the amounts confirmed as being due to Fannie Mae.

## **3. Fannie Mae Confirmation of Full Prepayment Payoff Amount for Primary Risk Mortgage Loans**

Fannie Mae will review the **Servicer's** figures and contact the **Servicer** to reconcile any discrepancies. Upon completion of its review and any necessary reconciliation, Fannie Mae will respond in writing to the **Servicer's** verification request. In its response, Fannie Mae will confirm the total payoff amount due to Fannie Mae, as well as the individual items comprising such total amount, including:

- the **UPB** of the **Mortgage Loan**;
- the net accrued interest due Fannie Mae;
- any applicable **Prepayment Premium** (broken down into the portions due to Fannie Mae and the **Servicer**); and
- any previously unpaid fees or other amounts owed to Fannie Mae.

Fannie Mae will provide any pertinent instructions for



completing the prepayment payoff process, including any specific instructions that the [Servicer](#) must include in its payoff quote to the [Borrower](#).

#### **4. No Quote to Borrower until Fannie Mae Confirmation for Primary Risk Mortgage Loans**

To ensure that the [Borrower](#) is quoted the correct payoff amount, including any applicable accrued interest, [Prepayment Premium](#), late fees, or other amounts that might be owed under the terms of the [Note](#), the [Security Instrument](#), or the other [Mortgage Loan Documents](#), the [Servicer](#) must not quote a final payoff amount to the [Borrower](#) without first obtaining Fannie Mae's confirmation of the accuracy of the [Servicer's](#) figures.

#### **5. Fannie Mae Confirmation of Full Prepayment Payoff Amount for Secondary Risk Mortgage Loans**

Unless the [Lender's Contract](#) provides otherwise, Fannie Mae will not review the [Servicer's](#) payoff calculation for [Secondary Risk Mortgage Loans](#). The [Servicer](#) is solely responsible for ensuring that any payoff quote given to the [Borrower](#) includes all amounts that are owed to Fannie Mae and to the [Servicer](#).

#### **6. Servicer Liability**

Whether confirmed by Fannie Mae through the Payoff Calculator or the payoff calculation is performed by the [Servicer](#), the [Servicer](#) is required to collect all amounts owing by the [Borrower](#) on a [Mortgage Loan](#) payoff. If Fannie Mae determines that [Servicer](#) has provided the [Borrower](#) incorrect information because of an error in the calculation of the payoff quote, the [Servicer](#) will be responsible for any shortfall and must remit all amounts due to Fannie Mae whether or not it has collected such amounts from the [Borrower](#).

### **210.04B** Reporting Full Prepayment Payoff Amount

#### **1. Full Prepayment Payoff Amount Received on First Business Day of Month**

Notwithstanding anything to the contrary above, any full prepayment of a [Mortgage Loan](#) from or on behalf of a [Borrower](#) that is received by the [Servicer](#) on the first [Business Day](#) of a month will be deemed received in the prior calendar month for purposes of reporting and remitting such full prepayment.

#### **2. Full Prepayment Reported through the eServicing System Due By 2nd Day of Month**

The full prepayment must then be reported electronically to



Fannie Mae through the eServicing System. The report of the full payment must be transmitted in time to reach Fannie Mae by the 2nd calendar day of the month following the month of prepayment.

## **210.04C** Remitting Full Prepayment Payoff Amount

### **1. Using Pass-Through Rate to Calculate Remittance to Fannie Mae**

The **Servicer** must use the **Pass-Through Rate** to calculate its P&I remittance to Fannie Mae. After collecting payoff proceeds, calculated in the manner described above at the **Gross Note Rate**, the **Servicer** must subtract its **Servicing Fee**, calculated using a per diem rate based on the interest accrual method provided for in the **Loan Documents**.

### **2. Remittance Due on Remittance Date**

The **Servicer** must remit the prepayment amount on the **Remittance Date** in the month after the prepayment occurs per the remittance requirements in this Chapter.

## **210.05** Full Prepayment for Securitized Transactions (Not Applicable to PFP MBS)

### **210.05A** Confirming the Full Prepayment Payoff Amount

#### **1. Calculating the Full Prepayment Payoff Amount**

To obtain Fannie Mae's confirmation of the final payoff amount for a **Securitized Mortgage Loan**, the **Servicer** must submit a statement, detailing:

- All amounts that it has determined will be due and payable by the **Borrower** on the prepayment date, including:
  - the **UPB** of the loan (as of the prepayment date);
  - all accrued and to-be accrued interest, broken down into the net interest portion due to Fannie Mae (calculated at the **Pass-Through Rate**) and the portion to be retained by the **Servicer** as a **Servicing Fee**, calculated as if the payoff is occurring on the last day of the month in which the prepayment is occurring;
  - any unpaid late fees, if applicable;
  - any **Prepayment Premium**, if any, that is due in connection with the full prepayment specifying the respective portions due Fannie Mae, the **Security** certificate holder and **Servicer**; and



- any other amounts due under the [Note](#), [Security Instrument](#), or any other [Loan Document](#), including, if applicable, any unpaid fee due under any [Collateral Agreement](#).
- All amounts that will be due and payable to Fannie Mae by the [Servicer](#) on the [Remittance Date](#) in the month following the month of prepayment, including:
  - the [UPB](#) of the loan;
  - a full month's accrued interest, calculated at the [MBS Pass-Through Rate](#);
  - any applicable [Prepayment Premium](#) broken down into the portions due to the [MBS investor](#), the [Servicer](#), and Fannie Mae calculated in accordance with the [Guide](#); and
  - any previously unpaid fees or other amounts owed to Fannie Mae.

## **2. Fannie Mae Will Not Confirm Nor Is Responsible for Amounts Owing to Servicer**

Fannie Mae is not responsible for confirming any amounts owed to the [Servicer](#) at the time of the prepayment (e.g., any administrative fees due for services performed by the [Servicer](#) under a [Collateral Agreement](#)); however, the [Servicer's](#) payoff statement must clearly denote any such amounts so that Fannie Mae can distinguish them from amounts due exclusively to Fannie Mae, and the [MBS investor](#), if applicable.

## **3. Fannie Mae Confirmation of Full Prepayment Payoff Amount for Primary Risk Mortgage Loans**

Fannie Mae will review the [Servicer's](#) figures and contact the [Servicer](#) to reconcile any discrepancies for [Primary Risk Mortgage Loans](#). Upon completion of its review and any necessary reconciliation, Fannie Mae will respond (in writing) to the [Servicer's](#) verification request. In its response, Fannie Mae will confirm the total payoff amount due to the [Servicer](#) from the [Borrower](#), and will also separately confirm the amounts due to Fannie Mae from the [Servicer](#), as well as individual items comprising such total amounts, including:

- the [UPB](#) of the [Mortgage Loan](#); and
- accrued interest due:



- to the **Servicer** from the **Borrower**;
- a full month's accrued interest due Fannie Mae;
- any applicable **Prepayment Premium** (broken down into the portions due to Fannie Mae, the **Servicer**, and the **MBS investor**); and
- any previously unpaid fees or other amounts owed to Fannie Mae.

#### **4. No Quote to Borrower Until Fannie Mae Confirmation for Primary Risk Mortgage Loans**

To ensure that the **Borrower** is quoted the correct payoff amount, including any applicable accrued interest, **Prepayment Premium**, late fees, or other amounts that might be owed under the terms of the **Note**, the **Security Instrument**, or the other **Mortgage Loan Documents**, the **Servicer** must not quote a final payoff amount to the **Borrower** without first obtaining Fannie Mae's confirmation of the accuracy of the **Servicer's** figures.

#### **5. Fannie Mae Confirmation of Full Prepayment Payoff Amount for Secondary Risk Mortgage Loans**

Fannie Mae will not review the **Servicer's** payoff calculation for **Secondary Risk Mortgage Loans**. The **Servicer** is solely responsible for ensuring that any payoff quote given to the **Borrower** includes all amounts that are owed to Fannie Mae and to the **Servicer**.

#### **6. Servicer Liability**

Whether confirmed by Fannie Mae through the Payoff Calculator or the payoff calculation is performed by the **Servicer**, the **Servicer** is required to collect all amounts owing by the **Borrower** on a **Mortgage Loan** payoff. If Fannie Mae determines that **Servicer** has provided the **Borrower** incorrect information because it quotes a final payoff amount to the **Borrower** prior to Fannie Mae confirmation or has erred in its calculation of the payoff quote where Fannie Mae confirmation is not provided, the **Servicer** will be responsible for any shortfall and must remit all amounts due to Fannie Mae whether it has collected such amounts from the **Borrower**.

### **210.05B** Reporting Full Prepayment Payoff Amount

#### **1. Security Reporting**

By the second **Business Day** of the month following the month of prepayment, the **Servicer** must report the amount of the **Prepayment**



Premium collected to Fannie Mae via the eServicing System in accordance with the reporting requirements provided in this Chapter.

## 2. Mortgage Loan Reporting Requirements

The Servicer must report the prepayment amount, including any applicable Prepayment Premium, to Fannie Mae by the second Business Day of the month following the month in which the prepayment occurs in accordance with the reporting requirements provided in this Chapter.

### 210.05C Remitting Full Prepayment Payoff Amount

Under MBS, the Servicer must remit a full month's accrued interest (calculated at the MBS Pass-Through Rate) for each month that the MBS is outstanding, even if a full or partial prepayment occurs during that month. Any shortfall between the interest collected from the Borrower and the full month's interest that is due to Fannie Mae must be deposited in the Servicer's MBS P&I Custodial Account from the Servicer's own funds and remitted to Fannie Mae. The Servicer must also remit a full month's Guaranty Fee for each month that the MBS is outstanding, even if a full or partial prepayment occurs during that month.

The Servicer must remit the prepayment amount on the Remittance Date in the month after the payoff occurs per the remittance requirements in this Chapter.

## Section 211 Partial Prepayments Not From Insurance or Condemnation Proceeds

### 211.01 Partial Prepayments Generally Prohibited

Partial prepayment of the outstanding balance of any Mortgage Loan is prohibited unless explicitly permitted in the Mortgage Loan Documents. Under certain circumstances, to the extent permitted in the Mortgage Loan Documents, the proceeds of a Letter of Credit held pursuant to an Achievement Agreement or deposits held under a Replacement Reserve Schedule or other Collateral Agreement may be applied as a partial prepayment of the Mortgage Loan.

### 211.02 Partial Prepayment Procedures

#### 211.02A Servicer's Analysis of Loan Documents

Any request from the Borrower for permission to make a partial prepayment must be forwarded to the Servicer's Fannie Mae



Representative, along with the Servicer's analysis and recommendation. The Servicer must carefully examine the Mortgage Loan Documents to determine if partial prepayments are permitted and, if so, under what conditions and whether a Prepayment Premium is required. The Servicer's analysis of the request must include information about:

- the event or condition precipitating the prepayment request;
- the amount of principal that would be prepaid;
- the estimated Prepayment Premium, if any, that would be due in connection with the partial prepayment;
- any proposed recasting of the Mortgage Loan or other modification of the repayment terms; and
- the proposed timing of the prepayment.

#### **211.02B** Fannie Mae Approval Required for Partial Prepayments

Unless the Loan Documents expressly permit partial prepayments, Fannie Mae's approval is required before any partial prepayment is made. If the Servicer's Fannie Mae Representative agrees to allow or requires a partial prepayment to be made, it will advise the Servicer in writing of any specific conditions that will apply to such partial prepayment. Such specific conditions may include:

- when and how the prepayment must occur;
- whether a Prepayment Premium must be paid; and
- whether the Mortgage Loan repayment terms will be altered and, if so, how the Mortgage Loan Documents would have to be modified to reflect such alterations, etc.

Any decision to modify the Mortgage Loan repayment terms in connection with the partial prepayment will be made by Fannie Mae, in its sole and absolute discretion.

#### **211.02C** Prepayment Premium Due on Partial Prepayment

When a Prepayment Premium is required in connection with any partial prepayment, the Prepayment Premium is assessed on the amount of principal being prepaid and not on the outstanding UPB of the Mortgage Loan calculated and verified in the same manner as is required for full prepayments.





### **211.02D** Reporting and Remitting Partial Prepayments When Not Permitted in Loan Documents

Partial prepayments must be reported in the same manner as is required for full prepayments. When Fannie Mae's approval is received, the proceeds representing the partial prepayment, including the [Prepayment Premium](#) (when required pursuant to the terms of the [Loan Documents](#)), must be remitted to Fannie Mae in the same manner and timeframe as required for full prepayments.

### **211.02E** Reporting and Remitting Partial Prepayments When Permitted in Loan Documents

Fannie Mae approval is not required when the [Loan Documents](#) permit partial prepayments. Any such partial prepayments must be reported and remitted to Fannie Mae in the same manner and timeframe as is required for monthly remittances.

## **Section 212** Prepayments (Full or Partial) Involving Insurance Proceeds or Condemnation Awards

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### **212.01** Partial Prepayments Generally Permitted

Partial prepayment of the [Mortgage Loan](#) is generally permitted for the application of the proceeds of an insurance claim or a condemnation award. [Servicer](#) must follow the requirements contained in the [Loan Documents](#) in connection with any such partial prepayment.

### **212.02** No Prepayment Premium Required

The [Borrower](#) is **not** required to pay a [Prepayment Premium](#) in connection with any prepayment that occurs as a result of the application to the [Mortgage Loan](#) of insurance proceeds or condemnation award proceeds, regardless of when during the [Mortgage Loan](#) term such prepayment occurs.

### **212.03** Reporting and Remitting Partial Prepayments

The proceeds representing the partial prepayment must be reported and remitted to Fannie Mae in the same manner and timeframe as is required for monthly remittances.

## **Section 213** Prepayment Premium Sharing

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### **213.01** General





The Lender Contract governs over the requirements of the Guide if it specifies whether the Lender or Servicer is entitled to retain a portion of any Prepayment Premium paid by the Borrower. If the Lender Contract provides that the Lender or Servicer is entitled to retain a portion of the Prepayment Premium, then the Servicer must calculate the applicable share of the Prepayment Premium owed to the Lender or Servicer, and remit to Fannie Mae that portion of the Prepayment Premium owed to Fannie Mae or the Investor. If the Lender Contract provides that the Lender or Servicer is not entitled to retain a portion of the Prepayment Premium, then the entire Prepayment Premium must be remitted to Fannie Mae.

If the Lender Contract does not specify whether the Lender or Servicer is entitled to retain a portion of any Prepayment Premium, then the Servicer is entitled to retain a portion of any Prepayment Premium only as provided below.

The Servicer must always remit the portion of the Prepayment Premium due to the Investor and to Fannie Mae with the final Mortgage Loan payment, retaining the balance of the Prepayment Premium due the Servicer as provided above. Upon receipt, Fannie Mae will pass through the portion of the Prepayment Premium due to the Investor.

## **213.02** Yield Maintenance Prepayment Premiums – Prepayment Occurs Before the Yield Maintenance Period End Date

### **213.02A** Calculation of Total Prepayment Premium

For any prepayment that occurs before the Yield Maintenance Period End Date, the Servicer must first determine the total Prepayment Premium owing by the Borrower in accordance with the Loan Documents. The Loan Documents generally require the Borrower to pay a Prepayment Premium equal to the greater of (i) 1% of the UPB (the “Minimum 1% Prepayment Premium”), or (ii) yield maintenance.

### **213.02B** Calculation of Investor’s Share of Total Prepayment Premium for a Securitized Mortgage Loan

Fannie Mae does not guarantee payment of any portion of the Prepayment Premium to the Investor. The Investor only receives a share of any Prepayment Premium actually received from the Borrower. For a Securitized Mortgage Loan, the Servicer must calculate the Investor's share of the total Prepayment Premium as follows using the yield rate specified per the Loan Documents:

$$(\text{Principal prepaid}) \times (\text{Pass-Through Rate} - \text{yield rate}) \times$$



(present value factor).

If the result is negative, the Investor receives no Prepayment Premium share.

### **213.02C** Calculation of Fannie Mae's Share of Total Prepayment Premium

For both Securitized Mortgage Loans and Cash Mortgage Loans, the Servicer must calculate Fannie Mae's share of the total Prepayment Premium.

If the Prepayment Premium is greater than the Minimum 1% Prepayment Premium, the difference between the total Prepayment Premium and the Investor's portion will be shared between Fannie Mae and the Servicer.

~~If the Prepayment Premium is greater than the Minimum 1% Prepayment Premium, the difference between the total Prepayment Premium and the Investor's portion will be shared between Fannie Mae and the Servicer.~~ Fannie Mae's share equals:

- for Securitized Mortgage Loans:

(total Prepayment Premium - Investor's portion) x (Guaranty Fee / (Guaranty Fee + Servicing Fee)); and

- for Cash Mortgage Loans:

total Prepayment Premium - Servicer's share (calculated per Part V, Chapter 2: Reporting and Remitting, Section 213.02D: Calculation of Servicer's Share of Total Prepayment Premium).

If the total Prepayment Premium equals the Minimum 1% Prepayment Premium, Fannie Mae's share equals the entire remaining Prepayment Premium above the Investor's portion.

### **213.02D** Calculation of Servicer's Share of Total Prepayment Premium

The Servicer receives a portion of the Prepayment Premium only if the Prepayment Premium exceeds the Minimum 1% Prepayment Premium.



The Servicer receives a portion of the Prepayment Premium only if the Prepayment Premium exceeds the Minimum 1% Prepayment Premium. The Servicer's share equals:

- for Securitized Mortgage Loans:

$(\text{total Prepayment Premium} - \text{Investor's portion}) \times (\text{Servicing Fee} / (\text{Guaranty Fee} + \text{Servicing Fee}))$ ; and

- for Cash Mortgage Loans:

$\text{total Prepayment Premium} \times (\text{Servicing Fee} / (\text{Pass-Through Rate} + \text{Servicing Fee}))$ .

### **213.03** Yield Maintenance Prepayment Premiums – Prepayment Occurs On or After the Yield Maintenance Period End Date

#### **213.03A** Prepayment On or After Yield Maintenance Period End Date

The Loan Documents may provide that any full prepayment that occurs on or after the Yield Maintenance Period End Date but before a date specified in the Loan Documents (typically the last calendar day of the fourth month prior to the month in which the Maturity Date occurs), must be accompanied by a Prepayment Premium equal to a stated amount (usually 1% of the UPB of the Mortgage Loan). Neither the Investor nor the Servicer is entitled to any portion of any Prepayment Premium paid on or after the Yield Maintenance Period End Date. The entire Prepayment Premium must be remitted to Fannie Mae.

#### **213.03B** Prepayment During Open Period

The Loan Documents may provide that the Borrower is not required to pay any Prepayment Premium in connection with a full prepayment made on or after a date specified in the Loan Documents (typically the last calendar day of the fourth month prior to the month in which the Maturity Date occurs).

### **213.04** Fixed Rate Mortgage Loans with Graduated Prepayment Premiums

For fixed rate Mortgage Loans where the Loan Documents require a graduated Prepayment Premium, the Servicer is not entitled to



retain any portion of the **Prepayment Premium**. The entire **Prepayment Premium** must be remitted to Fannie Mae.

**213.05** Prepayment Premiums for ARM Loans and Structured ARM Loans

Unless the prepayment of an **ARM Loan** that used **Prepayment Option 1** or **Prepayment Option 2**, or of a **Structured ARM Loan** is the result of a casualty or condemnation, any prepayment made before a date specified in the **Loan Documents** (typically the last calendar day of the fourth month prior to the month in which the **Maturity Date** occurs) must include a **Prepayment Premium** that will be shared between Fannie Mae and the **Servicer**. The **Investor** is not entitled to receive any portion of the **Prepayment Premium** for either an **ARM Loan** or a **Structured ARM Loan**. In each case, Fannie Mae's share will be a percentage determined by the following formula:

$\frac{\text{Guaranty Fee}}{\text{Guaranty Fee} + \text{Servicing Fee}}$
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For example, if the **Guaranty Fee** is 62.5 basis points and if the **Servicing Fee** is 45 basis points, then Fannie Mae's share will be:

$\frac{62.5}{62.5 + 45}$	or	58.14%.
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The **Servicer** must remit the portion of the **Prepayment Premium** due Fannie Mae with the final **Mortgage Loan** payment. The **Servicer** may retain the balance of the **Prepayment Premium**.

No **Prepayment Premium** is due in connection with an **ARM Loan** with a conversion option or with a **Structured ARM Loan** that is converting to a fixed rate **Mortgage Loan**.

**213.06** Prepayment Premium Waivers; Servicer's Share of Prepayment Premium

The **Servicer** may not waive any portion of the **Prepayment Premium** due and owing under the **Loan Documents**, except as provided in **Part III, Chapter 18: Choice Refinance Loans, Section 1803: Prepayment Premiums** in connection with a **Choice Refinance Loan**.

No portion of the **Servicer's** share of the **Prepayment Premium** may be:

- waived by the **Lender**;
- used as a rebate to the **Borrower**, or any party related to the **Borrower**, for any purpose; or



- used for the payment of any expenses related to any loan used to refinance the [Mortgage Loan](#).

## Section 214 Maturing Mortgage Loans/Payoffs

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### 214.01 Balloon Mortgage Loans

Fannie Mae expects any [Borrower](#) with a [Balloon Mortgage Loan](#) to refinance or otherwise pay off the [Mortgage Loan](#) in full on (or before) the scheduled [Maturity Date](#). Failure to pay off the [Mortgage Loan](#) in full on (or before) the scheduled [Maturity Date](#) is a default and puts the [Borrower](#) at risk that Fannie Mae will exercise any available remedy under the [Security Instrument](#) and the other [Loan Documents](#). Whenever a [Borrower](#) fails to pay off a [Balloon Mortgage Loan](#) on its [Maturity Date](#), the [Servicer](#) must notify its [Fannie Mae Representative](#) of such failure as soon as possible, and must report the balloon payment default on the Multifamily Delinquency System®. Any acceptance of a payoff amount occurring after the [Balloon Mortgage Loan's](#) stated [Maturity Date](#) must be approved by Fannie Mae.

### 214.02 Servicer Notification of Payoff Amount to Borrower

At least 5 days prior to the scheduled [Maturity Date](#) of the [Mortgage Loan](#), the [Servicer](#) must advise the [Borrower](#) in writing of the amount required to pay off the [Mortgage Loan](#) in full. The [Servicer](#) must ensure that the payoff figure quoted to the [Borrower](#) is correct.

### 214.03 Calculating and Obtaining Confirmation of Payoff Amount

#### 214.03A Calculating the Full Payoff Amount

The [Servicer's](#) request for verification of the final payoff amount must be submitted to Fannie Mae at least 10 days before the scheduled [Maturity Date](#). To obtain Fannie Mae's confirmation of the final payoff amount, the [Servicer](#) must submit a statement, detailing all amounts that it believes will be due and payable by the [Borrower](#) on the payoff date, including:

- the [UPB](#) of the [Mortgage Loan](#) (as of the payoff date);
- accrued interest, up to the payoff date, broken down into the net interest portion due to Fannie Mae (calculated at the [Pass-Through Rate](#)) and the portion to be retained by the [Servicer](#) as a [Servicing Fee](#);
- any unpaid late fees, if applicable; and



- any other amounts due under the [Note](#), [Security Instrument](#), or any other [Mortgage Loan Document](#), including, if applicable, any unpaid fee due under any [Collateral Agreement](#).

#### **214.03B** Fannie Mae Will Not Confirm Nor Is Responsible for Amounts Owing to Servicer

Fannie Mae is not responsible for confirming any amounts owed to the [Servicer](#) at the time of the payoff (e.g., any administrative fees due for services performed by the [Servicer](#) under a [Collateral Agreement](#)); however, the [Servicer's](#) payoff statement must clearly denote any such amounts so that Fannie Mae can distinguish them from amounts due exclusively to Fannie Mae. The [Servicer](#) is solely responsible for ensuring that any payoff quote given to the [Borrower](#) includes any amounts that are owed exclusively to the [Servicer](#), as Fannie Mae will not reimburse the [Servicer](#) for such amounts from any of the funds that the [Borrower](#) remits to cover the amounts confirmed as being due to Fannie Mae.

#### **214.03C** Fannie Mae Confirmation of Full Payoff Amount

Fannie Mae will review the [Servicer's](#) figures and contact the [Servicer](#) to reconcile any discrepancies. Upon completion of its review and any necessary reconciliation, Fannie Mae will respond (in writing) to the [Servicer's](#) verification request. In its response, Fannie Mae will confirm the total payoff amount due to Fannie Mae, as well as the individual items comprising such total amount, including:

- the [UPB](#) of the [Mortgage Loan](#);
- the net accrued interest due Fannie Mae;
- any applicable [Prepayment Premium](#); and
- any previously unpaid fees or other amounts owed to Fannie Mae.

Fannie Mae also will provide any pertinent instructions for completing the payoff process, including any specific instructions that the [Servicer](#) must pass along to the [Borrower](#) with the payoff quote.

#### **214.03D** No Quote to Borrower Until Fannie Mae Confirmation

To ensure that the [Borrower](#) is quoted the correct payoff amount, including any applicable accrued interest, [Prepayment Premium](#), late fees, or other amounts that might be owed under the terms of the [Note](#), the [Security Instrument](#), or the other [Mortgage Loan](#)



Documents, the **Servicer** must not quote a final payoff amount to the **Borrower** without first obtaining Fannie Mae's confirmation of the accuracy of the **Servicer's** figures.

#### **214.04** Reporting the Payoff and Remitting the Payoff Funds

##### **214.04A** Reporting Full Payoff Amount Through the eServicing System Due By 2nd Business Day of Month

The full payoff must be reported electronically to Fannie Mae through the eServicing System. The report of the full payment must be transmitted in time to reach Fannie Mae by the 2nd **Business Day** of the month following the month of payoff.

##### **214.04B** Remitting Full Payoff Amount

###### **1. Using Pass-Through Rate to Calculate Remittance to Fannie Mae**

The **Servicer** must use the **Pass-Through Rate** to calculate its **P&I** remittance to Fannie Mae. After collecting payoff proceeds, calculated in the manner described above at the **Gross Note Rate**, the **Servicer** must subtract its **Servicing Fee**, calculated using a per diem rate based on a 360-day year.

###### **2. Remittance Due on Next Remittance Cycle for Cash Mortgage Loans and Securitized Mortgage Loans**

For **Cash Mortgage Loans** and **Securitized Mortgage Loans**, the **Servicer** must follow the reporting and remitting procedures for monthly installment reporting and remitting.

## **Section 215** Post-Payoff Actions

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#### **215.01** Servicer Required Actions

##### **215.01A** General

To facilitate the return of release documents from Fannie Mae, at all times the **Servicer** must maintain on file with Fannie Mae a master file copy of the Custody Document Transmittal (**Form 276**) completed with the following information:

- the **Lender's** nine digit **Servicer** number;
- "MASTER FORM" entered for the Fannie Mae **Loan Number**;





- “Payoff” checked as the liquidation reason; and
- the Lender’s mailing address.

The completed form must be sent to **Multifamily Master Servicing**. If the mailing information for the Lender changes at any time, the Lender must update the master file copy of the Custody Document Transmittal (**Form 276**) with Fannie Mae.

## **215.01B** Individual Mortgage Loan Releases

For each **Mortgage Loan**, upon receipt of the payoff funds from the **Borrower**, the **Servicer** must:

- refund to the **Borrower** any T&I escrow funds and any **Replacement Reserve** funds still held by the **Servicer** in connection with the **Mortgage Loan** (must be accomplished within 30 days of the payoff); and
- send the following to Fannie Mae:
  - if the release documents are to be sent to a different mailing address than that listed on the master file copy of the Custody Document Transmittal (**Form 276**) with Fannie Mae, a transaction-specific Custody Document Transmittal (**Form 276**), requesting Fannie Mae to return the original **Note** and indicating the different address to which the release documents for that specific **Mortgage Loan** should be sent;
  - for all recorded **Loan Documents** (e.g., **Security Instrument**) that require a release, the appropriate release document for the state in which the **Property** is located; and
  - a request to Multifamily Servicing to release any additional collateral still held by Fannie Mae in connection with the **Mortgage Loan**.

Fannie Mae will execute the necessary releases, and return them, along with the original **Note** (appropriately marked or stamped to evidence full satisfaction), to the **Servicer**. The **Servicer** must return the **Note** to the **Borrower**, file the appropriate **UCC** termination forms and arrange to have the release documents recorded. Fannie Mae will be responsible for returning any applicable **Achievement Letter of Credit** to the issuer for cancellation.



## 215.02 Post Payoff Document Retention Requirements

Following its return to the Servicer of the Note and the releases for all recorded Loan Documents, Fannie Mae will forward its file for the Mortgage Loan to the Servicer. The Servicer must retain the entire Mortgage Loan Servicing File for 7 years after a Mortgage Loan payoff.

## Section 216 DUS Bond Credit Enhancement Transactions – Reporting and Remitting Requirements

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The requirements of this Section are applicable to Bond Credit Enhancement Transactions only and the Servicer's reporting, collection, and remitting of prepayments must be done in accordance with the procedures described below.

### 216.01 Monthly Bond Credit Enhancement Reporting

For reporting purposes, the Servicer must segregate its DUS Bond Credit Enhancement portfolio into 2 groups:

- DUS Bond Credit Enhancement by Credit Enhancement Instrument and Collateral Agreement; or
- DUS Bond Credit Enhancement by a Security.

The Servicer must electronically submit a Credit Enhancement Activity Report (Form 4090) using the Credit Enhancement Servicing and Investor Reporting System (CESIR) for each DUS Bond Credit Enhancement Mortgage Loan and Bond each month. The date that the Credit Enhancement Activity Report is due is dependent on whether the Mortgage Loan's monthly P&I payments are due on the first of the month or on the 15th of the month.

The Servicer must register to use CESIR prior to use. Information regarding registering for CESIR can be found on <https://multifamily.fanniemae.com/applications-technology/cesir>.

For most DUS Bond Credit Enhancements, the monthly reporting rule is applied as follows:

- If the Mortgage Loan payments are due on the first of the month, the report is due on the fourth calendar day of the month or the next Business Day if the fourth calendar day of the month is not a Business Day; or
- If the Mortgage Loan payments are due on the 15th day of



the month, the report is due on the 15th calendar day of the same month or the next **Business Day** if such day is not a **Business Day**.

The monthly report must include:

- all scheduled **Mortgage Loan** payments to be made by the **Borrower** whether or not such payments are actually made by the **Borrower**; and
- bond redemptions reported by the **Bond Trustee** for the current calendar month.

## **216.02** Monthly Remittance Procedures

### **216.02A** Monthly Remittances of Scheduled Payments to Bond Trustee

Monthly remittances to the **Bond Trustee** depend on the execution type for the transaction and applicable transaction requirements.

#### **1. Standby Execution**

For **Standby** executions, the **Servicer** must pay the Scheduled Payments (net of the Facility Fee) to the **Bond Trustee**. The **Servicer** must make the payment to the **Bond Trustee** by wire transfer of same day funds on or before the 5th **Bond Business Day** before the day on which the bond payment is due to be made by the **Bond Trustee** to the bondholders. **Bond Business Day** is determined under the **Bond Indenture** for each separate **Bond** transaction.

#### **2. Direct Pay Execution**

For direct pay executions, the **Servicer** must perform the following:

a. The **Servicer** must pay to the **Bond Trustee**, by wire transfer of same day funds on the **Bond Payment Date**, the following components of the Scheduled Payment:

- (1) the **PRF** deposit;
- (2) the periodic fees payable to the **Issuer**, **Bond Trustee**, **Rebate Analyst**, any **Compliance Monitor**, **Remarketing Agent** and **Tender Agent** and any other similar person; and
- (3) any other requirement, as specified in the **Reimbursement Agreement**.



b. The **Servicer** must remit the following components of the Scheduled Payment to Fannie Mae in reimbursement of any related Advance under the credit enhancement as provided in this Section:

(1) the interest component; and

(2) any principal component which is to amortize immediately the **Mortgage Loan** and is not to be deposited into the **PRF**.

c. For **Direct Pay Weekly Variable Rate** transactions where the **Borrower** is obligated to make its payments 2 **Business Days** prior to the 15th of each month and the bondholders must be paid on the 15th of each month, the **Servicer** must make its payments by wire transfer of same day funds on the 1st or 15th calendar day of each month. Other requirements may apply, as specified in the Reimbursement Agreement.

#### **216.02B** Replenishment of Withdrawals from the PRF

If the **Borrower** pays the **Servicer** any amount to replenish a withdrawal from the **PRF**, the **Servicer** shall pay such amount to the **Bond Trustee** not later than 2:00 p.m. Eastern Time, no later than the **Business Day** immediately after receipt of such monies from the **Borrower**.

#### **216.02C** Collection and Remittance of Borrower Reimbursement Obligations for Fannie Mae Advances

The **Servicer** must pay the following amounts to Fannie Mae:

1. The interest component of the Scheduled Payment and principal component of the Scheduled Payment which is to amortize immediately the **Mortgage Loan** and is not to be deposited into the **PRF**. Such amounts reimburse Fannie Mae for the related Advance under a **Credit Enhancement Instrument** or **Collateral Agreement**.

2. Any accrued and unpaid Activity Fee.

3. Any other amounts due to Fannie Mae under the Reimbursement Agreement other than the Facility Fee.

Fannie Mae will draft such amounts so as to be received by Fannie Mae no later than the **Business Day** immediately after the receipt of such monies from the **Borrower**.

The **Servicer** must also collect from the **Borrower** and remit to Fannie Mae any other fees, expenses or additional costs due from the **Borrower** to Fannie Mae under the Reimbursement Agreement. Fannie



Mae and/or the **Bond Trustee** will notify the **Servicer** regarding any such amounts to be invoiced by the **Servicer** for payment by the **Borrower** under the Reimbursement Agreement, the Financing Agreement or other Transaction Document.

#### **216.02D** Monthly Remittance of Fees to Fannie Mae

Fannie Mae will draft the Facility Fee, net of the **Servicer's Servicing Fee** each month. Fannie Mae will draft such amounts 4 calendar days after such amount is scheduled to be paid by the **Borrower** under the applicable Transaction Document. If the fourth calendar day is not a **Business Day**, then such draft will be made on the next **Business Day**.

#### **216.02E** Notice and Collection of Other Fees and Expenses

At the written request of the **Bond Trustee** or if the Reimbursement Agreement or the Financing Agreement requires the **Borrower** to make such payments through the **Servicer**, the **Servicer** will invoice the **Borrower** for any fees and expenses payable by the **Borrower** to the (1) **Issuer**, (2) **Bond Trustee**, (3) **Rating Agency**, (4) **Remarketing Agent**, (5) **Rebate Analyst**, (6) **Compliance Monitor** or (7) **Custodian**.

The **Servicer's** invoice must require the **Borrower** to pay all such amounts to the **Servicer** not later than the earlier of ten days following the receipt of the invoice or the **Business Day** such amounts become due. The **Servicer** will remit all such payments received from the **Borrower** to the **Bond Trustee**, the **Rating Agency**, or **Custodian**, as applicable, and, if to the **Rating Agency** or **Custodian**, with notice to the **Bond Trustee** of such payment.

### **216.03** Prepayments – General Introduction

When a **Borrower** prepays a **Mortgage Loan** in a DUS Bond Credit Enhancement in whole or in part, the bonds also will be prepaid or redeemed in whole or in part on a corresponding basis. This is the starting point for the analysis of the obligations of the **Borrower** to account for any fees payable on account of the prepayment or redemption.

#### **216.03A** Bond Redemption Premiums Payable to Bondholders

All relevant rules regarding bond redemption premiums will be contained in the related Bond **Indenture**. The **Borrower** is obligated to pay any bond redemption premium. Fannie Mae does not provide credit enhancement for the bond redemption premium.



Not all types of bond redemptions are subject to redemption premiums and the [Servicer](#) must consult the related Bond Indenture documentation to determine whether a redemption premium is due. As a general rule, only bond redemptions initiated voluntarily or optionally by the [Borrower](#) will potentially have a redemption premium. Mandatory redemptions almost never have a redemption premium. Mandatory redemptions include redemptions paid from condemnation proceeds and insurance proceeds from casualty losses.

### 1. Variable Rate Bond Redemption

Weekly variable rate bonds may typically be redeemed at any time, or at least on any bond interest payment date, without restriction or redemption premium to the bondholders subject to the terms of the related Bond Indenture.

### 2. Fixed Rate Bond Redemption

Fixed rate bonds are typically restricted from optional or voluntary redemption by the [Borrower](#) for a specific period following the original bond issuance date, known as a lockout period. A lockout period may approximate 10 years from the initial bond issuance. Following the expiration of the lockout period, any voluntary redemption during the subsequent 3 to 5 year period typically requires the payment of a redemption premium to bondholders.

**NOTE:** Most transactions require the [Borrower](#) to pay the bond redemption premium with money that is not subject to being treated as a voidable preference under applicable bankruptcy and insolvency laws. This usually means the redemption premium cannot come from regular resources of the [Borrower](#). The Bond Indenture must be consulted for requirements applicable to sources of payment of the Bond Redemption Premium and legal counsel should be consulted.

## **216.03B** Termination Fee or Prepayment Premium Payable to Fannie Mae

Any [Prepayment Premium](#) payable to Fannie Mae on the credit enhancement is separate and distinct from any redemption premium payable to bondholders. This is true for all executions: [Direct Pay](#), [Standby](#) and [MBS](#).

In most instances, Fannie Mae requires the [Borrower](#) to pay a [Prepayment Premium](#) (or “Termination Fee” if required in the applicable documents) if the prepayment occurs within a certain number of years after original delivery of Fannie Mae’s credit enhancement. In earlier Bond Credit Enhancement transactions, the premium will be called a [Prepayment Premium](#) and will be addressed in the [Note](#). In later transactions, the premium will be called a Termination Fee and will be



addressed in the Reimbursement Agreement.

### **216.03C** Termination When No Prepayment Occurs; Weekly Variable Rate Transactions

In DUS Variable Rate Credit Enhancements, there is the possibility that neither the **Mortgage Loan** nor the bonds are actually being prepaid, but only that the **Borrower** is replacing Fannie Mae as the provider of the credit enhancement and liquidity, terminating Fannie Mae's involvement in the transaction. For purposes of this section, that too is treated as a prepayment. In the event that the **Mortgage Loan** is being prepaid or Fannie Mae is being replaced as credit enhancer, the result is that the credit enhancement is being terminated. In recent years, to take this into account, the general term "Termination" has been used to refer to the events and "Termination Fee" to refer to the fee which may be payable on account of those events.

The **Servicer** must remit any Termination Fee due Fannie Mae in accordance with remittance requirements contained below in this Section by 2:00 p.m. Eastern Time on the next **Business Day** following the day on which the **Borrower's** termination of Fannie Mae's credit enhancement and liquidity is effective.

## **216.04** Prepayments – Processing

### **216.04A** General

The **Note** requires the **Borrower** to give advance notice of a full or partial prepayment to the **Servicer**, the **Bond Trustee**, and, if a DUS Variable Rate Credit Enhancement, the **Remarketing Agent**. Any partial prepayment must be in an amount corresponding to an authorized denomination of the **Bonds**. Typically, Fannie Mae will require its consent to an optional redemption of **Bonds**.

The **Servicer** must always keep in mind that the date on which the **Borrower** must transfer money to the **Servicer** to initiate a prepayment may not be the day that the transfer of funds is treated as a prepayment under the governing documents. For example, under some documents the **Borrower** must make the prepayment not later than the last **Business Day** before the day the **Bond Trustee**, under the **Bond Indenture**, must have received funds for redemption of the **Bonds**. The **Mortgage Loan** prepayment will not be recognized until the **Bonds** are actually redeemed or deemed paid and no longer under the requirements of the **Bond Indenture**.

### **216.04B** Prompt Notice of Intended Prepayment

The **Servicer** must promptly notify Fannie Mae (**Multifamily**





Asset Management) and the Bond Trustee in writing upon receiving notice from the Borrower of a planned prepayment. If the prepayment does not occur on such date, the Borrower may not subsequently prepay the Mortgage Loan in full without first giving the Servicer and all other parties to whom notice is required, a new notice of intent to prepay in accordance with the Loan Documents.

## 216.04C Critical Path Due Dates

The Servicer must ensure that the final prepayment amount quoted to the Borrower prior to prepayment is correct. Accordingly, before the Servicer advises the Borrower of the final prepayment amount, the Servicer must verify such amount with the Bond Trustee and Fannie Mae.

1. No less than 10 days prior to the scheduled prepayment date, the Servicer must obtain the Bond Trustee's written confirmation of all amounts due and payable in connection with the prepayment.

2. No less than 10 days prior to the scheduled prepayment date, and after verifying amounts due on the Bonds with the Bond Trustee, the Servicer must request verification of the full or partial prepayment amount from Fannie Mae.

3. No less than 5 days prior to the day the Borrower is required to initiate the prepayment, the Servicer must advise the Borrower in writing of the full amount necessary to make the prepayment.

**NOTE:** The day the Borrower is required to initiate the prepayment will be before the day the Bonds are to be redeemed.

4. For weekly variable rate bonds, immediately following the last day on which interest is determined on the Bonds before the scheduled redemption date of the bonds, the Servicer must re-verify the amount the Borrower must pay for the prepayment. The Servicer must immediately advise the Borrower of any correction required by the re-verification.

The Servicer should note that the transaction documents do not uniformly address the redemption premium, if any, payable to Bondholders and Prepayment Premium or termination fee, if any, payable to Fannie Mae on account of a prepayment of the Mortgage Loan. In some instances, the fee maintenance Prepayment Premium set out in the Note will be payable to Fannie Mae. In other instances, the Prepayment Premium payable under the Note must be remitted to the Bond Trustee for payment to bondholders as a redemption premium. In this case, the Borrower may be required to pay a



Termination Fee to Fannie Mae pursuant to the Reimbursement Agreement. The **Servicer** must be alert to these requirements.

#### **216.04D** Fannie Mae's Confirmation Required

To obtain Fannie Mae's confirmation of the prepayment amount, the **Servicer** must submit a statement detailing the following:

1. the Fannie Mae **Mortgage Loan** number(s) and bond number(s), the **Property** name and address and the expected prepayment date;

2. all amounts that it has determined (and for such amounts due the Bondholders, confirmed with the **Bond Trustee**) will be due and payable by the **Borrower** on the prepayment date, including:

(a) the full or partial principal prepayment (as of the prepayment date) of the **Note**, separately specifying any amounts in the **PRF** expected to be applied to principal;

(b) accrued interest up to but not including the date of prepayment of the **Note**;

(c) any unpaid late fees (if applicable);

(d) any **Prepayment Premium** or **Termination Fee** required to be paid to the Bondholders or Fannie Mae, respectively, under the terms of the **Note**, the **Financing Agreement**, the **Indenture** or the **Bonds**;

(e) any termination fee payable to Fannie Mae pursuant to the **Reimbursement Agreement**;

(f) any other amounts due under the **Loan Documents**;  
and

(g) all other amounts due upon a redemption of **Bonds** under the **Bond Documents**, including any interest required to cover the gap between **Mortgage Loan** and **Bond** prepayment for which an escrow or collateral is not already provided. (The **Servicer** must request this information from the **Bond Trustee**.)

3. written confirmation from the **Bond Trustee** of all amounts due the Bondholders.

4. all amounts that will be due and payable to Fannie Mae on the day as required by this Section following prepayment, including:

(a) **Credit Enhancement Fee** and **Liquidity Fee**;

(b) any previously unpaid fees or other amounts owed to Fannie Mae; and



(c) any applicable [Prepayment Premium](#) or Termination Fee that is due, broken down into the portions due to the [Servicer](#) and Fannie Mae.

The [Prepayment Premium](#) or Termination Fee is a percentage (as specified in the [Note](#) or Reimbursement Agreement) multiplied by the [UPB](#) of the [Mortgage Loan](#) after crediting the scheduled payment due on the date regular mortgage loan payments are due (in some transactions, the first of the month and in others, the 15th of the month) in which a prepayment takes place.

Fannie Mae's share of the [Prepayment Premium](#) or Termination Fee will be a percentage determined by dividing the sum of the Credit Facility Fee and the Liquidity Fee by the sum of the Credit Facility Fee, Liquidity Fee and the [Servicing Fee](#).

No [Prepayment Premium](#) or Termination Fee is due in connection with an application of insurance proceeds or condemnation awards, a monthly deposit to the [PRF](#), a redemption of [Bonds](#) from amounts transferred from the [PRF](#) to a redemption account, a reduction and amortization of the [Mortgage Loan](#) as a result of a [Bond](#) redemption, or an adjustment to a Reset Rate or a Fixed Rate.

For New Construction/Substantial Rehabilitation Mortgage Loans, other prepayment criteria may apply depending on the transaction structure.

Fannie Mae is not responsible for confirming any amounts owed to the [Servicer](#) at the time of the prepayment (e.g., any administrative fees due for services performed by the [Servicer](#) under a [Collateral Agreement](#)); however, the [Servicer's](#) payoff statement should clearly denote any such amounts so that Fannie Mae can distinguish them from amounts due exclusively to Fannie Mae and the [Bond Trustee](#).

Fannie Mae will review the [Servicer's](#) figures and contact the [Servicer](#) to reconcile any discrepancies. Upon completion of its review and any necessary reconciliation, Fannie Mae will respond to the [Servicer's](#) verification request in writing. In its response, Fannie Mae will confirm the total payoff amount due to the [Servicer](#) from the [Borrower](#), and will also separately confirm the amounts due to Fannie Mae from the [Servicer](#), as well as individual items comprising such total amounts.

It is the [Servicer's](#) responsibility to prepare lien release documentation.



## 216.05 Prepayments: Prepayment Reporting

The **Servicer** must report the prepayment amount, including any applicable **Prepayment Premium** or Termination Fee due Fannie Mae and/or any redemption premium due the bondholders, to Fannie Mae in accordance with the reporting requirements contained in **Part V, Chapter 2: Reporting and Remitting, Section 216.01: Monthly Bond Credit Enhancement Reporting**. The date the report is due depends on the execution type of the underlying transaction.

1. If the **Mortgage Loan** payments are due on the first of the month, the report is due on the fourth calendar day of the month in which the prepayment occurs, or the next **Business Day** if the fourth is not a **Business Day**.
2. If the **Mortgage Loan** payments are due on the 15th of the month, the report is due on the 15th of the month or the next **Business Day** if such day is not a **Business Day**.

## 216.06 Prepayments: Remittances

The **Servicer** must remit any **Prepayment Premium** and/or Termination Fee due Fannie Mae by 2:00 p.m. Eastern Time, on the next **Business Day** following the day on which the **Borrower's** prepayment is received.

Depending on the execution and transaction type, the **Servicer** must also be concerned with invoicing, collecting and remitting the principal amount of the **Mortgage Loan** to be prepaid. In all cases, the **Servicer** must invoice and collect the principal amount being prepaid from the **Borrower**. No prepayment of **Direct Pay Facilities** will be allowed until Fannie Mae receives the necessary funds from the **Borrower**.

Any prepayment of principal on any **Mortgage Loan** received by the **Servicer** shall be paid, as follows:

1. **Standby Execution**: Prepayments shall be remitted to the **Bond Trustee** not later than the **Bond Business Day** immediately after the date of receipt such funds by the **Servicer**; or
2. **Direct Pay Execution**: Prepayments shall be remitted to Fannie Mae on the same day as the Fannie Mae Advance to the **Bond Trustee** funding the corresponding bond redemption associated with the prepayment.

## 216.07 Reporting on Delinquency Status



The **Servicer** must electronically submit to Fannie Mae using the Multifamily Delinquency Early Warning System (**DEWS**), or any successor system selected by Fannie Mae to do such reporting, the monthly delinquency status of the **Mortgage Loan** on the 17th calendar day of the month. If the 15th falls on a holiday or weekend, the System is available the next **Business Day**. The **Servicer** must plan around this one day window period for the purpose of reporting delinquencies. This rule applies to all execution and transaction types for DUS Bond Credit Enhancement.

## Section 217 Mezzanine Loan Reporting and Remitting

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**NOTE: Except as otherwise required below, the reporting and remitting requirements for Cash Mortgage Loans provided in this Chapter apply to Mezzanine Loans.**

### 217.01 Remitting DUS Plus Mezzanine Loans

For the DUS Plus Mezzanine Loan, the **Servicer** is required to remit to Fannie Mae via the **Cash Remittance System**. On each remittance date the amount representing **P&I** (adjusted to the **Pass-Through Rate**) actually collected from the Mezzanine Borrower must be remitted. The initial remittance date for any DUS Plus Mezzanine Loan is the 18th day of the month following the month in which the DUS Plus Mezzanine Loan is purchased, with monthly remittances due on the 18th day of each month thereafter.

For each DUS Plus Mezzanine Loan, the principal distribution amount remitted must include the sum of:

- the principal portion actually collected from the Mezzanine Borrower of the monthly installment due during the period beginning on the second day of the month preceding the month in which a remittance date occurs and ending on the first day of the month in which a remittance date occurs; and
- any unscheduled principal recovery collected on a DUS Plus Mezzanine Loan during the month preceding the month in which a remittance date occurs.

The interest distribution amount remitted includes the interest portion of the monthly installment (that portion actually collected from the Mezzanine Borrower), adjusted to the **Pass-Through Rate**, due on the first day of the month in which a remittance date occurs or due at any time (other than the first day) during the preceding month.



The **Servicer** must remit funds collected from the Mezzanine Borrower even if they do not represent a full payment. The **Servicer** may not deduct monthly **Servicing Fees** until the entire monthly payment has been collected from the Mezzanine Borrower.

The **Servicer** is not required to remit to Fannie Mae on the remittance date any amounts representing **P&I** that have not been received from the Mezzanine Borrower and are, therefore, delinquent. Any delinquent payment received after the 18th calendar day of the month in which it is due must be remitted to Fannie Mae by 1:00 p.m. ET within 24 hours of its receipt.

## 217.02 Payoffs

For DUS Plus Mezzanine Loans, proceeds for payments-in-full, including any applicable repayment fees, must be remitted directly to the mezzanine investor within 24 hours after receipt by the **DUS Servicer**. The full payment must be reported to Fannie Mae by the second **Business Day** of the month following the month in which the prepayment is received in accordance with Part V of this **Guide**.

## Section 218 Defeasance

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### 218.01 Mortgage Loan Documents Must Permit Defeasance

A **Borrower** may elect to defease its **Mortgage Loan** only if the **Loan Documents** permit defeasance. If the **Borrower's Mortgage Loan Documents** do not permit defeasance, defeasance of the **Mortgage Loan** is not permitted.

### 218.02 Borrower's Election to Defeasance

Prior to the **Mortgage Loan's Maturity Date** and during the **Mortgage Loan's Defeasance Period**, the **Borrower** may defease the entire outstanding balance of the **Mortgage Loan** in accordance with the applicable terms and conditions of the **Borrower's Loan Documents** and the provisions of this Section.

### 218.03 Defeasance Option Procedures

To accomplish the defeasance, the following procedures must be followed:

#### 218.03A Defeasance Documents

**Servicer** must obtain the most current **Defeasance** documents





from the Fannie Mae website. The **Defeasance** documents consist of the Defeasance Notice (**Form 4622**) and other closing documents required by Fannie Mae in order for the defeasance to occur.

### **218.03B** Defeasance Notice

The **Servicer** must complete the Defeasance Notice (**Form 4622**) after verifying the **Mortgage Loan** is eligible for defeasance and obtaining from the **Borrower** the date on which the **Borrower** desires to consummate the **Defeasance**. The Defeasance Close Date may not be more than 45 calendar days nor less than 30 calendar days after the date on which the Defeasance Notice is received by the **Servicer**. The **Servicer** must use the Defeasance Calculator application on the Fannie Mae web site to estimate the Defeasance Deposit and the estimated Defeasance Deposit must be inserted in the appropriate box in the Defeasance Notice. The information on the Defeasance Notice will not be final until it is confirmed by Fannie Mae. Until then, the Defeasance Deposit and other information are estimates. The Defeasance Notice will specify (a) whether a Fannie Mae debt instrument will be offered for use as the substitute collateral and, if not, that U.S. Treasury **Securities** will be the substitute collateral; and (b) whether the successor entity will be designated by Fannie Mae or **Borrower**, and (c) the amount of the Defeasance Commitment Fee.

To be effective, the **Borrower** must execute and send the Defeasance Notice to the **Servicer** so that the **Servicer** receives the Defeasance Notice no earlier than 11:00 a.m. and no later than 3:00 p.m. ET on a **Business Day**.

The **Servicer** must then sign and execute the Defeasance Notice and fax the Defeasance Notice and a copy of the **Note** to be defeased to its **Fannie Mae Representative**.

Fannie Mae must receive the fax by 5:00 p.m. ET on the same day that the **Defeasance Deposit** was calculated for verification by Fannie Mae.

### **218.03C** Defeasance Commitment Fee

A Defeasance Commitment Fee equal to 1% of the scheduled balance of the **Mortgage Loan** as of the Defeasance Close Date, must be paid by the **Borrower** to the **Servicer** no later than the date and time when the **Servicer** receives the executed Defeasance Notice from the **Borrower**. The **Servicer** must wire the Defeasance Commitment Fee to Fannie Mae within 24 hours after receipt of the **Borrower's** executed Defeasance Notice.





### **218.03D** Verification of the Defeasance Notice

Fannie Mae will verify the [Mortgage Loan](#) information contained in the Defeasance Notice as well as the [Mortgage Loan's](#) eligibility for defeasance. After verification and within two (2) [Business Days](#) after the initial receipt of the Defeasance Notice from the [Servicer](#), Fannie Mae will sign the Defeasance Notice and fax it back to the [Servicer](#) along with an Exhibit that details the monthly cash flows of the Fannie Mae debt instrument that will replace the [Property](#) as collateral for the [Mortgage Loan](#).

The [Servicer](#) will then fax the verified Defeasance Notice to the [Borrower](#) on the same day that the [Servicer](#) receives the verified Defeasance Notice from Fannie Mae. In the event that Fannie Mae made changes to the Defeasance Notice, the [Borrower](#) must initial the changed portions of the Defeasance Notice and fax it back to the [Servicer](#) on that same day. The [Servicer](#) must then immediately fax the [Borrower](#)-initialed Defeasance Notice to Fannie Mae.

If the [Servicer](#) does not

- receive the Defeasance Commitment Fee, and
- provide confirmation of the Defeasance Notice to the [Borrower](#),

then the [Borrower's](#) right to obtain [Defeasance](#) pursuant to that Defeasance Notice shall terminate. If the [Borrower](#) still wishes to defease the [Mortgage Loan](#), the [Borrower](#) must submit a new Defeasance Notice and repeat the process outlined above.

### **218.03E** Substitute Collateral

On or before the Defeasance Close Date, the [Borrower](#) must deliver to the [Servicer](#) a Defeasance Pledge Agreement ([Form 4529](#)), creating a perfected security interest in the substitute collateral in favor of Fannie Mae.

### **218.03F** Assignment and Assumption

The [Borrower](#) must assign all its obligations and rights under the [Note](#), together with the substitute collateral, to a successor entity designated by Fannie Mae or, if not so designated by Fannie Mae, designated by [Borrower](#) and acceptable to Fannie Mae. The [Borrower](#) and the successor entity shall execute and deliver to the [Servicer](#) a Defeasance Assignment and Assumption Agreement ([Form 4528](#)).

### **218.03G** Closing Documents



The **Servicer** must deliver to Fannie Mae by no later than 10 a.m. ET, five (5) **Business Days** before the Defeasance Close Date, the following documents:

- a Borrower's Counsel Opinion Letter (**Form 6618**) affirming:
  - that each **Defeasance** Document constitutes the valid and legally binding obligation of the **Borrower**, enforceable against the **Borrower** in accordance with its terms;
  - that the defeasance is not subject to avoidance under any applicable federal or state laws;
  - that, if the **Note** is held by a REMIC Trust, then the defeasance has been effected in such a way that does not adversely affect the REMIC Trust; and
  - such other opinions, certificates, documents or instruments as **Servicer** may reasonably request;
- the Defeasance Assignment and Assumption Agreement (**Form 4528**); and
- the Defeasance Pledge Agreement (**Form 4529**).

Transmittal of these documents shall be accompanied by a completed Multifamily Defeasance Transmittal Form (**Form 4631**).

### **218.03H** Amounts Payable by Borrower

On or before the Defeasance Close Date, the **Borrower** must pay to the **Servicer** an amount equal to the sum of:

- the next scheduled **P&I** payment due under the **Note**;
- all other sums then due and payable under the **Note**, the **Security Instrument** and any other **Loan Document**; and
- all costs and expenses incurred by the **Servicer** in connection with the defeasance, including any out-of-pocket fees and disbursements of the **Servicer's** legal counsel.

### **218.03I** Defeasance Deposit

If a Fannie Mae investment security will be the substitute collateral, then, on or before 3:00 p.m. ET on the Defeasance Close



Date, the **Borrower** must pay the Defeasance Deposit (reduced by the Defeasance Commitment Fee) to the **Servicer** to be used by the **Servicer**, as the **Borrower's** agent, to purchase the Fannie Mae Investment Security.

The **Borrower** or Closing Agent must wire the Defeasance Deposit to **Servicer** by 3:00 p.m. ET on the Defeasance Closing Date. The **Servicer** must wire the Defeasance Deposit (reduced by the Defeasance Commitment Fee) to Fannie Mae for receipt by 5:00 p.m. ET on the Defeasance Closing Date.

#### **218.03J** Release

Upon the **Borrower's** compliance with the Defeasance requirements, the **Property** will be released from the lien of the **Security Instrument**. Upon release of the **Property**, the **Note** will be secured by the pledge of the Substitute Collateral.

#### **218.03K** Fannie Mae Security Liquidated Damages

If the **Borrower** timely pays the Defeasance Commitment Fee and the **Servicer** and the **Borrower** timely transmit a signed facsimile copy of the Defeasance Notice, but the **Borrower** fails to consummate the defeasance, Fannie Mae shall have the right to retain the Defeasance Commitment Fee as liquidated damages for the **Borrower's** default and, subject to the terms and conditions of the **Note**, the **Borrower** shall be released from all further obligation to defease the **Note** under the given Defeasance Notice.

#### **218.03L** Third-Party Costs

In the event that the Defeasance is not consummated on the Defeasance Closing Date for any reason, the **Borrower** must reimburse the **Servicer** for all third-party costs and expenses incurred by the **Servicer** in its reliance on the Defeasance Notice executed by the **Borrower**, within five (5) **Business Days** after the **Borrower** receives a written demand for this reimbursement.

#### **218.03M** Post Defeasance Closing Date

Fannie Mae will transfer the defeased **Mortgage Loan** from the **Servicer's** servicing portfolio effective on the first day of the second month following the Defeasance Closing Date. The **Servicer** will be required to report and remit payments for the next scheduled **P&I** payment collected as part of the Defeasance Closing. Thereafter, the **Servicer** will no longer be required to perform other servicing requirements for the defeased **Mortgage Loan**. Beginning on the 18th



calendar day of the second calendar month after the Defeasance Closing Date (or the next **Business Day** if such day is not a **Business Day**) until the maturity of the **Mortgage Loan**, the **Servicer** will receive the remaining scheduled servicing fee for the **Mortgage Loan** minus five (5) basis points provided the Authorization for ACH Remittance (**Form 4630**) has been submitted.

## **Section 219** Delinquency Reporting and Certification

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On the 17th calendar day of each month, **Servicers** must take the following actions with respect to **Mortgage Loans**:

- Report all delinquent **Mortgage Loans** to Fannie Mae using the Delinquency Early Warning System (“**DEWS**”), which **Servicers** may access through the eServicing System. Delinquency reporting must include delinquencies for **Mortgage Loans** on Bond Credit Enhancements, even if the **Servicer** also elects to report these delinquencies through **CESIR**.
- Certify as to the delinquency status of all **Mortgage Loans**. If a **Servicer’s Mortgage Loan** portfolio does not include any delinquent **Mortgage Loans**, the **Servicer** must certify to that effect.

Prior to the 17th calendar day of each month, **Servicers** may use the “Preliminary” Case Status indicator to set up initial delinquency cases in **DEWS**.

On the 17th calendar day of each month, **Servicers** must change all “Preliminary” Case Status indicators to “Open” for all **Mortgage Loans** still delinquent or delete remaining initial cases for all **Mortgage Loans** that have cured. No “Preliminary” Case Status cases can remain as of the 17th calendar day of each month.

If the 17th calendar day of a month falls on a weekend or holiday, the **Servicer** must report and certify on the next **Business Day**.

**Servicers** must complete the “comments section” in each report with important additional information regarding the delinquent **Mortgage Loan** including, at a minimum, the following:

- the **Servicer’s** attempts to contact the delinquent **Borrower**;
- the cause for the missed payment(s);
- whether payment is expected before the end of the month;
- the likelihood of the **Borrower** making the next month’s



payment;

- if the payment will not be made before the end of the month of default, whether the **Borrower** will voluntarily turn over the monthly net operating income of the **Property**;
- the willingness of the **Borrower** to work with the **Servicer** to resolve the delinquency; and
- whether the **Mortgage Loan** is being Special Serviced by Fannie Mae's **Special Asset Management (SAM)** group (**Primary Risk Mortgage Loans**) or the **Servicers' Special Servicing** group (**Secondary Risk Mortgage Loans**).

**Servicers** must update at least once per week all delinquency reports with an “Open” status indicator.

## **Section 220** Reporting Collateral Balances in Custodial Accounts

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**Servicers** must report, on a quarterly basis, the balances of **Mortgage Loan** collateral held by **Servicers** in their **Custodial Accounts** using **Collateral Submission Report (Form 4813)**. **Collateral** balances that must be included in the quarterly reporting include balances for all **Custodial Accounts** whether the collateral is held as cash, securities or letters of credit.

### **220.01** P&I Custodial Accounts

Except as noted in **Part V, Chapter 2: Reporting and Remitting, Section 220.04: What to Report**, balances in **P&I Custodial Accounts** are excluded from this reporting requirement.

### **220.02** Letters of Credit as Collateral

Balances for any original **Letters of Credit** held by the **Servicer** must be reported. Balances for any original **Letter of Credit** held by **Fannie Mae** are not required to be reported.

### **220.03** Report on Fair Value Basis

If the form of collateral is securities or **Letters of Credit**, **Servicers** must report the balances on a fair value basis (the price that would be received to sell an asset in a transaction between market participants).

### **220.04** What to Report



Collateral that must be reported using the Collateral Submission Report (Form 4813) includes:

- Short Term
  - any Replacement Reserves or repair escrows;
  - insurance proceeds held pending repair or damage to the Property; or
  - condemnation proceeds received in a condemnation action related to the Property.
- Long Term
  - any operating deficit or debt service reserve; or
  - NCF sweeps – to the extent NCF exceeds monthly P&I remitted to Fannie Mae in the ordinary course.
- Balances in any T&I Custodial Account.
- Other
  - any other escrow, collateral or achievement funds governed by an agreement with the Borrower;
  - any holdback of Mortgage Loan proceeds; or
  - any tenant security deposits held by the Servicer.

#### 220.05 When to Report

The Collateral Submission Report (Form 4813) must be submitted to Servicer's Fannie Mae Representative within thirty (30) days after the end of each calendar quarter.

## Section 221 Internal Revenue Service Reporting Requirements

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#### 221.01 What to Report

The Servicer must comply with Internal Revenue Service reporting requirements for:

- reporting the receipt of \$600 or more of interest payments from any Borrower who is a natural person (IRS Form 1098);
- filing Statements for Recipients of Miscellaneous Income (IRS Form 1099-MISC) to report payments of fees and



related expenses to attorneys and other third parties in connection with foreclosure or liquidation proceedings in connection with a [Mortgage Loan](#) and the related [Property](#);

- filing notices of Acquisition or Abandonment of Secured Property (IRS Form 1099-A) to report the acquisition of a [Property](#) by foreclosure or acceptance of a deed-in-lieu or by a [Borrower's](#) abandonment of a property; and
- filing notices of Cancellation of Debt (IRS Form 1099-C) to report the cancellation of any part of a [Borrower's](#) indebtedness.

Should the Internal Revenue Service change the reporting requirements in connection with any of IRS Form 1098, IRS Form 1099-MISC, IRS Form 1099-A or IRS Form 1099-C, the [Servicer](#) must comply with those changed reporting requirements, notwithstanding anything to the contrary contained in this Chapter. The [Servicer](#) should contact Fannie Mae if it believes any portion of this Chapter to be in conflict with such Internal Revenue Service reporting requirements.

#### **221.02** Filing IRS Form 1099 MISC

The [Servicer](#) must report all attorney (or trustee) fees paid by the [Servicer](#) to [Servicer](#)-retained attorneys or trustees or to Fannie Mae-retained attorneys or trustees for handling foreclosure proceedings, by filing Form 1099-MISC (Miscellaneous Income) with the Internal Revenue Service and other parties. This form must be filed in the [Servicer's](#) name, using its Internal Revenue Service tax identification number.

If the [Servicer](#) pays for any expenses authorized by Fannie Mae for the maintenance, repair, or marketing of an [REO Property](#), or when the [Servicer](#) pays directly any business that is not a corporation for recurring maintenance costs, minor repair costs, or routine costs in connection with an [REO Property](#), the [Servicer](#) must report such payments to the Internal Revenue Service. To accomplish this, the [Servicer](#) must prepare an IRS Form 1099-MISC (Miscellaneous Income) for the appropriate tax year and submit it to the Internal Revenue Service and to the individual payee. This form must be filed in the [Servicer's](#) name, using its Internal Revenue Service taxpayer identification number.

#### **221.03** Notifying the Internal Revenue Service about Abandonments or Acquisitions (IRS Form 1099-A)





## 221.03A When Required

The Internal Revenue Service requires that information returns be filed when Fannie Mae (or a third party) acquires an interest in a **Property** in full or partial satisfaction of the **Mortgage Loan** or when Fannie Mae or the **Servicer** has reason to know that a **Property** has been abandoned. The **Servicer** must file these notices on Fannie Mae's behalf, using IRS Form 1099-A (Acquisition or Abandonment of Secured Property), for all applicable **Mortgage Loans** (including **Mortgage Loan** participations if Fannie Mae's percentage ownership of such **Mortgage Loan** is 50% or greater).

The **Servicer** must satisfy the reporting requirements for the “owner of record” (instead of on Fannie Mae's behalf) when the **Servicer** purchased a delinquent **Mortgage Loan** from Fannie Mae before the **Property** was acquired by the **Servicer** in full or partial satisfaction of the **Mortgage Loan**.

For purposes of filing these reports:

- Fannie Mae (or the “owner of record”) acquires an interest in the **Property** when any redemption period that follows a foreclosure sale ends without redemption rights being exercised (or when Fannie Mae accepts a deed-in-lieu of foreclosure);
- A third party acquires an interest in the **Property** at the foreclosure sale; and
- Abandonment occurs when Fannie Mae or the **Servicer** has “reason to know” from “all facts and circumstances concerning the status of the **Property**” that the **Borrower** intended to discard or has permanently discarded the **Property** from use. The **Servicer**, however, will have an additional three months before its reporting obligation arises if the **Servicer** expects foreclosure proceedings to begin within the three months after determination that abandonment has occurred.

After an event that triggers a reporting requirement occurs, IRS Form 1099-A must be filed on or before February 28 (or March 31 if filing electronically) of the year following the calendar year in which the event occurred. The **Servicer** also must furnish the **Borrower** with an information statement on or before January 31 of that year. The requirement for notifying the **Borrower** can be satisfied by sending Copy B of a completed IRS Form 1099-A to the **Borrower's** last known address. When the form is filed on Fannie Mae's behalf, it must show



Fannie Mae's name, address, and federal identification number (52-0883107), and include a legend stating that the information is being reported to the Internal Revenue Service. If it is filed by the **Servicer** on its own behalf or for the “owner of record,” the name, address, and identification number of the **Servicer** or owner of record, respectively, must be provided instead.

### **221.03B** Preparing IRS Form 1099-A

The **Servicer** is responsible for completing the IRS Form 1099-A accurately, for filing it with the Internal Revenue Service, and for providing the information to the **Borrower** and to Fannie Mae by the required dates. If the Internal Revenue Service penalizes Fannie Mae because a **Servicer** failed to file a return or filed an incorrect return or late return, Fannie Mae will require the **Servicer** to reimburse Fannie Mae for any penalty fees the Internal Revenue Service assesses (unless the **Servicer** can document that it met the filing requirements).

Information that must be reported on IRS Form 1099-A includes:

- the **Borrower's** taxpayer identification number (the Social Security number if the borrower is a natural person);
- the date of acquisition of an interest in the **Property** or the date the **Servicer** acquired knowledge of the abandonment;
- the outstanding **UPB** of the **Mortgage Loan**;
- a general description of the **Property**; and
- whether the **Borrower** is personally liable for the debt and, if personally liable, the fair market value of the **Property** at the time of acquisition.

### **221.04** Notifying the Internal Revenue Service about Cancellations of Indebtedness (IRS Form 1099-C)

#### **221.04A** When Required

The Internal Revenue Service requires certain mortgage holders, including Fannie Mae, to file information returns when \$600 or more of a **Mortgage Loan** is cancelled. Except as provided in **Part V, Chapter 2: Reporting and Remitting, Section 221.04D: Exceptions to IRS Form 1099-C Reporting**, the **Servicer** must file these returns on Fannie Mae's behalf, using IRS Form 1099-C, for all applicable **Mortgage Loans** (including **Mortgage Loan** participations if Fannie Mae's percentage ownership of such **Mortgage Loan** is 50% or



greater). If, in the same calendar year, a [Mortgage Loan](#) is canceled in connection with a foreclosure or abandonment of secured property, it is not necessary to file both Form 1099-A and Form 1099-C for the same [Borrower](#). Only Form 1099-C need be filed, and the Form 1099-A filing requirement for the [Borrower](#) will be met by completing boxes 4, 5, and 7 on Form 1099-C.

## **221.04B** Determining When a Debt Is Cancelled

A debt is cancelled (in whole or part) when any of the following occur:

- discharge in bankruptcy under Title 11 of the U.S. Code;
- receivership, foreclosure, or similar federal or state court proceeding makes the debt unenforceable;
- the statute of limitations applicable to collecting the debt expires (if so determined by a court and any appeal period has expired), or expiration of the statutory period for filing a claim or beginning a deficiency judgment proceeding;
- foreclosure remedies by law end or bar Fannie Mae's right to collect the debt (e.g., foreclosure by exercise of the "power of sale" in the [Security Instrument](#));
- probate or similar proceeding cancels or extinguishes the debt;
- Fannie Mae and the [Borrower](#) agree to cancel the debt at less than full consideration;
- a decision or defined policy of Fannie Mae causes collection activity to be discontinued and the debt to be cancelled; or
- expiration of a "non-payment testing period".

The Internal Revenue Service presumes that a debt is cancelled during a calendar year if no payment has been received on the [Mortgage Loan](#) during a period (the "non-payment testing period") of 36 months, plus the number of calendar months when collection activity was precluded by a stay in bankruptcy or similar bar under state or local law. The presumption may be rebutted, however, if there has been significant, bona fide collection activity at any time during the calendar year, or if facts and circumstances, existing as of January 31 of the calendar year following expiration of the 36-month period, indicate that the indebtedness has not been discharged.



## 221.04C Preparing IRS Form 1099-C

The **Servicer** is responsible for completing the Cancellation of Debt (IRS Form 1099-C) accurately, and for filing it with the Internal Revenue Service and providing the information to the **Borrower** and to Fannie Mae by the required dates. The form must be filed on or before February 28 (or March 31 if filing electronically) of the year following the calendar year in which the discharge of indebtedness occurs.

If the Internal Revenue Service penalizes Fannie Mae because the **Servicer** failed to file a return or filed an incorrect or late return, Fannie Mae will require the **Servicer** to reimburse Fannie Mae for any penalty fees the Internal Revenue Service assesses (unless the **Servicer** can document that it met the filing requirements).

The **Servicer** also must furnish the **Borrower** with an information statement before January 31 of that year. The requirement for notifying the **Borrower** can be satisfied by sending Copy B of a completed IRS Form 1099-C (or a substitute statement that complies with Internal Revenue Service requirements for substitute forms) to the **Borrower's** last known address, and the **Servicer** must send Copy C to those states that require it. When the form is filed on Fannie Mae's behalf, it must show Fannie Mae's name as the "Creditor," Fannie Mae's address and federal identification number (52-0883107), and include a legend identifying the statement as important tax information that is being furnished to the Internal Revenue Service.

Information that must be reported on IRS Form 1099-C includes:

- the **Borrower's** name, address, and taxpayer identification number (the Social Security number if the borrower is a natural person);
- the date the debt was cancelled;
- the amount of the cancelled debt, which does not include interest or any amount received in satisfaction of the debt from a foreclosure sale or other means;
- a description of the debt, such as "mortgage loan," and a description of the **Property** if a combined IRS Form 1099-C and 1099-A is filed;
- whether the **Borrower** is personally liable for the debt;
- whether the debt was cancelled in bankruptcy; and
- the fair market value of the **Property** if a combined IRS Form 1099-C and 1099-A is filed.



If the cancelled **Mortgage Loan** had an original principal amount of \$10,000 or more, was originated after 1994, and involves **Borrowers** who are jointly and severally liable for the debt, a separate information return for each **Borrower** must be filed, and each return must report the entire amount of the cancelled debt. If the **Mortgage Loan** was originated prior to January 1, 1995, or if the original principal amount of the cancelled **Mortgage Loan** was less than \$10,000, and if there are multiple **Borrowers**, reporting is required only with respect to the primary (or first-named) **Borrower**. In addition, only one information return is required, regardless of the origination date or the original principal amount, if the **Servicer** knows, or has reason to know, that co-Borrowers were husband and wife living at the same address when the **Mortgage Loan** was originated, and does not know or have reason to know that such circumstances have changed when the **Mortgage Loan** is cancelled.

#### **221.04D** Exceptions to IRS Form 1099-C Reporting

**Interest.** Interest need not be reported. If it is reported as part of the cancelled debt, the IRS Form 1099-C instructions require that it be shown in a separate box on the form.

**Non-principal amounts.** Cancellation of amounts other than stated principal, including penalties, fines, fees, and administrative costs charged to the **Borrower**, need not be reported.

**Release of a co-Borrower.** IRS Form 1099-C need not be filed when one **Borrower** is released from a **Mortgage Loan** as long as the remaining **Borrowers** are liable for the full UPB of the **Mortgage Loan**.

**Guarantor or surety.** A guarantor or surety (i.e., any **Guarantor** or **Key Principal** executing a **Non-Recourse Guaranty** or a **Payment Guaranty**) is not a **Borrower** for purposes of the debt cancellation reporting requirements, so IRS Form 1099-C is never required.

#### **221.04E** Coordination with Reporting Abandonments or Acquisitions

If, in the same calendar year, the **Mortgage Loan** is cancelled in connection with the acquisition or abandonment of the same **Property** securing the **Mortgage Loan**, filing a timely and accurate IRS Form 1099-C will satisfy the requirement to file an IRS Form 1099-A.

#### **221.05** Reporting via Magnetic Media

The **Servicer** must report IRS Forms 1099-C and 1099-A



information on magnetic media and must do so on Fannie Mae's behalf. Even though the **Servicer** reports to the Internal Revenue Service on magnetic media, it is still responsible for providing a hard copy of the IRS Forms 1099-C or 1099-A, as applicable, to the **Borrower** (Copy B) and to those states that require it (Copy C). Copy B must be sent to the **Borrower** no later than January 31.

The **Servicer** must review each **Borrower's** Form W-9 for validity and request a new Form W-9 if any form is invalid. A valid W-9 will include the **Borrower's** name, tax identification number, date, and signature. In preparing Forms 1099-C or 1099-A, the **Servicer** must (i) utilize the IRS TIN Matching program and perform tax identification number matching for all United States non-exempt **Borrowers** in all circumstances, (ii) notify Fannie Mae of any **Borrower** that is identified as an unsuccessful TIN Match prior to preparing Form 1099, and (iii) follow up with any **Borrower** whose name and tax identification number combination fail the IRS TIN Match. The **Servicer** should also provide to Fannie Mae its TCC (Transmittal Control Code) at the beginning of each year, which will allow Fannie Mae to communicate to the **Servicer** any errors on its 1099 filings.

The **Servicer** does not need to send Fannie Mae a copy of the magnetic media filed by the **Servicer** with the Internal Revenue Service. However, to ensure that Fannie Mae can identify the **Servicer** and the loan number for a specific **Mortgage Loan** should the Internal Revenue Service contact Fannie Mae for additional information or clarification, the **Servicer** must:

- insert the following header information when the IRS Form 1099-C or 1099-A, as applicable, is filed on Fannie Mae's behalf:
  - Fannie Mae on the first "Payer" line; and
  - the Fannie Mae loan number for the related **Mortgage Loan** on the line for the "Payer's account number for Payee"; and
- within thirty (30) days after filing with the Internal Revenue Service, send an email to Fannie Mae at [multifamily\\_1099\\_reporting@fanniemae.com](mailto:multifamily_1099_reporting@fanniemae.com), containing a summary of IRS Forms 1099-C or 1099-A, as applicable, to notify Fannie Mae what the **Servicer** reported to the Internal Revenue Service on magnetic media.



## GLOSSARY

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### ■ **Multifamily Servicing Team**

Team that can be contacted at [mf\\_master\\_servicing@fanniemae.com](mailto:mf_master_servicing@fanniemae.com).

### ■ **Pass-Through Rate**

Mortgage Loan Gross Note Rate minus ~~the Guaranty Fee~~, minus the ~~Servicing Fee~~.

- for MBS Mortgage Loans, the Guaranty Fee, minus the Servicing Fee; and
- for Cash Mortgage Loans, the Servicing Fee.