

Multifamily Required Trade Information

Form 4097 Job Aid & Updates

April June 2025

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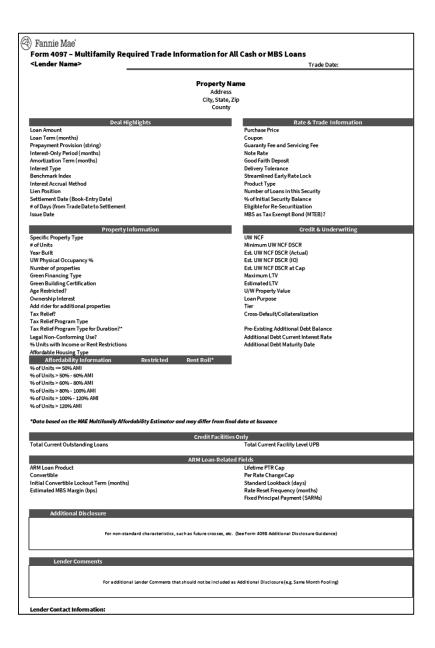


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Form 4097 Updates – April May 2025



- Consolidated existing 4097. Fixed and 4097. ARM versions into a single version
- Updated allowable values to align with Disclosures
- As part of any auction, a Microsoft Excel (.xlsx) version of Form 4097 must be provided to Fannie Mae Capital Markets
- PDF versions of Form 4097 may continue to be used by market participants in the auction process
- Submission now required in Excel (.xlsx) format
- Existing fields on the published Form 4097 must not be altered
- Additional fields not on the published 4097 should not be added by Lenders



Form 4097

- Used at the time of initial trade for all Fannie Mae Multifamily Cash or MBS Loans
- Captures key data elements at the security, loan and property levels
- Used for both Fixed and ARM Loans
- Form 4097 should be submitted as an Excel (.xlsx) file
- Lenders may create the Excel file as Read Only and require a password for editing if desired
- As part of any auction, a Microsoft Excel (.xlsx) version of Form 4097 must be provided to Fannie Mae Capital Markets
- Existing fields on the published Form 4097 must not be altered
- PDF versions of Form 4097 may continue to be used by market participants in the auction process

Guidance - Deal Terms

Purpose: Capture the key terms of the loan

Prepayment strings are abbreviated in order (as applicable): L (Lockout Period), YM (Yield Maintenance), #% (Declining Premium), O (Open Period)

A. Examples:

- 1. YM(114)1%(3)O(3)
 - a) 114 Months Yield Maintenance, 3 Months 1% Prepayment, 3 Months Open
- 2. L(12)1%(105)O(3)
 - a) 12 Month Lockout, 105 Months 1% Premium, 3 Months Open
- 3. 5%(24)4%(24)3%(24)2%(24)1%(21)O(3)
 - a) 24 Months each 5% though 2% Premium, 21 Months 1% Premium, 3 Months Open
- B. Full Prepayment Job Aid
- 2. Select the appropriate Interest Type

\$ 7,000,000
120
YM(114)1%(3)O(3)
24
360
Fixed
10-year Treasury
Actual/360
First
12/20/2021
30
12/1/2021

Guidance – Rate & Trade Information



	Rate & Trade Information	
	Purchase Price	102%
	Coupon	TBD
	Guaranty Fee and Servicing Fee	1.590%
	Note Rate	TBD
	Good Faith Deposit	2.000%
	Delivery Tolerance	+/-5%
_	Streamlined Early Rate Lock	No
2)	Product Type	DUS
	Number of Loans in this Security	1
_	% of Initial Security Balance	100%
3)	Eligible for Re-Securitization	Yes
4	MBS as Tax Exempt Bond (MTEB)?	N/A

Purpose: Capture the purchase price and associated fees for the MBS

- The Multifamily Selling and Servicing Guide sets forth the amount of the Minimum Good Faith Deposit required for any Mortgage Loan
- 2. Product Type Allowable Values: DUS, Non-DUS, Credit Facility, Bulk Delivery, Negotiated Transaction
- Credit Facilities & Bulk Deliveries are NOT eligible for resecuritization
- 4. MTEB Allowable Values: Immediate MTEB, MBS Exchange

Guidance – Property Address



Property Name

Address City, State, Zip

1 County

Purpose: Capture the primary Property address for the subject Property/Properties

- County added as a required Property address field as of September 7, 2021
- 2. <u>Multiple Property Address Job Aid</u>

Guidance – Property Information



	Property	Information
(1)	Specific Property Type	Multifamily
$\overline{}$	# of Units	72
\bigcirc	Year Built	2002
	UW Physical Occupancy %	94%
	Number of properties	1
(3)	Green Financing Type	Green Rewards
	Green Building Certification	LEED Gold
(4)	Age Restricted?	Yes
(E)	Ownership Interest	Fee Simple
(5)	Add rider for additional properties	
	Tax Relief?	Yes
	Tax Relief Program Type	xemption/Tax Abatement Partial Amount
$\overline{}$	Tax Relief Program Type for Duration?*	Yes
(6)	Legal Non-Conforming Use?	No
	% Units with Income or Rent Restrictio	20%
	Affordable Housing Type	LIHTC

Purpose: Capture key details of the subject Property

- Specific Property Type should correspond to the value entered in C&D
- 2. Near Stab properties should utilize the "As-Stabilized" %
- 3. See the <u>Green Financing Job Aid</u> for more information
- 4. Age Restricted Properties (e.g. 55+) should be indicated by entering "Yes"/"No"
- 5. Enter "Yes" if the subject Property includes multiple address
 - Additional Property Information tables can be added on a separate worksheet for each Collateral Record
- 6. If the Property has Legal Non-Conforming Usezoning, select "Yes"

Specific Property Type Multifam # of Units	nily 72
# of Units	72
	12
Year Built 20	002
UW Physical Occupancy % 94	4%
Number of properties	1
Green Financing Type Green Rewar	rds
Green Building Certification LEED Go	old
Age Restricted?	Yes
Ownership Interest Fee Simp	ple
Add rider for additional properties	
Tax Relief?	Yes
Tax Relief Program Type xemption/Tax Abatement Partial Amou	unt
Tax Relief Program Type for Duration?*	Yes
Legal Non-Conforming Use?	No
% Units with Income or Rent Restrictio 20	0%
Affordable Housing Type LIH	ITC

Guidance – Property Information (cont.) Purpose: Capture key details of the subject Property



- If a Tax Relief Program (Tax Abatement/Exemption, PILOT, or TIF) will be in effect at any point in the life of the loan, "Yes" should be selected
- Tax Relief Program Allowable Values: Tax Exemption/Tax Abatement Full Amount, Tax Exemption/Tax Abatement Partial Amount
- Tax Relief Program Type for Duration: If the Tax Relief Program will not be in effect for the full duration of the loan, select "No"
 - Additional Disclosure is always required if "No" is selected
- Restrictions should only be entered for Properties where an Affordable Housing Type is present
 - A. Not MAH should be used for Conventional properties where restrictions exist
 - B. N/A should be selected for Conventional properties without restrictions

See the Affordable Housing Data Job Aid for more information on Affordability Restrictions and Tax Relief Programs





Property Information Specific Property Type Multifamily # of Units 72 Year Built 2002 UW Physical Occupancy % 94% Number of properties Green Financing Type Green Rewards **Green Building Certification LEED Gold** Age Restricted? Yes Ownership Interest Fee Simple Add rider for additional properties Tax Relief? Yes Tax Relief Program Type xemption/Tax Abatement Partial Amount Tax Relief Program Type for Duration?* Yes Legal Non-Conforming Use? No % Units with Income or Rent Restriction 20% Affordable Housing Type LIHTC

Purpose: Capture key details of the subject Properties in a Credit Facility

- 1. For Credit Facilities, Property information can be entered at the Facility Level
 - A. # of Units = Total Units in the Facility
 - B. Number of Properties = Total Properties in the Facility
 - C. Property Information tables can be added on a separate worksheet for each Collateral Record

Guidance – Affordability







Affordability Information	Restricted	Rent Roll*
% of Units <= 50% AMI	20%	20%
% of Units > 50% - 60% AMI		20%
% of Units > 60% - 80% AMI		20%
% of Units > 80% - 100% AMI		40%
% of Units > 100% - 120% AMI		
% of Units > 120% AMI		

Purpose: Capture key details of the subject Property's Affordability

- Data in the Restricted column should only be entered for Properties where an Affordable Housing Type is present
 - A. See the <u>Affordable Housing Data Job Aid</u> for more information
- Data in the Rent Roll column represents Rent Roll based Affordability and may be entered for Multifamily and Military Property Types
 - A. Rent Roll Affordability at the time of trade is calculated using the <u>Multifamily Affordability Estimator</u>
 - B. Please see the <u>Multifamily Affordability Estimate FAQs</u> for additional information
- Due to timing differences, it is possible that the Rent Roll
 Affordability data entered at the time of trade may differ
 slightly from the final data disclosed at Security Issuance

Credit & Underwritin	g
.) UW NCF	\$650,000
Minimum UW NCF DSCR	1.35
Est. UW NCF DSCR (Actual)	1.52
Est. UW NCF DSCR (IO)	1.38
Est. UW NCF DSCR at Cap	1.3
Maximum LTV	65%
Estimated LTV	65%
U/W Property Value	\$35,000,000
Loan Purpose	Refinance
Tier	Tier 4
Cross-Default/Collateralization	None
Pre-Existing Additional Debt Balance	\$500,000
Additional Debt Current Interest Rate	3.700%
Additional Debt Maturity Date	6/1/2029

Guidance – Credit & Underwriting



Purpose: Capture credit metrics as determined during the underwriting process

- All DSCRs must be entered on a combined basis when additional hard debt is included on a Property
 - A. For Credit Facilities, enter all DSCRs at the Facility level
 - B. For Co-ops, enter the Multifamily Rental Equivalent
- Actual Estimated UW NCF DSCR required as of September 7, 2021
 - A. See the <u>DSCR Guidance Job Aid</u> for additional information
- 3. DSCR at Cap only required for ARM Loans
- 4. For Credit Facilities, enter LTVs and UW Property Value at the Facility level
- 5. Details of additional hard pay structure must be included when present
 - A. See the <u>Split & Bifurcated Loan Job Aid</u> for additional information

Guidance – Credit Facilities



Credit Facilities Only		
Total Current Outstanding Loans	Total Current Facility Level UPB	
$\overline{\widehat{1}}$	(2)	

Purpose: Capture additional fields required for Credit Facilities

- Enter the total number Mortgage Loans currently outstanding under the current Master Credit Facility Agreement
- Enter the total current UPB for all outstanding Mortgage Loans under the current Master Credit Facility Agreement
 - A. Do not include existing Credit Facility debt as part of the Additional Debt section

Guidance – ARM Loan Related Fields



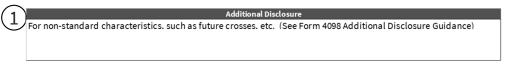
Purpose: Capture additional fields required for ARM Loan transactions

- 1. ARM Loan Product Allowable Values: ARM 7-6 Loan, ARM 5-5 Loan, SARM Loan, Hybrid ARM Loan
- 2. Convertible indicates if the loan can convert to fixed rate in the future
 - A. Select "No" for Hybrid ARM Loans









Lender Comments

For additional Lender Comments that should not be included as Additional Disclosure (e.g. Same Month Pooling)

Purpose: As described in the Form 4098, capture any Additional Disclosure requirements identified in underwriting

- 1. Consult Fannie Mae Deal Team, Form 4098 and MBS Roadmap for additional disclosure requirements
 - A. <u>Fannie Mae Multifamily Additional Disclosure Guidance</u> (Form 4098)
 - B. <u>Multifamily MBS Roadmap</u>
 - Additional Disclosure comments must also be entered in C&D when creating the Commitment
- Lender Comments should not include anything covered by Additional Disclosure and should not be entered as Additional Disclosure in C&D

Questions?

For additional guidance, please contact your Fannie Mae Deal Team