



Fannie Mae®

Multifamily Selling and Servicing Guide

Effective as of August 3, 2026

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Summary of Changes

Primary Audience: Underwriting, Insurance, and Asset Management

HIGHLIGHTS

Effective for all Mortgage Loans as of August 3, 2026, updated the:

- Potential Red Flags for Mortgage Fraud and Other Suspicious Activity
- Multifamily BSA-AML Lender Guidance; and
- requirements for reviewing insurance-related red flags in:
 - Part II, Chapter 5: Property and Liability Insurance; and
 - Part V, Chapter 4: Asset Management: Loan Document Administration.

Primary Changes

■ Updated:

- Potential Red Flags for Mortgage Fraud and Other Suspicious Activity, and
- Multifamily BSA-AML Lender Guidance, related to:
 - Financing terms that deviate from the Fannie Mae Multifamily issued quote(s) without a documented and supportable rationale;
 - Insurance coverage for the subject collateral does not satisfy the Guide's minimum requirements, without an approved variance, nor align with applicable third party reports, including insurable value benchmarks; and
 - Borrower failure to notify the Servicer of an insurance loss and/or subsequent non-remittance of insurance proceeds.

- Added requirements for you to review insurance for Potential Red Flags for Mortgage Fraud and Other Suspicious Activity and report any unresolved red flags per Part I, Chapter 3: Borrower, Guarantor, Key Principals, and Principals, Section 310: Compliance.

Questions

Please contact Lindsey Bass at Lindsey_Bass@fanniemae.com with any questions.



Chapter 5 Property and Liability Insurance

Section 501 Property Insurance

501.01 General Insurance – Applies to All Policies

501.01A Generally

➔ Guidance

When terms or acronyms for insurance forms and policies are capitalized in this Chapter, they refer to Insurance Services Office (ISO) forms and policies or their equivalent. Other capitalized terms and acronyms have standard insurance industry meanings.

☑ Requirements

As of the **Mortgage Loan Origination Date**, you must ensure **each Property**:

~~is covered by compliant property insurance and liability insurance.~~

- each Property is covered by compliant property insurance and liability insurance;
- all Potential Red Flags for Mortgage Fraud and Other Suspicious Activity were considered; and
- unresolved red flags were reported per Part I, Chapter 3: Borrower, Guarantor, Key Principals, and Principals, Section 310: Compliance.

You must ensure all insurance policies:

- list the **Borrower** as:
 - a named insured; or
 - an Additional Named Insured on the applicable policies if the policy is provided by, or in the name of, a **Property** manager (you must also verify the **Borrower** has a written **Property** management agreement with the company providing insurance);
- are written on an Occurrence-Based Policy, except the following, which may be written on an Occurrence-Based Policy or a Claims-Made Policy:
 - earthquake insurance;



- directors' and officers' insurance;
- professional liability insurance; and
- general liability insurance for [Seniors Housing Properties](#) only when combined with professional liability insurance;
- unless the [Loan Documents](#) expressly state otherwise, require the carrier to notify the named Mortgagee and/or Additional Insured in writing
 - at least 10 days before policy cancellation for non-payment of premium, and
 - 30 days before cancellation for any other reason;
- except for professional liability insurance, name:
 - Fannie Mae as Additional Insured on
 - general liability insurance, and
 - excess/umbrella insurance; and
 - "Fannie Mae, its successors, and assigns" as Mortgagee and Loss Payee on property insurance; and
- use Replacement Cost Basis; however, coverage for roofs may use
 - Actual Cash Basis, or
 - Replacement Cost Basis.

Guidance

You should:

- obtain the advance cancellation notice for the benefit of each Mortgagee and Additional Insured from the insurance carriers whenever possible; or
- if the insurer will not provide advance cancellation notices, ensure the [Loan Documents](#) were not modified in any manner limiting:
 - the [Borrower's](#) obligation to promptly inform you of any notice of cancellation it receives from an insurance carrier; or
 - any recourse liability of the [Borrower](#) or any [Guarantor](#) for failing to maintain all insurance coverages required by the



- [Loan Documents](#), and
- [Guide](#).

An acceptable mortgagee clause is:

Fannie Mae, its successors and/or assigns, as their interest may appear
c/o [Lender Name]
Lender's Street Address or PO Box
Lender's City, State and Zip Code

[Operating Procedures](#)

If the insurer will not provide advance cancellation notices, your [Servicing File](#) must include

- evidence of your attempts to obtain the notice provisions, and
- a copy of the state statute regarding cancelation notification.

Within 5 [Business Days](#) after the [Property's Book-Entry Date](#), you must submit all applicable information via:

- [DUS Data Digitizer](#), for structured data using the DUS Insurance Data Set ([Form 4087.INS](#)); and
- [DUS DocWay](#), for Insurance Policy Documents, including
 - [ACORD 28](#),
 - [Alta Survey](#),
 - [Flood Analysis Worksheet](#),
 - [Flood Insurance Policy](#),
 - [Special Flood Hazard Determination Form](#), and
 - [Schedule of Values](#).

[Guidance](#)

You may use the [Flood Insurance Job Aid](#) to assist with completion of the DUS Data Digitizer requirements.

501.01B Insurable Value Determination



Requirements

To determine the estimated **Insurable Value**, you must use

- the **Appraisal**, or
- other reliable sources.

Guidance

Common Reliable Sources to Determine Estimated Insurable Value	
Resource	Description
Insurance Company Estimate	An estimate from the insurance company underwriting the property damage insurance.
Appraisal's Insurable Value	A qualified commercial real estate Appraisal from an Appraiser experienced in the market per Part II, Chapter 2: Valuation and Income, Section 202: Appraisal and Valuation .
Contractor	A reputable commercial contractor with experience constructing and/or reconstructing similar area properties.
Vendor	A third-party vendor who • specializes in Insurable Value calculations, or • publishes data used to determine Insurable Value.

501.01C Blanket and Other Policies Covering Multiple Properties

☒ Requirements

You must ensure:

- any **Blanket Policy** coverage is as good as, or better than, a single property insurance policy; and
- the **Property** is listed and identified in the
 - policy, or
 - associated schedules.



➔ Guidance

A Schedule of Values is a list of insurable values (all elements of the [Total Insurable Value](#)) the [Borrower](#) provides to an insurance company for all properties covered under a property insurance policy.

You should:

- review and analyze the Schedule of Values and geographical concentration and/or aggregated values of [Properties/Total Insurable Values](#) under the [Blanket Policy](#); and.
- confirm that Blanket Insurance Limits:
 - are limited to a 1 per occurrence shared limit for:
 - more than 1 property;
 - more than 1 category of coverage; or
 - both;
 - will be reinstated to the pre-loss limits after a casualty, except for:
 - earthquake;
 - flood; and
 - terrorism; and
 - are sufficient to cover the largest [Total Insurable Value](#).

✻ Operating Procedures

You must

- clearly document your analysis of any [Blanket Policy](#) (related or unrelated entities) in your [Servicing File](#), and
- include supported conclusions.

501.01D Risk Retention Groups and Captive Insurance

Requirements

You must ensure [Risk Retention Groups](#) and [Captive Insurers](#) are only accepted for:

- the following coverages:



- professional liability;
 - general liability;
 - excess/umbrella;
 - **Property** insurance layer, but coverage must not be provided through a layer that constitutes the majority of the coverage; and
 - terrorism, when backed by the Terrorism Risk Insurance Program (TRIA); and
- funding **Property** and liability deductibles.

You must ensure any **Risk Retention Group** or **Captive Insurer** has a rating of at least A- from A.M. Best Company.

For any **Risk Retention Group** or **Captive Insurer** that is not satisfactorily rated, before **Rate Lock**, you must:

- obtain and review the applicable information in the Unrated Risk Retention Group or Captive Insurer table; and
- submit a
 - written summary, and
 - recommendation for approval, explaining
 - any non-compliant requirements,
 - any adverse findings, and
 - your rationale for recommending approval.

Unrated Risk Retention Group or Captive Insurer	
Document/Entity	Description
Certificate of Authority (CA)	State-issued license to an insurance company to conduct business, and includes the • date of authority, • complete Captive Insurer name, and • state of domicile.



Unrated Risk Retention Group or Captive Insurer	
Document/Entity	Description
State Examination Report	Report covering a specific timeframe that: • reviews the company's: - balance sheet (including assets, liabilities, capital, and surplus); - statement of income; - investments; - premiums; - reinsurance assumed and ceded; - unpaid losses and loss adjustment expense; - and - losses and loss adjustment expense incurred; and • ascertains its: - financial condition; - ability to fulfill obligations; and - compliance with applicable state laws and regulations.
Actuarial Report	Report culminating with a statement of actuarial opinion (minimum requirement) after evaluating, opining, and certifying the adequacy of the Captive Insurer's • open and paid losses, • loss adjustment expense reserves, • capital, and • surplus.
Loss History	Frequency and severity of insurance losses covered by the Captive Insurer's policy during a specific timeframe.



Unrated Risk Retention Group or Captive Insurer	
Document/Entity	Description
Reinsurance and/or Fronting Company	Reinsurance is when an insurer transfers all or part of a risk to another insurer to reduce the risk for the first insurance. Fronting company is using a licensed, admitted insurer to issue an insurance policy on behalf of a self-insured organization or Captive Insurer without intending to transfer any of the risk. The risk of loss is retained by the self-insured or Captive Insurer with an indemnity or reinsurance agreement.
Captive Insurer	Captive Insurer is either a: • single parent captive (pure captive) - when an insurance subsidiary insures the loss exposures of its parent company or single entity; or • group captive – a captive owned by several different companies who are normally - from the same industry, and - have similar risks.

Guidance

[Captive Insurers](#) (and similar arrangements):

- may have lower capitalization requirements than traditional insurance companies; and
- are not usually rated by a recognized rating agency.

For [Captive Insurers](#), you should:

- confirm they
 - are financially stable, and
 - have adequate funds to cover potential losses; and
- review additional documents as warranted.



Operating Procedures

You must submit all documents for unrated [Captive Insurers](#) or [Risk Retention Groups](#):

- through [DUS Gateway](#), for new [Mortgage Loan](#) submissions; and
- annually through the [MAMP](#), for [Portfolio Mortgage Loans](#).

501.01E Insurance Carrier Rating

Requirements

Rating requirements do not apply to policies issued

- through State-sponsored insurance programs, or
- by insurers participating in [NFIP](#).

For a new policy, you must ensure the insurance carrier has an A.M. Best Company general policyholder rating of A- or better.

➔ Guidance

A new policy is one that is

- not already in force, and
- most common for an [Acquisition](#).

An existing policy is

- most common for a refinance, or
- when the [Property](#) is added to a [Borrower's](#) already-in-place policy.

501.01F Term

➔ Guidance

Policies should have a term of at least 12 months. For new [Mortgage Loans](#), a [Property](#) may be added mid-term to an existing 12-month policy.

You may accept a policy term of less than 12 months if the:

- shorter term is due to carrier



- non-renewal, or
- cancellation; or
- policy is
 - expiring, and
 - will be renewed for at least 12 months.

501.01G Payment of Premium

☒ Requirements

You must:

- ensure premiums for all required insurance policies are either:
 - paid in full annually; or
 - payable in installments, for which you have receipts confirming timely payment;
- not provide premium financing to the [Borrower](#); and
- only permit third-party premium financing if:
 - the financing agreement:
 - has no negative impact on
 - you,
 - Fannie Mae, or
 - the [Mortgage Loan](#) collateral; and
 - does not include any conditions that could prevent you or Fannie Mae from receiving the insurance proceeds; and
 - the Modifications to Multifamily Loan and Security Agreement (Financing of Insurance Premiums) ([Form 6272](#)) was executed.

If the [Borrower](#) finances premiums, you must

- review the financing agreement,
- confirm timely payment of each premium was made, and
- retain in the Servicing file



- the financing agreement, and
- evidence of premium payments.

501.01H Evidence of Insurance

Requirements

You must have:

- temporary or permanent evidence of insurance when the [Mortgage Loan](#) closes; and
- permanent evidence of insurance within 90 days after [Mortgage Loan Delivery](#).

Guidance



Acceptable Evidence of Insurance	
Acceptable Temporary Evidence Forms	Acceptable Permanent Evidence Forms
• ACORD 28 – Evidence of Commercial Property Insurance (most recent version or, if applicable, the state-approved form), combined with ACORD 25 – Certificate of Liability Insurance. • ACORD 75 – Insurance Binder. • If an ACORD certificate is unavailable, a joint letter from the Borrower and its licensed insurance broker/agent certifying that all coverages, terms, and conditions meet the requirements. • For NFIP flood insurance: - the Policy Declaration page; or - a copy of the signed application and proof of payment.	• An original or duplicate copy of the insurance policy. • For a Property securing a Mortgage Loan with a UPB: - less than or equal to \$10 million, the MBA Evidence of Insurance - Commercial Property Form; or - greater than \$10 million, or for blanket policies with multiple layers, duplicate copies of the primary insurance policies, which should: ▪ include a letter (signed and dated on company letterhead) from an individual authorized to execute evidence of insurance on behalf of the insurance carriers issuing each policy; ▪ state that all policies follow the same terms, conditions, and exclusions as the primary policy, with any differences specified; and ▪ for NFIP flood insurance, include the Policy Declaration page.

The following are not acceptable forms of permanent evidence:

- insurance policy declarations pages (except for an [NFIP](#) policy);
- single policy endorsement;
- insurance binders; and
- certificates of insurance.



501.01I Insurance Exceptions

Requirements

Post-closing exception request submissions must include current information.

All exceptions, including those delegated, must be documented in the applicable business application.

You must submit any insurance exception request:

- through [DUS Gateway](#) with all applicable data fields completed in the system, not via an attached waiver document;
- at least 72 hours before [Rate Lock](#); and
- with all supporting documentation.

Guidance

If the waiver is approved for the entire [Mortgage Loan](#) term, it will be stated in the approval.

501.02 Property Insurance

501.02A Minimum Coverage Amounts

Requirements

You must ensure:

- each [Property](#) has property insurance throughout the [Mortgage Loan](#) term; and
- the coverage:
 - is written using Special Peril Coverage;
 - is at least
 - 100% of estimated [Insurable Value](#) for a single-building [Property](#), and
 - 90% of estimated [Insurable Value](#) for a multiple-building [Property](#); and
 - either does not contain a Coinsurance Clause, or contains a Coinsurance Clause offset by an Agreed Amount Provision no less than 100% of the estimated [Insurable Value](#).



→ Guidance

A margin clause:

- should not be used to determine compliant property insurance limits; and
- may contain provisions limiting additional coverage availability.

A Property Damage Insurance policy should contain an Inflation Guard endorsement that annually adjusts the insurance amount based on the inflation rate in the [Property's](#) geographic area.

501.02B Deductibles

Requirements

The maximum deductible amounts:

- apply to all insurance coverages required by:
 - [Part II, Chapter 5: Property and Liability Insurance, Section 502: Catastrophic Risk Insurance](#); and
 - [Part II, Chapter 5: Property and Liability Insurance, Section 503.01: Generally](#); and
- must comply with the following tables.

Maximum Deductibles	
For the peril of...	The maximum deductible must not exceed...
Wind/Hail (unrelated to a catastrophic peril)	• 5% of the subject collateral's Total Insurable Value¹; or • when expressed only as a dollar value: - \$50,000 for collateral Insurable Values less than \$10 million; or - \$100,000 for collateral Insurable Values \$10 million or more.



Maximum Deductibles	
For the peril of...	The maximum deductible must not exceed...
Named Storm and Earthquake	• 7.5% of the subject collateral's Total Insurable Value¹; or • when expressed only as a dollar value: - \$50,000 for collateral Insurable Values less than \$10 million; or - \$100,000 for collateral Insurable Values \$10 million or more.
1 If a stated minimum deductible is listed, it must not exceed • \$100,000 for a specific limit, and • \$250,000 for a shared blanket limit.	

Maximum Deductibles for All Other Perils	
Specific Limit Insurance Policy	
For Policies...	The maximum deductible amount per occurrence based on the Total Insurable Value is...
Less than \$10 million	\$50,000
\$10 million or more	\$100,000
Blanket Deductibles	
For Blanket Policies with a...	The maximum deductible amount per occurrence is...
Blanket limit	\$250,000
Specific limit	• \$50,000 for collateral Insurable Values less than \$10 million; or • \$100,000 for collateral Insurable Values \$10 million or more.
Expanded Deductibles ¹	



Maximum Deductibles for All Other Perils	
For Policies other than NFIP...	The maximum deductible amount per occurrence based on the Total Insurable Value is...
Less than \$10 million	\$100,000
\$10 million or more	\$150,000
1 Expanded deductibles must meet all the following: • the Borrower evidences liquid assets equal to at least 4x the deductible amount; • the Mortgage Loan - has a Pass rating, - is not currently delinquent, and - has not been delinquent within the last 12 months; • the Property condition rating is a 2 or better; and • you annually review the Mortgage Loan's eligibility.	

Guidance

Before accepting any deductibles, you should:

- assess the [Borrower's](#) ability to pay the deductible throughout the policy term;
- determine the high deductible financial exposure by considering total paid expenses rather than only the difference between the
 - maximum allowable deductible, and
 - requested/actual deductible; and
- only use the [Borrower's](#) owned or related properties to determine the maximum deductible if insurance coverage is provided on a management company's or unrelated entities' master property program.

501.02C Aggregate Deductibles

Guidance

You may accept a Property and Liability policy that includes aggregate deductibles. The aggregate deductible may be higher than the



maximum deductible required per [Part II, Chapter 5: Property and Liability Insurance, Section 501.02B: Deductibles](#).

Requirements

If you accept a Property and Liability policy that includes aggregate deductibles, you must:

- confirm the aggregate deductible amount is fully funded and held by:
 - the [Borrower](#) in a segregated bank account;
 - you in the [Tax and Insurance](#) escrow; or
 - a third party for the [Borrower's](#) benefit; and
- require any claim checks to:
 - list you as payee c/o Fannie Mae; and
 - be considered insurance loss proceeds per the [Loan Documents](#).

501.02D Business Income (including Rental Value) Insurance

☒ Requirements

You must ensure:

- each [Property](#) has business income insurance (including rental value insurance), for all required coverages, including
 - ordinance or law (Coverage D),
 - windstorm,
 - flood,
 - earthquake, and
 - terrorism, etc.;
- coverage is based on:
 - Actual Loss Sustained for 12 months; or
 - the most recent annual reported (or annualized if annual financial are unavailable):
 - [EGI](#); or
 - [NOI](#) plus continuing expenses;



- the maximum deductible for business income insurance does not exceed:
 - the maximum deductible for the property insurance policy, or
 - a waiting period of
 - 3 days, or
 - 72 hours; and
- coverage for a [Mortgage Loan](#) with a [UPB](#) of \$35 million or more includes a 90-day Extended Period of Indemnity option.

501.02E Ordinance or Law Insurance

☒ Requirements

If the [Property](#) is non-conforming under any current land use law or ordinance, you must ensure the [Property](#) has ordinance or law insurance:

- for all perils, even if insured on a standalone policy; and
- that includes the Increased Period of Restoration (Coverage D) endorsement if any buildings are 5 stories or more.

Coverages	If ordinance or law insurance is required, you must ensure the Property has all of the following...
Coverage A	Loss of Undamaged Portion, in an amount equal to • 100% of the Insurable Value, minus the damage threshold specified by the local building ordinance, or • 50% of the Insurable Value, if the local ordinance does not specify a threshold.
Coverage B	Demolition/Debris Removal Cost equal to at least 10% of the Insurable Value .



Coverages	If ordinance or law insurance is required, you must ensure the Property has all of the following...
Coverage C	Increased Cost of Construction equal to at least 10% of the Insurable Value .

Guidance

Examples of ordinance or laws include

- bulk restrictions,
- building,
- zoning,
- energy management,
- green, or
- Fair Housing Act accessibility.

Some municipalities have no zoning districts. This primarily refers to use. Usually, buildings are still subject to building and safety codes; therefore, coverage is required.

Required Limits Example	
If...	Then the required coverage is...
the Insurable Value equals • \$10 million, and • the damage threshold of the local building ordinance is 75%	100% of the Insurable Value , minus the damage threshold specified by the local building ordinance (e.g., \$10 million - \$7.5 million = \$2.5 million for Coverage A).
Coverages A, B, and C are combined	the Coverage A amount plus 10% of the Insurable Value for Coverage B plus 10% of the Insurable Value for Coverage C (e.g., \$2.5 million + \$1 million + \$1 million = \$4.5 million).



Required Limits Example	
If...	Then the required coverage is...
Coverages B and C are combined	10% of the Insurable Value for Coverage B plus 10% of the Insurable Value for Coverage C (e.g., \$1 million + \$1 million = \$2 million).

Coverage D for law and ordinance insurance:

- extends the business:
 - income and extra expense coverage; and
 - additional time to restore operations when delayed due to enforcement of building or zoning laws; and
- is paid from the **Property's** business income/rent loss coverage.

Without this Increased Period of Restoration endorsement, business income coverage does not include any “increased period” that may be necessary due to enforcement of an ordinance or law.

When evaluating this coverage you should ensure the business income/rent loss limit is adequate to reflect the increased period of restoration.

501.02F Equipment Breakdown or Boiler and Machinery Insurance

Requirements

You must ensure:

- a **Property** with any high-pressure, centralized HVACS boiler, water heater, or other vessel in operation and regulated by the **Property's** state or municipality has full equipment breakdown or boiler and machinery insurance;
- the coverage equals at least 100% of the **Insurable Value** of each building housing the equipment; and
- if equipment breakdown or boiler and machinery insurance is provided by a carrier other than the carrier providing the property damage policy, both policies include a **Joint Loss Agreement**.

501.02G Builder's Risk Insurance

Requirements



You must ensure:

- if property insurance coverage is excluded during construction or significant renovation or restoration, the **Property** has builder's risk insurance during such activity; and
- the coverage equals at least 100% of the completed value, on a non-reporting basis.

501.02H Fidelity Bond / Crime Insurance

Requirements

You must ensure:

- each **Property** owned by a **Cooperative Organization** has fidelity bond/crime insurance in an amount covering scheduled **Cooperative Maintenance Fees** for at least 3 months; and
- the fidelity bond/crime insurance deductible does not exceed \$25,000.

501.02I Regional Perils Insurance

Requirements

You must ensure:

- if a **Property** is in an area prone to geological phenomena, the property insurance coverage includes those phenomena; and
- the coverage equals 100% of the **Insurable Value**.

Guidance

Examples of geological phenomena include

- sinkhole,
- mine subsidence,
- volcanic eruption, and
- avalanche.

Section 502 Catastrophic Risk Insurance



502.01 Generally

☑ Requirements

You must ensure:

- a **Property** has the coverages required by Part II, Chapter 5: Property and Liability Insurance, Section 502: Catastrophic Risk Insurance for perils related to catastrophic loss if the **Property** is in an area prone to **Catastrophic Events**;
- the **Property** has a separate insurance policy if the Special Peril Coverage of Loss Form excludes a **Catastrophic Event** coverage that is required; and
- if ordinance or law coverage is required on the property policy, then coverage is obtained for catastrophic losses if the catastrophic peril is insured on a standalone policy.

502.02 Named Storm Insurance

☑ Requirements

You must ensure:

- the **Property** has separate named storm insurance if the:
 - Special Peril Coverage of Loss Form excludes any type of wind-related **Catastrophic Event**; and
 - **Property** is located in a **Tier I** named storm county, as defined by the insurer;
- the coverage equals at least 90% of the **Total Insurable Value**
 - on a standalone policy, and
 - of the largest individual property on a **Blanket Policy**;
- if the named storm policy does not cover costs due to flooding from storm surge, the **Borrower** maintains flood insurance for any buildings located in the 500-year flood zone equal to the maximum coverage available through **NFIP** policies or their equivalent;
- the valuation does not rely solely on Probable Maximum Loss (PML) calculations;
- the deductible does not exceed the greater of:



- 7.5% of the subject collateral's [Total Insurable Value](#); or
- the applicable maximum amount per [Part II, Chapter 5: Property and Liability Insurance, Section 501.02B: Deductibles](#); and
- for business income insurance, the waiting period does not exceed:
 - when expressed as a number of days, 15 days; or
 - when expressed as a dollar amount, \$100,000.

Guidance

If named storm coverage is unavailable, Fannie Mae will consider approving 1 of the following options:

- a State insurance plan; or
- a State-managed insurance pool for
 - windstorm, or
 - beach erosion.

502.03 Flood Insurance

502.03A Generally

Operating Procedures

To determine if any buildings located at the [Property](#) are, or will be, fully or partially located in an [SFHA](#), you must:

- use the [FEMA](#) Standard Flood Hazard Determination Form (SFHDF);
- evaluate all [Property](#) structures when ordering the SFHDF;
- provide the vendor supplemental [Property](#) information including the
 - legal description, and
 - survey or site plan;
- obtain an image overlay from Flood Vendor;
- ensure the resulting Flood Zone Determination (FZD) form, and any subsequent FZD forms, are effective for the entire [Mortgage Loan](#) term; and
- retain a signed copy in your [Servicing File](#).



Requirements

You must ensure the [Property](#) has flood insurance if:

- any income-producing [Improvements](#) or any non-income producing [Improvements](#) that support amenities are in an [SFHA Zone](#) starting with the letter A or V; or
- the [Property](#) is located within a Coastal Barrier Resources System (CBRS) or Otherwise Protected Area (OPA), regardless of if the [Property](#) is located in an [SFHA](#).

A [Mortgage Loan](#) is ineligible for purchase if the [Property](#) is in:

- an [SFHA](#); and
- a community that does not participate in the [NFIP](#).

You must:

- complete the most recent version of the Standard Flood Hazard Determination Form issued by [FEMA](#);
- retain in your [Servicing File](#) a
 - copy of the form, and
 - signed copy of Notice to Borrower of Special Flood Hazard and Federal Assistance;
- require the determination firm, and any monitoring company, to notify you whenever there is a flood zone change; and
- ensure the coverage:
 - meets the minimum mandatory purchase requirements per:
 - the following Federal flood insurance statutes, as amended and/or restated from time to time, including the:
 - National Flood Insurance Act of 1968 (1968 Act);
 - Biggert-Waters Flood Insurance Reform Act of 2012 (Biggert Waters);
 - Flood Disaster Protection Act of 1973 (FDPA); and
 - Homeowner Flood Insurance Affordability Act of 2014; and
 - any applicable Federal agency rulemaking and publication; and



- equals at least 100% of the **Insurable Value** of
 - the first 2 floors above grade, and
 - any **Improvements** below grade;
- require contents coverage for **Borrower**-owned personal property;
- ensure you have an established process to obtain an inventory and the **Insurable Value** of **Borrower**-owned contents or business personal property within buildings located in **SFHAs** to determine required coverage; and
- retain documentation of the presence or absence of **Borrower**-owned contents or business personal property within the building and in your **Servicing File**.

Guidance

Generally, contents or business personal property:

- includes equipment and inventory
 - owned by the **Borrower**, and
 - used in connection with **Property's**
 - ownership,
 - management, or
 - operation; and
- does not otherwise constitute fixtures.

502.03B Deductibles

Requirements

You must comply with the following tables.



Flood Maximum Deductibles	
For...	You must ensure the...
Business income insurance	deductible does not exceed: • when expressed as a number of days, 15 days; or • when expressed as a dollar amount, \$100,000.
NFIP policies	maximum deductible available under NFIP is acceptable.

Private Flood Policy Maximum Deductibles	
If the Property has...	The maximum deductible is...
10 or fewer buildings in SFHA	\$50,000 per building.
More than 10 buildings in SFHA	\$500,000 per occurrence.

502.03C NFIP Policy

☒ Requirements

You must comply with the following table.

NFIP and Excess Flood Coverage	
If...	Then...
Coverage available under the NFIP is insufficient	the Borrower must purchase excess flood insurance covering the difference, up to the required coverage amount.



NFIP and Excess Flood Coverage	
If...	Then...
Per elevation certificates completed by a licensed land surveyor, engineer, or architect: • any of the building's Lowest Adjacent Grade (LAG) are above Base Flood Elevation (BFE); and • the Borrower confirms application for a Letter of Map Amendment (LoMA)	• only NFIP insurance is required for those buildings, and • the maximum term for only NFIP insurance is 12 months.

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

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

If a LoMA was previously declined, you must ensure the **Borrower** is reapplying due to:

- new or corrected elevation data;
- a **Property** change or additional documentation; or
- updated information to address a previous declination.

During the LoMA process:

- only **NFIP** insurance is required provided the declination was not based on a fundamental issue (such as the **Property** being located below the Base Flood Elevation (BFE)); and
- the maximum term for **NFIP** insurance is 12 months.

If any **Improvements** are reclassified as within an **SFHA Zone** starting with the letter A or V after you **Deliver** the **Mortgage Loan**, you must require the **Borrower** to obtain compliant flood insurance.





To prevent the [Borrower](#) from paying for more coverage than an [NFIP](#) policy would pay out, you should evaluate the extent of recovery allowed under the [NFIP](#) policy for the type of building being insured.

If all buildings do not require flood insurance, but the [Property](#) ingress is located in an [SFHA](#), you should consider requiring business income insurance for excess flood to cover all buildings.

Flood insurance is not required if only unimproved portions of the [Property](#), or non-income producing [Improvements](#) that do not support amenities at the [Property](#), are located in an [SFHA](#).

Non-Income Producing Improvements	
Supporting amenities include...	Not supporting amenities include...
• clubhouses, and • pool houses.	• sheds, • pump houses, and • storage buildings.

Business income insurance is not required for non-income producing [Improvements](#).

You should consider that

- conditions may change over time, and
- flood zones may be remapped.

You or Fannie Mae may require flood insurance for [Improvements](#) outside an [SFHA Zone](#) starting with the letter A or V, but within an area designated by [FEMA](#) as Zone X or Zone D (for example, if a [Property's](#) location is subject to flooding due to storm water, or within close proximity to an [SFHA](#) boundary).

The acceptable deductible for excess flood insurance is the coverage limit of the underlying [NFIP](#) policy.

Elevation certificates are not valid to determine if [Improvements](#) are in an [SFHA](#).

You should:

- obtain flood zone determinations from qualified third-party flood-zone determination firms; and
- exercise care and sound judgment when selecting the firm.



Operating Procedures

You must:

- obtain life-of-loan monitoring for each [Property](#) from a third-party flood-zone determination firm;
- complete [FEMA's](#) Standard Flood Hazard Determination form to determine if any [Improvements](#) are located in an [SFHA](#); and
- retain in your [Servicing File](#):
 - a completed copy of the form;
 - a signed copy of the Notice to Borrower of Special Flood Hazard and Federal Assistance (included in the Flood Determination Certificate); and
 - if you permitted a reduced amount of excess flood insurance,
 - your analysis, and
 - related documentation supporting the economic feasibility and reduction amount.

502.03D Private Flood Policy

Requirements

You must ensure a private flood insurance policy:

- is written on a Replacement Cost Valuation basis without any deduction for depreciation; and
- provides coverage and terms as broad as or better than the coverage and terms provided under a standard flood insurance policy issued under the [NFIP](#).

502.04 Earthquake Insurance

Requirements

You must ensure the [Property](#) has earthquake insurance if required by Fannie Mae. For any required coverage, ensure:

- coverage is at least 100% of the [Insurable Value](#);
- the deductible does not exceed the greater of:



- 7.5% of the [Total Insurable Value](#); or
- the applicable maximum amount per [Part II, Chapter 5: Property and Liability Insurance, Section 501.02B: Deductibles](#); and
- for business income insurance, the waiting period does not exceed:
 - when expressed as a number of days, 15 days; or
 - when expressed as a dollar amount, \$100,000.

Earthquake insurance may be required while the [Property](#) is being retrofitted.

Operating Procedures

If retrofitting is required and not completed within the agreed timeframe, you must not accept earthquake insurance as a substitute.

502.05 Terrorism Insurance

☒ Requirements

You must ensure:

- each [Property](#) has terrorism insurance for property damage/casualty and liability exposures;
- exceptions are only made to professional liability insurance where terrorism coverage is not required;
- the coverage is at least:
 - 100% of estimated [Insurable Value](#) for a single-building [Property](#); and
 - 90% of estimated [Insurable Value](#) for a multiple-building [Property](#); and
- for business income insurance, the deductible does not exceed:
 - when expressed as a number of days, 15 days; or
 - when expressed as a dollar amount, \$100,000.

Section 503 Liability Insurance



503.01 Generally

Requirements

You must ensure:

- when the Commercial General Liability and professional liability policy covers multiple locations, general aggregate limits apply per location;
- each **Property** and **Borrower** is covered throughout the **Mortgage Loan** term by liability insurance for
 - bodily injury,
 - **Property** damage, and
 - personal injury;
- the liability policy does not contain exclusions for claims related to
 - assault and/or battery,
 - abuse and molestation,
 - animal attacks, or
 - firearms; and
- any liability policy exclusions:
 - are appropriately tailored to the **Property's** potential exposure; and
 - do not otherwise diminish or eliminate coverage reasonably expected to be provided per a liability policy.

503.02 Commercial General Liability Insurance

Requirements

You must ensure the general liability insurance coverage is at least

- \$1 million per occurrence/\$2 million general aggregate limit, plus
- excess/umbrella insurance as follows:



If the number of aggregate units covered by the policy is...	The minimum excess/umbrella insurance coverage is...
Up to 250	\$1 million
251 - 500	\$2 million
501 - 1,000	\$3 million
1,001 - 2,000	\$5 million
2,001 - 5,000	\$10 million
5,001 - 10,000	\$15 million
More than 10,000	\$20 million

The following maximum deductibles or self-insured retention, or combined deductible and self-insured retention, apply to

- general liability,
- umbrella/excess liability, and
- professional liability.

Maximum Deductibles for All Other Perils	
For...	The maximum deductible amount per occurrence based on the Total Insurable Value is...
Specific Limit Insurance Policy	
Specific Limit Policies	\$50,000
Blanket Deductibles	
Blanket Policies	\$250,000
Expanded Deductibles ¹	
Policies other than NFIP less than \$10 million	\$100,000
Policies other than NFIP \$10 million or more	\$150,000



Maximum Deductibles for All Other Perils

1 Expanded deductibles must meet all of the following:

- the Borrower evidences liquid assets equal to at least 4x the deductible amount;
- the Mortgage Loan
 - has a Pass rating,
 - is not currently delinquent, and
 - has not been delinquent within the last 12 months;
- the Property Condition Rating is a 2 or better; and
- you annually review the Mortgage Loan's eligibility.

You must ensure the aggregate coverage meets or exceeds the required minimum limits using any combination of

- primary liability insurance, and
- excess/umbrella insurance coverage.

Guidance

You may include general liability exclusions within the scope of ISO Form CG 00 01 04 13, or its equivalent.

The maximum deductible amount, per occurrence, is the combined deductible for both the

- underlying general or professional liability, and
- excess/umbrella liability.

503.03 Professional Liability Insurance

Requirements

If a [Seniors Housing Property](#) provides any level of healthcare, you must ensure the:

- [Property](#) has professional liability insurance covering
 - professional errors and omissions,
 - medical malpractice, and
 - all types of abuse; and



- coverage is at least
 - \$1 million per claim or per occurrence/\$2 million general aggregate limit, plus
 - excess/umbrella insurance as follows:

If the number of licensed beds is...	The minimum excess/umbrella insurance coverage is...
1 - 100	\$2 million
101 - 500	\$5 million
501 - 1,000	\$10 million
Over 1,000	\$20 million

You must ensure:

- for a [Property](#) with [Assisted Living](#) beds, [Independent Living](#) beds are not counted when determining the minimum coverage limit;
- when general liability insurance and professional liability insurance coverages are combined under an excess/umbrella insurance policy, the coverage meets the higher minimum limit of the 2 underlying coverages; and
- the maximum deductible for professional liability insurance does not exceed the applicable maximum amount per [Part II, Chapter 5: Property and Liability Insurance, Section 503.02: Commercial General Liability Insurance](#).

Guidance

If coverage is switched from a Claims-Made Policy to an Occurrence-Based Policy, consider adding retroactive or tail coverage to ensure past exposures remain protected.

503.04 Workers' Compensation Insurance

Requirements

You must ensure:

- the [Property](#) has workers' compensation and employer's liability insurance (including terrorism coverage), if required where the



Property is located; and

- coverage meets the statutory limits.

503.05 Directors' and Officers' Liability Insurance

Requirements

You must ensure for each Property owned by a Cooperative Organization, that each Borrower maintains directors' and officer's liability insurance with:

- coverage equal to at least \$1 million per claim or per occurrence; and
- a deductible less than or equal to \$50,000.

Section 504 Environmental Matters

Guidance

Any environmental conditions or risks impacting the Property should be fully understood and considered in the underwriting.

504.01 Environmental Site Assessments

Requirements

You must:

- comply with the Environmental Due Diligence Requirements (Form 4251), including obtaining a Phase I Environmental Site Assessment (Phase I ESA) of the entire Property;
- ensure the Phase I ESA:
 - is performed per the instructions in Form 4251, including meeting the current requirements of ASTM E1527;
 - is prepared by an environmental professional as that term is defined in 40 C.F.R. § 312.10 (an Environmental Professional);
 - identifies all environmental conditions and risks that may potentially impact
 - resident safety,
 - marketability, or



- Property value; and
- clearly identifies how to properly mitigate those conditions and risks, including where applicable:
 - the Environmental Professional's recommendations regarding additional investigation, or requirements of government authority or regulatory agency; or
 - action to remediate or abate any Recognized Environmental Condition (REC)/Controlled Recognized Environmental Condition (CREC), as those terms are defined in ASTM E1527; and
- obtain Fannie Mae's approval before Rate Lock if the Phase I ESA identified any RECs/CRECs.

Guidance

You may rely on a preliminary or draft Phase I ESA to obtain a Rate Lock and Commitment.

504.02 Lender's Responsibilities

Requirements

You must:

- Obtain all investigations recommended or indicated by the Phase I ESA.
- Conduct a thorough review and analysis of the Phase I ESA.
- Provide the Environmental Professional with all available prior Phase I ESAs, investigations, and any relevant and readily available environmental materials.
- Provide the Appraiser with any documentation from the Phase I ESA necessary to accurately assess the Property's value.
- Identify if the Property's state has an environmental Super Lien Statute and, if so, confirm Property conditions are unlikely to result in the imposition of a super lien having priority over the Security Instrument.
- Disclose to Fannie Mae your knowledge of any actual or suspected environmental conditions affecting the Property, whether or not



disclosed in the [Phase I ESA](#).

- Ensure any required Operations and Maintenance Plans (O&M Plans) are obtained and located on the site throughout the [Mortgage Loan](#) term.
- Assess the [Borrower's](#) ability to carry out any [O&M Plan](#).
- Not [Deliver a Mortgage Loan](#) if the [Borrower](#) or its agents are not financially or organizationally capable of satisfying the requirements of the [O&M Plan](#).
- Evaluate the potential risk of loss and liability to the [Property](#), the [Borrower](#), you, or Fannie Mae posed by any
 - [REC/CREC](#),
 - [Business Environmental Risk](#), or
 - other environmental condition, whether or not disclosed in the [Phase I ESA](#).

If you become aware of any [REC/CREC](#), you must:

- obtain a Remediation Plan from the [Borrower](#) that
 - is prepared by an Environmental Professional, as required by [Form 4251](#),
 - will protect the health and safety of the residents and bring the [Property](#) into regulatory compliance, and
 - includes a cost estimate and schedule for completing the work; and
- add the estimated cost of the Remediation Plan to the [Completion/Repair Escrow](#) requirement of the [Loan Documents](#).

Guidance

The amount funded into the [Completion/Repair Escrow](#) on the [Mortgage Loan Origination Date](#) should be at least 125% of the estimated cost of the Remediation Plan.

504.03 Environmental Indemnity Agreement

Requirements

You must:



- consider revisions to the Environmental Indemnity Agreement ([Form 6085](#)) to protect you and Fannie Mae from liability associated with any
 - REC/CREC (including the cost to investigate/remediate any such condition), and
 - violation of [Environmental Laws](#) by the [Borrower](#);
- document your evaluation of potential revisions, including at a minimum, whether the following revisions are appropriate:
 - additional representation and warranty where the [Borrower](#) disclaims responsibility for any REC/CREC, if appropriate and accurate; and
 - additional covenant(s) requiring
 - implementation of the Remediation Plan,
 - compliance with any [Environmental Activity and Use Limitations](#) and/or institutional or engineering controls, and
 - maintenance of [Borrower](#) eligibility for applicable liability protection status;
- specifically identifying any liability associated with the REC/CREC in the indemnification provisions; and
- other required terms and conditions based on Fannie Mae environmental counsel review.

Section 505 Seismic Risk

505.01 Seismic Hazard and Risk Factors

Requirements

You must:

- assess the seismic risk before [Rate Lock](#) by analyzing the [PGA](#) at the [Property's](#) location;
- determine if the [Property](#) has an acceptable level of seismic risk;
- complete [Form 4099.C](#) if the [Property](#) is located in a [High Seismic Risk](#) area;



- obtain a Seismic Risk Assessment (SRA) if a Structural Risk Factor is identified per [Form 4099.C](#); and
- not [Deliver a Mortgage Loan](#) if the [Property](#) has
 - a [PGA](#) equal to or greater than 0.15g, and
 - 1 of these Structural Risk Factors:
 - an unreinforced masonry building that has not been seismically retrofitted; or
 - a building constructed on a slope with an angle exceeding 30 degrees (a 50% slope).

Guidance

After you [Deliver the Mortgage Loan](#), no additional seismic risk evaluation is needed.

505.02 Seismic Risk Assessment (SRA)

Requirements

You must:

- obtain a Level 1 SRA dated within 12 months before the [Commitment Date](#) for any [Property](#) with one of the Structural Risk Factors listed in [Form 4099.C](#); and
- ensure the SRA:
 - meets the [ASTM](#) seismic standards ([ASTM E2026](#) – Standard Guide for Seismic Risk Assessment of Buildings and [ASTM E2557](#) – Standard Practice for Probable Maximum Loss (PML) Evaluations for Earthquake Due Diligence Assessments);
 - includes estimates for the Scenario Expected Loss (SEL) and the Scenario Upper Loss (SUL);
 - uses a 10% probability of exceedance in a 50-year period;
 - meets [ASTM](#) seismic standard professional qualifications; and
 - complies with [Form 4099.C](#), including
 - structured data per Seismic Risk Assessment Data Supplement ([Form 4093](#)), and
 - a report narrative.



➔ Guidance

For a [Small Mortgage Loan](#):

- the SRA field investigation may be performed by a [PCA](#) consultant or field observer if that professional has at least 2 years of experience performing seismic risk assessments; and
- a new SRA is not required for [Supplemental Mortgage Loans](#); you may rely on the original underwriting seismic analysis.

505.03 Acceptable Levels of Seismic Risk

➔ Guidance

The [Property's](#) SEL percentage and the building stability assessment determines if the seismic risk is acceptable.

☑ Requirements

You must:

- determine if the [Property's](#) seismic risk is acceptable by confirming all income-producing [Improvements](#) or any non-income producing [Improvements](#) that support amenities:
 - comply with [Part II, Chapter 5: Property and Liability Insurance, Section 505.03: Acceptable Levels of Seismic Risk](#);
 - have an SEL of 20% or less; and
 - meet the current building stability requirements of [ASTM E2026](#); and
- not [Deliver a Mortgage Loan](#) secured by a [Property](#) having any [Improvements](#) with an SEL greater than 40%.

➔ Guidance

Your analysis should include:

- a Level 1 SRA, including Appendix X4 ([ASTM E2557](#));
- your analysis of the seismic issues and recommendation, describing the:



- severity and pervasiveness of the conditions driving the SEL and stability issues;
- risks presented to
 - building stability,
 - building damageability,
 - site stability, and
 - life safety; and
- recommended retrofit or remediation requirements;
- a retrofit letter or the Borrower's retrofit plan, including the
 - timetable, and
 - cost estimate;
- Form 4099.C; and
- a minimum of 6 Property photos, including
 - photos of areas significant to the seismic calculation or stability issue, and
 - elevation views of any Improvements having
 - an SEL over 20%, or
 - a stability issue.

505.04 Seismic Retrofit Ordinances

☒ Requirements

You must ensure the SRA describes a proposed retrofit plan, including associated costs, if a Property must be retrofitted under any

- law,
- regulation, or
- ordinance.

505.05 Seismic Risk Mitigants

Requirements



For any [Property](#) where any [Improvements](#) have an SEL greater than 20% or a building stability issue, you must contact [Multifamily Insurance](#) to determine acceptable mitigants for [Mortgage Loan Delivery](#), including:

- performing a seismic retrofit sufficient to resolve all stability issues and reduce the SEL of all [Improvements](#) to 20% or below; and
- obtaining earthquake insurance coverage per [Part II, Chapter 5: Property and Liability Insurance, Section 502.04: Earthquake Insurance](#).

Earthquake insurance does not mitigate seismic risk.



Chapter 4 Asset Management: Loan Document Administration

Section 401 Servicing Requirements

401.01 General

This Chapter covers asset management of performing [Mortgage Loans](#). This Chapter does not apply to [Non-Performing Mortgage Loans](#), unless otherwise stated. For asset management of [Non-Performing Mortgage Loans](#), the [Servicer](#) must comply with:

- [Part VI, Chapter 1: Watchlist Management](#); and
- either:
 - [Part VI, Chapter 3: Non-Performing Primary Risk Mortgage Loans](#); or
 - [Part VI, Chapter 5: Non-Performing Secondary Risk Mortgage Loans](#).

This Chapter covers the [Servicer's](#):

- administration of [Loan Documents](#), including [Collateral Agreements](#);
- review of a delegated and non-delegated [Borrower](#) request;
- approval of a delegated [Borrower](#) request;
- management of insurance matters;
- review of [Transfer/Assumption](#) requests; and
- administration of specialty product types.

The [Servicer](#) must submit all [Borrower](#) requests, along with any additional information and required documents, through the [MAMP](#). If submitting through the [MAMP](#) is not feasible, overnight mail must be used and sent to:

Fannie Mae
Attention: (Drawer AM, Structured AM, Seniors AM,
or Assumption/Transfer)
Mailstop 8V-21
1100 15th Street, NW
Washington, DC 20005.

Fannie Mae email addresses and contact information for



notices required in this Chapter are located in the Glossary.

401.02 Monitoring Compliance with Loan Documents

For each **Mortgage Loan**, the **Servicer** must monitor the **Borrower's** compliance with the terms and conditions of the **Loan Documents**, and facilitate compliance or take appropriate actions to address any instance of noncompliance. All **Loan Documents** and all other documents required to be retained by the **Servicer** must be maintained in accordance with the **Program Rules**.

In the event of any conflict between or among the requirements of the Guide, the Disclosure Documents, the Lender Contract, and the Loan Documents, the governing priority shall be, in order:

- **Loan Documents;**
- **Disclosure Documents;**
- **Lender Contract; and**
- **Guide.**

Section 402 Delegation of Decision-Making Authority; Retention of Outside Legal Counsel

402.01 Delegation of Decision-Making Authority

Fannie Mae delegates significant decision-making authority and responsibility to the **Servicer** to the extent specified in the Multifamily Asset Management Delegated Transaction Forms (**Form 4636 series**) (each, the “**Delegated Transaction Form**”), covering the following matters:

- **Transfers/Assumptions (Form 4636.TA);**
- **Commercial Leases (Form 4636.CL);**
- **Condemnations (Form 4636.C);**
- **Condominium/Cooperative Property Conversions (Form 4636.CC);**
- **Easements (Form 4636.E);**
- **Oil, Gas, or Mineral Rights Leases (Form 4636.OGL);**
- **Partial Releases of Collateral (Form 4636.PR);**



- Property Management Changes (Form 4636.PM); and
- Use Conversions (Form 4636.UC).

The [Servicer](#) must follow the instructions in the [Delegated Transaction Form](#), which will specify which matters are delegated and which are non-delegated. All delegated and non-delegated requests must be submitted through the [MAMP](#), with the [Delegated Transaction Form](#) and the required supporting documents.

A transaction memo must be submitted for any unusual matters not covered in the [Guide](#), or matters that could materially affect Fannie Mae's security interests, investment interests, or the interests of [Investors](#) in [Securitized Mortgage Loans](#). Decision-making authority is more limited for [Credit Facilities](#), [Bulk Deliveries](#), and certain [Seniors Housing](#) Loan matters. Neither the [Servicer](#) nor Fannie Mae has the authority to waive any local, state, or federal law or regulation.

402.02 Retention of Outside Legal Counsel

Fannie Mae often retains outside legal counsel to review non-delegated matters or other matters that require Fannie Mae's legal review. In such instance, the [Servicer](#) must obtain the [Borrower's](#) written agreement to pay the reasonable legal fees and expenses of Fannie Mae's counsel before any legal work may commence.

If Fannie Mae outside counsel review is required or requested, the [Borrower](#) must pay the applicable legal fee, which will either be a fixed fee or an estimated fee depending on the type of request. For an estimated fee request, the [Servicer](#) must notify the [Borrower](#) that the actual legal fee may be higher or lower than the estimate, depending on the ultimate scope of the request, and the time needed to resolve the issue.

Fannie Mae will:

- apprise the [Servicer](#) of any likely increases in the estimated review fee;
- provide the [Servicer](#) the amount of the fee for any fixed fee request; and
- provide the [Servicer](#) a summary invoice directly from Fannie Mae's outside counsel.

Upon receipt of the invoice, the [Servicer](#) must arrange for payment of Fannie Mae's legal fees. The legal fee must be collected from the [Borrower](#) before engaging Fannie Mae outside counsel.



Section 403 Execution of Documents by Servicer – Limited Power of Attorney

Fannie Mae may provide the [Servicer](#) with a [Limited Power of Attorney](#) conferring the right to execute certain documents as attorney-in-fact on behalf of Fannie Mae. If granted, the actions authorized in the [Limited Power of Attorney](#) will be specifically limited, and allow the [Servicer](#) to execute only those documents listed in the [Limited Power of Attorney](#). To exercise the [Limited Power of Attorney](#) the [Servicer](#) must execute documents as “[Name of Servicer], as Attorney-in-Fact for Fannie Mae”. The [Servicer’s](#) designation as attorney-in-fact will be subject to review and renewal, and the power granted under the [Limited Power of Attorney](#) may be revoked by Fannie Mae at any time. Requests for new and replacement [Limited Power of Attorney](#) should be submitted through the [MAMP](#) or as required by [Part V, Chapter 4: Asset Management: Loan Document Administration, Section 401.01: General](#). As each [Limited Power of Attorney](#) expires on a specified date according to its terms, the [Servicer](#) must monitor the expiration date and request a new [Limited Power of Attorney](#) at least 30 days prior to the expiration date.

Section 404 Execution of Documents by Fannie Mae

404.01 Submission of Documents to Fannie Mae

All documents requiring execution by Fannie Mae (clearly identified by Fannie Mae [Loan Number](#)) must be sent to [Multifamily Asset Management](#). Fannie Mae will execute the documents without prior review if the [Servicer](#) provides the certifications described in this Section.

The [Servicer](#) must include directions for returning the documents, including:

- contact name;
- overnight delivery mailing address;
- phone number; and
- email address.

404.02 Servicer Certification When Fannie Mae Approval Is Not Required

For any document submitted to Fannie Mae for execution when the servicing decision has been delegated to the [Servicer](#), the



Servicer must provide written certification to Fannie Mae that:

- the **Servicer** has reviewed the proposed transaction, and approval by the **Servicer** is in compliance with the **Guide**, the **Loan Documents**, any **Disclosure Documents**, and the **Lender Contract**;
- the **Servicer** has approved the proposed transaction;
- no approval or waiver is required from Fannie Mae;
- **Servicer's** legal counsel has reviewed and approved all relevant documents associated with the transaction, and determined that those documents are sufficient to fully effectuate the transaction; and
- any material changes to Fannie Mae form **Loan Documents** have been approved by Fannie Mae.

404.03 Servicer Certification When Fannie Mae Approval Is Required

For any document submitted to Fannie Mae for execution when the servicing decision has not been delegated to the **Servicer**, the **Servicer** must provide written certification to Fannie Mae that:

- the **Servicer** has reviewed the proposed transaction, and approval by the **Servicer** is not delegated under the **Guide**;
- the **Servicer** recommends approval by Fannie Mae of the proposed transaction;
- any required waivers have been submitted by the **Servicer**;
- **Servicer's** legal counsel has reviewed and approved all relevant documents associated with the transaction, and determined that those documents are sufficient to fully effectuate the transaction; and
- any material changes to Fannie Mae form **Loan Documents** have been approved by Fannie Mae.

Section 405 Fees Due to Fannie Mae

Certain fees may be due to Fannie Mae in connection with a **Borrower** servicing request. The specified fees are for typical requests; however, higher fees may be required for complicated or non-standard requests, or for other matters not specified in this Chapter. No later than 10 **Business Days** following receipt of any fee by the **Servicer**, the



Servicer must remit to Fannie Mae, by wire transfer of immediately available funds, Fannie Mae's portion of the fee. The **Servicer** must submit the wire transfer confirmation number, wire date, and wire amount through the **MAMP** immediately following each funds transfer, as follows:

ABA Number: 021 039 500
Telegraphic Abbreviation: FNMA/NYC
Account Number: 169220242
Note: Type of fee (e.g., Assumption/Transfer),
Fannie Mae Loan Number and Property Name
Attention: Trans code 507 - GL 747669921.

Section 406 Follow-Up Actions by the Servicer

The **Servicer** must take all applicable actions required to fully effectuate the transaction, including:

- amending the recorded **Security Instrument** or filed Uniform Commercial Code (**UCC**) financing statements;
- updating the **Property** survey;
- obtaining an endorsement to the mortgagee's title insurance policy showing no impairment of Fannie Mae's **Lien** position, and dating down title to reflect any recorded amendment to the **Security Instrument**;
- recording all applicable documents, and sending the required documents through the **MAMP**;
- sending an executed original copy of any new or amended **Loan Document** to Multifamily Certification and Custody within 15 **Business Days**;
- following the requirements of **Part V, Chapter 3: Custodial Accounts, Section 301: Generally** if changes are required to any existing **Custodial Account**, or if any new **Custodial Account** must be established in connection with the transaction;
- retaining copies of all documents, correspondence, and any internal notes or analysis relating to the transaction in the **Servicing File**; and
- taking any other actions the **Servicer** or its legal counsel determines are necessary.

Section 407 Subordinate Financing





407.01 Non-Fannie Mae Subordinate Financing

A [Subordinate Loan](#) is generally not permitted unless it complies with Fannie Mae's requirements. Approval of any [Subordinate Loan](#) is not delegated to the [Servicer](#) and must be approved in advance by Fannie Mae. Additionally:

- with respect to any [Subordinate Loan](#), the [Servicer](#) must abide by the terms and conditions of the [Loan Documents](#), the [Guide](#), and any [Disclosure Documents](#), provided that the [Loan Documents](#) will control in the case of any conflict;
- unless the [Loan Documents](#) explicitly allow a [Subordinate Loan](#), the [Servicer](#) must not permit the [Borrower](#), without prior Fannie Mae approval, to incur the [Subordinate Loan](#) or allow a [Lien](#) securing the [Subordinate Loan](#) to be placed against the [Property](#);
- if the [Loan Documents](#) explicitly allow a [Subordinate Loan](#) without the approval of the [Lender](#), the consent of the [Servicer](#) or Fannie Mae is not required; however, notice of the [Subordinate Loan](#) and a copy of any documents must be submitted through the [MAMP](#);
- the [Borrower](#) and the subordinate lender must enter into and record the appropriate Subordination Agreement ([Form 6414](#) or [Form 6456](#) for the 6000 series [Loan Documents](#); [Form 4503](#) or [Form 4507](#) for the 4000 Series [Loan Documents](#)); and
- the proceeds of the [Subordinate Loan](#) must benefit the [Property](#) (i.e., cash-out financing is not permitted).

The [Servicer](#) must immediately notify [Multifamily Asset Management](#) in writing upon learning of any unauthorized additional unsecured debt or indebtedness secured by a [Lien](#) on the [Property](#) or of any pledge of ownership interests that is not permitted by the [Loan Documents](#), and send the [Borrower](#) a Reservation of Rights Letter ([Form 4804](#)) with a copy submitted through the [MAMP](#). Fannie Mae will determine whether to approve the [Subordinate Loan](#), or exercise its remedies.

407.02 Prerequisite for Subordinate Financing

Part III, Chapter 13: Supplemental Mortgage Loans, contains the requirements for [Supplemental Mortgage Loans](#), and Part III, Chapter 7: Multifamily Affordable Housing Properties contains additional



requirements for subordinate financing with respect to a [Multifamily Affordable Housing Property](#). The [Servicer](#) must ensure adherence to all applicable requirements.

407.03 Fees for Subordinate Financing

The [Borrower](#) must pay the [Servicer](#) a \$2,500 review fee. The [Servicer](#) may increase or decrease its fee at its discretion. No Fannie Mae review fees are due. The [Servicer](#) may also seek reimbursement from the [Borrower](#) for all reasonable out-of-pocket costs, including reasonable legal fees incurred by [Servicer's](#) counsel.

If Fannie Mae outside counsel is engaged, the [Borrower](#) must pay its fee, estimated at \$2,500 for Subordinate Financing requests. The actual legal fee may be higher or lower, depending on the ultimate scope of the request and the time necessary to resolve. The [Servicer](#) will receive a summary invoice directly from Fannie Mae outside counsel and must arrange for payment. The [Servicer](#) will be apprised of any likely increases in the estimated review fee. The estimated legal fee must be collected from the [Borrower](#) before engaging Fannie Mae outside counsel.

407.04 Submitting the Request for Subordinate Financing

Any [Borrower](#) request for approval of a [Subordinate Loan](#) must be reviewed by the [Servicer](#). If acceptable, the request must be submitted for approval through the [MAMP](#) in accordance with the following:

- the [Servicer](#) must submit the request to Fannie Mae at least 30 days before the projected closing date of the [Subordinate Loan](#); and
- the submission must contain:
 - an [Appraisal](#) (obtained at the [Borrower's](#) cost), dated no earlier than 90 days prior to the date of the [Borrower](#) request for approval of the [Subordinate Loan](#), that complies with [Part II, Chapter 2: Valuation and Income, Section 202: Appraisal and Valuation](#);
 - [Servicer's](#) underwriting spreadsheet showing the [Subordinate Loan's](#) effect on the [Property's](#) income, expenses, [NCF](#), [DSCR](#), and [LTV](#);
 - a copy of the final, unsigned loan documents evidencing the [Subordinate Loan](#), with the loan amount, interest rate, payment schedules, and all other



transaction related information completed;

- the **MBA Standard Inspection Form** documenting a physical inspection of the **Property**, performed at **Borrower's** expense, occurring no earlier than 90 days before the date of the **Borrower** request for the **Subordinate Loan**; provided that, if the **Servicer's** inspection of the **Property** reveals that the **Property** is not being properly maintained, the **Borrower** request will not be approved by Fannie Mae unless:
 - a **Replacement Reserve** is sufficiently funded; and
 - the **Borrower** makes any Immediate Repairs identified by the **Servicer** prior to the closing date of the **Subordinate Loan**; and
- a title policy endorsement for the **Property** showing no unauthorized **Liens** or encumbrances of any nature against the **Property**.

For a **Cooperative Property**, the **Subordinate Loan** is unacceptable if the potential increase in the **Cooperative Maintenance Fee** necessary to cover P&I on the **Subordinate Loan** exceeds 10% of the current **Cooperative Maintenance Fee**.

407.05 Fannie Mae Approval and Execution

Fannie Mae will provide the **Servicer** with a written decision regarding the **Borrower** request, after which the **Servicer** must notify the **Borrower** in writing and retain the notice in the **Servicing File**.

407.06 Subsequent Servicer Actions

The **Servicer** must:

- not permit any changes to the form Subordination Agreement (**Form 6414** or **Form 6456** for the 6000 series **Loan Documents**; **Form 4503** or **Form 4507** for the 4000 series **Loan Documents**) without the prior written consent of Fannie Mae;
- obtain a satisfactory title policy endorsement effective as of the date of recordation of the subordinate security instrument that:
 - insures the **Lien** of the **Security Instrument** as senior to



the [Lien](#) of the subordinate security instrument; and

- reflects the recordation of the Subordination Agreement;
- submit a copy of the recorded Subordination Agreement through the [MAMP](#); and
- send the original executed copy of the recorded Subordination Agreement and the title policy endorsement to [Multifamily Certification and Custody](#) within 15 [Business Days](#), and retain copies of each in the [Servicing File](#).

Section 408 Administration of Collateral Agreements

408.01 General Administrative Requirements

408.01A Administration of Funds

The [Servicer](#) must:

- administer and manage funds or collateral under all [Collateral Agreements](#); and
- ensure that any disbursements of funds, or other collateral releases or reductions, are:
 - approved only for valid reasons;
 - appropriately documented; and
 - consistent with the provisions of the [Collateral Agreement](#) and this Section.

408.01B Funds to be Held in a Custodial Account

The [Servicer](#) must deposit funds held under a [Collateral Agreement](#) in a [Custodial Account](#) that meets the requirements of [Part V, Chapter 3: Custodial Accounts](#).

408.01C Use of Funds

Funds must be used only for the purposes stated in the [Collateral Agreement](#), and must not supplement a partial [P&I](#) payment or cover any other [Borrower](#) obligation unrelated to the primary purposes of the [Collateral Agreement](#).



408.01D Funds as Additional Security for Mortgage Loan

All funds or other collateral held under a [Collateral Agreement](#) constitute additional security for the [Borrower's](#) obligations under the [Note](#) and the other [Loan Documents](#). In the event of a default under the [Loan Documents](#), Fannie Mae reserves the right to apply (or direct the [Servicer](#) to apply) the funds or other collateral held under any [Collateral Agreement](#) in any manner allowed under the terms of such [Collateral Agreement](#). **Following a default, unless instructed by Fannie Mae, the [Servicer](#) must not:**

- **release any funds or other collateral held under a [Collateral Agreement](#);**
- **apply any funds or collateral to the repayment of the [Mortgage Loan](#); or**
- **reimburse itself from such funds or collateral for any expenses or losses incurred by the [Servicer](#).**

408.01E Servicer's Fees and Costs

If the [Collateral Agreement](#) contemplates the payment of fees or costs by the [Borrower](#), the [Servicer](#) may collect and retain such fees or costs for its own account, adhering to any specific billing provisions of the [Collateral Agreement](#). Any fees or costs retained by the [Servicer](#) must be reasonable in relation to the nature and scope of the services provided by or on behalf of the [Servicer](#). The [Servicer](#) must not use any of the funds or other collateral held under the [Collateral Agreement](#) to cover such fees or costs. However, the [Servicer](#) may deduct such fees or costs from any disbursement of funds to the [Borrower](#), provided such disbursements, fees, and costs are permitted under the [Collateral Agreement](#), or if the [Borrower](#) otherwise agrees in writing.

408.01F Waiver or Modification of Terms of Collateral Agreement

Except as noted in this Chapter, the [Servicer](#) must not waive or modify the terms of any [Collateral Agreement](#).

408.02 Achievement Agreement or Other Agreement for Additional Collateral

408.02A General

The provisions of this Section govern [Achievement Agreements](#) and all [Collateral Agreements](#), other than:

- [Multifamily Loan Agreements](#), including the



Completion/Repair Schedule and Replacement Reserve Schedule;

- Security Instruments;
- Replacement Reserve Agreements; and
- Completion/Repair Agreements.

The **Servicer** must maintain an effective system for monitoring the expiration date of any **Achievement Agreement** or other **Collateral Agreement**, and ensure that all actions required to be taken pursuant to any such agreement have been timely performed and, if not timely performed, immediately notify **Multifamily Asset Management**.

408.02B Releases or Reductions in Collateral

Any request for a release or reduction of collateral must be processed in accordance with this Section, unless these instructions conflict with the terms and conditions of the **Achievement Agreement** or other **Collateral Agreement**.

1. General

If the **Borrower** has not satisfied the requirements for a release or reduction of collateral contained in the **Achievement Agreement** or other **Collateral Agreement**, the **Servicer** must not approve the **Borrower** request, and may decline the **Borrower** request without notice to Fannie Mae. If the **Servicer** determines that the **Borrower** has satisfied the requirements of the **Achievement Agreement** or other **Collateral Agreement**, the **Servicer** must recommend the release or reduction of collateral through the **MAMP**, accompanied by the supporting documentation listed below. Upon receipt and review of all pertinent information, Fannie Mae will approve or deny the request and notify the **Servicer** of its decision.

2. Supporting Documentation and Analysis

The following documentation must be submitted through the **MAMP**, and maintained in the **Servicing File**, in connection with each request for a release or reduction of collateral

(a) Income and Expense Statements; Current Rent Roll

Property income and expense statements and a current rent roll must be obtained from, and certified by, the **Borrower**. The statements must cover the applicable period required by the **Achievement Agreement** or other



Collateral Agreement. Based on the **Loan Documents**, Parts I - III, the certified income and expense statements, and the current rent roll, the **Servicer** must develop a **Net Cash Flow** estimate to determine whether the release or reduction provisions of the applicable **Achievement Agreement** or other **Collateral Agreement** are satisfied. The income, vacancy, collection loss, and concession information should support the **Effective Gross Income** that the **Servicer** is relying on in assessing whether a release or reduction is warranted.

In deriving its estimate of **Effective Gross Income**, the **Servicer** must adjust for:

- income that was not allowed or recognized in the original underwriting;
- the effect of a partial year's performance when the shorter period reflects the short-term, positive impact from seasonal variations that do not reflect the **Property's** year-round performance; and
- non-monetary concessions, requiring the **Servicer** to deduct the pro-rata value of the concession from the monthly rent for the applicable unit.

The **Servicer** must ensure that all appropriate types of expenses, including underwritten **Replacement Reserve** deposits, are included, and that any inappropriate expenses (e.g., capital improvement costs, repair costs covered by funds set aside for **Completion/Repairs**, partnership costs, etc.) are excluded. To avoid unwarranted releases or reductions of collateral, the expense figures must reflect stabilized operating conditions, and must not be understated due to efficiencies or savings that could not be replicated by a different owner or manager, or that would not be recognized for underwriting purposes.

The **Servicer** must perform a line-by-line expense analysis, including a comparison of the original underwriting estimates with the actual expenses shown on the **Borrower's** income and expense statements. The **Servicer** must use the greater of the underwritten or the actual expense figure shown for each item on the



Borrower's statement.

(b) Servicer's Analysis

The **Servicer** must provide an analysis and recommendation regarding the release or reduction of collateral, including any calculations required under the terms of the applicable **Achievement Agreement** or other **Collateral Agreement**.

(c) Correspondence

The **Servicer** must provide any correspondence with the **Borrower** that pertains to the release or reduction request.

3. Property Inspection

Before approving any request for a release or reduction of collateral, the **Servicer** must perform a physical inspection of the **Property** to verify that:

- no deferred maintenance exists;
- necessary capital improvements have been made; and
- the general management and operations are acceptable and characteristic of a stabilized project.

The **Servicer's** inspection must occur no more than 90 days prior to the date of the submission to Fannie Mae of the release or reduction request. The **Servicer** must document the results of its inspection by completing the **MBA Standard Inspection Form**.

408.02C Draws on Letters of Credit or Application of Other Collateral

1. Draws Triggered by Adverse Events

The **Servicer** must promptly notify **Multifamily Asset Management** when any of the following events occur, which could result in a draw on a **Letter of Credit** issued for an **Achievement Agreement** or other **Collateral Agreement**:

- a default under the **Loan Documents**, including the **Achievement Agreement** or other **Collateral Agreement**;
- the failure to renew or replace an expiring **Letter of Credit** at least 30 days prior to its expiration date, or other deadline specified in the **Achievement**



Agreement or other Collateral Agreement; or

- the failure to replace a Letter of Credit by the replacement deadline when the Issuer is no longer acceptably rated.

The Servicer's notice to Fannie Mae must include a recommended course of action, and be accompanied by a copy of the executed Achievement Agreement or other Collateral Agreement.

2. Draw Resulting from Noncompliance with Issuer Rating Requirements or Expiration of Letter of Credit

If a draw on the Letter of Credit occurs due to noncompliance with the rating requirements for the Issuer or because of an imminent expiration of the Letter of Credit, Fannie Mae will hold the Letter of Credit proceeds in its designated account until the earliest of the following:

- the Borrower presents a replacement Letter of Credit and Fannie Mae agrees, in its sole discretion, to accept the Letter of Credit;
(NOTE: Any agreement by Fannie Mae to accept a replacement Letter of Credit will be conditioned upon the Borrower's payment of all administrative and legal costs incurred by the Servicer and Fannie Mae in connection with the replacement of the Letter of Credit.)
- the release or reduction provisions of the applicable Achievement Agreement or other Collateral Agreement are satisfied; or
- the Borrower pays all amounts due and payable under the Loan Documents, including any required Prepayment Premium, and Fannie Mae releases the Lien of the Security Instrument.

3. Draws Occasioned by Borrower Request

If the Servicer receives a request from the Borrower to draw on the Letter of Credit and have the proceeds applied as a partial prepayment against the UPB, and the Loan Documents allow partial prepayments, the Servicer must immediately forward the request, along with an analysis and recommendation, including an estimate of the applicable Prepayment Premium, to Fannie Mae. If the Loan Documents do not allow partial prepayments, the



[Servicer](#) must deny the [Borrower](#) request.

Fannie Mae will assess the [Borrower](#) request and determine if the proposed use of the [Letter of Credit](#) proceeds or other collateral would be in the best interest of Fannie Mae and/or the [Investor](#) in any [Securitized Mortgage Loan](#). **Any decision to apply [Letter of Credit](#) proceeds or apply other collateral to a partial prepayment will be made by Fannie Mae in its sole discretion.** Fannie Mae will notify the [Servicer](#) of its determination and will provide appropriate follow-up instructions.

4. No Interest on Proceeds Held by Fannie Mae

Fannie Mae will not pay interest on the cash proceeds it holds resulting from a draw on a [Letter of Credit](#).

408.02D Releasing Additional Escrows for Principal and Interest, Taxes and Insurance, and Replacement Reserves

Notwithstanding anything contained in this Chapter, if no Event of Default has occurred and is continuing under any of the [Loan Documents](#) (including Forbearance), the [Servicer](#) is delegated the authority to waive any [Loan Document](#) requirement prohibiting the [Servicer](#) from immediately approving a partial or final disbursement request of Additional Escrows for [P&I](#), [T&I](#), and [Replacement Reserves](#) required by:

- [Form 6268](#) – Modifications to Multifamily Loan and Security Agreement (Additional Reserve Escrows);
- [Form 6640](#) – Amendment to Multifamily Loan and Security Agreement (Additional P&I Escrow Agreement); or
- [Form 6641](#) – Additional P&I Escrow Agreement (4000 series Loan Documents).

The [Servicer](#) is delegated the authority to:

- determine whether the waiver requires a [Loan Document](#) amendment; and
- document any amendment in any form the [Servicer](#) determines to be legally enforceable.

[Servicers](#) must document all disbursement requests, including any supporting documentation and analysis, in the [Servicing File](#).

408.03 Completion/Repairs



408.03A General

The [Loan Documents](#) for administering [Completion/Repairs](#) are:

- for [Mortgage Loans](#) documented with the 6000 series [Loan Documents](#), the [Multifamily Loan Agreement](#), plus the:
 - [Completion/Repair Schedule](#);
 - [Multifamily Loan Agreement](#) and Modifications to Multifamily Loan and Security Agreement (Rehabilitation Reserve - Moderate Rehabilitation/Substantial Rehabilitation); or
 - another approved Modifications to Multifamily Loan and Security Agreement; and
- For [Mortgage Loans](#) documented with the 4000 series [Loan Documents](#), the [Completion/Repair Agreement](#).

The [Servicer](#) must administer the [Loan Documents](#) to ensure the timely implementation of all [Completion/Repairs](#). Once the [Completion/Repairs](#) are completed and comply with the [Guide](#), the [Servicer](#) must enter the final completion dates and close out the work items for the [Mortgage Loan](#) in the [Completion/Repair](#) module in the [MAMP](#). Additional information may be required for any [Mortgage Loan](#) assigned to Loss Mitigation. If the [Mortgage Loan](#) does not have work items in the [MAMP](#), no further action in the [MAMP](#) is required.

408.03B Extensions for Completion/Repairs

The [Servicer](#) is delegated the authority to extend the time limits for making [Completion/Repairs](#) if:

- the [Completion/Repairs](#) subject to the extension request do not involve life safety issues; and
- the [Mortgage Loan](#) does not have a Fannie Mae risk rating of Substandard or Doubtful.

Notwithstanding the above, the [Servicer](#) is delegated the authority to grant a one-time extension of 30 days for a life safety issue if the [Borrower](#) is diligently pursuing completion of the related [Completion/Repair](#).

The duration of any permitted non-life safety extension may not exceed:



- 1 year past the original completion date specified in the [Loan Documents](#) for that [Completion/Repair](#), for a [Mortgage Loan](#) without loss sharing; and
- 2 years past the original completion date specified in the [Loan Documents](#) for that [Completion/Repair](#), for any [Mortgage Loan](#) with loss sharing.

The [Servicer](#) must submit a Non-Monetary Default Borrower Request in the [MAMP](#) if the required [Completion/Repairs](#) are not completed with this timeframe.

The [Servicer](#) is delegated the authority to grant a one-time extension of up to 90 days past the original completion date for any [Completion/Repairs](#) that are [Efficiency Measures](#) which the [Borrower](#) agreed to implement to qualify as a [Green Rewards Mortgage Loan](#). The [Servicer](#) is not delegated the authority to extend the time limit beyond 90 days.

The [Servicer](#) is delegated the authority to:

- determine whether the extension requires an amendment to the [Loan Documents](#); and
- document a required amendment in any form the [Servicer](#) determines to be legally enforceable.

408.03C Completion/Repair Loan Document Amendments

[Servicers](#) are delegated the authority to move required [Completion/Repairs](#) from the [Completion/Repair Schedule](#) to the [Replacement Reserve Schedule](#), or from the [Completion/Repair Agreement](#) to the [Replacement Reserve Agreement](#), and the associated deposit from the [Completion/Repair Escrow](#) into the [Replacement Reserve](#), provided:

- the [Completion/Repair](#) does not involve life safety issues;
- delaying the [Completion/Repair](#) will not materially negatively impact the [Property](#); and
- the total amount of [Completion/Repairs](#) being transferred does not exceed the lesser of (i) 25% of the original [Completion/Repair Escrow](#), or (ii) \$75,000.

Notwithstanding the above, the [Servicer](#) is not delegated the authority to move required [Completion/Repairs](#) to the [Replacement Reserve Schedule](#) for any [Efficiency Measures](#) that the [Borrower](#)



agreed to implement in order to qualify as a [Green Rewards Mortgage Loan](#).

The [Servicer](#) must:

- send the executed [Loan Document](#) amendment to [Multifamily Certification and Custody](#) within 15 [Business Days](#);
- submit a copy of the [Loan Document](#) amendment through the [MAMP](#) for any [Mortgage Loan](#) with a [Completion/Repair](#) work item in the [MAMP](#); and
- retain a copy in its [Servicing File](#).

408.03D [Servicer's Administrative Requirements](#)

For all [Completion/Repairs](#), the [Servicer](#) must:

- retain a copy of the executed [Multifamily Loan Agreement](#) and [Completion/Repair Schedule](#) or [Completion/Repair Agreement](#) in its [Servicing File](#);
- hold all [Completion/Repair Escrow](#) funds in an account that meets the [Custodial Account](#) requirements of [Part V, Chapter 3: Custodial Accounts](#);
- ensure that all necessary permits are obtained, and that all required work is satisfactorily completed in a good and workmanlike manner by the completion dates stipulated in the [Loan Documents](#);
- for a [Green Rewards Mortgage Loan](#), ensure all [Efficiency Measures](#) are completed in a timely manner and no later than:
 - 12 months after the [Mortgage Loan Origination Date](#); or
 - any shorter time period per [Part II, Chapter 4: Lease Audits, Inspections, and Reserves, Section 404: Property Condition Assessment \(PCA\)](#) for capital improvements identified as [Immediate Repairs](#) by the [PCA](#);
- process [Borrower](#) requisitions for funds in accordance with the terms and conditions of the [Loan Documents](#);
- perform required inspections of completed work and, if appropriate, work in progress and, if necessary, arrange



inspections by qualified professionals;

- ensure that the [Completion/Repair](#) work does not result in any mechanics' [Liens](#), materialmen's [Liens](#), or other [Liens](#) that have not been acceptably bonded over;
- promptly submit a Non-Monetary Default Borrower Request in the [MAMP](#) for any [Completion/Repair Loan Document](#) default;
- take appropriate steps to remedy or address any default under the [Loan Documents](#) for [Completion/Repairs](#); and
- perform all other administrative duties required by the [Loan Documents](#) for [Completion/Repairs](#).

408.03E Processing Borrower Requisitions

1. General

[Completion/Repair Escrow](#) funds are available to reimburse the [Borrower](#) for costs incurred for [Completion/Repairs](#) that are specifically identified in the [Loan Documents](#). The [Servicer](#) may authorize the release of funds to cover the costs of other reasonable and necessary repairs, replacements, or improvements that are not specified in the [Loan Documents](#) only if the [Loan Documents](#) permit the disbursements, and all conditions are fully satisfied.

2. Required Documentation for Disbursement

To obtain reimbursement, the [Borrower](#) must submit a written requisition specifying the [Completion/Repairs](#) for which reimbursement is being sought, including:

- the specific [Completion/Repairs](#) completed;
- the quantity and price of all materials (grouped by type or category) or specific replacement items (e.g., appliances) purchased in connection with the [Completion/Repairs](#); and
- the cost of all contracted labor or other services involved in completing the [Completion/Repairs](#).

The [Borrower](#) requisition for the specified [Completion/Repairs](#) for which reimbursement is being sought must be accompanied by:

- a [Borrower](#) certification that the specific



Completion/Repairs have been completed:

- in a good and workmanlike manner;
 - in accordance with any plans and specifications previously approved by the Servicer; and
 - in compliance with all applicable laws, ordinances, rules, and regulations of any governmental authority, agency, or instrumentality having jurisdiction over the Property; and
- if the invoice exceeds the lesser of \$25,000 or 1% of the UPB:
- a copy of the invoice detailing the covered materials, labor, or services;
 - payment evidence; and
 - a Lien release from each contractor, subcontractor, or materialman.

3. Disbursement of Funds (Excluding Final Disbursement)

The Servicer may disburse funds to the Borrower only if it has received all required documentation and determined that all applicable conditions for disbursement have been met, including (but not limited to) the following:

- all Completion/Repairs covered by the requisition have been completed in a good and workmanlike manner, as evidenced by the Borrower's submission and, if appropriate, an inspection of the completed work (see guidance on inspections below);
- all related invoices for items and services covered by the requisition have been paid, unless the Borrower has satisfied any applicable conditions of the Loan Documents for issuance of a joint check(s), made payable to the Borrower and the Person owed funds under such invoices;
- no mechanics' Liens, materialmen's Liens, or other Liens exist, unless acceptably bonded over;



- no default exists under any [Loan Document](#);
- for each [Green Rewards Efficiency Measure](#) disbursement, the [Efficiency Measure](#) was reported as:
 - compliant on the [Green Rewards Verification Inspection Form \(Form 4221\)](#) per [Part V, Chapter 4: Asset Management: Loan Document Administration, Section 408.03I: Green Rewards Efficiency Measure Verification](#); or
 - noncompliant, and Fannie Mae has approved and closed the remediation in [DUS Property Monitor](#); and
- for a [Green Rewards Mortgage Loan](#) with a [Solar PV System](#) as an [Efficiency Measure](#), [Completion/Repair Escrow](#) funds are only released after confirming commercial operation of the [Solar PV System](#).

The amount disbursed to the [Borrower](#) for any requisition, other than the final requisition, may not exceed the actual cost of the [Completion/Repairs](#), and may be less than the actual cost if, after disbursement, the amount of funds remaining in the [Completion/Repair Escrow](#) would be less than the anticipated cost of completing all remaining [Completion/Repairs](#) plus any holdback specified in the [Loan Documents](#).

Notwithstanding the above, once 75% of the total dollar amount of [Completion/Repairs](#) is disbursed, the [Servicer](#) may release funds in the [Completion/Repair Escrow](#), provided:

- funds are only released for [Completion/Repairs](#) that have been fully completed;
- the [Servicer](#) has complied with all other disbursement requirements;
- the [Servicer](#) completes an analysis showing that the remaining amount in the [Completion/Repair Escrow](#) is sufficient to complete all remaining [Completion/Repairs](#);
- the [Borrower](#) affirms in writing its obligation to complete the remaining [Completion/Repairs](#) by



the required completion dates; and

- the Completion/Repair Escrow is not for a Green Rewards Efficiency Measure that must be released per Part V, Chapter 4: Asset Management: Loan Document Administration, Section 408.03I: Green Rewards Efficiency Measure Verification.

For Green Rewards Efficiency Measures included in a Moderate Rehabilitation Mortgage Loan, funds may be periodically disbursed from the applicable Completion/Repair Escrow or Rehabilitation Reserve Escrow as with a non-Green Rewards Mortgage Loan, rather than only after a compliant verification inspection of Efficiency Measures.

4. Final Disbursement of Funds

Before making the final disbursement of funds from the Completion/Repair Escrow, the Servicer must confirm and document the absence of any mechanics' and materialmen's Liens by requiring the Borrower to obtain an updated title report or a title policy endorsement showing that no such Liens exist. The Servicer may waive the updated title report or endorsement when the total scope of work is less than \$75,000. If the Borrower fails to provide the required title documentation, the Servicer must obtain a title report or title policy endorsement, and may charge the Borrower for the cost.

The Servicer may make a final disbursement of all remaining funds upon satisfactory completion of all required Completion/Repairs, and satisfaction of all other applicable release conditions contained in the Loan Documents for Completion/Repairs.

5. Maintenance of Servicing File

The Servicer must document the action taken with respect to each Borrower requisition for funds from the Completion/Repair Escrow in its Servicing File.

408.03F Inspections

1. Use of Third Party

The Servicer may inspect the Property, or have a qualified independent third party inspect the Property, to confirm that the Completion/Repairs covered by the requisition have been satisfactorily completed. The Servicer is responsible for monitoring



the third-party's performance.

2. When Periodic Inspections Are Required

Periodic inspections must be performed as the work progresses if the [Completion/Repairs](#):

- exceed in the aggregate the lesser of:
 - \$500,000, or 20% of the [UPB](#) for any [Mortgage Loan](#) with loss sharing; or
 - \$250,000, or 10% of the [UPB](#) for any [Mortgage Loan](#) without loss sharing; and
- are likely to require more than 6 months to complete.

Inspections must occur at least every 6 months, or more frequently at the [Servicer's](#) discretion.

3. When a Final Inspection Is Required

An inspection must be performed to ensure that all [Completion/Repairs](#) have been satisfactorily completed before approving and disbursing the final requisition when the [Completion/Repairs](#) exceed the lesser of:

- \$500,000, or 20% of the [UPB](#) for any [Mortgage Loan](#) with loss sharing; or
- \$250,000, or 10% of the [UPB](#) for any [Mortgage Loan](#) without loss sharing.

4. Confirming Completion/Repairs if Inspection Is Not Required

Even if an inspection is not required by this Section, the [Borrower](#) must provide evidence to the [Servicer](#) that all [Completion/Repairs](#) covered by the requisition have been satisfactorily completed. If not inspected sooner, the [Servicer](#) must confirm the satisfactory completion of the [Completion/Repairs](#) during the next regularly scheduled [Property](#) inspection.

5. Documenting the Servicing File

In all instances, the [Servicer](#) must document in its [Servicing File](#) whether all work was satisfactorily completed.

408.03G Fees

[Completion/Repair Escrow](#) funds may not be used to cover



any administrative or inspection fees due to the [Servicer](#) unless expressly permitted [Loan Documents](#), or the [Borrower](#) agrees in writing. If permitted, the [Servicer](#) may charge the [Borrower](#) and deduct the following from any disbursement of funds:

- reasonable fees to cover the [Servicer's](#) costs of administering the [Completion/Repairs](#); and
- additional fees to cover any reasonable inspection costs that are not adequately covered by general administrative fees collected from the [Borrower](#).

408.03H Completion/Repair Defaults

1. Notification of Default to Fannie Mae

The [Servicer](#) must immediately submit a Non-Monetary Default Borrower Request in the [MAMP](#) for any [Completion/Repair Loan Document](#) default.

2. No Release of Funds to Borrower

No funds may be released to the [Borrower](#) while the [Borrower](#) is in default under any of the [Loan Documents](#).

408.03I Green Rewards Efficiency Measure Verification

For all [Green Rewards Mortgage Loans](#), the [Servicer](#) must ensure a [Green Rewards Verification](#) inspection is performed for all [Efficiency Measures](#) to confirm correct installation, and identify any errors that may hinder the [Property](#) achieving the expected savings and benefits.

1. Green Rewards Verification Inspection

For a [Green Rewards Verification](#) inspection, the inspector must use the Green Rewards Verification Inspection Form ([Form 4221](#)) that is pre-populated with [Property](#) information and the [Efficiency Measures](#) identified as Green Rewards Repairs in the [Completion/Repair Schedule](#). The [Servicer](#) must submit [Form 4221](#) within 60 days after the [Green Rewards Verification](#) inspection date, and timely resolve any issues identified by Fannie Mae.

2. Minimum Inspector Qualifications

Third-party or [Servicer](#) staff must attend Fannie Mae's [Green Rewards Verification](#) inspection training on the requirements, processes, and documentation before conducting [Green Rewards Verification](#) inspections.



The minimum inspector qualifications correspond to the applicable [Efficiency Measure](#) type, and may be held by the inspection project team, rather than by an individual inspector.

Efficiency Measures	Description	Minimum Inspector Qualification
Basic	Simple upgrades such as: • low-flow water fixtures; or • lighting improvements.	Servicer must ensure the inspector is either a qualified third-party or Servicer staff per Part V, Chapter 5: Surveillance, Section 502.03: Property Inspection Protocol and Part V, Chapter 5: Surveillance, Section 502.05A: Qualifications.
Complex	Upgrades and changes to building systems, such as: • heat recovery ventilation systems; or • boiler controls.	• For Solar PV System Efficiency Measures, the Servicer must retain a - Solar Technical Consultant per Part III, Chapter 4: Green Mortgage Loans, Section 401.03: Technical Solar Report, or - qualified PCA High Performance Building Consultant per the Instructions for Performing a Multifamily Property Condition Assessment (Form 4099). • For other Efficiency Measures, the Servicer must retain a qualified PCA High Performance Building Consultant per Form 4099.

3. Unit Inspection

The inspector must inspect a minimum number of occupied and vacant units as follows:



Total number of units	Minimum number of units to be inspected
Less than 20	3 units
20 - 55	5 units
56 - 99	10% of total units
100 - 200	10 units
201 - 600	5% of total units
More than 600	30 units

Form 4221 calculates the required number of units and tracks the number of completed units based on the user's inputs. When unit inspections are required, the **Servicer** must:

- Determine the appropriate combination of vacant and occupied units for inspection.
- Determine which vacant and occupied units to inspect.
- Submit at least:
 - 1 representative photograph of each **Efficiency Measure** listed on Form 4221; and
 - 1 photograph of each non-compliant **Efficiency Measure**.

For **Partial Efficiency Measures**, the **Servicer** must request a rent roll or other documentation identifying the units that received **Partial Efficiency Measure** installations, and conduct the **Green Rewards Verification** of those units.

4. Determining Compliance

An **Efficiency Measure** is compliant when the inspector:

- inspects each **Efficiency Measure**;
- verifies its proper installation within specifications using product information and field observation;
- confirms the **Efficiency Measure** installation meets the **Multifamily Loan Agreement and Completion/Repair Schedule** requirements; and



- documents it on [Form 4221](#).

5. Remediating Noncompliance

When an [Efficiency Measure](#) is noncompliant:

- The [Servicer](#) must:
 - provide a notice of the [Efficiency Measure](#) deficiencies to the [Borrower](#) and determine a course of action;
 - submit a remediation action plan through the DUS Property Monitor system that:
 - addresses the [Property's Efficiency Measure](#) deficiencies; and
 - provides a target date for remediation completion that is no more than 60 days after the [Borrower](#) receives the notice of deficiencies.
- The [Borrower](#) must correct or complete the [Efficiency Measure](#) installation during the remediation period.
- Fannie Mae may require the [Servicer](#) to inspect the remediated [Efficiency Measures](#) based on the severity of noncompliance.

6. Verification Inspection Form Review

The [Servicer](#) must internally review all Green Rewards Verification Inspection Forms ([Form 4221](#)), whether prepared by a third party or by the [Servicer](#) before submission.

408.04 Replacement Reserve

408.04A General

The [Loan Documents](#) for administering [Replacement Reserves](#) are:

- [Multifamily Loan Agreement and Replacement Reserve Schedule](#), for [Mortgage Loans](#) documented with the 6000 series [Loan Documents](#); and
- [Replacement Reserve Agreement](#), for [Mortgage Loans](#) documented with the 4000 series [Loan Documents](#).

The [Replacement Reserve](#) funds must be held by the [Servicer](#)



in a [Custodial Account](#), and are intended to pay for necessary replacements of capital items or major maintenance work to the [Property](#) over the term of the [Mortgage Loan](#).

408.04B Replacement Reserve Loan Document Amendments

If the [Servicer's Limited Power of Attorney](#) delegates the authority to amend the [Loan Documents](#) to revise the terms governing the [Replacement Reserves](#), only the changes expressly permitted by this Section can be made, and the delegation does not expand the [Servicer's](#) ability to change or modify any other term of the [Loan Documents](#).

The [Servicer](#) must send the executed Loan Document Amendment to [Multifamily Certification and Custody](#) within 15 [Business Days](#), and retain a copy in its [Servicing File](#).

408.04C Servicer's Administrative Requirements

For all [Replacement Reserves](#), the [Servicer](#) must:

- retain a copy of the executed [Multifamily Loan Agreement](#) and [Replacement Reserve Schedule](#) or [Replacement Reserve Agreement](#) in its [Servicing File](#);
- unless the [Borrower](#) has requested in writing a non-interest bearing account, hold all funds in an interest-bearing [Custodial Account](#) that meets the requirements of [Part V, Chapter 3: Custodial Accounts](#) and the [Loan Documents](#);
- ensure that all required deposits are made to the [Replacement Reserve](#) in accordance with the [Loan Documents](#);
- process [Borrower](#) requisitions for funds in accordance with the terms and conditions of the [Loan Documents](#);
- perform required inspections of completed work and, if appropriate, work in progress, and arrange, if necessary, for inspections by qualified professionals;
- ensure that work funded from the [Replacement Reserve](#) does not result in any mechanics' [Liens](#), materialmen's [Liens](#), or other [Liens](#) that have not been acceptably bonded over;
- promptly submit a Non-Monetary Default Borrower Request in the [MAMP](#) for any [Replacement Reserve Loan Document](#) default;



- take appropriate steps to remedy or address any default under the [Loan Documents](#) for [Replacements](#), [Repairs](#), or [Restoration](#); and
- reassess the adequacy of the [Replacement Reserve](#) or the schedule of required deposits; and
- perform all other administrative duties required by the [Loan Documents](#) for the [Replacement Reserve](#).

408.04D Modifications to Replacement Reserve Deposits

Based on the results of a [Property](#) inspection or a new [Property Condition Assessment](#) as required below, the [Servicer](#) may determine that the current level of [Replacement Reserve](#) funding and scheduled deposits will be insufficient to meet all projected capital item or major maintenance needs. The [Servicer](#) must then:

- adjust the [Replacement Reserve Schedule](#) or the [Replacement Reserve Agreement](#) and the [Replacement Reserve](#) funding to a sufficient level, if warranted, in accordance with the [Loan Documents](#) and Part III, by requiring the [Borrower](#) to:
 - deposit a lump sum into the [Replacement Reserve](#); and/or
 - increase the monthly [Replacement Reserve](#) deposit; and
- give the [Borrower](#) at least 30 days advance written notice prior to implementing any of the foregoing changes.

Based on the results of the new [Property Condition Assessment](#) obtained during the underwriting and delivery of a [Supplemental Mortgage Loan](#), the [Servicer](#) may:

- adjust the [Replacement Reserve](#) funding, scheduled deposits, and [Completion/Repair Schedule](#) of all [Pre-Existing Mortgage Loans](#) to match the [Supplemental Mortgage Loan](#) underwriting; and
- amend the [Loan Documents](#) accordingly.

408.04E New Property Condition Assessments

1. Timing and Waivers



A new full PCA per Form 4099 is required for:

- all MAH Properties every 5 years; or
- for any other Mortgage Loan with a term greater than 10 years, during the 10th Loan Year, and every 10 years thereafter, while the Mortgage Loan remains outstanding, or per the Loan Documents.

Notwithstanding the above, the Servicer is delegated the authority to waive the new PCA for non-MAH Properties as follows:

Remaining Loan Term	Servicer Delegation
Less than 1 Year	The new PCA may be waived for a Mortgage Loan with a: • Pass rating; • Property inspection less than 1 year old; and • most recent Property Condition Rating of 1, 2, or 3.
1 Year to 5 Years	The new PCA may be waived for a Mortgage Loan with a: • Pass rating; • Property inspection report less than 1 year old; and • most recent Property Condition Rating of 1 or 2.
More than 5 Years	The new PCA may be waived for 5 years for a Mortgage Loan with a: • Pass rating; • Property Inspection report less than 1 year old; and • most recent Property Condition Rating of 1 or 2.

After 5 years, a new PCA is required unless the Mortgage Loan continues to qualify for Servicer waiver delegation. A Property may only receive a PCA waiver twice (i.e., a Mortgage Loan with a 30-year term may obtain a PCA waiver after the 10th loan year and the



15th loan year, but a new PCA is required after the 20th loan year).

All PCA waivers must be documented in the Servicing File, and any PCA waiver may be rescinded by Fannie Mae or the Servicer at any time if the Property condition warrants a new PCA.

2. Delivery and Payment of Property Condition Assessment

The Servicer must submit any new PCA to Fannie Mae through the MAMP and retain a copy in its Servicing File. Subject to the terms of the Loan Documents, the cost of the PCA may be paid from funds in the Replacement Reserve.

408.04F When Replacement Reserve Funding Was Partially or Fully Waived

If Replacement Reserve funding was partially or fully waived at the Mortgage Loan Origination Date, the Servicer must monitor the condition of the Property to ensure the Borrower preserves and maintains the Property as required by the Loan Documents.

If the Servicer or Fannie Mae determines that the Borrower is not properly preserving and maintaining the Property, the Servicer must require the Borrower to begin making monthly deposits to the Replacement Reserve in accordance with either the funding schedule set forth in the Loan Documents, or an alternative funding schedule determined by the Servicer.

408.04G Interest on Replacement Reserve Funds

If the Servicer holds the Replacement Reserve funds in an interest-bearing Custodial Account, none of the interest earned on the Replacement Reserve funds may be retained by the Servicer. Unless the Mortgage Loan is in default, all interest must be:

- added to the balance of the Replacement Reserve; or
- paid to the Borrower if applicable law requires or the Servicer agrees.

408.04H Items Eligible for Funding from the Replacement Reserve

Replacement Reserve funds are available to reimburse the Borrower for costs incurred to replace capital items or maintain major items specifically identified in the Loan Documents.

Replacement Reserve funds also may be used for discretionary replacements of capital items or major maintenance items that are not specifically identified in the Loan Documents, but which the



Services determined to be intended to be covered by a [Replacement Reserve Schedule](#), such as those that would:

- correct or forestall a problem that may adversely affect the physical condition, livability, marketability, or value of the [Property](#);
- directly contribute to the maintenance or enhancement of the [Property's](#) physical condition, livability, marketability, or value; or
- likely be noted in an updated [Property Condition Assessment](#).

If [Replacement Reserve](#) funds are used for purposes not originally contemplated in the [Loan Documents](#), the [Servicer](#) must monitor and adjust the monthly reserve deposits to ensure sufficient funds are available to make timely replacements of capital items or major maintenance items in the manner contemplated in the [Loan Documents](#) and/or the [PCA](#).

408.04I Items Not Eligible for Funding from the Replacement Reserve

The [Servicer](#) must not use [Replacement Reserve](#) funds to reimburse the [Borrower](#) for any item specifically identified for reimbursement as a [Completion/Repair](#), or for any routine maintenance item, routine repair, or cosmetic repair that would normally be characterized as an operating expense. [Replacement Reserve](#) funds must never be used for [P&I](#), [T&I](#), or any other purpose not specifically permitted by the [Loan Documents](#), or the [Guide](#).

408.04J Processing Borrower Requisitions

1. General

The [Loan Documents](#) specify the frequency, timing, and size of disbursements from the [Replacement Reserve](#).

2. Required Documentation

Each [Borrower](#) requisition must be in writing and specify, at a minimum:

- the specific capital item replaced or major maintenance items for which reimbursement is being sought, and if any item is not specifically identified in the [Loan Documents](#), an explanation of why the [Replacement Reserve](#) funds should be released for



the item;

- the quantity and price of each type of capital item replaced (e.g., refrigerators);
- the quantity and price of all materials or parts (grouped by type or category) purchased; and
- the cost of all contracted labor or other services.

Each **Borrower** requisition submitted to the **Servicer** must be accompanied by:

- a **Borrower** certification that the capital item replacements or major maintenance items covered by the requisition have been completed in compliance with all applicable laws, ordinances, rules, and regulations of any governmental authority, agency, or instrumentality having jurisdiction over the **Property**; and
- if the invoice exceeds the lesser of \$25,000 or 1% of the **UPB**:
 - a copy of the invoice detailing the covered materials, labor, or services;
 - payment evidence;
 - a **Lien** release from each contractor, subcontractor, or materialman; and
 - other relevant documentation required by the **Loan Documents**.

3. Disbursement of Funds

The **Servicer** may release funds to the **Borrower** only if all required documentation is received, and all applicable release conditions have been met, including, but not limited to:

- all capital item replacements or major maintenance items covered by the requisition have been completed in a good and workmanlike manner;
- all related invoices for capital items and services have been paid, unless the **Borrower** has satisfied any applicable conditions of the **Loan Documents** for issuance of a joint check, made payable to the **Borrower** and the **Person** owed funds;



- no mechanics' Liens, materialmen's Liens, or other Liens are outstanding that have not been acceptably bonded over; and
- the Borrower is not in default under any Loan Document.

The amount disbursed to the Borrower must not exceed the actual cost of the capital item replacements or major maintenance items covered by the Borrower's requisition.

4. Maintenance of Servicing File

The Servicer must ensure that the action taken with respect to each Borrower requisition for funds from the Replacement Reserve is appropriately documented in its Servicing File.

408.04K Inspections

The Servicer may use its discretion in deciding whether to conduct an on-site inspection before approving any specific requisition for Replacement Reserve funds. If the Servicer elects not to perform an on-site inspection when a requisition is submitted, the Servicer must inspect all capital item replacements or maintenance items covered by the requisition during its next scheduled Property inspection and confirm the satisfactory completion.

408.04L Fees

If the Loan Documents permit, the Servicer may collect and retain:

- a reasonable fee to cover the Servicer's routine costs of administering the Replacement Reserve; and
- additional fees to cover:
 - reasonable inspection costs, including the fees of any qualified professional used by the Servicer; and
 - any other reasonable costs incurred in connection with collecting, holding, investing, or disbursing Replacement Reserve funds but which are not adequately covered by the general administrative fees collected from the Borrower.

Subject to the Loan Documents, the Servicer may charge the Borrower a reasonable fee for any special inspection services provided



in connection with a [Replacement Reserve](#) requisition; however, no fee may be charged if such inspection is made as part of a regularly scheduled [Property](#) inspection.

[Replacement Reserve](#) funds, including any interest, may not be used to cover fees due to the [Servicer](#) unless:

- the [Loan Document](#) specifically permits the [Servicer](#) to use [Replacement Reserve](#) funds to pay [Servicer](#) inspection fees; or
- the [Borrower](#) otherwise agrees in writing.

408.04M Replacement Reserve Defaults

1. Notification of Default to Fannie Mae

The [Servicer](#) must immediately submit a Non-Monetary Default Borrower Request in the [MAMP](#) for any [Replacement Reserve Loan Document](#) default.

2. No Release of Funds to Borrower

No funds may be released to the [Borrower](#) while the [Mortgage Loan](#) is in default.

408.04N Return of Replacement Reserve Funds to Borrower

No later than 30 days after the [Mortgage Loan](#) is paid in full, the [Servicer](#) must refund to the [Borrower](#) all remaining [Replacement Reserve](#) funds.

408.04O Alternative Funding of Replacement Reserves for Portfolio Mortgage Loans

The [Servicer](#) may amend existing the Schedule 5 to [Multifamily Loan Agreement - Replacement Reserve Schedule](#) or [Replacement Reserve Agreement](#) on Fannie Mae's behalf to match the alternative [Replacement Reserve](#) funding available for newly originated [Mortgage Loans](#) if the [Borrower](#) has a history of adequate property maintenance, and no other concerns are present (e.g., declining [Property](#) condition, declining rents, declining [Net Cash Flow](#)). The [Servicer](#) must send the executed [Loan Document](#) amendment revising the [Replacement Reserve Schedule](#) or [Replacement Reserve Agreement](#) to Multifamily Certification and Custody within 15 [Business Days](#), and retain a copy in its [Servicing File](#).

The [Servicer](#) must ensure the [Property](#) is properly maintained on an ongoing basis. If the [Property](#) is not being properly maintained, the [Servicer](#) must reinstate monthly deposits to the [Replacement](#)



Reserve and the reimbursement requisition process.

Section 409 Interest Rate Hedge Requirements

409.01 General

An acceptable [Interest Rate Hedge](#) must be in place and maintained at all times for:

- variable rate [Credit Enhancement Mortgage Loans](#);
- Structured ARM Loans; and
- any [Mortgage Loan](#) where (i) the [Borrower](#) executed the Fannie Mae Interest Rate Cap Reserve and Security Agreement ([Form 6442 series](#)), or a similar agreement, allowing for a “springing” [Interest Rate Cap](#) under certain circumstances, and (ii) the requirement of the [Borrower](#) to acquire and pledge to the [Lender](#) an [Interest Rate Cap](#) has been triggered under the agreement.

The [Interest Rate Hedge](#) may be either an [Interest Rate Cap](#) or [Interest Rate Swap](#), although the prior approval of Fannie Mae is required before the [Borrower](#) may enter into an [Interest Rate Swap](#).

Each [Interest Rate Hedge Agreement](#) and its collateral assignment must meet the requirements of [Part III, Chapter 11: Structured Adjustable Rate Mortgage \(SARM\) Loans](#).

Fannie Mae outside counsel must be engaged, at [Borrower's](#) cost, to review the hedge bid package and documents, and prepare the amended [Loan Documents](#) for each hedge renewal. The [Servicer](#) must submit a completed Counsel Designation Request for Interest Rate Hedge Transactions ([Form 4625.A](#)).

409.02 Interest Rate Hedge Coverage

409.02A Bond Credit Enhancement Transactions

For [Bond Credit Enhancement Mortgage Loans](#), the [Interest Rate Hedge](#) must:

- be in place whenever the variable rate mode is in effect; and
- comply with the requirements of the Reimbursement Agreement and other [Loan Documents](#).



Per the Interest Rate Cap Reserve and Security Agreement (Form 6442 series), the **Servicer** must evaluate the **Interest Rate Cap** reserve and determine if the cost of a replacement **Interest Rate Cap** has increased or decreased based on market conditions.

- If the estimated cost of a replacement cap has increased, the **Servicer** must increase the monthly reserve payment to ensure sufficient funds will be available to purchase the replacement cap by the end of the reserve period.
- If the estimated cost of a replacement cap has decreased, the **Servicer** must not adjust the reserve.

409.02B Structured Transactions

When required for a Structured Transaction, the **Servicer** must ensure that the **Interest Rate Hedge** conforms to the applicable **Master Credit Facility Agreement**, **Bulk Delivery Agreement**, and/or the other **Loan Document** requirements.

409.02C Adjusting Interest Rate Hedge Reserves for SARM Loans Using Form 6442 Series with an Effective Date Before May 2024

Per the Interest Rate Cap Reserve and Security Agreement (Form 6442 series), the **Servicer** must evaluate the **Interest Rate Cap** reserve and determine if the cost of a replacement **Interest Rate Cap** has increased or decreased based on market conditions.

- If the estimated cost of a replacement cap has increased, the **Servicer** must increase the monthly reserve payment to ensure that sufficient funds will be available to purchase the replacement cap by the end of the reserve period.
- If the estimated cost of a replacement cap has decreased, the **Servicer** may:
 - opt to not adjust the reserve; or
 - calculate and adjust the monthly escrow payments needed to purchase a replacement **Interest Rate Cap** based on 115% of the cost of an **Interest Rate Cap** with the term required by the **Loan Documents**, provided:
 - it is a **Portfolio Mortgage Loan Delivered** before January 1, 2023;
 - the **Interest Rate Cap** escrow payments are



recalculated at least every 6 months;

- it is not part of a Variable Rate Bond C credit Enhancement Transaction;
- it does not have an existing [Payment Default](#) or [Performance Default](#) under the [Loan Documents](#) or a [Borrower](#), [Key Principal](#), or [Principal on ACheck](#); and
- no other [Portfolio Mortgage Loans](#) in your Fannie Mae portfolio with that [Sponsor](#) have an existing [Payment Default](#) or [Performance Default](#).

The [Servicer](#) may refund to the [Borrower](#) any amount left in the reserve account after purchasing the replacement [Interest Rate Cap](#).

409.02D Adjusting Interest Rate Hedge Reserves for SARM Loans Using Form 6442 Series with an Effective Date of May 2024 or Later

Every 6 months the [Servicer](#) must adjust the required [Interest Rate Cap](#) escrow amount based on 110% of the current cost of the replacement [Interest Rate Cap](#).

409.03 Interest Rate Hedge Term

The [Servicer](#) must:

- monitor the term of each [Interest Rate Hedge Agreement](#);
- hold all escrowed funds for an [Interest Rate Hedge](#) in an account meeting the [Custodial Account](#) requirements of [Part V, Chapter 3: Custodial Accounts](#);
- engage the [Borrower](#) prior to expiration of each [Interest Rate Hedge](#) to ensure that an acceptable replacement [Interest Rate Hedge](#) is in place prior to its expiration; and
- perform any required functions with respect to the [Interest Rate Hedge Agreement](#).

409.04 Lien Filings and Collateral

The [Servicer](#) must maintain all [UCC](#) filings, and ensure that Fannie Mae's [Lien](#) in the [Interest Rate Hedge](#) is maintained. The [Servicer](#) must not direct the investment, application, or release of the



collateral under any [Interest Rate Hedge Agreement](#), without express written authorization from Fannie Mae.

409.05 Borrower Payments

409.05A Interest Rate Caps

Any payments by the [Interest Rate Cap](#) provider must be made to the [Servicer](#) and not to the [Borrower](#). The disposition of funds depends on whether the [Borrower](#) is current on the [Mortgage Loan](#) and Reimbursement Agreement payment obligations (principal or PRF deposit, as applicable, interest, any [Interest Rate Cap](#) escrow, and all other amounts then due) or any default exists under the Reimbursement Agreement or any other [Loan Document](#).

If no default exists, the [Servicer](#) must remit the [Interest Rate Cap](#) provider's payment to the [Borrower](#). If a default exists, the [Servicer](#) must retain the [Interest Rate Cap](#) provider's payment as additional collateral for the [Borrower's](#) obligations, to be held in accordance with the applicable agreements, and notify [Multifamily Structured Asset Management](#) of the receipt of the payment.

If the [Bond Trustee](#) or another third party is to receive any payments from the [Interest Rate Cap](#) provider, and the [Borrower](#) is not current on its payments or a default exists, then the [Servicer](#) must:

- notify the payee of the facts; and
- instruct the third party to withhold the payment to the [Borrower](#), and make payment to the [Servicer](#) to be held as additional collateral for the [Borrower's](#) obligations.

409.05B Interest Rate Swaps

The [Servicer](#) must monitor the [Interest Rate Swap](#) to ensure that all payments are made on a timely basis. All payments under an [Interest Rate Swap](#) must be made directly to the [Servicer](#), which will:

- remit the amount received from the [Borrower](#) to the [Interest Rate Swap](#) provider; or
- remit the amount received from the [Interest Rate Swap](#) provider to the [Borrower](#), but only after the [Borrower](#) has made the required monthly [P&I](#) payment on the [Mortgage Loan](#).

Payments due on the [Interest Rate Swap](#) must match the payment dates on the [Mortgage Loan](#) or the [Bonds](#), as applicable. The



Servicer must advance Interest Rate Swap payments and Interest Rate Swap credit enhancement fees that are not made by the Borrower or the Interest Rate Swap provider, as applicable, on a timely basis. These payments and their duration will be treated as Delinquency Advances. The Servicer is not required to advance any termination payment due on the Interest Rate Swap.

409.06 Provider Ratings

Fannie Mae lists the credit agency rating requirements and the acceptable Interest Rate Hedge providers on Cap/Swap Counterparties for Multifamily Transactions. If the rating of a provider declines to a level where termination and replacement of the outstanding Interest Rate Hedges with that provider is required, Fannie Mae will notify the affected servicers and direct them to contact their Borrowers and work with them to effect the termination and replacement. Failure to replace any Interest Rate Hedge provider whose rating no longer meets the rating requirements is a default under the Loan Documents.

409.07 Replacement Interest Rate Hedge and Notification

If the current Interest Rate Hedge expires before the Mortgage Loan Maturity Date, at least 90 days before the Interest Rate Hedge terminates, the Servicer must obtain the Borrower's written intention to:

- purchase a replacement Interest Rate Hedge; or
- convert the interest rate on a variable rate;
 - Credit Enhancement Mortgage Loan to a Bond Reset Interest Rate; or
 - SARM Loan to a fixed rate.

If the Borrower elects to purchase a replacement Interest Rate Hedge, the Servicer must:

- confirm that the possible Interest Rate Hedge providers are all on the current list of approved Cap/Swap Counterparties for Multifamily Transactions;
- review the Loan Documents for the replacement Interest Rate Hedge timing requirements; and
- for a replacement Interest Rate Cap, ensure the:
 - Borrower purchases a replacement Interest Rate Cap with a term equal to the lessor of the:



- remaining Mortgage Loan term; or
- term specified in the Loan Documents;
- replacement Interest Rate Cap's notional amount:
 - equals the Mortgage Loan's UPB when the replacement Interest Rate Cap becomes effective; and
 - remains at that amount throughout the replacement Interest Rate Cap's term; and
- Cap Strike Rate of the replacement Interest Rate Cap is equal to or less than the Cap Strike Rate required per the Loan Documents.

The Borrower may purchase a replacement Interest Rate Cap in advance if the replacement Interest Rate Cap becomes effective on the initial Interest Rate Cap's Maturity Date.

If the Interest Rate Hedge expires and the Borrower failed to provide evidence of securing the replacement Interest Rate Hedge, the Servicer must notify Multifamily Structured Asset Management immediately. Fannie Mae will instruct the Servicer's action regarding the Borrower's default.

409.08 Replacement Interest Rate Hedge Documents and Follow Up

The Servicer must send to Multifamily Certification and Custody within 15 Business Days the original replacement Interest Rate Hedge documents, including the Interest Rate Cap Agreement or Interest Rate Swap Agreement, the Assignment of Hedge Interest or Supplemental Hedge Security Agreement, and UCC Financing Statements, and retain copies in the Servicing File. The Servicer must submit a copy of the new Interest Rate Cap Agreement or Interest Rate Swap Agreement through the MAMP, and provide the new Interest Rate Hedge information as follows:

- for Credit Enhancement Mortgage Loans – upload Hedge Delivery Information (Form 4643) into CESIR;
- for all Interest Rate Hedges in Credit Facility and Bulk Delivery transactions – update hedge data in MSFMS; or
- for Structured ARM Loans (except in Credit Facility and Bulk Delivery transactions) – submit Form 4643 through the



MAMP.

Section 410 Ground Leases

If the **Borrower** owns a **Leasehold** interest in the **Property**, the **Servicer** must:

- ensure that the **Borrower** complies with all provisions of the **Loan Documents** that relate to the **Ground Lease**;
- if the **Ground Lease** payments are escrowed, collect monthly payments from the **Borrower** to ensure sufficient funds will be available to pay the ground rents and any special payments required by the **Ground Lease**; and
- hold any escrowed ground rent payments with the **Borrower's** other **T&I** escrow funds in a **T&I Custodial Account** or a separate **Custodial Account** that meets all requirements of **Part V, Chapter 3: Custodial Accounts**.

The **Servicer** is responsible for any losses incurred by Fannie Mae if the **Servicer** fails to make timely ground rent payments. The **Servicer** must immediately submit a **Non-Monetary Default Borrower Request** in the **MAMP** for any **Ground Lease** default.

Section 411 Notice of Lien or Noncompliance with Applicable Laws, Ordinances and Regulations

The **Servicer** is responsible for protecting the **Lien** priority of the **Security Instrument**, and must:

- take all reasonable actions to prevent the filing of any **Lien** that would prime the **Lien** of the **Security Instrument**;
- immediately notify **Multifamily Asset Management**, in writing, upon learning of any such **Lien** filing, including a recommendation for resolving the situation; and
- submit a **Non-Monetary Default Borrower Request** in the **MAMP**, if:
 - the **Servicer** is aware of any material violation by the **Borrower** or **Property** manager of any applicable law, ordinance, regulation, or other legal requirement; or
 - the **Property** is not in compliance with any applicable law, ordinance, regulation, or other legal requirement,



including, without limitation, any relating to:

- Fair Housing Act;
- Americans with Disabilities Act;
- non-discrimination;
- environmental hazards;
- occupancy;
- zoning and land use;
- health, fire, and building codes relating to immediately hazardous conditions; and
- illegal use of the [Property](#).

The [Servicer](#) must also provide to Fannie Mae all information concerning any lawsuit, cause of action, or claim by any third party resulting from or relating to the violation.

Section 412 Property Forfeitures and Seizures

Various federal and state statutes provide for the civil or criminal forfeiture of certain types of property, including real estate that is used, or intended to be used, to commit or facilitate the commission of certain violations of law.

The [Servicer](#) must not provide any information about the [Borrower](#), the [Mortgage Loan](#), the [Property](#), any [Key Principal](#), or any [Principal](#) directly to any federal or state agency unless Fannie Mae specifically authorizes the release of the information. Following any contact from a federal or state official, the [Servicer](#) must immediately contact [Multifamily Asset Management](#) and [Multifamily Special Asset Management](#). The [Servicer](#) should describe in its communication the nature of the contact, the information requested, and any document or papers received by the [Servicer](#) in connection with the contact. The [Servicer](#) must continue to service the [Mortgage Loan](#).

Section 413 Property and Liability Insurance

413.01 Property and Liability Insurance

413.01A Generally

The [Servicer](#) must:



- ensure all Potential Red Flags for Mortgage Fraud and Other Suspicious Activity were considered;
- report all unresolved red flags per Part I, Chapter 3: Borrower, Guarantor, Key Principals, and Principals, Section 310: Compliance;
- ensure the **Property** is continuously covered by property and liability insurance per **Part II, Chapter 5: Property and Liability Insurance**;
- ensure all renewal premiums are fully paid on time in:
 - an annual lump sum; or
 - installments;
- collect reserves for the premium allocation obtained from the insurance agent or broker ensuring sufficient reserve funds for the **Servicer** to pay the premium due for the applicable policy or policies in:
 - an annual lump sum; or
 - installments;
- pay the premiums for all required insurance when due; and
- ensure any **Borrower**- financing of premiums complies with **Part II, Chapter 5: Property and Liability Insurance, Section 501.01G: Payment of Premium**, and either:
 - the Modifications to Multifamily Loan and Security Agreement (Financing of Insurance Premiums) (**Form 6272**) was executed on the **Mortgage Loan Origination Date**; or
 - prior to the **Borrower** entering into a premium financing agreement, execute and submit through the **MAMP** an Amendment to the Multifamily Loan and Security Agreement, substantially in the form of the Modifications to Multifamily Loan Agreement (Financing of Insurance Premiums) (**Form 6272**).

If no insurance escrows are collected, the **Servicer** must:

- obtain annual evidence that all policies were fully paid; and
- for **Borrower**-financed premiums, retain in the **Servicing File**:



- receipts confirming timely payments; and
- a copy of the financing agreement.

413.01B Policy Renewal

For each policy renewal, the [Servicer](#) must comply with the following timeline.

Timeline	The Servicer must...
No later than 60 days before the policy expiration date	Contact the Borrower to request acceptable evidence of insurance per Part II, Chapter 5: Property and Liability Insurance, Section 501.01H: Evidence of Insurance . An original or duplicate original of each renewal policy must be obtained within 90 days after the policy renewal.
No later than 15 days after the earlier of: • receipt of permanent evidence or temporary evidence of insurance; or • the insurance renewal date	• Determine if the insurance coverage complies with Part II, Chapter 5: Property and Liability Insurance. • If non-compliant, immediately notify the Borrower to resolve all non-compliant items.
No later than 60 days after notifying the Borrower of any noncompliant renewal policy	Resolve all non-compliant items with the Borrower and/or insurance agent (e.g., obtain a compliant renewal policy or endorsement, request a waiver, obtain force place coverage, etc.).



Timeline	The Servicer must...
60 days after notifying the Borrower of noncompliant items, if the Servicer has not obtained either a: • compliant renewal (permanent evidence or temporary evidence) policy; or • an insurance waiver	• Submit a Non-Monetary Default Borrower Request in the MAMP. • Immediately send the Borrower a Reservation of Rights Letter (Form 4804).

413.01C Compliance Review

With each renewal, but at least annually, the [Servicer](#) must:

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

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



Insurance.

413.01D Exceptions

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

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

413.01E Ratings

All property and liability insurance carriers for renewal policies must have an A.M. Best Company General Policyholder Rating of A- or better.

This rating requirement does not apply to policies issued:

- through State-sponsored insurance programs; or
- by insurers participating in **NFIP**.

413.02 No Servicer Financing of Insurance Premiums

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

413.03 Flood Map Changes; Obtaining Flood Insurance

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

The flood insurance must:

- comply with **Part II, Chapter 5: Property and Liability**



Insurance, Section 502.03: Flood Insurance, including the minimum mandatory purchase requirements; and

- be in place within 45 days after the date the **Servicer** was notified of the remapping.

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

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

The **Servicer** must:

- complete the most recent version of the Standard Flood Hazard Determination Form issued by **FEMA**;
- include in the **Servicing File** a:
 - copy of the form; and
 - signed copy of Notice to Borrower of Special Flood Hazard and Federal Assistance; and
- require the determination firm, and any monitoring company, to notify the **Servicer** whenever a flood zone change occurs.

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

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

413.04 Lender Placed Insurance

413.04A Property and Liability Insurance

The **Servicer** must immediately:

- obtain the required property and liability insurance, at the



Borrower's expense, if:

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

The Servicer must:

- have force place vendor, retroactive, and/or automatic coverage for Mortgage Loans serviced with:
 - deductibles no greater than those required per Part II, Chapter 5: Property and Liability Insurance;
 - coverage provided by carriers complying with Part II, Chapter 5: Property and Liability Insurance;
- provide notice when coverage is force placed, including disclosing the coverage amount and deductibles; and
- adjust the T&I Custodial Account balance when the Borrower pays the force place insurance premiums.

413.04B Servicer's Administrative Costs and Expenses

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

Section 414 Casualty Losses – Performing Mortgage Loans

414.01 Notice

In the event of a casualty loss of \$75,000 or more, the Servicer must submit through the MAMP a:

- Report of Multifamily Hazard Insurance Loss (Form 178):
 - within 30 days if no serious injury or death occurred; or



- within 10 days if serious injury or death occurred; and
- final Form 178 indicating that the Property is fully restored, and document its Servicing File when the Property is fully restored.

A revised Form 178 must be submitted if any of the information on the form changes for any casualty loss greater than the lesser of (i) \$500,000, or (ii) 20% of the UPB.

414.02 Filing Proof of Loss

For any casualty loss covered by the Borrower's insurance policy, the Servicer must ensure that the Borrower timely files a proof of loss with the insurance carrier, and effects a prompt and reasonable adjustment of the loss. If the Borrower fails to timely file a proof of loss with the insurance carrier, or take requisite actions to effect a prompt adjustment of the loss claim, the Servicer must independently contact the insurance carrier to adjust the loss claim.

414.03 Casualty Loss Assessment

The Servicer must assess the extent and impact of any damage caused by a casualty, and ensure that the Borrower appropriately addresses the damage.

Within 45 days after learning of a casualty loss, the Servicer must document its Servicing File with the results of its casualty loss assessment. At a minimum, the Servicer must include:

- when the casualty loss occurred and when the Servicer was first informed of the casualty loss;
- the scope of the damage and its effect on the Property (e.g., impact on the habitability of the buildings, safety of the residents, serious injury or loss of life, project occupancy, and project income and expenses);
- the Borrower's plan of action for securing and restoring the damaged portion of the Property, and the status of the Borrower's efforts to implement the plan, including the specific steps to be taken (e.g., temporarily relocating tenants, preparing plans and specifications, awarding contracts, and commencing repair work);
- whether any environmental problems are associated with the damage, and if so, how they will be addressed;



- the projected cost to repair and restore the damaged **Improvements**, including any available information on contractors' bids or awards;
- whether the casualty loss is covered by the **Borrower's** insurance policy, the status of any insurance claim, and an estimate of the amount and timing of the funds to be received from the insurance carrier;
- the estimated amount of additional funds that the **Borrower** will have to provide from its own resources to complete all necessary repair and restoration work, and the current availability of such funds; and
- any other relevant information pertaining to the loss event that is known to the **Servicer** and could have a material bearing on Fannie Mae's interests.

414.04 Required Casualty Loss Property Inspection

The **Servicer** must inspect the **Property**, take photographs of the damage, and complete a Multifamily Catastrophic Loss Inspection (Form 4261) if:

- the casualty loss is expected to exceed the lesser of (i) \$500,000, or (ii) 20% of the **UPB** of the **Mortgage Loan** as of the date of the casualty; or
- any of the following conditions exists:
 - a default has occurred and is continuing under the **Loan Documents**;
 - the combination of insurance proceeds and **Borrower** funds is insufficient to complete the necessary **Property** repairs for restoration to a condition fit for human habitation and meeting all applicable permitting requirements;
 - prior to the commencement of any restoration work, the **Servicer** determines that, upon completion of the repair and restoration work, the **Property** will not be capable of generating sufficient income to cover all operating expenses, required **Replacement Reserve** deposits, **P&I** on the **Mortgage Loan**, and required payments on any subordinate debt secured by the **Property**, or will not otherwise meet a **DSCR** or other test required by the **Loan Documents**; or



- the repair and restoration work will not be completed by the earlier of (i) the **Maturity Date**, or (ii) within 1 year from the date of the casualty.

The **Servicer** may charge the **Borrower** for the cost of the inspection unless expressly prohibited by the **Loan Documents**.

An inspection by the **Servicer** is optional if the casualty loss is expected to be less than (i) \$500,000, or (ii) 20% of the **UPB**, and none of the above conditions exist. If the **Servicer** elects not to inspect the **Property**, the **Servicer** must confirm during the next **Property** inspection, and document in its **Servicing File**, that the repair and restoration work was satisfactorily completed. If the **Servicer** determines that the repair or restoration work was not satisfactorily completed, the **Servicer** must notify **Multifamily Inspections and Multifamily Loss Mitigation**) in writing, as required by **Part V, Chapter 5: Surveillance**.

414.05 Documentation for Required Casualty Loss Property Inspections

After inspecting the **Property**, the **Servicer** must:

- retain in its **Servicing File** a copy of the completed **Catastrophic Loss Inspection (Form 4261)**, and photographs of the damaged portions of the **Property**; and
- submit a copy of the **Catastrophic Loss Inspection (Form 4261)** and the photographs through the **MAMP** within 7 days after completing the **Catastrophic Loss Inspection (Form 4261)**.

414.06 Endorsement of Insurance Loss Draft or Check When Payable to Fannie Mae

Any insurance loss draft or check issued by the insurance carrier must be made payable to Fannie Mae in care of the **Servicer**, or as otherwise required by the mortgagee clause. Provided the **Lender Contract** contains nothing to the contrary, the **Servicer** is delegated the authority to endorse any insurance loss draft or check on Fannie Mae's behalf, as follows:

Fannie Mae

By: [Name of Servicer]

By: [Name of Servicer's Authorized Signer]

[Title of Servicer's Authorized Signer].

If any insurance loss draft or check made payable to Fannie Mae or the **Servicer** is cashed by the **Borrower** without proper



endorsement by Fannie Mae or the [Servicer](#), the [Servicer](#) must instruct the [Borrower](#) to send the funds to the [Servicer](#) within 5 [Business Days](#). If the [Borrower](#) does not send the funds, the [Servicer](#) must contact [Multifamily Asset Management](#) immediately.

414.07 Endorsement of Insurance Loss Draft or Check When Not Payable to Fannie Mae

If the insurance loss draft or check is payable to the [Servicer](#), the [Servicer](#) is authorized to endorse the draft or check and apply the proceeds in accordance with this Section. The [Servicer](#) must also send the Insurer an Insurance Loss Payee Notice Letter ([Form 4803](#)) so that all future insurance loss drafts and checks will be issued to Fannie Mae in care of the [Servicer](#). The [Servicer](#) must retain a copy of the Insurance Loss Payee Notice Letter ([Form 4803](#)) in its [Servicing File](#).

414.08 Insurance Loss Draft or Check Not Payable to Either Fannie Mae or Servicer

If the insurance loss draft or check is not made payable to either Fannie Mae or the [Servicer](#), the [Servicer](#) must return it to the insurance carrier and request the loss draft or check be reissued in the name of Fannie Mae and sent to the [Servicer](#). If the check has already been cashed by the [Borrower](#), the [Servicer](#) must demand those funds be either paid by the [Borrower](#) to the [Servicer](#) and/or deposited in a [Custodial Account](#) meeting the requirements of [Part V, Chapter 3: Custodial Accounts](#).

414.09 Application of Insurance Loss Proceeds

The [Servicer](#) must review the [Loan Documents](#) to confirm no contrary requirements exist regarding the application of insurance loss proceeds (e.g., where the [Loan Documents](#) require the noteholder to “reasonably” approve the application of insurance proceeds, where the noteholder is to apply commercially reasonable standards, or where the noteholder has the power to approve in its sole discretion).

414.09A Fannie Mae Determination Required

If any of the following conditions exist, Fannie Mae will determine, in its sole discretion, whether to require the insurance loss proceeds to be (i) applied to the [UPB](#), or (ii) used to repair and restore the [Property](#):

- a default has occurred and is continuing under the [Loan Documents](#);
- the combination of insurance proceeds and [Borrower](#) funds is insufficient to complete the necessary [Property](#) repairs



for restoration to a condition fit for human habitation and meeting all applicable permitting requirements;

- prior to the commencement of any restoration work, the **Servicer** determines that, upon completion of the repair and restoration work, the **Property** will not be capable of generating sufficient income to cover all operating expenses, required **Replacement Reserve** deposits, **P&I** on the **Mortgage Loan**, and required payments on any subordinate debt secured by the **Property**, or will otherwise meet a **DSCR** or other test required by the **Loan Documents**; or
- the repair and restoration work will not be completed by the earlier of (i) the **Maturity Date**, or (ii) within 1 year from the date of the casualty loss.

414.09B Disposition of Insurance Loss Proceeds

Based upon the **Borrower's** plan of action and the **Servicer's** overall assessment, and provided none of the conditions listed in **Part V, Chapter 4: Asset Management: Loan Document Administration, Section 414.04: Required Casualty Loss Property Inspection** exist, the **Servicer** has the authority to:

- hold the proceeds to incrementally reimburse the **Borrower** for the cost of repairing the damage and restoring the **Property** to habitable condition; or
- recommend to Fannie Mae that the proceeds be applied to the **UPB** of the **Mortgage Loan** by submitting a request through the **MAMP**.

414.10 Property Restoration Requirements

All insurance loss proceeds will be held to reimburse the **Borrower** in increments for the cost of repairing the damage and restoring the **Property**. If the **Property** will be restored to habitable condition, the **Servicer** must:

- deposit all insurance loss proceeds in a **Custodial Account** meeting the requirements of **Part V, Chapter 3: Custodial Accounts**, to incrementally reimburse the **Borrower** for the cost of repairing the damage;
- require the **Borrower** to deposit, in the same **Custodial Account**, funds equal to the difference between (a) the



Servicer's estimate of the total cost to repair and restore the [Property](#) to its pre-casualty condition, and (b) the amount of the insurance proceeds;

- for losses greater than \$75,000, prepare and have the [Borrower](#) execute the applicable Amendment to Multifamily Loan and Security Agreement (Restoration Reserve) ([Form 6615](#)) for use with the 6000 series [Loan Documents](#) if documented before the June 2019 [Loan Document](#) publication, or Insurance Loss Proceeds Collateral Agreement ([Form 6639](#)) for use with the 4000 series [Loan Documents](#), specifying the terms and conditions under which the funds held in the [Custodial Account](#) will be released to the [Borrower](#) ([Form 6615](#)) is not required for [Mortgage Loans](#) with [Loan Documents](#) documented after the June 2019 [Loan Document](#) publication); and
- submit a copy of any applicable Amendment to Multifamily Loan and Security Agreement (Restoration Reserve) ([Form 6615](#)) or Insurance Loss Proceeds Collateral Agreement ([Form 6639](#)) through the [MAMP](#).

The [Servicer](#) may waive the above requirement that the [Borrower](#) deposit additional funds into the [Custodial Account](#) if (i) the [Servicer](#) deposits all insurance loss proceeds into the [Custodial Account](#), and (ii) determines that the [Borrower](#), [Key Principals](#), and [Principals](#) have sufficient funds to repair and restore the [Property](#) when the insurance loss proceeds alone are insufficient.

Within 7 days of execution, the [Servicer](#) must submit through the [MAMP](#) copies of:

- any applicable Amendment to Multifamily Loan and Security Agreement (Restoration Reserve) ([Form 6615](#)) or Insurance Loss Proceeds Collateral Agreement ([Form 6639](#));
- any Report of Multifamily Hazard Insurance Loss ([Form 178](#)); and
- if required and completed, a copy of the Multifamily Catastrophic Loss Inspection ([Form 4261](#)).

The Multifamily Catastrophic Loss Inspection ([Form 4261](#)) must be submitted through the [MAMP](#) within 7 days after the later of:

- the execution of any Amendment to Multifamily Loan and Security Agreement (Restoration Reserve) ([Form 6615](#)) or



Insurance Loss Proceeds Collateral Agreement (Form 6639); or

- the completion of the Multifamily Catastrophic Loss Inspection (Form 4261).

The **Servicer** must send to **Multifamily Certification and Custody** within 15 Business Days the original executed copy of any Amendment to Multifamily Loan and Security Agreement (Restoration Reserve) (Form 6615) or Insurance Loss Proceeds Collateral Agreement (Form 6639), and retain in its **Servicing File** the original:

- Multifamily Catastrophic Loss Inspection (Form 4261); and
- Report of Multifamily Hazard Insurance Loss (Form 178).

414.11 Commencement of Repair/Restoration Work

Before the **Servicer** disburses any funds to the **Borrower** for repair or restoration work the **Servicer** must:

- have any applicable executed Amendment to Multifamily Loan and Security Agreement (Restoration Reserve) (Form 6615) or Insurance Loss Proceeds Collateral Agreement (Form 6639);
- have on deposit in a **Custodial Account** all insurance loss proceeds and, unless waived as provided above, sufficient **Borrower** funds to cover the estimated cost to complete the repair and restoration work;
- except in the case of minor casualties, have copies of all applicable building permits and other permits/authorizations required to carry out the repair and restoration work;
- except in the case of minor casualties, review (or have a qualified professional review) and approve any plans and specifications relating to the repair and restoration work;
- obtain from the **Borrower** the identities of each principal contractor, architect, and engineer who will be involved in the repair and restoration work, and be satisfied with their qualifications (including assurance each is appropriately licensed and bonded); and
- obtain evidence of builder's risk insurance, if required, in accordance with **Part II, Chapter 5: Property and Liability Insurance, Section 501.02G: Builder's Risk Insurance**.



Any emergency work required to protect the **Property** or correct a condition threatening the health or safety of the tenants must be undertaken immediately by the **Borrower**, even if the forgoing requirements have not been complied with.

414.12 Disbursements

414.12A Prerequisites for Disbursement of Funds

Before disbursing funds, including the final disbursement, to the **Borrower** for each disbursement request, the **Servicer** must be satisfied that:

- all repair and restoration work has been completed in a good and workmanlike manner and in accordance with any applicable plans and specifications, as evidenced by submissions from the **Borrower** and, if applicable, by the **Servicer's** or a qualified professional's inspection of the completed work;
- all related invoices for items and services have been paid, unless the **Borrower** has satisfied any applicable pre-conditions of the Amendment to Multifamily Loan and Security Agreement (Restoration Reserve) (**Form 6615**) or Insurance Loss Proceeds Collateral Agreement (**Form 6639**) for issuance of a joint check made payable to the **Borrower** and the **Person** owed funds;
- the necessary release of **Lien** or **Lien** waivers have been submitted by all contractors, and no mechanics' **Liens**, materialmen's **Liens**, or other **Liens** are outstanding that have not been acceptably bonded over; and
- the **Borrower** is not in default under any **Loan Document**, including the Amendment to Multifamily Loan and Security Agreement (Restoration Reserve) (**Form 6615**) or Insurance Loss Proceeds Collateral Agreement (**Form 6639**).

414.12B Disbursing Funds

The **Servicer** must approve and disburse funds related to each **Borrower** request in accordance with the **Loan Documents**, including any applicable Amendment to Multifamily Loan and Security Agreement (Restoration Reserve) (**Form 6615**) or Insurance Loss Proceeds Collateral Agreement (**Form 6639**). Funds must be disbursed no more frequently than once a month, unless:



- the [Servicer](#) determines that more frequent disbursements of funds are appropriate and can be managed effectively; or
- the disbursement is equal to or greater than \$10,000, or is the final disbursement of proceeds.

414.12C Content of Disbursement Request

Each of the [Borrower's](#) disbursement requests must be in writing and must specify, at a minimum:

- the specific repair and restoration work for which reimbursement is being sought;
- the quantity and price of all materials (grouped by type or category) or specific replacement items (e.g., appliances) purchased; and
- the cost of all contracted labor or other services.

The [Borrower's](#) disbursement requests must be accompanied by:

- a [Borrower](#) certification that the repair and restoration work was completed in a good and workmanlike manner, in accordance with any plans and specifications previously approved by the [Servicer](#), and in compliance with all applicable laws, ordinances, rules, and regulations of any governmental authority, agency, or instrumentality having jurisdiction over the [Property](#);
- if the invoice exceeds the lesser of \$25,000 or 1% of the [UPB](#):
 - a copy of the invoice detailing the covered materials, labor, or services;
 - payment evidence; and
 - a [Lien](#) release from each contractor, subcontractor, or materialman; and
- other relevant documentation required under the [Loan Documents](#), including any applicable Amendment to Multifamily Loan and Security Agreement (Restoration Reserve) ([Form 6615](#)) or Insurance Loss Proceeds Collateral Agreement ([Form 6639](#)).



414.12D Disbursement Amount

The amount of each disbursement (other than the final disbursement) may not exceed the lesser of:

(i) an amount equal to:

- the actual cost of the repair and restoration work covered by the disbursement request, or, if the work was done under a contract or subcontract pursuant to which other work remains to be done, an amount equal to 90% of the actual cost of the repair and restoration work covered by the disbursement request (i.e., a 10% holdback is required if the work under the applicable contract or subcontract has not been completed in full); plus
- 100% of the cost of any materials used, or to be used, in connection with the repair and restoration work, if at the time of the disbursement request, title to the materials has passed to the [Borrower](#) and the materials have been installed, or are being properly stored, on the [Property](#); or

(ii) an amount equal to the difference between:

- the balance of the [Custodial Account](#) at the time of the disbursement request; and
- the estimated cost of all remaining repair and restoration work at that time of the disbursement request.

414.12E Final Disbursement; Notice to Fannie Mae

Upon satisfactory completion of all required repair and restoration work, and satisfaction of all other applicable conditions of the [Loan Documents](#), including any applicable Amendment to Multifamily Loan and Security Agreement (Restoration Reserve) ([Form 6615](#)) or Insurance Loss Proceeds Collateral Agreement ([Form 6639](#)), the [Servicer](#) must:

- disburse all remaining funds to the [Borrower](#); and
- submit through the [MAMP](#) a final Report of Multifamily Hazard Insurance Loss ([Form 178](#)) to indicate that all work



was satisfactorily completed.

414.12F Documentation in Servicing File

The **Servicer** must ensure that all actions taken with respect to each **Borrower** disbursement request are appropriately documented in its **Servicing File**.

414.13 Borrower's Failure to Diligently Pursue Repair

The **Servicer** must notify **Multifamily Asset Management** immediately if the **Borrower** fails to:

- proceed diligently with any necessary repair and restoration work;
- perform the work satisfactorily; or
- perform in accordance with the terms of the **Loan Documents**, including any applicable Amendment to Multifamily Loan and Security Agreement (Restoration Reserve) (**Form 6615**) or Insurance Loss Proceeds Collateral Agreement (**Form 6639**).

The **Servicer's** notice to **Multifamily Asset Management** must include a description of any steps that the **Servicer** is taking to resolve the situation.

414.14 Reimbursement of Administrative Costs

If the insurance loss proceeds include funds specifically designated to defray administrative costs incurred by the mortgagee in connection with the casualty loss, the **Servicer** may reimburse itself from this designated amount for its actual, reasonable administrative costs. If no such provision is made by the insurer, the **Servicer** may not seek reimbursement for its administrative costs from the proceeds, nor may the **Servicer** seek reimbursement separately from the **Borrower**.

Section 415 Casualty Losses – Non-Performing Mortgage Loans

The **Servicer** must contact **Multifamily Special Asset Management** before performing a casualty loss assessment on a **Property** securing a **Non-Performing Mortgage Loan**. Fannie Mae will determine whether the **Servicer** should proceed with the assessment, and direct the **Servicer** accordingly. Any activity or action plans to repair or restore the **Property** must be approved by Fannie Mae. All



insurance loss drafts and checks must be forwarded to Fannie Mae for endorsement and disposition.

Section 416 Credit Facilities and Bulk Deliveries

416.01 General

Each [Credit Facility](#) and [Bulk Delivery](#) transaction is different, therefore the requirements in this Section may not apply to every transaction. For specific requirements, the [Servicer](#) must refer to the applicable:

- [Master Credit Facility Agreement](#);
- [Bulk Delivery Agreement](#); and
- other [Loan Documents](#).

416.02 Delegation of Decisions

[Credit Facility](#) and [Bulk Delivery](#) requests are delegated to the [Servicer](#) as follows.

416.02A Decisions and Actions Not Delegated

Decisions and actions that are not delegated to the [Servicer](#) for [Mortgage Loans](#) generally per [Part V, Chapter 4: Asset Management: Loan Document Administration, Section 402.01: Delegation of Decision-Making Authority](#), are also not delegated to the [Servicer](#) for [Mortgage Loans](#) in a [Credit Facility](#) or [Bulk Delivery](#). Additionally, decisions and actions are not delegated to the [Servicer](#) if the request involves:

- amendments or changes to the [Master Credit Facility Agreement](#), [Bulk Delivery Agreement](#), or equivalent agreement, except for the Fannie Mae standard form Amendment for:
 - Completion/Repair extensions; and
 - changes to the monthly [Replacement Reserve](#) deposits;
- a [Bulk Delivery](#) substitution; or
- a [Credit Facility](#):
 - collateral release or substitution;



- future advance and conversion;
- revaluation and determination of the Allocable Facility Amount;
- Interest Rate Hedge renewal or modification;
- Defeasance;
- payoff/termination;
- Ground Lease or operating lease modification;
- Transfer/Assumption;
- Property manager or operator change;
- re-underwriting assessment; or
- Springing Debt Service Reserve.

416.02B Decisions Delegated by the Delegated Transaction Form 4636 series

Decisions and actions covered by the Delegated Transaction Forms (Form 4636 series) are delegated to the Servicer per the applicable Form 4636 series. For these requests, the Servicer must submit the completed Delegated Transaction Form (Form 4636 series) through the MAMP.

416.02C Other Delegated Decisions

Decisions and actions delegated to the Servicer for Mortgage Loans generally per Part V, Chapter 4: Asset Management: Loan Document Administration, Section 402.01: Delegation of Decision-Making Authority are also delegated to the Servicer for Mortgage Loans in a Credit Facility or a Bulk Delivery. Additionally, decisions and actions not covered by the Delegated Transaction Forms (Form 4636 series) are delegated to the Servicer per this Chapter for:

- Bulk Delivery Additions, Releases, and Supplemental Mortgage Loans;
- Amendment to Multifamily Loan and Security Agreement (Restoration Reserve) (Form 6615) or Insurance Loss Proceeds Collateral Agreements (Form 6639);
- endorsing insurance checks;
- extensions to complete Completion/Repairs;
- changes to the monthly Replacement Reserve deposits;



and

- administering:
 - escrow accounts; and
 - Collateral Agreements.

If the [Servicer](#) is unsure if a decision is delegated, the [Servicer](#) must contact [Multifamily Structured Asset Management](#) before proceeding.

416.03 Approval Requests

If Fannie Mae approval is required, the [Servicer](#) must submit a request through [DUS Gateway](#) or the [MAMP](#) and include:

- the [Servicer's](#) recommendation;
- any supporting documentation (including references to the relevant sections of the governing documents); and
- the [Servicer's](#) analysis supporting its recommendation.

416.04 Credit Facility Release and Substitution Requests

If permitted by the [Master Credit Facility Agreement](#) and other [Loan Documents](#), [Borrowers](#) may be allowed to release or substitute collateral. These requests must follow the provisions of the [Loan Documents](#), and approval is not delegated to the [Servicer](#).

The [Borrower](#) must initiate the release/substitution process by submitting a written request to the [Servicer](#). Upon receipt, the [Servicer](#) must submit a release/substitution request package through the [MAMP](#) that includes:

- the [Servicer's](#) summary of the [Borrower's](#) release/substitution request, and its recommendation regarding approval of the requested release/substitution;
- any waiver requests and the [Servicer's](#) recommendation for approval of each waiver;
- when the [Borrower](#) expects the release/substitution to close;
- whether the [Property](#) meets all conditions and compliance tests (e.g., [LTV](#), [DSCR](#), [UPB](#), geographic/asset concentration) per the applicable [Loan Documents](#);



- the release price and calculations (per the terms of the [Master Credit Facility Agreement](#) and other [Loan Documents](#));
- the [Allocable Facility Amount](#) of each [Property](#) after the release;
- the amount of the release/substitution fees to be collected;
- whether a prepayment or advance of funds will occur;
- the Structured Facilities Monitoring Spreadsheet ([Form 4802](#)) showing the [Mortgage Loan](#) level and collateral level data for the Structured Transaction both before and after the release/substitution occurs;
- third-party reports; and
- any other items required by the [Loan Documents](#).

If a [Letter of Credit](#) or cash collateral is required for the request, the [Servicer](#) must enter the [Letter of Credit](#) or cash collateral information in [MSFMS](#). Any [Letter of Credit](#) must comply with [Part I, Chapter 2: Mortgage Loan, Section 204: Letters of Credit](#), and original [Letters of Credit](#) must be sent to [Multifamily Structured Acquisitions](#).

If the request is approved, the [Servicer](#) must:

- submit its payoff calculations to [Multifamily Structured Acquisitions](#);
- release the collateral from the [MSFMS](#) system; and
- if necessary, release, update, and verify any associated interest rate hedges in [MSFMS](#).

416.05 Credit Facility Future Advance and Conversion Requests

If permitted by the [Master Credit Facility Agreement](#) and other [Loan Documents](#), the [Borrower](#) may be allowed to:

- obtain a future advance (addition, borrow up, substitution advance, or tranche refinance); or
- convert a [Mortgage Loan](#) from variable to fixed rate.

The [Borrower](#) must initiate the process by submitting a written request to the [Servicer](#). Upon receipt, the [Servicer](#) must submit a request package through [DUS Gateway](#) including:



- the [Servicer's](#) summary of the [Borrower's](#) request and its recommendation for approval;
- any waiver requests and the [Servicer's](#) recommendation for approval of each waiver;
- the amount of the transaction and the supporting underwriting spreadsheets and calculations (per the terms of the [Master Credit Facility Agreement](#) and other [Loan Documents](#));
- when the [Borrower](#) expects the transaction to close;
- whether the [Property](#) meets all conditions and compliance tests (e.g., [LTV](#), [DSCR](#), [UPB](#), geographic/asset concentration) per the applicable [Loan Documents](#);
- a quote sheet;
- any applicable Sources and Uses statement;
- any applicable [Interest Rate Hedge](#) requirements;
- the [Allocable Facility Amount](#) of each [Property](#) after the transaction;
- itemized fees associated with the transaction;
- the Structured Facilities Monitoring Spreadsheet ([Form 4802](#)) showing the [Mortgage Loan](#) level and collateral level data for the Structured Transaction both before and after the transaction occurs;
- any applicable third-party reports; and
- any other items required by the [Loan Documents](#).

416.06 Bulk Delivery Additions, Substitutions, and Releases

The [Borrower](#) may obtain additions, substitutions, and releases if permitted per:

- the [Bulk Delivery Agreement](#);
- the other [Loan Documents](#); and
- [Part III, Chapter 16: Structured Transactions](#).

416.07 Credit Facility Revaluations

[Credit Facility](#) revaluations may occur per the [Master Credit](#)



Facility Agreement.

The **Lender** must retain an **Appraiser** to obtain a **Capitalization Rate Derivation** per Section 106 of the Instructions for Appraisers (Form 4827) if:

- the **Properties** are being revalued with the intent to fund a new **Mortgage Loan**; or
- no new **Mortgage Loan** is being funded, but:
 - the previous valuation is more than 3 years old;
 - the **Lender's** recommended capitalization rate is more than 50 bps less than the previously approved cap rate; or
 - required by Fannie Mae.

After Fannie Mae notifies the **Servicer** of the final capitalization rate determination and valuation, the **Servicer** must:

- promptly notify the **Borrower** of the:
 - revised capitalization rates;
 - **Property** values;
 - **Allocable Facility Amounts**;
 - **LTV**; and
 - any failure to meet compliance tests, if applicable; and
- retain a copy of the **Borrower** notification in the **Servicing File**.

416.08 Capitalization Rate Derivation

For any required **Capitalization Rate Derivation**, the **Servicer** must:

- comply with **Part II, Chapter 2: Valuation and Income, Section 202.02A: Appraiser Selection**; and
- ensure the **Capitalization Rate Derivation**:
 - includes:
 - a capitalization rate derivation;



- market analysis;
- sales comparables; and
- an analysis of property-specific characteristics;
- describes capitalization rate pressures;
- evaluates factors applying upward or downward pressure on capitalization rates, including:
 - market volatility;
 - investor demand;
 - property supply; and
 - rental growth projections;
- is signed by the [Appraiser](#);
- includes the [Appraiser's](#) qualifications; and
- is certified by the [Appraiser](#) to conform with current [USPAP](#) requirements.

416.09 Credit Facility Supplemental Mortgage Loans Not Permitted

[Supplemental Mortgage Loans on Properties](#) within a [Credit Facility](#) are not permitted unless expressly authorized under the [Master Credit Facility Agreement](#) and other [Loan Documents](#). The [Servicer](#) must contact [Multifamily Structured Asset Management](#) before underwriting a [Supplemental Mortgage Loan](#).

416.10 Quarterly Monitoring and Re-Underwriting Assessments

416.10A Quarterly Monitoring Reports (QMR)

All [Credit Facilities](#) must submit [Quarterly Monitoring Reports](#) through [DUS 360](#) per [Part V, Chapter 5: Surveillance, Section 503.02: Quarterly Financial Analysis of Operations](#).

416.10B Credit Facilities with a Springing Debt Service Reserve Provision

A [Credit Facility](#) with a [Springing Debt Service Reserve](#) provision in the [Master Credit Facility Agreement](#):

- is subject to additional quarterly monitoring in [Section 416.10C](#); and



- may require a re-underwriting assessment.

416.10C Monitored Debt Service Coverage Ratio

When required per [Part V, Chapter 5: Surveillance, Section 503.02: Quarterly Financial Analysis of Operations](#), the [Servicer](#) must determine the Monitored [Debt Service Coverage Ratio](#) on an aggregate basis for all [Mortgage Loans](#) in the Collateral Pool, calculated as:

- the total for all [Properties](#) of:
 - trailing 3-month annualized net rental income; plus
 - trailing 3-month annualized other allowable income, if any; minus
 - trailing 12-month operating expenses; minus
 - annual [Replacement Reserves](#);
- divided by the annual Actual Pay Debt Service Amounts for all [Mortgage Loans](#).

416.10D Re-Underwriting Assessment Determination

A [Credit Facility](#) re-underwriting assessment is required if:

- the Monitored [DSCR](#) is below 1.10; or
- any other [Trigger Event](#) exists per the [Master Credit Facility Agreement](#).

416.10E Re-Underwriting Assessments

For any [Trigger Event](#), the [Servicer](#) must:

- immediately notify:
 - Fannie Mae in writing at:
 - [Multifamily Structured Asset Management](#); and
 - mf_structured_transactions@fanniemae.com; and
 - the [Borrower](#) that all items required for re-underwriting per the [Master Credit Facility Agreement](#) and other [Loan Documents](#) are due within 10 days;
- facilitate a meeting between the [Servicer](#), Fannie Mae, and



Borrower;

- per the Master Credit Facility Agreement, the other Loan Documents, and the Guide:
 - conduct the re-underwriting assessment; and
 - remit the underwriting assessment results and supporting documents in the MAMP per Part V, Chapter 4: Asset Management: Loan Document Administration, Section 416.10F: Re-Underwriting Assessment Timing;
- retain copies of:
 - the re-underwriting assessment; and
 - all supporting documents in the Servicing File; and
- submit a Non-Monetary Default Borrower Request in the MAMP if the Borrower fails to provide any required documents.

416.10F Re-Underwriting Assessment Timing

Initial re-underwriting assessments occur as follows:

For a Credit Facility with...	Timing
Monitored DSCR below 1.10	45 days after Quarterly Monitoring forms are due per Part V, Chapter 5: Surveillance, Section 503.02: Quarterly Financial Analysis of Operations.
Any other Trigger Event	45 days after the event.

416.11 Springing Debt Service Reserve

If a Master Credit Facility Agreement includes a Springing Debt Service Reserve provision, the Borrower may be required to fund a Debt Service Reserve Account.

Fannie Mae will:

- review all re-underwriting assessments and supporting



documents; and

- notify the [Servicer](#) of the following additional requirements.

For a Credit Facility...	Requirements
Without an existing Debt Service Reserve Account	• No further Borrower action is required if the Aggregate Debt Service Coverage Ratio and re-underwriting submission comply with the: - Master Credit Facility Agreement; and - other Loan Documents. • The Borrower must fund a Debt Service Reserve Account with an initial DSCR Shortfall Amount in the event of a Springing Trigger.
With an existing Debt Service Reserve Account	• The Borrower must fund any additional DSCR Shortfall Amount. • The Debt Service Reserve Account funds may be released if the Debt Service Reserve Release Test is met.

The [Servicer](#) must:

- notify the [Borrower](#) immediately of any [Debt Service Reserve Account](#) funding requirements;
- ensure the [Borrower](#) funds any [Debt Service Reserve Account](#) within 30 days;
- confirm all [Debt Service Reserve Account](#) deposits and notify Fannie Mae in writing at:
 - [Multifamily Structured Asset Management](#); and
 - mf_structured_transactions@fanniemae.com;
- submit a [Borrower Request](#) in the [MAMP](#) to obtain Fannie Mae approval before releasing any [Debt Service Reserve Account](#) funds;
- notify the [Borrower](#) that re-underwriting assessment requirements supersede all activities in [Part V, Chapter 5: Surveillance, Section 503: Financial Analysis of Operations](#); and
- submit a [Monetary Default Borrower Request](#) in the [MAMP](#) if the [Borrower](#) fails to meet any [Debt Service Reserve](#)



Account funding obligations.

416.12 Additional Information

For any issue not covered in this Section, or if the [Servicer](#) requires a more detailed explanation, contact [Multifamily Structured Asset Management](#).

Section 417 Seniors Housing Properties

417.01 General

The requirements in this Section may not apply to every [Seniors Housing Mortgage Loan](#). The [Servicer](#) must refer to the [Loan Documents](#) for specific requirements.

417.02 Decisions and Actions Delegated and Not Delegated

Decisions and actions covered by the Delegated Transaction Form ([Form 4636 series](#)) are delegated to the [Servicer](#) as set forth in the applicable [Form 4636 series](#) or the [Guide](#). For these requests, the [Servicer](#) must submit the completed applicable [Form 4636 series](#) through the [MAMP](#). Decisions and actions for [Seniors Housing Mortgage Loans](#) regarding the following are not delegated to the [Servicer](#):

- [Seniors Housing](#) expansions/conversions, including constructing additional units, substantial alterations, [Seniors Housing Major Renovations](#), and [Seniors Housing Minor Renovations](#);
- changes in the [Seniors Housing](#) operator;
- changes in [Property](#) management or management agreements;
- changes in licensing (**Note:** All licensing changes require an Opinion of Borrower's Counsel on Origination of Mortgage Loan (Seniors Housing Licensing) ([Form 6450.SRS](#)) confirming that all licensing requirements have been met);
- [Seniors Housing](#) operator [Leases](#); and
- master leases.

If the [Servicer](#) has any questions regarding the need for



Fannie Mae approval, the [Servicer](#) must contact [Multifamily Seniors Housing Property Asset Management](#) before proceeding.

417.03 Approval Requests

The [Servicer](#) must refer to the [Loan Documents](#) and this Section to determine whether Fannie Mae approval is required for a particular request. If Fannie Mae approval is required, the [Servicer](#) must submit a request through the [MAMP](#). Any approval request must include the [Servicer's](#) recommendation, any supporting documentation (including references to the relevant sections of the governing documents), and the [Servicer's](#) analysis supporting its recommendation.

417.04 Seniors Housing Expansion/Conversion Requests

Unless expressly permitted by the [Loan Documents](#), requests by the [Borrower](#) for the construction of additional units, renovation, or expansion of a [Seniors Housing Property](#), or a change in the overall percentage of one [Seniors Housing](#) type of unit (e.g., [Independent Living](#), [Assisted Living](#), or [Alzheimer's/Dementia Care](#)) into another are not delegated to the [Servicer](#). The [Borrower](#) must request approval from the [Servicer](#) and Fannie Mae before proceeding, and Fannie Mae will consider these requests under the following parameters, conditions, and requirements:

417.04A Permitted Purpose

To allow for the construction of additional units on existing land, or the renovation and/or repositioning of existing units:

- a “[Seniors Housing Major Renovation](#)” is any physical improvement costing in excess of (i) \$20,000/unit, or (ii) \$3 million in total project costs; and
- a “[Seniors Housing Minor Renovation](#)” is any physical improvement that is not a [Seniors Housing Major Renovation](#), but which increases the number of units, or converts one type of unit into another, unless expressly permitted by the [Loan Documents](#).

417.04B Submission Requirements

Upon receipt of a [Borrower Seniors Housing Expansion/Conversion Request](#), the [Servicer](#) must submit a written request through the [MAMP](#), and include the following:



- **Sponsor** name and experience in operating seniors housing properties;
- **Mortgage Loan** performance;
- financial performance (including **NCF** and **UPB** history, and **DSCR** and **LTV** trends);
- pro forma financial statements;
- sources/uses of funds statement;
- project budget, scope, and plans;
- market study;
- construction contract and timeline;
- **Servicer's** monitoring plan;
- licensure issues;
- insurance; and
- general contractor and major subcontractors.

Fannie Mae will review the completed request, and approve or decline the request in its sole discretion.

417.04C Requirements and Monitoring

For a Seniors Housing Expansion/Conversion Request approved by Fannie Mae, the following requirements will apply:

- Escrow:
 - the **Borrower** must escrow 25% of the estimated construction costs with the **Servicer**, who will administer the funds through a standard construction draw process; and
 - the **Borrower** must demonstrate to the **Servicer's** satisfaction that it has sufficient liquid assets to complete the construction;
- Minimum **DSCR** during the expansion/conversion period cannot fall below 1.15x;
- Completion of construction must occur no later than 18 months from the date of commencement;
- Construction monitoring requirements will be set forth in the approval letter;



- Fannie Mae will charge a construction monitoring fee which does not cover the expenses associated with third-party inspections;
- Completion Guaranty (Form 6018, Form 6632, or Form 6633) and, if determined applicable by Fannie Mae, an Agreement and Assignment Regarding General Contractor's Contract (Form 6473), and an Omnibus Assignment of Contracts, Plans, Permits, and Approvals (Form 6473), will be required;
- Fannie Mae will charge a change in use fee, and the Servicer may charge additional fees at its discretion, subject to approval by Fannie Mae;
- The Borrower must reimburse all legal costs incurred by Fannie Mae; and
- A fixed-price general construction contract provided by a general contractor, together with a payment and performance bond issued by an acceptable surety, will be required.

417.04D Construction Completion Requirements

Within 60 days of completing any Seniors Housing Major Renovation or Seniors Housing Minor Renovation, the Borrower must deliver to the Servicer, and the Servicer must provide to Fannie Mae, the following:

- title endorsement to the existing mortgagee title policy, confirming that no mechanics' Liens, materialmen's Liens, or other Liens exist that have not been acceptably bonded over;
- final lien waivers from all contractors, architects, subcontractors, and material suppliers;
- copies of updated or newly issued certificates of occupancy;
- renewed licenses;
- confirmation in the form of an Opinion of Borrower's Counsel on Origination of Mortgage Loan (Seniors Housing Licensing) (Form 6450.SRS) that all licensing requirements have been met;
- certificate from the Borrower, architect, and contractor certifying to the Servicer, for the benefit of Fannie Mae, that



the improvements:

- are completed in accordance with the plans and specifications approved by Fannie Mae; and
 - meet the local zoning and planning restrictions, and all other governmental requirements;
- final inspection of completed [Improvements](#);
 - updated certified operating statement and rent roll for the [Seniors Housing Property](#); and
 - a survey showing any new [Improvements](#) on the [Seniors Housing Property](#).

417.04E Request Changes in Unit Count/Mix in the MAMP

Within 60 days of completion of any [Seniors Housing Major Renovation](#) or [Seniors Housing Minor Renovation](#), the [Servicer](#) must request any applicable change in unit count and/or unit mix (IL, AL, ALZ) in the [MAMP](#) resulting from the renovation.

Section 418 Credit Enhancement Mortgage Loans and Multifamily Affordable Housing Properties

418.01 Bond Transactions and Credit Enhancement Mortgage Loans

For any [Credit Enhancement Mortgage Loan](#) where Fannie Mae is providing credit enhancement for tax-exempt multifamily housing [Bonds](#), the [Borrower](#) must provide the [Servicer](#) with a copy of the compliance monitoring statement required under the Bond Documents. If the [Borrower's](#) statement reflects noncompliance with the low- and moderate-income tenant occupancy requirements set forth in the [Affordable Regulatory Agreement](#), or if the [Borrower](#) fails to provide the statement to the [Servicer](#), the [Servicer](#) must notify [Multifamily Asset Management](#), and retain the compliance monitoring statement in its [Servicing File](#).

418.02 Compliance Issues Relative to Bond Credit Enhancement Transactions

The [Servicer](#) must monitor the Interest Reserve Requirement, if any, under the Bond Trust Indenture with respect to each [Credit Enhancement Mortgage Loan](#).

The [Servicer](#) must monitor the rating of the institution in which the accounts under any Cash Management, Security, Pledge, and



Assignment Agreement are held, and must require the [Borrower](#) to move the accounts if the rating no longer meets Fannie Mae's requirements as provided in [Part V, Chapter 3: Custodial Accounts](#).

418.03 Monitoring Compliance; Notification of Noncompliance

418.03A Affordable Regulatory Agreement

At least once in each calendar year (and more often if directed by Fannie Mae), the [Servicer](#) must obtain a [Borrower](#) certification that the [Property](#) is in full compliance with:

- the rules qualifying the interest on the [Bonds](#) for exclusion from gross income for federal income tax purposes pursuant to the Internal Revenue Code; and
- the requirements of the [Affordable Regulatory Agreement](#).

The [Servicer](#) must review the [Borrower](#) certificate, and if the [Property](#) does not comply with all applicable regulatory requirements, the [Servicer](#) must immediately notify [Multifamily Asset Management](#). Neither Fannie Mae nor the [Servicer](#) is responsible for determining or ensuring the [Borrower's](#) compliance under the [Affordable Regulatory Agreement](#).

418.03B Default Notice for Failure to Comply with the Bond Documents

The [Servicer](#) must promptly notify [Multifamily Asset Management](#), the [Borrower](#), the [Bond Trustee](#), and the [Issuer](#) in writing of any default by a [Borrower](#) with any provision of any [Loan Document](#), [Reimbursement Agreement](#), [Security Agreement](#), the [Affordable Regulatory Agreement](#), or other [Loan Document](#), [Credit Enhancement Document](#), or [Bond Document](#).

The [Servicer](#) must promptly forward to [Multifamily Asset Management](#) copies of any notices received from a [Borrower](#), [Bond Trustee](#), [Issuer](#), or any other party regarding any default by a [Borrower](#), and shall maintain ongoing contact with Fannie Mae regarding the status of the [Credit Enhancement Mortgage Loan](#) by submitting a [Non-Monetary Default Borrower Request](#) in the [MAMP](#).

418.04 Multifamily Affordable Housing (MAH) Properties

The [Servicer](#) must collect annual compliance documentation in the form of:

- for an [MAH Property](#) with [Sponsor-Initiated Affordability](#),



certifications from the [Borrower](#) and [Administering Agent](#) of compliance with the [Sponsor-Initiated Affordability Agreement](#); or

- for any other [MAH Property](#), the annual recertification of the [Property's](#) compliance with the [Affordable Regulatory Agreement](#) from the agency or entity that imposed any applicable rent or occupancy restrictions or, if not available, an explanation of why it is not available.

The [Servicer](#) must immediately submit a Non-Monetary Default Borrower Request in the [MAMP](#) to notify [Multifamily Asset Management](#) if this documentation reveals any event of default or noncompliance with the applicable:

- [Sponsor-Initiated Affordability Agreement](#); or
- [Affordable Regulatory Agreement](#).

The [Servicer](#) must retain the annual compliance documentation in its [Servicing File](#).

418.05 Low-Income Housing Tax Credits

If the [Property](#) is subject to a [Low-Income Housing Tax Credit](#) allocation, the [Servicer](#) must obtain, at least once in each calendar year (and more often if directed by Fannie Mae):

- copies of the tax and other compliance forms specified in [Part III, Chapter 7: Multifamily Affordable Housing Properties](#); and
- [Borrower](#) certifications of the [Property's](#) compliance with the requirements of the Internal Revenue Code regarding [Low-Income Housing Tax Credits](#); and
- if the [Low-Income Housing Tax Credits](#) have not yet been syndicated, monthly reports from the [Borrower](#) detailing the [Borrower's](#) progress in syndicating the tax credit allocation until the syndication is completed.

If the [Borrower](#) indicated that the [Property](#) does not comply with all applicable regulatory requirements, the [Servicer](#) must immediately submit a Non-Monetary Default [Borrower Request](#) in the [MAMP](#). Neither Fannie Mae nor the [Servicer](#) is responsible for determining or ensuring the [Borrower's](#) compliance with [Low-Income Housing Tax Credit](#) requirements. The [Servicer](#) also must comply with



the information requirements of [Part III, Chapter 7: Multifamily Affordable Housing Properties](#).

418.06 Expanded Housing Choice

A [Mortgage Loan](#) with an Expanded Housing Choice pricing incentive requires additional annual monitoring. The [Servicer](#) must:

- receive a Supplemental Annual Loan Agreement Certification (Expanded Housing Choice) ([Form 6620.Supplemental.Expanded Housing Choice](#)) from the [Borrower](#);
- retain [Form 6620.Supplemental.Expanded Housing Choice](#) in its [Servicing File](#); and
- submit a Non-Monetary Default Borrower Request in the [MAMP](#), with a copy of any [Borrower](#) notice, for failure to submit [Form 6620.Supplemental.Expanded Housing Choice](#).

418.07 HAP Contract Approval and Releasing Restabilization Reserve

The [Servicer](#) is delegated the authority to:

- approve renewal of the [HAP Contract](#) during the [Mortgage Loan](#) term; and
- waive any [Loan Document](#) provision requiring the [HAP Contract](#) to be fully funded by [HUD](#) through the [Mortgage Loan Maturity Date](#).

The [Servicer](#) must submit through the [MAMP](#) a copy of the renewed [HAP Contract](#), and retain a copy in the [Servicing File](#), together with any [Borrower](#) request for release of the Restabilization Reserve.

Provided the [Loan Documents](#) explicitly allow the disbursement, Fannie Mae consent is not required for the [Servicer](#) to approve disbursements from the Restabilization Reserve, including a:

- disbursement due to a [HAP Contract Delay](#); or
- [Borrower](#)-requested final disbursement, provided:
 - the [Servicer](#) has received written evidence that the [HAP contract](#) has been extended by [HUD](#) through the [Maturity Date](#) with no material changes to its terms; and



- no default has occurred and is continuing under the [Loan Documents](#).

Section 419

Sponsor-Dedicated Workforce Housing Properties

Per the [Loan Documents](#), to monitor an SDW Housing Property, the [Servicer](#) must:

- annually review the rent roll and sufficient lease files to determine [Borrower](#) compliance with the required rent restrictions;
- receive an annual Supplemental Annual Loan Agreement Certification (Sponsor-Dedicated Workforce Housing) ([Form 6620.Supplemental.SDW](#)) from the [Borrower](#), and:
 - attest to the [Form 6620.Supplemental.SDW](#) that the [Servicer](#) has audited the rent roll for [Borrower](#) compliance with the required rent restrictions; or
 - for any noncompliance:
 - notify the [Borrower](#) of the default; and
 - submit a Non-Monetary Default Borrower Request in the [MAMP](#);
- retain in the [Servicing File](#), copies of:
 - Modifications to Multifamily Loan and Security Agreement (Sponsor-Dedicated Workforce Housing) ([Form 6271.SDW](#));
 - Modifications to Security Instrument (Sponsor-Dedicated Workforce Housing) ([Form 6325](#));
 - [Property](#) rent restrictions;
 - annual rent roll and compliance results; and
 - any [Loan Document](#) default [Borrower](#) notices; and
- per the [Sponsor-Dedicated Workforce \(SDW\) Housing Job Aid](#), annually submit copies of the:
 - [Form 6620.Supplemental.SDW](#) and [Servicer](#) attestation; and
 - [Property](#) rent roll.



Section 420

MH Communities with Tenant Site Lease Protections

A Mortgage Loan secured by an MH Community with Tenant Site Lease Protections requires additional monitoring. The Loan Documents require the Borrower to annually provide:

- a certified copy of the current residential MH Site Lease form;
- a certified copy of the notice sent to all MH Site Lease tenants if the Tenant Site Lease Protections were implemented by the Rules and Regulations;
- copies of any actual MH Site Lease requested by Lender; and
- a certification of the actual percentage of MH Site Leases that include all required Tenant Site Lease Protections, and that no material changes have been made to the MH Community's rules and regulations or to the MH Site Lease form.

The Servicer must:

- confirm the Borrower's ongoing compliance with the Loan Documents;
- if the Tenant Site Lease Protections were implemented within the MH Community's rules and regulations, confirm:
 - the rules and regulations contain all Tenant Site Lease Protections and are publicly posted in the MH Community; and
 - each MH Site Lease tenant received written notice of all Tenant Site Lease Protections added to the rules and regulations;
- if the Tenant Site Lease Protections were implemented within the MH Site Lease:
 - confirm the MH Site Lease form includes:
 - all Tenant Site Lease Protections; and
 - the required percentage of MH Site Leases (i.e., 25%, 50%, or 100%) are covered by the Tenant Site Lease Protections; and
 - annually audit at least 25% of the minimum percentage



of MH Site Leases required per the Loan Documents (i.e., 25%, 50%, or 100%) to ensure all Tenant Site Lease Protections are included;

- determine whether the Borrower complied with all terms of the Tenant Site Lease Protections (e.g., the Borrower only raised MH Site Lease rents after required notice);
- retain the review of the Borrower's certification and audit results in the Servicing File;
- for Tenant Site Lease Protection requirements, notify Multifamily Asset Management annually via DUS 360 of the Borrower's:
 - certification and compliance; or
 - failure to comply; and
- for any Borrower failure to comply with the Tenant Site Lease Protection requirements in the Loan Documents, comply with the following.

Borrower Noncompliance	
If the Borrower...	The Servicer must...
Does not comply with Tenant Site Lease Protections	• promptly submit a Non-Monetary Default Borrower Request in the MAMP; • pursue a Performance Default; • issue the Tenant Site Lease Protections Fees Demand Letter (Series 6000) (Form 6644); and • per the Loan Documents: - collect the MH Site Lease Protection Payment; and - remit it to Fannie Mae.

Section 421

Single Asset Entity Conversion

If the Loan Documents require the Borrower to convert into a single asset entity that complies with Part I, Chapter 3: Borrower, Guarantor, Key Principals, and Principals, Section 302.01: Single-Asset Entity by a certain date, the Servicer is delegated the authority to:



- grant a one-time extension of the date by up to 90 days;
- determine whether the extension requires an amendment to the [Multifamily Loan Agreement](#); and
- document it in any form that the [Servicer](#) deems legally enforceable.

Section 422 Loan Document Amendments

Provided the change does not violate the [Disclosure Documents](#) or the Fannie Mae Master Trust Agreement, the [Servicer](#) is delegated the authority to modify the [Loan Documents](#) for a [Portfolio Mortgage Loan](#) to:

- align with the approved terms for a [Supplemental Mortgage Loan](#); or
- cross-default and/or cross-collateralize the [Portfolio Mortgage Loan](#) with a subsequent [Mortgage Loan](#).

This delegated authority includes executing all [Loan Document](#) amendments related to:

- a subordinate lien, including any [Mortgage Loan](#) modification for a [Supplemental Mortgage Loan](#) with a confirmed [Commitment](#);
- cross-collateralizing and/or cross-defaulting a [Pre-Existing Mortgage Loan](#) with a [Supplemental Mortgage Loan](#) with a confirmed [Commitment](#); and
- cross-collateralizing and/or cross-defaulting a first [Lien Mortgage Loan](#) with another first [Lien Mortgage Loan](#) (e.g., for a phased property), provided that cross-collateralization and cross-default were contemplated in the [Loan Documents](#) for the [Portfolio Mortgage Loan](#) and there is a confirmed [Commitment](#) for the second first [Lien Mortgage Loan](#).

Section 423 Maturing Mortgage Loans

423.01 Written Policy

The [Servicer](#) must establish a written policy for maturing [Mortgage Loans](#), including:



- overall monitoring responsibilities;
- criteria for handoffs between functional groups (e.g., [Special Asset Management](#), [Special Credits](#), etc.);
- Fannie Mae reporting;
- sending [Borrower](#) maturity notification letters; and
- determining the [Mortgage Loan's](#) refinance eligibility.

423.02 Refinance Eligibility

On a monthly basis, beginning at least 24 months before each [Mortgage Loan's Maturity Date](#), the [Servicer](#) must evaluate the [Property's](#) operating performance to determine the likelihood that the [Mortgage Loan UPB](#) can be refinanced based on the current cap rate, and the [DSCR](#) and [NCF](#) from the [Property's](#) most recent annual financial statement.

Participants from the [Servicer's](#) underwriting, asset management, portfolio management, and finance teams must coordinate to categorize each [Mortgage Loan](#) as either:

- “Meets Criteria” = the [Mortgage Loan](#) qualifies for refinancing based on the currently published underwriting criteria of Fannie Mae or a third party; or
- “Does Not Meet Criteria” = the [Mortgage Loan](#) does not qualify for refinancing based on the currently published underwriting criteria of Fannie Mae or a third party.

For each [Mortgage Loan](#) categorized as “Does Not Meet Criteria”, the [Servicer](#) must:

- review the [Property's](#) quarterly operating statements and analyze the operating expenses (especially repairs & maintenance and capital expenses) to assess whether the [Borrower](#) is prudently managing the [Property](#); and
- work with the [Borrower](#) and Fannie Mae to ensure the [Borrower](#) has a reasonable payoff plan.

423.03 Borrower Communications

The [Servicer](#) must send the following maturity notification letters to the [Borrower](#):



- 12 months before the **Mortgage Loan Maturity Date**, send the 12 Month Notice to Borrower – (In Place Loans) (Form 4219):
 - notifying the **Borrower** of the upcoming **Maturity Date**;
 - providing **Servicer** contact information; and
 - requesting a detailed payoff plan.
- 6 months before the **Mortgage Loan Maturity Date**, send the 6 Month Notice to Borrower – (In Place Loans) (Form 4220):
 - notifying the **Borrower** of the upcoming **Maturity Date**;
 - requesting proof of a payoff plan (e.g., a commitment letter from another lender or sale contract); and
 - advising the **Borrower** that the **Mortgage Loan** will be in default if not paid off or refinanced.

Within 6 months of the **Maturity Date**, the **Servicer** must aggressively pursue a maturity solution for any **Mortgage Loan** that “Does Not Meet Criteria” until the **Borrower** provides written proof of a payoff plan, which may include a certified escrow letter, contact information for the new lender with appropriate follow-up by the **Servicer**, or other reasonable evidence.

On the **Maturity Date**, the **Servicer** is delegated the authority to issue 1 Short-Term Forbearance Letter for Maturity Defaults (Form 6645) for a term of up to 1 month, provided no other defaults exist. Default interest must be charged and a forbearance fee should not be collected.

423.04 Fannie Mae Communications

On the first **Business Day** of each month, the **Servicer** must submit a Maturing Loan Report using the mandated template to **Multifamily Maturity Management** with information on each **Mortgage Loan** maturing within the next 24 months (or advising that no **Mortgage Loans** are maturing within the next 24 months), and categorizing each as “Meets Criteria” or “Does Not Meet Criteria” in the Performance Rating column. The **Servicer** must also update the Maturing Loan Report as new information becomes available with each monthly submission.

The comments section of the Maturing Loan Report must include, at a minimum:



- a report of discussions with the [Borrower](#) (e.g., potential new lender, term of new loan, proof of payoff plan received);
- the anticipated payoff date; and
- whether the [Mortgage Loan](#) is likely or not to refinance, and the rationale.

All other Fannie Mae notices related to maturing [Mortgage Loans](#), including default notices, must be sent to [Multifamily Maturity Management](#).