



Fannie Mae®

Multifamily Selling and Servicing Guide

Effective as of June 30, 2025

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Section 606

Features and Activities

606.01

Process

Operating Procedures

When adding, releasing, or substituting collateral:

- do not create a new transaction in MSFMS (the activity will occur under the original MSFMS Deal ID); and
- comply with the Structured Transaction Approval timing requirements.

| Features and Activities | | |
|--|---|---|
| Activity | You must... | Process |
| Collateral Addition: adding new collateral to an existing Structured Transaction | Submit a request to the Fannie Mae Deal Team. | Step 1: Fannie Mae Deal Team will <ul style="list-style-type: none">• determine if the Property addition complies with the Structured Transaction Loan Documents, and• send you a response. Step 2: If you receive a Structured Transaction Approval, you must <ul style="list-style-type: none">• comply with Part IV, Chapter 6: Structured Transactions, Section 604: Delivery, and• pay any applicable fees per the Structured Transaction Loan Documents or the Structured Transaction Approval. |



| Features and Activities | | |
|---|--|--|
| Activity | You must... | Process |
| Collateral Release: releasing collateral from an existing Structured Transaction | Submit a request to Multifamily Structured Asset Management per Part V, Chapter 4: Asset Management: Loan Document Administration , Section 416: Credit Facilities and Bulk Deliveries . | <p>Step 1: Multifamily Structured Asset Management will</p> <ul style="list-style-type: none">• determine if the Property release complies with the Structured Transaction Loan Documents, and• send you a response. <p>Step 2: If you receive a Structured Transaction Approval, you must:</p> <ul style="list-style-type: none">• change the MSFMS collateral status to "release requested";• pay any applicable fees per the Structured Transaction Loan Documents or the Structured Transaction Approval within 1Business Day after closing and releasing the collateral; and• notify Multifamily Structured Asset Management and Multifamily Structured Acquisitions if you need to change the release date. |



| Features and Activities | | |
|---|--|---|
| Activity | You must... | Process |
| Collateral Substitution: adding and releasing collateral in an existing Structured Transaction | Submit a request to Multifamily Structured Asset Management per Part V, Chapter 4: Asset Management: Loan Document Administration , Section 416: Credit Facilities and Bulk Deliveries . | <p>Step 1: Fannie Mae Deal Team will</p> <ul style="list-style-type: none"> • determine if the Property substitution complies with the Structured Transaction Loan Documents, and • send you a response. <p>Step 2: If you receive a Structured Transaction Approval, you must comply with both the Collateral Addition and Collateral Release processes in this table.</p> <p>Step 3: If Fannie Mae permits a delayed substitution per the Structured Transaction Loan Documents, you must:</p> <ul style="list-style-type: none"> • Provide acceptable substitute collateral (such as cash, a Letter of Credit, or other permitted replacement collateral per the Structured Transaction Loan Documents). • Add the substitute collateral within 90 days or other approved timeframe per the Structured Transaction Approval or the Structured Transaction Loan Documents. |
| Conversion to Fixed Rate: converting an ARM Mortgage Loan to a fixed rate Mortgage Loan | Submit a request to Multifamily Structured Asset Management. | If Fannie Mae approves the conversion, you must comply with Part IV, Chapter 7: Variable Rate Conversions and Renewals . |



| Features and Activities | | |
|--|--|---|
| Activity | You must... | Process |
| Borrow-Up: funding additional loan proceeds without adding collateral | Submit a request to Multifamily Structured Asset Management per Part V, Chapter 4: Asset Management: Loan Document Administration , Section 416: Credit Facilities and Bulk Deliveries. | If Fannie Mae approves the borrow-up, you must • comply with Part IV, Chapter 6: Structured Transactions, Section 604: Delivery , and • pay any applicable fees. |

606.02 Asset Management Activities

Operating Procedures

Per [Part V, Chapter 4: Asset Management: Loan Document Administration, Section 416: Credit Facilities and Bulk Deliveries](#), for certain asset management activities you may need to deliver documents or data to Fannie Mae. To complete these activities:

| Asset Management Activities | |
|--|--|
| Activity | You must... |
| Delivering new or modified Structured Transaction Loan Documents | Comply with Part IV, Chapter 6: Structured Transactions, Section 604: Delivery . |
| Processing any Transfer/Assumption | Submit new deal participant data per Part IV, Chapter 6: Structured Transactions, Section 604.01: Delivery Process . |



| Asset Management Activities | |
|--|--|
| Activity | You must... |
| Renewing, replacing, or modifying an Interest Rate Cap | <ul style="list-style-type: none">• Enter the new data in MSFMS per Part IV, Chapter 6: Structured Transactions, Section 604.01: Delivery Process.• Comply with the terms and conditions per the Structured Transaction Approval. |
| Performing any other activities for a Structured Transaction | <ul style="list-style-type: none">• Contact Multifamily Structured Acquisitions.• Comply with the terms and conditions per the Structured Transaction Approval. |



Glossary

C

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|------------|--|
| Collateral | Property, Personal Property, or other property securing a Mortgage Loan. |
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D

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|----------|---|
| Delivery | Submission of all correct, accurate, and certifiable documents, data, and information with all applicable documents properly completed, executed, and recorded as needed, and any deficiencies resolved to Fannie Mae's satisfaction. |
|----------|---|

Synonyms

- Deliver
- Delivered
- Deliveries

F

| | |
|----------------------|---|
| Fannie Mae Deal Team | Team responsible for reviewing Pre-Review Mortgage Loans, waivers, etc. |
|----------------------|---|

Synonyms

- Deal Team

I



Interest Rate Cap

Interest rate agreement between the Borrower and a provider for which the Borrower receives payments at the end of each period when the interest rate exceeds the Cap Strike Rate. The Interest Rate Cap provides a ceiling (or cap) on the Borrower's Mortgage Loan interest payments.

Synonyms

- Interest Rate Caps
- Interest Rate Hedge
- Interest Rate Hedges
- Interest Rate Swap
- Interest Rate Cap's

L

Letter of Credit

Letter of Credit approved by Fannie Mae per [Part I, Chapter 2: Mortgage Loan, Section 204: Letters of Credit](#).

Synonyms

- Letters of Credit
- Letter of Credit's
- LOC
- LOCs

M

Mortgage Loan

Mortgage debt obligation evidenced, or when made will be evidenced, by

- the Loan Documents, or
- a mortgage debt obligation with a Fannie Mae credit enhancement.

Synonyms

- Mortgage Loans
- Mortgage Loan's

MSFMS

Multifamily Structured Facilities Management System performing collateral delivery and securitization functions for Structured Transactions.



| | |
|---------------|---|
| MSFMS Deal ID | Number assigned by MSFMS when registering a Structured Transaction. |
|---------------|---|

| | |
|-------------------------------------|--|
| Multifamily Structured Acquisitions | Team that can be contacted at mf_spot@fanniemae.com . |
|-------------------------------------|--|

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|---|--|
| Multifamily Structured Asset Management | Team that can be contacted at structured_am@fanniemae.com . |
|---|--|

P

| | |
|----------|--|
| Property | Multifamily residential real estate securing the Mortgage Loan, including the <ul style="list-style-type: none">• fee simple or Leasehold interest,• Improvements, and• personal property (per the Uniform Commercial Code). |
|----------|--|

Synonyms

- Properties
- Property's

S

| | |
|---------------------------------|---|
| Structured Transaction Approval | Fannie Mae approval of a Structured Transaction outlining the terms, conditions, pricing, and fees. |
|---------------------------------|---|

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|---------------------------------------|--|
| Structured Transaction Loan Documents | Documents executed for a Structured Transaction, including a Master Credit Facility or Bulk Delivery Agreement, an Interest Rate Hedge Agreement, and all other required Loan Documents. |
|---------------------------------------|--|

T

| | |
|---------------------|---|
| Transfer/Assumption | Transaction changing the ownership of the Borrower or Property. |
|---------------------|---|

Synonyms

- Transfers/Assumptions