



Fannie Mae®

---

# Multifamily Selling and Servicing Guide

Effective as of May 8, 2025

No portion of this Multifamily Selling and Servicing Guide may be reproduced in any form or by any means without Fannie Mae's prior written permission, except as may be provided herein or unless otherwise permitted by law. Limited permission to reproduce this Multifamily Selling and Servicing Guide in print, in whole or in part, and limited permission to distribute electronically parts of this Multifamily Selling and Servicing Guide, are granted to Fannie Mae-approved Lenders strictly for their own use in originating and selling multifamily Mortgage Loans to, and servicing multifamily Mortgage Loans for, Fannie Mae. Fannie Mae may revoke this limited permission by sending 60 days advance written notice to any or all Fannie Mae-approved Lenders.



**TABLE OF CONTENTS**

---

Part II Section 405.01 Property Evaluation ..... 3

GLOSSARY ..... 6



## 405.01 Property Evaluation

### Requirements

You must:

- assess the
  - Property's physical condition,
  - Borrower's financial condition, and
  - life safety Completion/Repairs;
- aggregate all Completion/Repairs expenses with the cost of all other Rehabilitation Work to determine if [Part III, Chapter 3: Moderate Rehabilitation Mortgage Loans](#) also applies;
- include in the Completion/Repair Schedule:
  - Property needs identified as Immediate Repairs in the PCA, including:
    - life safety repairs;
    - critical repairs;
    - deferred maintenance; and
    - short-term replacement of capital items; and
  - any capital improvements not recommended by the PCA Consultant that
    - the Borrower will make after the Mortgage Loan Origination Date, and
    - you want the Appraiser to include in the Property's "as completed" market value; and
- ensure the Borrower completes the repairs and improvements identified on the Completion/Repair Schedule:
  - per the Completion/Repairs Timing table; and
  - assess any code violations and include them in the relevant category.



Completion/Repairs Timing	
For...	You must...
Life safety repairs in the PCA	Comply with <a href="#">Part II, Chapter 4: Lease Audits, Inspections, and Reserves, Section 405.03: Life Safety Issues</a> .
Critical repairs in the PCA	Complete within 6 months after the Mortgage Loan Origination Date, or sooner if recommended by the PCA Consultant.
Repairs in the PCA required to: <ul style="list-style-type: none"> <li>• comply with <ul style="list-style-type: none"> <li>- the Americans With Disabilities Act, or</li> <li>- Fair Housing; or</li> </ul> </li> <li>• resolve code violations</li> </ul>	Complete within 90 days or less per <ul style="list-style-type: none"> <li>• applicable laws,</li> <li>• ordinances, or</li> <li>• building codes.</li> </ul>
Deferred maintenance or items of note in the PCA	Complete within 12 months after the Mortgage Loan Origination Date, or sooner if recommended by the PCA Consultant.
Short-term replacement of capital items in the PCA	Complete by the specific date recommended by the PCA Consultant, but may be longer than 12 months after the Mortgage Loan Origination Date.
Capital improvements that <ul style="list-style-type: none"> <li>• will be completed by the Borrower in addition to those in the PCA, and</li> <li>• are included in the Appraisal's "as completed" market value</li> </ul>	Comply with <a href="#">Part II, Chapter 2: Valuation and Income, Section 202.03A: Appraised Value</a> .
Completion/Repairs in the PCA that require compliance with Part III, Chapter 3 for a Moderate Rehabilitation Property	Comply with <a href="#">Part III, Chapter 3: Moderate Rehabilitation Mortgage Loans</a> .



Completion/Repairs Timing	
For...	You must...
All other Rehabilitation Work not identified as a Completion/Repair in the PCA	Comply with <a href="#">Part III, Chapter 3: Moderate Rehabilitation Mortgage Loans</a> .



# Glossary

## A

**Appraisal** Written statement independently and impartially prepared by a qualified Appraiser stating an opinion of the Property's market value

- as of a specific date, and
- supported by the presentation and analysis of relevant market information.

### **Synonyms**

- Appraisals
- Appraisal's

**Appraised Value** Appraiser's opinion of the Property's market value documented in the Appraisal, on an "as is" basis, unless use of an "as completed" basis is specifically permitted per the Guide.

### **Synonyms**

- Appraised Values

**Appraiser** Person engaged to estimate a Property's market value per USPAP.

### **Synonyms**

- Appraiser's
- Appraisers

## B

**Borrower** Person who is the obligor per the Note.

### **Synonyms**

- Borrowers
- Borrower's

## C



## Completion/Repair Schedule

The Required Repair Schedule to the Multifamily Loan Agreement ([Form 6001 series](#)) and the applicable parts of the Multifamily Loan Agreement, or other Fannie Mae-approved agreement, evidencing:

- the Borrower's agreement to
  - fund the Completion/Repair Escrow, and
  - perform Completion/Repairs; and
- Completion/Repair Escrow disbursement terms.

### Synonyms

- Completion/Repair Schedules

## Completion/Repairs

Repairs or capital item replacements and deferred maintenance:

- identified per the Property Condition Assessment; and
- required per the
  - Completion/Repair Schedule, or
  - Completion/Repair Agreement.

### Synonyms

- Completion/Repair

## L

### Lease

Written agreement between an owner and the tenant of a Property stipulating the conditions for possession and use of real estate for a specified period of time and rent.

### Synonyms

- Leases

## M

### Moderate Rehabilitation Property

Property that will undergo at least \$8,000 per unit of Rehabilitation Work.

### Synonyms

- Moderate Rehabilitation



## Mortgage Loan Origination Date

Date you fund a Mortgage Loan to the Borrower.

### Synonyms

- Mortgage Loan's Origination Date
- Origination Date

## P

## PCA Consultant

Individual or firm conducting a PCA and preparing a PCA Report.

### Synonyms

- PCA Consultant's

## Property

Multifamily residential real estate securing the Mortgage Loan, including the

- fee simple or Leasehold interest,
- Improvements, and
- personal property (per the Uniform Commercial Code).

### Synonyms

- Properties
- Property's

## R

## Rehabilitation Work

Aggregate repairs, replacements, or improvements (including all Completion/Repairs) required to be performed and completed within a specified time period after the Mortgage Loan Origination Date for a Moderate Rehabilitation Property.