

The Borrower must obtain Lender consent before any change in use, addition to, or new construction of amenities at, the Property not expressly permitted by the Loan Documents (each, a “Use Conversion”), including any change in the number of residential units, the unit mix, amenities, or amount of commercial space or unused space. A Use Conversion may be approved only if permitted by the Loan Documents, and the Use Conversion must satisfy all terms and conditions of the Loan Documents. If the Loan Documents provide no specific guidance on approving a Use Conversion, then the provisions of this Form apply. The Servicer is delegated the authority to approve a Use Conversion only to the only extent delegated in this Form.

The key points for the Servicer to consider in reviewing a request for a Use Conversion at the Property are set forth below.

Multifamily Selling and Servicing Guide Reference	Part V: Servicing and Asset Management, Chapter 4
Delegation Criteria	<p>The Servicer is delegated the authority to approve a Use Conversion provided the Servicer completes all the Sections of this Form and answers “No” to all the questions in Part III. The Servicer may attach its own form narrative or memo in place of Section II, provided the memo contains the information requested in Section II and the Servicer completes the remaining sections of this Form. Fannie Mae approval of the conversion is required if one or more questions in Section III is answered “Yes”.</p>
Real Estate Considerations	<p>The Servicer must evaluate any Use Conversion to determine the likely impact on the Property. A Use Conversion having any material adverse effect on the value, desirability, or marketability of the Property, or on the health or safety of the tenants, should not be approved. A use conversion may affect loan risk. Factors to be considered by the Servicer include:</p> <ul style="list-style-type: none"> • the nature of, and reason for, the Use Conversion; • the impact of the Use Conversion on the Property (i.e., marketability, occupancy, health/safety of residents, parking, access, amenities, operations, unit mix, value, etc.); and • whether the Use Conversion is permitted by the laws of the Property jurisdiction and documented correctly.
What to Submit	<p>For both delegated and non-delegated Use Conversion requests, the Servicer must complete the relevant parts of this Form, and submit:</p> <ul style="list-style-type: none"> • a signed copy of this Form, including Servicer narrative or memo, if any; • copy of the Borrower Request; and • any other supporting documentation.
How to Submit	<p>All delegated and non-delegated Use Conversion requests must be submitted as a Borrower Request through the Multifamily Asset Management Portal (MAMP).</p>
Questions	<p>For questions contact:</p> <p>General: Multifamily Asset Management;</p> <p>Structured Transactions (Credit Facilities and Bulk Deliveries): Multifamily Structured Asset Management;</p> <p>Seniors Housing Properties: Multifamily Seniors Housing Property Asset Management;</p> <p>Fannie Mae In-House Counsel: Fannie Mae Multifamily Legal; or</p> <p>Fannie Mae Outside Counsel: Pillsbury Winthrop Shaw Pittman LLP.</p>
Fees	<p>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.</p> <p>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.</p>

	<p>If Fannie Mae outside counsel is engaged, the Borrower must pay its fee, estimated at \$3,000 for most Use Conversion 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.</p>
Legal Documentation	<p>If the request is delegated to the Servicer, the preparation of the legal documentation to effectuate the Use Conversion is also delegated to the Servicer. The Servicer is responsible for the preparation or review of (i) any use conversion documents, including any construction contracts and budget, (ii) any required draft amendments to the Loan Documents, and (iii) draft date-down endorsement to Fannie Mae's title insurance policy.</p> <p>If the Use Conversion could impact title to the Property, including the possible recordation of any mechanics or materialmen's Liens, upon completion of the Use Conversion, the Servicer should obtain a date-down endorsement to Fannie Mae's title insurance policy to confirm the priority of the Lien of the Security Instrument. At a minimum, the Servicer should obtain an updated title report (at Borrower's expense) after the completion of the Use Conversion to verify that no Liens have been recorded against the Property if third party contractors were used to complete the work.</p> <p>If the request is not delegated and/or Fannie Mae legal review is needed or requested, Fannie Mae counsel must be provided with the following:</p> <ul style="list-style-type: none"> • copy of the Borrower Request; • completed Form 4636.UC • a memorandum reviewing the applicable terms of the loan documents in the context of the proposed Use Conversion, including a statement as to whether the proposed Use Conversion will affect the priority of the Lien of the Security Instrument and whether, after the Use Conversion, any material portion of the Property will be used for purposes unrelated to multifamily rental housing; • any draft amendments to the Loan Documents • an ALTA survey, site plan, map, plat, or other drawing depicting the Property, if applicable; • evidence that the Use Conversion will not cause the Property or Improvements to violate any law or ordinance, including any zoning law or code; • if construction will be involved, a description of the work, including the source and use of any funds, and a timeline for completion; and • for each question in Part III of this Forms answered "Yes" by the Servicer, the information requested by the Comments section and any supporting documentation.
Document Execution and Follow-Up	<p>For non-delegated requests, Fannie Mae will review the documents and advise the Servicer of any needed follow-up actions. If Fannie Mae approves the non-delegated request or the Servicer has approved the delegated request, the instructions below must be followed for executing any required documents. The Servicer may use its Limited Power of Attorney for documents that Fannie Mae has reviewed and approved.</p> <p>If the Servicer Has Limited Power of Attorney</p> <p>If the Servicer has a Limited Power of Attorney permitting the execution of documents relating to the Use Conversion, an officer of the Servicer may sign as attorney-in-fact for Fannie Mae. The signature block must be signed “[Name of Servicer], as Attorney-in-Fact for Fannie Mae.”</p> <p>If the Servicer Does Not Have Limited Power of Attorney</p> <p>If the Servicer does not have a Limited Power of Attorney, the documents must be sent for execution to:</p> <p style="padding-left: 40px;">Fannie Mae Midtown Center 1100 15th Street, NW Washington, DC 20005 Attn: Multifamily Asset Management Mailstop: 8V 21</p>

	<p>A copy of this Form must be included with the request for execution, with instructions on where to return the executed documents. If the request is time sensitive, electronic versions of the documents may be sent to the applicable Fannie Mae email box address listed in the “Questions” section of this Form.</p> <p>The Servicer must record all applicable documents and retain all required documentation, including this Form, in the Servicing File. Documentation may be kept in electronic form. The Servicer must attach an electronic copy of any newly executed Loan Documents to the existing request in the MAMP. Executed original copies of any new or amended Loan Documents should be sent to the following address:</p> <p style="text-align: center;">Fannie Mae (Multifamily) Certification and Custody Document Delivery Facility (DDF) 21240 Ridgetop Circle Sterling, VA 20166</p>
Unauthorized Use Conversion	<p>If the Servicer becomes aware that any Use Conversion occurred at the Property without approval from the Servicer or Fannie Mae, do not follow the requirements of Part V, Chapter 7, Section 704.01B - Notice to Fannie Mae of Performance Default and Section 704.01C - Types of Performance Defaults. In addition, a Non-monetary Default Borrower Request should not be sent through the MAMP. Instead, the Servicer must:</p> <ul style="list-style-type: none"> • promptly complete Form 4636.UC, and follow the same process as if the Use Conversion had not yet occurred, except that approval of the Use Conversion is no longer delegated to the Servicer if (i) the Use Conversion occurred without approval, and (ii) the construction budget for the Use Conversion is \$500,000 or more; and • immediately send to the Borrower a Reservation of Rights Letter (Form 4804); and • submit electronic copies of Forms 4636.UC and 4804 through the MAMP. <p>If the Use Conversion is acceptable to the Servicer and all the questions in Section III of Form 4636.UC are answered “No”, the Servicer is delegated the authority to approve the Use Conversion.</p> <p>If the Use Conversion is not acceptable to the Servicer or if any question in Section III of Form 4636.UC is answered “Yes,” then the Servicer should submit a non-delegated Borrower Request through the MAMP with the information required by this Form. Fannie Mae will decide whether to approve the Use Conversion or declare the Mortgage Loan in default.</p> <p>Notwithstanding the above, if the Servicer discovered that the Use Conversion occurred without approval while processing a Fannie Mae Supplemental Mortgage Loan or the refinancing of a Fannie Mae Portfolio Mortgage Loan, the Servicer is delegated the authority to waive the requirement to send the Borrower Form 4804. The Servicer should document this waiver in the MAMP.</p>

1. Mortgage Loan Information (Include information for any supplemental Mortgage loan)

Servicer	Property Name
Fannie Mae Loan Number	Property Address
Other Fannie Mae Loans	CityStateZip
	LTV and DSCR immediately prior to the proposed transaction ¹ :
Current UPB of Mortgage Loan(s)	LTVDSCR
Original Underwritten Loan-to-Value Ratio (LTV) and Underwritten Debt Service Coverage Ratio (DSCR) of Mortgage Loan	LTV and DSCR immediately after the proposed transaction ¹ :
LTVDSCR	LTVDSCR
Most recent appraised value(generally the original Appraisal)	Date of most recent appraisal
Current Value of the Property immediately prior to the proposed transaction ¹	Value of the Property immediately after the proposed transaction ¹
Basis for current value of the Property immediately prior to the proposed transaction	Basis for current value of the Property immediately after the proposed transaction
(i.e, most recent Appraisal, Direct Cap Method including Cap Rate and NCF) ¹	(i.e, most recent Appraisal, Direct Cap Method including Cap Rate and NCF) ¹

¹The LTV and DSCR calculations above must be based on Fannie Mae guidance in Part III of the Guide. The NCF must be based on the most recently-submitted Form 4254 (or its equivalent), and the NCF must be used in calculating the “immediately prior” and “immediately after” DSCR, and the Direct Cap Method for deriving the LTV. In determining the “immediately prior” and “immediately after” LTV, the Servicer may use a broker's opinion of value, the most recent Appraisal, or the Servicer's estimate of value using the Direct Cap Method supported by market cap rates and sales comparables.

2. Transaction Summary

The Servicer may attach its own form narrative or memo in place of Section 2 provided it contains the information requested in Part 2 and the Servicer completes the remaining sections of this form.

1. Briefly describe the proposed transaction and Servicer's recommendation:

2. Describe the benefits that will result from the proposed transaction:

3. Describe the risks of the proposed transaction, with specific emphasis on risks related to those questions that are answered "Yes":

4. Briefly describe the actions that are being taken by the Servicer and Borrower to mitigate those risks.

5. Briefly describe any other relevant information (if none, answer N/A).

3. Delegation Determination Questions (If any question is answered YES - the request is not delegated to the Servicer)

Questions		Response	Guide Reference or Comments
1	Is the Mortgage Loan currently rated Doubtful on Fannie Mae's Watchlist?	Yes No	If "Yes", describe how the proposed conversion mapping will affect the Mortgage Loan risk factors.
2	Is the Mortgage Loan in Payment Default?	Yes No	If "Yes," notify Multifamily Asset Management immediately.
3	Is the Mortgage Loan in Performance Default? (Answer "No" if the only Performance Default is the Borrower initiating or completing a Use Conversion with a budget under \$500,000 and done without the consent of the Servicer or Fannie Mae.)	Yes No	If "Yes," submit this Form including information regarding the performance default and actions to cure the default.
4	Will the request require an amendment to either the Master Credit Facility Agreement or Bulk Delivery Agreement? (Applicable only to a Fannie Mae Credit Facility or Bulk Delivery.)	Yes No	If "Yes", contact Multifamily Structured Asset Management for Credit Facilities and Bulk Deliveries. The Servicer must send the completed Form 4636.UC through the MAMP for review, and Fannie Mae Counsel will be engaged.
5	Is the Mortgage Loan secured by a Seniors Housing Property, and would the Use Conversion either: (a) require a new license or a change in licensing; (b) change the number of total units by more than 25%; (c) change the unit mix or acuity mix by more than 25%; or (d) meet the definition of a Seniors Housing Expansion/Conversion Request as set forth in Part V, Chapter 4 of the Guide?	Yes No	If "Yes", contact Multifamily Seniors Housing Property Asset Management . The Servicer must send the completed Form 4636.UC through the MAMP for review by Fannie Mae, and if instructed by Fannie Mae, also follow the submission requirements for a Seniors Housing Expansion/Conversion Request.
6	Will the use conversion cause the DSCR to fall below the lesser of: (a) the Underwritten DSCR of the Mortgage Loan; or (b) the DSCR of the Mortgage Loan immediately prior to the use conversion?	Yes No	If "Yes," submit a copy of the Borrower's pro forma income statement and the Servicer's analysis of the pro forma income statement.

	Question	Response	Guide Section or Comments
7	Will the Use Conversion have a material adverse effect on the occupancy or marketability of the Property?	Yes No	If "Yes," submit a copy of the most recent Appraisal, market study, or other documentation related to the marketability of the Property.
8	Will there be a material difference (greater than 10%) between the current market value of the Property and the expected market value of the Property after the Use Conversion?	Yes No	If "Yes," state the difference, and submit a copy of the most recent Appraisal or value estimate: Difference
9	Will the Use Conversion have a negative effect on the health or safety of the residents, guests, or employees at the Property?	Yes No	If "Yes," submit a copy of the documentation related to this issue and the Borrower's plan to correct the situation.
10	Will the Use Conversion eliminate or damage, without restoring or replacing, the Leasing Office, Clubhouse, or any multifamily residential units on the Property?	Yes No	If "Yes," submit a description of the specific portion of the property to be eliminated or damaged, and specify why the use conversion should be approved.
11	Will the Use Conversion increase the multifamily residential unit count or gross potential rents for the Property by more than 10%?	Yes No	If "Yes," submit a copy of the Borrower's pro forma income statement and the Servicer's analysis of the pro forma income statement.
12	Will the Use Conversion eliminate or replace an existing, popular resident amenity with an amenity that is not likely to be used by the residents?	Yes No	If "Yes," specify why the use conversion should be approved.
13	Will the Use Conversion replace existing multifamily residential space (units or amenities) with commercial leased space (i.e., retail, office, industrial, hotel, etc.)?	Yes No	If "Yes," submit a summary of the planned change including the number of units, square footage, and total rents of the replaced Multifamily space and the proposed, new commercial Leased space.
14	Will the Use Conversion cause a zoning violation based on the applicable zoning or allowable density requirements for the Property?	Yes No	If "Yes," submit a summary of the local ordinances affected by the change, the Borrower's plan to correct the zoning or density issue, and the Servicer's opinion concerning the sufficiency of the current ordinance and law insurance coverage.

	Question	Response	Guide Section or Comments
15	Will the Use Conversion cause a decrease below the minimum required parking spaces under applicable zoning requirements, or have a material negative impact on the parking availability at the Property?	Yes No	If “Yes,” submit a summary of the local ordinances affected by the change, and the Borrower's plan to address the parking deficiency.

4. Servicer Certification

The Servicer hereby represents and warrants to Fannie Mae that, to the best of its knowledge, the statements made in this Form are true and correct, and that no material facts have been omitted or misstated.

Signed*

Title

Date

*An electronic signature is acceptable.