**MULTIFAMILY MORTGAGE LOAN DELIVERY PACKAGE**

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**FOLDER II**

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| **FOLDER II DELIVERY REQUIREMENTS:**   1. For a valid Delivery, Lender must comply with all applicable “Delivery Requirements”, as specified below and in the Form 6502.Folders I and III: 2. Lender must electronically deliver via DUS DocWay™ a scanned copy of this Multifamily Mortgage Loan Delivery Package Table of Contents – Folder II along with scanned copies of all applicable documents checked below, subject to any Special Delivery Requirements identified in this Table of Contents. |
| **ALL FOLDER II DOCUMENTS MUST BE DELIVERED ELECTRONICALLY USING THE FOLLOWING URL:**  [**https://docway.fanniemae.com/D2**](https://docway.fanniemae.com/D2) |

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**FOLDER II**

**MORTGAGE LOAN INFORMATION**

|  |  |
| --- | --- |
| **Loan Information** | |
| Fannie Mae Commitment No. |  |
| Pool No. (MBS) |  |
| **Lender Information** | |
| Lender Name |  |
| Lender Address (City, State, Zip) |  |
| Lender Telephone |  |
| Lender Contact Name |  |
| Lender Contact Email |  |
| **Lender Counsel Information** | |
| Counsel Name |  |
| Law Firm Name |  |
| Address (City, State, Zip) |  |
| Telephone |  |
| Email |  |
| For any Loan Document delivery issues, Fannie Mae should contact  (Lender may check either or both boxes):  Lender  Counsel | |
| **Warehouse Lender Information** | |
| Warehouse Lender |  |
| Warehouse Lender Telephone |  |
| Warehouse Lender Email |  |
|  |  |
| **Property Information** | |
| Property Name |  |
| Property Address (City, County, State, Zip) | [LIST ALL ADDRESSES, IF MULTIPLE] |

**MULTIFAMILY MORTGAGE LOAN DELIVERY PACKAGE**

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**FOLDER II**

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| **ALL DELIVERY DOCUMENTS IN FOLDER II MUST BE DELIVERED ELECTRONICALLY USING THE FOLLOWING URL:**  [**https://docway.fanniemae.com/D2**](https://docway.fanniemae.com/D2) |

| **Delivery Package Content (Folder II)** | | | | |
| --- | --- | --- | --- | --- |
| **Check if Included** | **DOC #** | **Document** | **SPECIAL Delivery Requirement** |
|  |  | Multifamily Loan Delivery Package – Table of Contents (Form 6502.Folder II) | Deliver copy with Multifamily Mortgage Loan Delivery Package and transmit Electronic Copy via DUS DocWay |
|  |  | Final Transaction Approval Memo (underwriter’s narrative and spreadsheets) and any additional Pre-Review Memos or Narratives submitted during underwriting |  |
|  |  | Underwriter’s Data Form (Form 4662) |  |
|  |  | Underwriting Certification (6460.Borrower), with all attachments, including:   1. Current Certified Rent Roll (and, if Borrower is a Cooperative Party, any separate Maintenance Fee Schedule) 2. Property Operating Statement 3. Borrower Financial Statement 4. Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  |  | Underwriting Certificate (6460.Guarantor), with all attachments, including:   1. Guarantor Financial Statement 2. Schedule of Real Estate Owned 3. Schedule of Contingent Liabilities 4. Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  |  | Underwriting Certificate (6460.Key Principal), with all attachments, including:   1. Key Principal Financial Statement 2. Principal Financial Statement 3. Schedule of Real Estate Owned 4. Schedule of Contingent Liabilities 5. Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  |  | Appraisal (with original pictures and all other attachments, or Lender/Third Party Comprehensive Market Study (for all refinance loans)) |  |
|  |  | Property Condition Assessment (if applicable) | Electronic Copy of Report Narrative delivered in DUS DocWay and data delivered separately through DUS Data Digitizer |
|  |  | Brokered Transaction Inspection Report (if applicable) |  |
|  |  | MBA Standard Inspection Form (any additional Lender-prepared site inspection or supplemental materials should also be submitted, such as a summary of the site inspection prepared for Lender’s loan committee) |  |
|  |  | Termite Inspection Report (if applicable) |  |
|  |  | Engineer’s or Architect’s report (if applicable) |  |
|  |  | Threshold Evaluation (if applicable) |  |
|  |  | Environmental Site Assessments (or updates for Refinance Mortgage Loans) | Electronic Copy of Report Narrative delivered in DUS DocWay and data delivered separately through DUS Data Digitizer |
|  |  | Seismic Risk Assessment (if applicable) | Electronic Copy of Report Narrative delivered in DUS DocWay and data delivered separately through DUS Data Digitizer |
|  |  | For acquisitions: |  |
|  |  | a. Purchase and Sale Agreement with all exhibits and any amendments, assignments, or modifications |  |
|  |  | b. In the case of an acquisition via a transfer of direct or indirect ownership interests in Borrower (rather than an acquisition by deed), all assignment and other transfer documents executed in connection with the purchase of the ownership interests |  |
|  |  | Closing Escrow Documents |  |
|  |  | a. Lender’s Escrow Instructions/Closing Instruction Letter |  |
|  |  | b. Any Closing Statement prepared by Lender provided to Title Company/Escrow Agent that includes a breakdown of:   * mortgage loan proceeds; * Lender costs and fees; * reserve deposits; and * first month’s pre-paid interest, etc. |  |
|  |  | c. Title Company/Escrow Agent’s Settlement Statement for the Mortgage Loan closing (and, if applicable, the acquisition of the Mortgaged Property (or ownership interests) unless seller’s consent is withheld to release the same and Lender has determined that this refusal will not impact the Mortgage Loan or Lender) |  |
|  |  | d. Title Company/Escrow Agent receipts and disbursements ledger for the transaction (or other written evidence from Title Company/Escrow Agent) showing:   * the source of all funds deposited (with federal funds wires and full entity names) into the closing escrow (including good faith deposits and all other funds required for acquisition or cash-in refinance, if applicable); and * the flow of all funds disbursed from the closing escrow for the Mortgage Loan (and any acquisition or assumption, if applicable), whether by check or federal funds wires (with full entity names) |  |
|  |  | All organizational documents of Borrower, Guarantor and Key Principal and entity(ies) directly or indirectly controlling Borrower, Guarantor and Key Principal (excluding publicly held corporations or publicly held trusts) |  |
|  |  | Evidence of Property’s compliance with all income, occupancy, and rent restrictions (for properties subject to a regulatory agreement or recorded use restriction) |  |
|  |  | Evidence of Property’s receipt of “Green Building” certification (only for a Mortgage Loan disclosed as a “Green MBS” based on the Property having been awarded a “Green Building Certification”) |  |
|  |  | High Performance Building (HPB) Report (only for a Green Rewards Mortgage Loan) | (Note: Standard Lender upload to DocWay) |
|  |  | Appendix H to Property Condition Assessment: HBP Module Report Tables (Form 4099.H) (only for a Green Rewards Mortgage Loan) | (Note: No Lender upload to DocWay required; Electronic Copy uploaded and stored via C&D) |
|  |  | Technical Solar Report and Appendix I to Property Condition Assessment: Technical Solar Assessment (Form 4099.I) (only for a Green Rewards Mortgage Loan with a Solar Photovoltaic System) | (Note: Standard Lender upload to DocWay.) |
|  |  | Seniors Housing Documents: |  |
|  |  | a. Consultant’s Management Report |  |
|  |  | b. Regulatory Compliance Report |  |
|  |  | Preferred Equity Documents |  |
|  |  | a. a final statement of sources and uses of funds reflecting the Preferred Equity holder’s investment in the capitalization structure of Borrower |  |
|  |  | b. a complete organizational chart of Borrower including any upper tier ownership entities or other holders |  |
|  |  | c. copies of the organizational and other documents relating to the Preferred Equity and the Preferred Equity holder, including any term sheets, private placement memoranda, operating agreements, pledge agreements, guaranties, etc. |  |
|  |  | Zoning Report (if applicable) | Electronic Copy of Report Narrative delivered in DUS DocWay and data delivered separately through DUS Data Digitizer |
|  |  | Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  |  |  |  |