



# Multifamily Mortgage Business Lender Letter 24-05

August 27, 2024

To: Multifamily Lenders

From: Deborah Arnold, Senior Director & Deputy  
General Counsel

Subject: Lender Letter 24-05 – Delivery Requirement Update

## HIGHLIGHTS

Fannie Mae is announcing an update to the delivery requirements which may be used immediately and must be used for all Mortgage Loans with a confirmed Commitment Date on or after September 24, 2024.

### Revised Delivery Requirements

6502.Folder II attached to Lender Letter 24-04 is hereby superseded and replaced with 6502.Folder II attached hereto.

- We clarified 2 to require delivery of Pre-Review Memos or Narratives submitted during underwriting.
- We updated 4 and added 5 and 6 to include each form of Underwriting Certificate and to include the attachments.
- We revised 10 to clarify that in addition to the MBA Standard Inspection Form, any additional Lender prepared site inspection materials should be submitted, such as a summary of the site inspection prepared for Lender’s loan committee.
- We added the Lender’s Escrow Instructions/Closing Instruction Letter in 17a.
- In 17b, we added any Closing Statement prepared by the Lender provided to the Title Company/Escrow Agent that includes a breakdown of enumerated items.
- We revised 17c to include the Title Company/Escrow Agent’s Settlement Statement for the Mortgage Loan closing and, if applicable, the acquisition of the Mortgaged Property (or assignment of ownership interest), unless Seller’s consent is withheld to release the same and Lender has determined that this refusal will not impact the Mortgage Loan of the Lender.
- We revised 17d to include Title Company/Escrow Agent receipts and disbursements ledger for the transaction (or other written evidence from the Title Company/Escrow Agent) showing: the source of all funds deposited into the closing escrow; 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.
- We revised 18 to exclude publicly held corporations or publicly held trusts from the requirement for delivery of organizational documents.

**Effective Date**

The delivery requirement document may be used immediately and must be used for all Mortgage Loans with a confirmed Commitment Date on or after September 24, 2024.

**Contact Us**

If you have questions regarding this Lender Letter or the Loan Documents, please contact your Deal Team, or Deborah Arnold at [deborah\\_arnold@fanniemae.com](mailto:deborah_arnold@fanniemae.com).



## EXHIBIT A: MULTIFAMILY MORTGAGE BUSINESS 6000 SERIES FORM LOAN DOCUMENTS

The Loan Documents are available on the [Multifamily Loan Documents](#) page on FannieMae.com. 6502.Folder II is marked to show changes from the 7-31-24 version.

### REVISED Documents:

### Delivery Requirements:

6502.Folder II	Multifamily Mortgage Loan Delivery Package Table of Contents (Folder II)	<a href="#">marked copy</a>
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