

Multifamily Required Trade Information

Form 4097 Job Aid & Updates

June 2023

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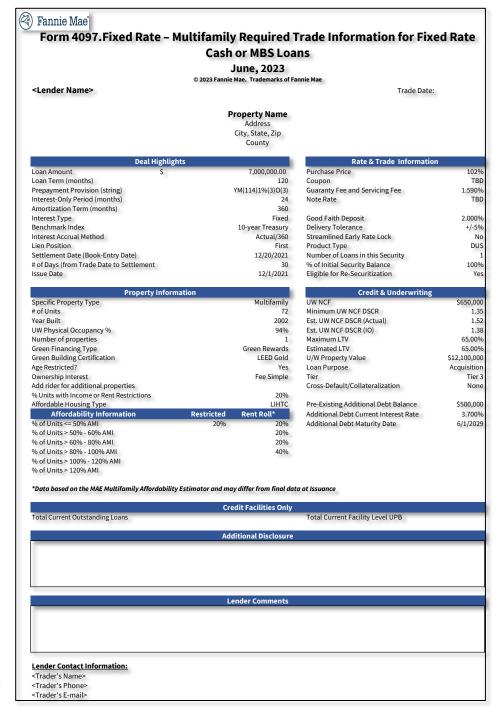


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Form 4097 Updates – Effective July 31, 2023



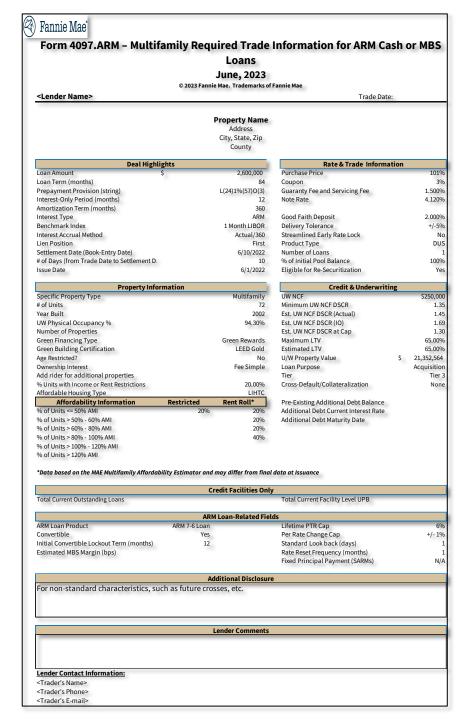
- Updated Affordable Housing Type to include "Other-Sponsor Dedicated Workforce"
- Updated field name for "UW Physical Occupancy %" to align with disclosed attribute name
- Added Ownership Type attribute and allowable values
- Added allowable values for Cross Default/Cross Collateralization
- Separated Additional Disclosure and Lender Comments into separate fields



Form 4097. Fixed



- Used at the time of initial trade for all Fannie Mae Multifamily Cash or MBS Loans
- Captures key data elements at the security, loan and property levels
- 4097.Fixed should be used for all fixed rate loans regardless of loan term or prepayment provisions



Form 4097.ARM



- Used at the time of initial trade for all Fannie Mae Multifamily Cash or MBS Loans
- Captures key data elements at the security, loan and property levels
- 4097.ARM should be used for all adjustable rate loans regardless of loan term or prepayment provisions (including Hybrid loans)

Guidance - Deal Terms

Purpose: Capture the key terms of the loan

Prepayment strings are abbreviated in order (as applicable): L (Lockout Period), YM (Yield Maintenance), #% (Declining Premium), O (Open Period)

A. Examples:

- 1. YM(114)1%(3)O(3)
 - a) 114 Months Yield Maintenance, 3 Months 1% Prepayment, 3
 Months Open
- 2. L(12)1%(105)O(3)
 - a) 12 Month Lockout, 105 Months 1% Premium, 3 Months Open
- $3. \quad 5\%(24)4\%(24)3\%(24)2\%(24)1\%(21)O(3)$
 - a) 24 Months each 5% though 2% Premium, 21 Months 1% Premium, 3 Months Open
- B. Full Prepayment Job Aid

| Deal Highlights | | |
|--|------------------|----------------|
| Loan Amount | \$ | 7,000,000 |
| Loan Term (months) | | 120 |
| Prepayment Provision (string) | YM(114)1%(3)O(3) | |
| Interest-Only Period (months) | | 24 |
| Amortization Term (months) | | 360 |
| Interest Type | | Fixed |
| Benchmark Index | 10 | -year Treasury |
| Interest Accrual Method | | Actual/360 |
| Lien Position | | First |
| Settlement Date (Book-Entry Date) | | 12/20/2021 |
| # of Days (from Trade Date to Settlement Date) | | 30 |
| Issue Date | | 12/1/2021 |





| Rate & Trade Informatio | n |
|----------------------------------|--------|
| Purchase Price | 102% |
| Coupon | TBD |
| Guaranty Fee and Servicing Fee | 1.590% |
| Note Rate | TBD |
| Good Faith Deposit | 2.000% |
| Delivery Tolerance | +/-5% |
| Streamlined Early Rate Lock | No |
| Product Type | DUS |
| Number of Loans in this Security | 1 |
| % of Initial Security Balance | 100% |
| Eligible for Re-Securitization | Yes |

Purpose: Capture the purchase price and associated fees for the MBS

- The Multifamily Selling and Servicing Guide sets forth the amount of the Minimum Good Faith Deposit required for any Mortgage Loan
- 2. Product Type Allowable Values: DUS, Non-DUS, Credit Facility, Bulk Delivery, Negotiated Transaction
- Credit Facilities & Bulk Deliveries are NOT eligible for resecuritization

Guidance – Property Address



Property Name

Address
City, State, Zip

1 County

Purpose: Capture the primary Property address for the subject Property/Properties

- County added as a required Property address field as of September 7, 2021
- 2. <u>Multiple Property Address Job Aid</u>

Guidance – Property Information



| | Property Information | |
|---------------|--|---------------|
| (1) | Specific Property Type | Multifamily |
| | # of Units | 72 |
| | Year Built | 2002 |
| (2) | UW Physical Occupancy % | 94% |
| _ | Number of properties | 1 |
| (3) | Green Financing Type | Green Rewards |
| | Green Building Certification | LEED Gold |
| (4) | Age Restricted? | Yes |
| $\overline{}$ | Ownership Interest | Fee Simple |
| (5) | Add rider for additional properties | |
| | % Units with Income or Rent Restrictions | 20% |
| (6) | Affordable Housing Type | LIHTC |

Purpose: Capture key details of the subject Property

- Specific Property Type should correspond to the value entered in C&D
- 2. Near Stab properties should utilize the "As-Stabilized" %
- 3. See the <u>Green Financing Job Aid</u> for more information
- 4. Age Restricted Properties (e.g. 55+) should be indicated by entering "Yes"/"No"
- 5. Enter "Yes" if the subject Property includes multiple address
 - A. Additional Property Information tables can be added on a separate worksheet for each Collateral Record
- 6. Restrictions should only be entered for Properties where an Affordable Housing Type is present
 - A. See the <u>Affordable Housing Data Job Aid</u> for more information

Guidance – Property Information (CF)



| Property Information | on |
|--|--------------------|
| Specific Property Type | Multiple |
| # of Units | 2444 |
| Year Built | See Properties Tab |
| UW Physical Occupancy % | See Properties Tab |
| Number of properties | 8 |
| Green Financing Type | N/A |
| Green Building Certification | N/A |
| Age Restricted? | No |
| Ownership Interest | See Properties Tab |
| Add rider for additional properties | |
| % Units with Income or Rent Restrictions | 0% |
| Affordable Housing Type | N/A |

Purpose: Capture key details of the subject Properties in a Credit Facility

- 1. For Credit Facilities, Property information can be entered at the Facility Level
 - A. # of Units = Total Units in the Facility
 - B. Number of Properties = Total Properties in the Facility
 - C. Property Information tables can be added on a separate worksheet for each Collateral Record

Guidance – Affordability



1

| Affordability Information | Restricted | Rent Roll* |
|------------------------------|------------|------------|
| % of Units <= 50% AMI | 20% | 20% |
| % of Units > 50% - 60% AMI | | 20% |
| % of Units > 60% - 80% AMI | | 20% |
| % of Units > 80% - 100% AMI | | 40% |
| % of Units > 100% - 120% AMI | | |
| % of Units > 120% AMI | | |

Purpose: Capture key details of the subject Property's Affordability

- 1. Data in the Restricted column should only be entered for Properties where an Affordable Housing Type is present
 - A. See the <u>Affordable Housing Data Job Aid</u> for more information
- 2. Data in the Rent Roll column represents Rent Roll based Affordability and may be entered for Multifamily and Military Property Types
 - A. Rent Roll Affordability at the time of trade is calculated using the <u>Multifamily Affordability Estimator</u>
 - B. Please see the <u>Multifamily Affordability Estimate FAQs</u> for additional information
- 3. Due to timing differences, it is possible that the Rent Roll Affordability data entered at the time of trade may differ slightly from the final data disclosed at Security Issuance

| | Credit & Underwriting | | |
|------------|---------------------------------------|----|-------------|
| \bigcirc | UW NCF | | \$250,000 |
| | Minimum UW NCF DSCR | | 1.35 |
| (2) | Est. UW NCF DSCR (Actual) | | 1.45 |
| | Est. UW NCF DSCR (IO) | | 1.69 |
| (3) | Est. UW NCF DSCR at Cap | | 1.30 |
| 0 | Maximum LTV | | 65.00% |
| | Estimated LTV | | 65.00% |
| (4) | U/W Property Value | \$ | 21,352,564 |
| | Loan Purpose | | Acquisition |
| | Tier | | Tier 3 |
| | Cross-Default/Collateralization | | No |
| (5) | Pre-Existing Additional Debt Balance | | |
|) | Additional Debt Current Interest Rate | | |
| | Additional Debt Maturity Date | | |
| | | | |

Guidance – Credit & Underwriting



Purpose: Capture credit metrics as determined during the underwriting process

- All DSCRs must be entered on a combined basis when additional hard debt is included on a Property
 - A. For Credit Facilities, enter all DSCRs at the Facility level
 - B. For Co-ops, enter the Multifamily Rental Equivalent
- 2. Actual Estimated UW NCF DSCR required as of September 7, 2021
 - A. See the <u>DSCR Guidance Job Aid</u> for additional information
- 3. DSCR at Cap only required for ARM Loans
- For Credit Facilities, enter LTVs and UW Property Value at the Facility level
- 5. Details of additional hard pay structure must be included when present
 - A. See the <u>Split & Bifurcated Loan Job Aid</u> for additional information

Guidance – Credit Facilities



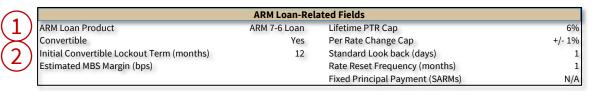
| Credit Facilities Only | | |
|---------------------------------|----------------------------------|--|
| Total Current Outstanding Loans | Total Current Facility Level UPB | |
| 1 | 2 | |

Purpose: Capture additional fields required for Credit Facilities

- Enter the total number Mortgage Loans currently outstanding under the current Master Credit Facility Agreement
- Enter the total current UPB for all outstanding Mortgage Loans under the current Master Credit Facility Agreement
 - A. Do not include existing Credit Facility debt as part of the Additional Debt section

Guidance – ARM Loan Related Fields





Purpose: Capture additional fields required for ARM Loan transactions

- ARM Loan Product Allowable Values: ARM 7-6 Loan, ARM 5-5 Loan, SARM Loan, Hybrid ARM Loan
- Convertible indicates if the loan can convert to fixed rate in the future
 - A. Select "No" for Hybrid ARM Loans

Guidance – Additional Disclosure



Additional Disclosure
For non-standard characteristics, such as future crosses, etc. (See Form 4098 Additional Disclosure Guidance)

For additional Lender Comments that should not be included as Additional Disclosure (e.g. Same Month Pooling)

Purpose: As described in the Form 4098, capture any Additional Disclosure requirements identified in underwriting

- Consult Fannie Mae Deal Team, Form 4098 and MBS Roadmap for additional disclosure requirements
 - A. Form 4098: https://multifamily.fanniemae.com/media/7591/display
 - B. MBS Roadmap: https://multifamily.fanniemae.com/media/7561/display
 - C. Additional Disclosure comments must also be entered in C&D when creating the Commitment
 - D. Watch FannieMae.com for a forthcoming Legal Non-Conformance Additional Disclosure Job Aid
- 2. Lender Comments should not include anything covered by Additional Disclosure and should not be entered as Additional Disclosure in C&D

Questions?



For additional guidance, please contact your Fannie Mae Deal Team