

The Lender/Servicer must maintain a separate Servicing File, or set of files, for each Mortgage Loan it services. The Servicing File may be maintained in paper or electronic imaged form so long as all requirements for record retention in the Multifamily Lender Program Rules are met.

	<b>DOCUMENT</b>	<b>ORIGINAL/COPY</b>
<b>MORTGAGE LOAN ORIGATION AND COMMITMENT DOCUMENTS</b>		
1.	Borrower application	Copy
2.	Lender commitment given to Borrower	Copy
3.	Any correspondence to or from Borrower	Copy
4.	Fannie Mae Commitment Confirmation to Lender	Copy
5.	Copy of the executed Loss Sharing Agreement and any modification or Mortgage Loan Certificate (constituting part of the Lender's Master Loss Sharing Agreement) applicable to the Mortgage	Copy
6.	Modified Risk Supplement, if applicable	Copy
7.	Any waiver approved by Fannie Mae in connection with the origination of the Mortgage Loan	Copy
<b>UNDERWRITING DOCUMENTS</b>		
8.	All certificate(s) of occupancy (or functionally equivalent certificate(s) used in the jurisdiction) for all parts of the Property for which such certificates are required	Copy
9.	All documents and records required in connection with any Environmental Assessment or ASTM screening, including a copy of any applicable Operations and Maintenance Agreement	Copy
10.	Any applicable Ground Lease and Estoppel Certificates	Copy
11.	Appraisal	Copy
12.	Physical Needs Assessment	Copy
13.	Property inspection reports	Copy
14.	As-built survey, if applicable	Duplicate Original
15.	Borrower's organizational documents and good standing certificates	Copy
16.	Entity Key Principal's or Principal's organizational documents and good standing certificates,	Copy
<b>LOAN DOCUMENTS</b>		
17.	Note, including any applicable Addendum, amendment or modification to the Note	Copy
18.	Security Instrument, including any applicable Rider, amendment, or modification to the Security Instrument	Original Recorded or copy showing recording references
19.	Guaranty, Recourse, or Indemnification Agreements, if applicable	Copy
20.	UCC Documents, including: <ul style="list-style-type: none"> <li>▪ any UCC search(es),</li> <li>▪ filed UCC-1 financing statement, and</li> <li>▪ filed UCC-3 assignment of the financing statement to Fannie Mae</li> </ul>	Original or copy showing filing references
21.	Any Achievement Agreement, Completion/Repair Agreement, Replacement Reserve Agreement, or any other Collateral Agreement and the assignment to Fannie Mae of the Collateral Agreements	Copy
22.	Assignment of Leases, if applicable, and the assignment of Leases to Fannie Mae, if applicable	Copy
23.	Assignment of Rents, if applicable, and the assignment of Rents to Fannie Mae, if applicable	Copy
24.	Assignment of the Security Instrument	Original Recorded or copy showing recording references

	<b>DOCUMENT</b>	<b>ORIGINAL/COPY</b>
25.	All required and currently applicable property and liability insurance policies	Original or Certified Copy
26.	Title insurance policy and any subsequent endorsements thereto	Original or copy if the original was sent to Fannie Mae
27.	Any applicable Letter of Credit and any amendment thereto  <i>Note: The Original of any Letter of Credit or amendment thereto must be delivered to and maintained by Fannie Mae</i>	Copy
28.	Any opinions of Borrower's or Lender's counsel	Copy
29.	Management Agreement and the original Assignment of Management Agreement to Lender	Copy
30.	Commercial Leases and any applicable Subordination, Non-Disturbance, and Attornment Agreements	Copy
31.	Loan documents evidencing and governing a subordinate loan, including any Subordination Agreement	Copy
32.	Any other document that was delivered to Fannie Mae as part of the Mortgage Loan Delivery Package	Original or copy if the original was delivered to Fannie Mae
33.	Any Assumption Agreements or Modification Agreements	Copy
<b>SERVICING DOCUMENTS</b>		
34.	Any waiver approved by Fannie Mae in connection with the servicing of the Mortgage Loan	Copy
35.	All correspondence with the Borrower	Copy
36.	Escrow analyses	Copy
37.	Annual account statements	Copy
38.	Tax receipts	Copy
39.	Insurance premium receipts	Copy
40.	Inspection reports	Copy
41.	Quarterly and annual Borrower financial reports and related Lender analyses	Copy
42.	Letter of Credit issuer rating checks results	Copy