Date of Transfer		Property Name	
Fannie Mae Loan #		Address	
Servicer Loan #		City	
Original UPB		State	
Current UPB		Zip Code	
Last Paid Installment Date		Main Contact Name	
Borrower Name		Phone Number	

Owner Occupied: (Select - Yes/No)	Yes	No	Property Management: (Select One)	Third Party	Self-Managed
Loss Sharing: (Select - Yes/No)	Yes	No			
If Yes, Loss Sharing Type		Management Company Name			

Is Mortgage Loan cross-collateralized/cross-defaulted with other Mortgage Loan(s) (Select Yes/No)	Yes	No

If yes, Mortgage Loan number(s):

	Reason(s) for transfer to Special Servicing (Check box):	
	Payment Default (Mortgage Loan is delinquent and cannot be cured prior to 60 days)	
	Covenant Default (breach of Mortgage Loan document covenant)	
	Specify:	
	Other Default	
	Specify:	

Servicer's Analyses of Borrower:		
1.	Summarize Servicer's conversations with the Borrower, Key Principals, and property management regarding the reason for default, likelihood and timing of cure by the Borrower, and Borrower's commitment to the property.	
2.	Was the default economic-related or management-related?	
3.	Provide Servicer's analysis of the Property relative to the market or neighborhood.	

4.	Provide Borrower's payment history.
5.	Discuss title insurance update or bring-down to determine whether unauthorized second mortgages or other unauthorized encumbrances exist, or unauthorized transfers have occurred. (The Servicer should discuss the findings of the most recent title insurance update. The most recent title insurance may have been at origination.
6.	Discuss any Collateral Agreements for Completion/Repair, Replacement Reserves, Achievement or Deficit Operation and payment activity to determine whether the reserves were adequately funded, whether the Borrower attempted to maintain the Property in marketable condition and provide balances of any tax, insurance or other escrows.

7.	Discuss the financial capability of the Key Principals, Principals or guarantors to determine if additional capital is available. Unless otherwise noted by the Servicer, this information will come from information at underwriting or if applicable from a recent assumption.
8.	For Properties built before December 31, 1978, after reviewing their underwriting and servicing files, where available, Servicers must comply with the requirements on lead-based paint. Unless otherwise noted by the Servicer, this information will come from the environmental report at underwriting.
9.	Address any other issues that may exist and have not already been discussed.
10.	Document Checklist. Please complete and forward all required documents listed in the Document Checklist. Even if Fannie Mae is the custodian, the Servicer is required to submit the Loan Documents being used to service the loan.

Servicer Contact Information:	
Servicer	
Contact Name	
Contact Number	
Email Address	

Signature of Transferee:		
Name	Title	Date

Fannie Mae Distribution List:	
Special Asset Management (SAM)	
Servicer Relationship Management (SRM)	
National Account Manager (NAM)	
Operations	
Special Servicer	

Document Checklist:			
Document Required	Document Supplier	Enclosed with Package	Comments
Note			
Deed of Trust/ Mortgage			
Subordinate Debt Agreement			
Reserve Agreement			
Borrower Organizational Documents			
Guaranty/Carve Out Documents			
Cross collateral Agreements			
Escrow Agreement			
Other Legal Documents			
UCC			

Document Required	Document Supplier	Enclosed with Package	Comments
Other:_____ _			
Pre-negotiation Letter			
Underwriting Package (at origination)			
Appraisal (at origination)			
Engineering (at origination)			
Environmental (at origination			
Site Map (at origination)			
Operating Statement (current)			
Rent Roll (current)			

Document Required	Document Supplier	Enclosed with Package	Comments
Property Inspection (current)			
Other			
Other			
Other			
Other			