



How to: Register, Quote, Close, and Deliver a Green Mortgage Loan

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A. Green Financing Overview

Fannie Mae Multifamily [Green Mortgage Loans](#) provide financial incentives to borrowers strategically investing in Property improvements that reduce energy and water use and improve the Property’s quality and cash flow. All Green Mortgage Loans must be underwritten according to Fannie Mae’s Multifamily Selling and Servicing Guide, and disclosed as a [Green Mortgage Backed Security \(Green MBS\)](#). A Green MBS has the same benefits as a traditional DUS MBS with the same Fannie Mae guaranty and appeals to sustainability-focused investors.

Mortgage Loans secured by a Property with a **Green Building Certification**

Green Rewards Mortgage Loans

Green Mortgage Loans result in **Green MBS**

B. How to determine if Pre-Review is required for a Green Rewards Mortgage Loan

A Green Rewards Mortgage Loan requires Pre-Review under certain conditions. Note that a Green Rewards Mortgage Loan may also require Pre-Review for other reasons unrelated to the Green requirements.

Green Rewards Mortgage Loan requires Pre-Review if:

Green Rewards Mortgage Loan does not require Pre-Review if:

Deal is accessing greater than 5% in additional loan proceeds as a result of underwriting projected cost savings (exclude impact of Green pricing)

Deal is qualifying as Green Rewards due to installation of a renewable energy generation or storage system, such as a photovoltaic/solar panel system

Deal does not include any projected energy or water cost savings in the calculation of Underwritten Net Cash Flow

Deal is accessing less than 5% in additional loan proceeds as a result of underwriting projected cost savings (excluding impact of Green pricing)



C. High Performance Building (HPB) Report Cost Reimbursement

Fannie Mae reimburses 100% of the cost of the [HPB Report](#) (or the incremental cost of the HPB Module over the cost of the base Property Condition Assessment when the HBP Report is delivered as part of the PCA) for all Green Rewards Mortgage Loans. To receive reimbursement for an HPB Report:

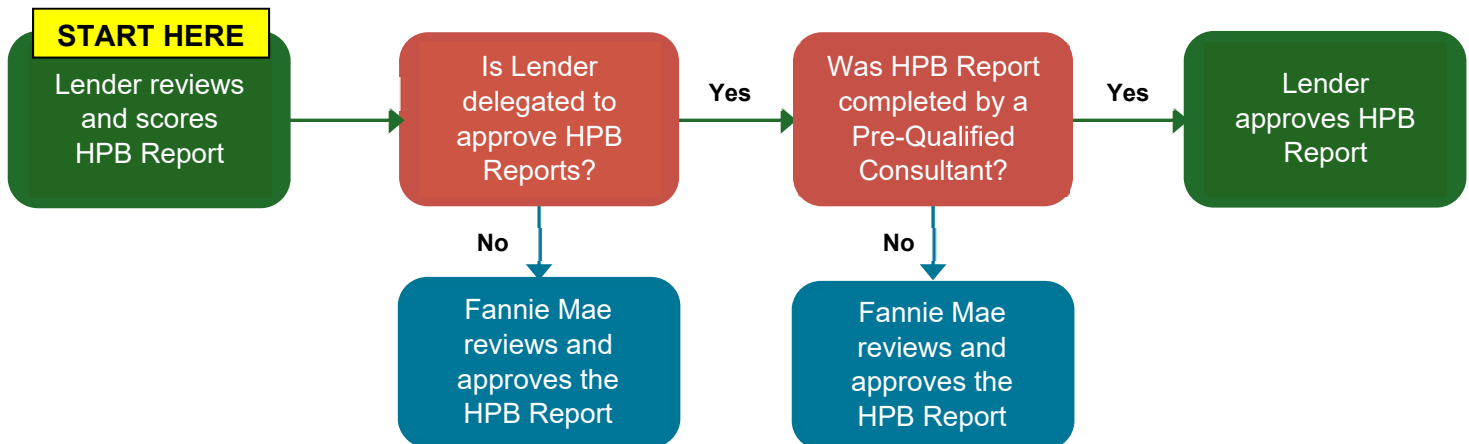
1. Request an invoice from the HPB Report vendor with the HPB Report listed as a separate line item from any other report costs. Fannie Mae will not reimburse other costs such as fees for expediting a report.
2. Within one month of the Mortgage Loan Origination Date, complete [Form 4829](#). Include Lender information, either Fannie Mae commitment number or Fannie Mae loan number, Property information, wiring instructions, and indicate the HPB Report cost as "Other". Fields related to servicing may be left blank.
3. Manually sign or e-sign Form 4829 and scan or save as a PDF file.
4. E-mail the signed PDF Form 4829 and HPB Report Invoice to HPB_Reimbursement@fanniemae.com.

For Mortgage Loans purchased by Fannie Mae after 10/12/2018, reimbursement requests must be submitted within one month of the loan's Acquisition Date. For Mortgage Loans purchased by Fannie Mae between 10/31/2017 and 10/12/2018, reimbursement requests must be submitted by 11/30/2018. If the reimbursement request is not submitted prior to the applicable cutoff date, the HPB Report will not be eligible for reimbursement. Depending on when the completed reimbursement request was submitted, reimbursement may be received by Lender up to 2 months after the delivery of the Mortgage Loan to Fannie Mae.

D. How to determine whether your HPB Report approval is delegated

Approval is delegated when an experienced Lender reviews a report prepared by a Pre-Qualified Consultant.

- Experienced Lender: Lender has delivered Green Rewards Mortgage Loans that include a minimum of 8 HPB Reports. Contact your NAM to verify eligibility.
- Pre-Qualified Consultant: Consultant has delivered 5 HPB Reports to Fannie Mae meeting quality standards. Pre-qualified consultants are listed on www.fanniemae.greenfinancing.com.



E. Contact the Green Financing Team

The Fannie Mae Green Financing Team can be reached via email at green_financing@fanniemae.com. Product term sheets and more can be found at: www.fanniemae.greenfinancing.com. Find the latest version of this Job Aid at [this link](#).



F. Mortgage Loan secured by a Property with a Green Building Certification: How to register, quote, close, and deliver

Green Building Certification

Register Mortgage Loan

DUS Gateway:

Select Green Financing Type in Deal Overview

Go to Deal Detail → Deal Overview section

Select Green Financing Type = Green Building Certification

Indicate Property has a Green Building Certification on Property Page

Go to Property Page → Information section

Select the certification from the Green Building Certification Type drop-down menu

Non-Delegated deals only Select Green Financing Type in Loan Options

Go to Loan Options → Standard Pricing section

For Green Building Certification quotes, select Green Financing Type = Green Building Certification

C&D™:

Indicate Green Financing Type

Go to Commitment tab → Pricing Attributes section

Select Green Financing Type = Green Building Certification

Indicate Green Building Certification Type

Go to Collateral tab → Collateral record → Short Property section

Select the correct Certification from the Green Building Certification drop down menu; see table on following page for Acquisition System values

Select Is Green Building Certification Final? = Yes to indicate that the Lender has obtained, reviewed, and approved the final certification document; see Job Aid: How to Review a Green Building Certification

If loan is a Streamlined Rate Lock (SRL), this step may be completed any time prior to Delivery

Close Mortgage Loan

Deliver Mortgage Loan

DUS DocWay™:

Upload Green Building Certification with Folder II delivery package

Upload to the Compliance/Certification tab with Doc Type "Green Building Certification" (see [Form 6502](#): Multifamily Mortgage Loan Delivery Package Table of Contents)



Green Building Certification (continued)

If Green Building Certification Type is:	Then selection in C&D is:
<ul style="list-style-type: none"> • EarthCraft 	<ul style="list-style-type: none"> • EarthCraft
<ul style="list-style-type: none"> • ENERGY STAR® Certified Homes 	<ul style="list-style-type: none"> • ENERGY STAR® Certified Homes
<ul style="list-style-type: none"> • ENERGY STAR® for Existing Multifamily Building 	<ul style="list-style-type: none"> • ENERGY STAR® for Existing Multifamily Building
<ul style="list-style-type: none"> • ENERGY STAR® Qualified Multifamily High-Rise – Performance Path 	<ul style="list-style-type: none"> • ENERGY STAR® Qualified Multifamily High-Rise – Performance
<ul style="list-style-type: none"> • ENERGY STAR® Qualified Multifamily High-Rise – Prescriptive Path 	<ul style="list-style-type: none"> • ENERGY STAR® Qualified Multifamily High-Rise – Prescriptive
<ul style="list-style-type: none"> • Enterprise Green Communities Criteria • 2015 Green Communities Criteria • 2011 Green Communities Criteria 	<ul style="list-style-type: none"> • Enterprise Green Communities Criteria
<ul style="list-style-type: none"> • Green Globes Multifamily for Existing Buildings 	<ul style="list-style-type: none"> • Green Globes Multifamily for Existing Buildings
<ul style="list-style-type: none"> • Green Globes Multifamily for New Construction 	<ul style="list-style-type: none"> • Green Globes Multifamily for New Construction
<ul style="list-style-type: none"> • GreenPoint Rated Existing Multifamily Whole Building 	<ul style="list-style-type: none"> • GreenPoint Rated Existing Multifamily Whole Building
<ul style="list-style-type: none"> • GreenPoint Rated New Home Multifamily 	<ul style="list-style-type: none"> • GreenPoint Rated New Home Multifamily
<ul style="list-style-type: none"> • ILFI Zero Energy Certification 	<ul style="list-style-type: none"> • ILFI Zero Energy Certification
<ul style="list-style-type: none"> • LEED Building Design and Construction • LEED BD+C New Construction v4 • LEED for New Construction v3/2009 • LEED for New Construction and Major Renovations v3/2009 	<ul style="list-style-type: none"> • LEED Building Design and Construction
<ul style="list-style-type: none"> • LEED Building Operations and Maintenance • LEED O+M: Existing Buildings v4 • LEED O+M: Existing Buildings v2009 	<ul style="list-style-type: none"> • LEED Building Operations and Maintenance
<ul style="list-style-type: none"> • LEED Homes • LEED for Homes v4 • LEED for Homes v3/200 	<ul style="list-style-type: none"> • LEED Homes
<ul style="list-style-type: none"> • NGBS Green Home Remodeling Project Certification 	<ul style="list-style-type: none"> • NGBS Green Home Remodeling Project
<ul style="list-style-type: none"> • NGBS Green Multifamily Building Certification 	<ul style="list-style-type: none"> • NGBS Green Multifamily Building Certification
<ul style="list-style-type: none"> • Passive House Institute Passive House Standard 	<ul style="list-style-type: none"> • Passive House Institute Passive House Standard
<ul style="list-style-type: none"> • PHIUS + 	<ul style="list-style-type: none"> • PHIUS +



G. Green Rewards Mortgage Loans: How to register, quote, close and deliver

Green Rewards

Register Mortgage Loan

DUS Gateway:**Select Green Financing Type in Deal Overview**

Go to Deal Detail → Deal Overview section

Select Green Financing Type = Green Rewards

***Non-Delegated deals only* Select Green Financing Type in Loan Options**

Go to Loan Options → Standard Pricing section

For Green Rewards quotes, select Green Financing Type = Green Rewards

Lender reviews and scores HPB Report. Return to Consultant if corrections are needed.

Is approval of the HPB Report delegated?
[see Job Aid Section D]

Yes

No

DUS Gateway:**Create HPB Report Guide Requirement Waiver**

Lender Delegated: No

Category: Guide (other)

Sub-Category: Green Mortgage Loans (Guide)

Descriptor: High Performance Building Rpt

Upload HPB Report and 4099.H to Deal Documents

Document Category: Third Party Reports

Document Type: High Performance Building

Fannie Mae reviews and approves HPB Report

DUS Gateway:

Update the "% Excluded from Scorecard Cap" to 100%



Green Rewards (continued)

