



Multifamily Property Inspection & Evaluation Report

Servicer Name and Number	Fannie Mae Loan Number	Inspection Date ____ / ____ / ____
Project Name, Address, City, & State	Fannie Mae Product Type	

Building Type: Townhouse Garden Mid-Rise Non-Elevator (# Stories ____)

Mid-Rise Elevator (# Stories ____)

High-Rise (# Stories ____)

Management Agent Name, Address, & Phone

Has this changed in the past year? ____ Yes ____ No Comments if yes: _____

Resident Manager Name & Phone

Has this changed in the past year? ____ Yes ____ No Comments if yes: _____

Underwriting Value \$	Underwriting Loan-to-Value %	Mortgage Date ____ / ____ / ____
Loan Type	Original Loan Balance \$	Unpaid Principal Balance \$ As of ____ / ____ / ____
Maturity Date ____ / ____ / ____	Note Rate %	Mortgagor Name

Unit Breakdown

# BRs # BAs	# Units	# Furnished Units	# Corp. Leases	# Vacant	% Vacant	Range of Vacancies (last 12 mo.)		Range of Current Rents	Average Rent Increases/ Decreases (last 12 mo.)
						High	Low		
Totals						N/A	N/A	N/A	N/A

-
1. What utilities are included in above rents? Electric Heat Electric Other _____
 Water Gas Heat Gas Other _____ Other (describe)
-
2. Are there any units off-market/unrentable? ____ Yes ____ No If yes, describe:
-
3. Were there any rent concessions given over the last 12 months? ____ Any given now? ____ If yes to either, describe:
-
4. Were there any rent concessions given at other area projects over the last 12 months? ____ Any given now? ____ If yes to either, describe:
-
5. Tenant Profile (percent of each) ____ Military ____ Student ____ Elderly
____ Subsidized ____ Other (describe)
-
6. What was the turnover rate during the last twelve months? _____%
-
7. Is there anything about this project that gives it a competitive advantage or puts it at a competitive disadvantage?
-
8. Describe any leasing restrictions, such as rent control or restrictions associated with tax-exempt bond financing.
-
9. What repairs, improvements, and replacements have been made over the past year? (Include dollar amount and completion date)
-
10. What repairs, improvements, and replacements are planned for the current year?
-
- 11a. Is the Borrower required to carry out an O&M program? ____ Yes ____ No (If no, skip to 11c below)
- 11b. Is the Borrower complying with the terms of the O&M program? ____ Yes ____ No If no, describe the actions being taken to require the borrower to bring the property into compliance:
-
- 11c. Are you aware of or did you observe any material environmental problems or violations? ____ Yes ____ No If yes, describe the actions that have been or will be taken to address the situation:
-
12. Describe any adverse events (late payments, defaults, rate relief requests, insurance losses, any illegal activity that could result in the forfeiture of the property) over the past year and how they were resolved:
-

Project Name:

Item	Work Required?	Recommended Action/Target Completion Date
SITE		
Site Lighting	_____	_____
Roads/Parking/Garages/Carports	_____	_____
Fences/Walks	_____	_____
Landscaping	_____	_____
Signage	_____	_____
Other (describe)	_____	_____
Other (describe)	_____	_____
ARCHITECTURAL		
Foundation	_____	_____
Walls	_____	_____
Stairs	_____	_____
Doors	_____	_____
Roof Covering	_____	_____
Roof Drainage	_____	_____
Unit Balconies	_____	_____
Decks	_____	_____
Ext. Walls	_____	_____
Common Area Floors	_____	_____
Windows - Frames	_____	_____
Other (describe)	_____	_____
Other (describe)	_____	_____
DWELLING UNITS		
Floors	_____	_____
Walls	_____	_____
Ceilings	_____	_____
Entry Door	_____	_____
Kitchen Cabinets	_____	_____
Kitchen Appliances	_____	_____
Countertop and Sink	_____	_____
Bath Fixtures	_____	_____
Air Conditioning	_____	_____
Other (describe)	_____	_____
Other (describe)	_____	_____
MECHANICAL/ELECTRICAL		
Water Heaters	_____	_____
HVAC	_____	_____
Boilers	_____	_____
Pumps	_____	_____
Wiring	_____	_____
Elevators	_____	_____
Other (describe)	_____	_____
Other (describe)	_____	_____

Are there any items that were identified on the last inspection report that have not been corrected? ____ Yes ____ No
 If yes, describe the actions being taken to require the borrower to rectify the item(s).

Overall assessment compared to last inspection:				Overall property condition as of this inspection:	
	Improved	Stable	Declined	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good
Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Poor
Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Appearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Date of last inspection ____ / ____ / ____					

Instructions For Preparing The Multifamily Property Inspection & Evaluation Report (Form 4255)

This Form 4255 should be completed by the servicer. It should be submitted to Fannie Mae within 30 days of completion of each annual physical inspection and at such other times as Fannie Mae requires.

General Instructions

Before visiting the site, obtain and review:

- a current *Certification to Project Rent Roll* (Form 4243)
- a copy of the previous *Multifamily Property Inspection and Evaluation Report*

While at the site:

- inspect all vacant units
- inspect the lesser of 20 occupied units or 5 percent of the occupied units, if possible
- inspect units of each unit type
- see enough of the project to assess how the Property is being maintained
- take 5-10 representative color photographs of the buildings, units, and features inspected
- take photographs of extraordinary items requiring repair, maintenance, or replacement
- interview the property manager and other on-site staff to follow-up on maintenance items noted on the last *Multifamily Property Inspection and Evaluation Report* and to get feedback on the Property's condition and performance

After conducting each annual inspection and completing Form 4255, submit the original of the form along with a copy of the *Certification to Project Rent Roll* (Form 4243), and a representative set of photographs to Multifamily Operations - Asset Management at the following address:

Fannie Mae
Multifamily Operations - Asset Management
Drawer #AM
3900 Wisconsin Avenue, NW
Washington, DC 20016

Explanation of Items - Page 1

Servicer Name - Name of your company.

Servicer Number - Your 9-digit Fannie Mae servicer number.

Fannie Mae Loan Number - The number assigned by Fannie Mae to the loan.

Inspection Date - Date the property was inspected.

Project Name and Address - The name, street address, city, state, and zip code of the property. Do not use post office box number.

Fannie Mae Product Type - The Fannie Mae loan product type, e.g., Old Prior Approval (pre-8/1/88), New Prior Approval (post-8/1/88), Muni Mae, DUS, MBS/DUS, Negotiated Swap, Negotiated Cash.

Building Type - Garden (walk-up) = 1-3 stories, Mid-Rise = 4-8 stories, High-Rise = 9 or more stories, or Townhouse/Rowhouse.

Management Agent Name, Address, and Phone - Name, address, and phone number of the company or individual responsible for property management. If it has changed in the past year, describe why.

Resident Manager Name and Phone - Name and phone number of the on-site property manager. If it has changed in the past year, describe why.

Underwriting Value - Value estimate in original underwriting.

Underwriting Loan-to-Value - The LTV ratio as of the original underwriting.

Mortgage Date - Date of the mortgage note.

Loan Type - The project's loan type; e.g., variable rate, fixed rate, etc.; specify if balloon or fully amortizing.

Original Loan Balance - The loan balance as of the mortgage date.

Unpaid Principal Balance - The most recent UPB; specify the date.

Maturity Date - The month and year the final payment on the mortgage is due.

Note Rate - The interest rate on the mortgage note.

Mortgagor Name - Name of the borrower that owns the property.

Unit Breakdown - Describe each unit type (based on the number of bedrooms and bathrooms). List the number of units of each type. List the number of furnished units of each type. List the number of corporate leases of each unit type. List the number and percentage of units that are currently vacant of each unit type. List the highest and lowest vacancy rates over the previous 12 months for each unit type; show the month that each occurred. List the average rent increase or decrease (specify which) over the previous 12 months for each unit type. List the totals as appropriate.

Explanation of Items - Page 2

1. **Utilities** - Check the utilities that are included in the rents.
2. **Unrentable Units** - Describe all units that are off-market/unrentable (except models and other overhead units) and steps that need to be (or are being taken) to physically restore such units.
- 3&4. **Rent Concessions** - Describe all rent concessions given in the project over the last 12 months and any being offered now (include free/reduced rent, free or reduced security deposits, or any other free or reduced cost items). Describe any rent concessions given at competing projects over the last 12 months and any offered now.
5. **Tenant Profile** - Indicate the approximate percentage of the total tenancy that consists of each of the following tenant types: military, student, elderly, and subsidized.
6. **Turnover Rate** - The number of units vacated during the last 12 months divided by the total number of units.
7. **Competitive Advantage/Disadvantage** - Qualities of this project such as amenities, rents, maintenance, etc., that give this project an advantage over the competition, or characteristics that put the project at a competitive disadvantage.
8. **Leasing Restrictions** - List any leasing restrictions.
- 9&10. **Repairs, Improvements, and Replacements** - Describe any painting, landscaping, replacement of mechanical items, capital expenditure improvements, etc., performed over the last 12 months, and planned for the next 12 months.
11. **Environmental** - Indicate whether the borrower was required to carry-out an Operations and Maintenance (O&M) program as a condition of the original commitment. If an O&M program was required, indicate if the borrower is complying with the terms of the O&M program. If the borrower is not complying with the terms of the O&M program, describe the actions being taken to require the borrower to bring the property into compliance. Indicate if you observed or are aware of any previously undisclosed environmental problems or violations. Describe the actions that will be taken to rectify any problem or violation.
12. **Adverse Events** - Describe any adverse events with regard to the mortgage or property (such as late borrower payments, borrower rate relief requests, property insurance losses, illegal activities, etc.) over the past 12 months and how they were resolved.

Explanation of Items - Page 3

Place a "Yes" by any item on the physical inspection report that requires maintenance, repair, or replacement. Describe the nature of the problem, necessary corrective actions, and target dates for completion in the space to the right of each item requiring attention. Attach additional pages if necessary.

Compare the property's management, maintenance, and appearance at the time of this inspection and at the time of the last inspection; rate each as improved, stable, or declined. List the last inspection date. Rate the overall property condition as excellent, good, satisfactory, or poor.

Explanation of Items - Page 4

In the comments section, describe any other management, property, or market conditions that should be called to Fannie Mae's and/or the owner's attention.

Complete the certification. An officer responsible for the multifamily servicing/asset management area must review, sign, and date the certification.