



Fannie Mae®

Multifamily Selling and Servicing Guide

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504.02C Review Financial Reporting

Operating Procedures

After reviewing the Borrower or Guarantor information:

If you determine...	You must...
No additional follow up is required	<ul style="list-style-type: none">• Submit the certified material through:<ul style="list-style-type: none">- the MAMP for the Borrower; and- Sponsor Financials for Guarantors. • Retain the information in your Servicing File.
Additional or supporting information is required	<ul style="list-style-type: none">• Promptly:<ul style="list-style-type: none">- contact the Borrower or Guarantor to request additional information; and- submit a copy of all financial reporting, explanatory schedules, and other supporting information through<ul style="list-style-type: none">▪ the MAMP for the Borrower, and▪ Sponsor Financials for Guarantors. • Retain the information in your Servicing File.



Glossary

B

Borrower Person who is the obligor per the Note.

Synonyms

- Borrowers
- Borrower's

G

Guarantor Key Principal or other Person executing a

- Payment Guaranty,
- Non-Recourse Guaranty, or
- any other Mortgage Loan guaranty.

Synonyms

- Guarantors

M

MAMP Multifamily Asset Management Portal used to submit

- Property inspections,
- operating statements,
- requested modifications,
- asset management reports, and
- data corrections for loan or property attributes.

Synonyms

- Multifamily Asset Management Portal
- MAMP's

S

Servicing File Your file for each Mortgage Loan serviced.

Synonyms

- Servicing Files



Sponsor

Principal equity owner and/or primary decision maker of the Borrower (often the Key Principal or the Person Controlling the Key Principal).

Synonyms

- Sponsors
- Sponsor's