



Fannie Mae®

---

# Multifamily Selling and Servicing Guide

Effective as of August 1, 2025

No portion of this Multifamily Selling and Servicing Guide may be reproduced in any form or by any means without Fannie Mae's prior written permission, except as may be provided herein or unless otherwise permitted by law. Limited permission to reproduce this Multifamily Selling and Servicing Guide in print, in whole or in part, and limited permission to distribute electronically parts of this Multifamily Selling and Servicing Guide, are granted to Fannie Mae-approved Lenders strictly for their own use in originating and selling multifamily Mortgage Loans to, and servicing multifamily Mortgage Loans for, Fannie Mae. Fannie Mae may revoke this limited permission by sending 60 days advance written notice to any or all Fannie Mae-approved Lenders.



**TABLE OF CONTENTS**

---

Part III Section 403.01C HPB Module, HPB Report, and Technical Solar Report .....  
Approval ..... 3  
GLOSSARY ..... 4



## 403.01C HPB Module, HPB Report, and Technical Solar Report Approval

### Requirements

You must submit an HPB Report or HPB Module to Fannie Mae for approval if:

- you have delivered less than 8 Mortgage Loans that included an HPB Report (or a PCA Report containing an HPB Module); or
- your HPB Consultant has not been designated as “Pre-Qualified” by Fannie Mae at <https://multifamily.fanniemae.com/financing-options/specialty-financing/green-financing>.

Before Rate Lock, you must submit any Technical Solar Report to Fannie Mae for approval.

### Operating Procedures

If Fannie Mae’s approval of an HPB Module, HPB Report, or Technical Solar Report is required, you must:

- Submit in DUS Gateway, per the [Green Mortgage Loan Job Aid](#), the
  - HPB Module or HPB Report and [Form 4099.H](#), or
  - Technical Solar Report and [Form 4099.I](#).
- Follow this submission timing:
  - For the HPB Module or HPB Report,
    - at least 5 days before Rate Lock, if not using the Streamlined Rate Lock option, or
    - at least 10 days before the Mortgage Loan Origination Date, if using the Streamlined Rate Lock option.
  - For the Technical Solar Report, at least 10 days before Rate Lock.



## Glossary

### D

DUS Gateway	Multifamily pre-acquisition system, or any successor systems, recording deal registration, Pre-Review and/or waiver tracking, Mortgage Loan Commitments, and decision records.
-------------	--

### G

Green Mortgage Loan	<p>Mortgage Loan secured by a Property that incorporates features expected to have a positive environmental outcome including, but not limited to, reducing energy and water consumption at a Property, generating energy, or meeting criteria set by a third-party green building certification organization.</p> <p><b>Synonyms</b></p> <ul style="list-style-type: none"><li>• Green Mortgage Loans</li></ul>
---------------------	--

### H

HPB	High Performance Building
-----	---------------------------

### M

Mortgage Loan Origination Date	<p>Date you fund a Mortgage Loan to the Borrower.</p> <p><b>Synonyms</b></p> <ul style="list-style-type: none"><li>• Mortgage Loan's Origination Date</li><li>• Origination Date</li></ul>
--------------------------------	--

### P

PCA Report	Property Condition Assessment Report documenting the findings of a PCA.
------------	---

### R



## Rate Lock

Agreement between you and the Investor containing the terms of the Lender-Arranged Sale or Multifamily Trading Desk trade of the Mortgage Loan and the MBS terms and conditions relating to the underlying MBS, if applicable, which may be documented via a recorded telephone conversation.

### **Synonyms**

- Rate Locks