Multifamily Mortgage Business Lender Letter 15-06

March 20, 2015

To: Multifamily Lenders

From: Rob Walton, Vice President of Multifamily Debt Asset Management

Subject: Lender Letter 15-06 | Use Conversion Request Section Added to the Multifamily Asset Management Delegated Transaction Form 4636 (Form 4636)

**HIGHLIGHTS**

Effective March 23, 2015, Fannie Mae announces changes to the Multifamily Asset Management Delegated Transaction Form (Form 4636) to include Use Conversion requests.

**Form Revision**

For consistency with the current Multifamily Selling and Servicing Guide (“Guide”) requirements of Part V, Section 414, Fannie Mae is revising Form 4636 to include a new section for Use Conversion requests.

Servicers must complete Section X of the Form 4636 for Use Conversion requests to determine if the request is delegated to the Servicer. No changes are being made to any of the Guide requirements.

**Effective Date**

The revised Form 4636 is required for all Use Conversion requests submitted after March 23, 2015.

**Questions**

Please contact Michael Dick at (202) 752-6634, or Mona Browne at (202) 752-7694 with any questions.

**Associated Document**

- Multifamily Asset Management Delegated Transaction Form (Form 4636) ([clean](#) and [blackline](#)).