



Project Eligibility Review Service (PERS) Overview

Fannie Mae's Project Eligibility Review Service (PERS) is available to lenders to submit new and established project information to Fannie Mae for eligibility reviews. The following projects must be submitted to PERS using the standard PERS submission process:

- new and newly converted condo projects consisting of five or more attached units located in Florida;
- newly converted non-gut rehabilitation condo and co-op projects (projects with attached units only) that contain five or more units;
- all co-op and new condo projects consisting of manufactured homes, with the exception of Planned Unit Development (PUD) projects that contain multi-width manufactured homes only;
- all manufactured home condo or co-op projects with deed restrictions, shared equity, on community land trusts, or subject to leasehold estate;
- PUD and condo projects that include single-wide manufactured home units (those consisting solely of multi-wide units do not);
- projects that utilize construction or marketing phases; and
- in some cases, if a condo project is identified as "ineligible", as described in Section [B4-2.1-02](#) of the *Selling Guide*.

For all established condo projects, lenders may use the streamlined PERS submission process. To determine whether a condo project meets the definition of a new or established project, refer to *Selling Guide*, Section [B4-2.1-01](#), General Information on Project Standards.

NOTE: Effective June 5, 2018, several updates have been made to the definition of "established" projects in the *Selling Guide*.

Advantages of a PERS Submission

- Projects *may be eligible* for additional approval flexibility on some requirements including, but not limited to, marketing or construction phasing.
- Fannie Mae's project approval is accepted by many other investors.
- Any lender that sells loans to Fannie Mae can accept a PERS approval.
- Once a conditional or final approval is completed through the PERS process, all projects are listed on Fannie Mae's business website ([PERS Approved Project List](#)), which is available to all lenders that sell loans to Fannie Mae, as well as authorized users of Condo Project Manager (CPM). Approvals are not lender-specific and may be leveraged, extended, or updated by any approved seller/servicer. Normal PERS fees will apply as outlined on pages 3-4.

The documentation required differs for the standard PERS process and the streamlined PERS process.



Standard PERS Submission Process

The lender:

- performs a review to determine if the project satisfies the *Selling Guide* eligibility requirements;
- completes a project submission package using the forms listed below; and
- submits the forms and supporting documentation to PERS_projects@fanniemae.com.

The forms and the supporting exhibits outlined in the *PERS Document Checklist (Form 1030)* provide Fannie Mae with the necessary information to determine the acceptability of the condo, co-op, or PUD project:

- **Form 1030, *PERS Document Checklist*** – Includes list of the Fannie Mae forms mentioned below and other required documents.
- **Form 1026, *Application for Project Approval*** – Provides detailed information on the project, developer(s), marketing company, and management company
- **Form 1029, *Warranty of Project Presales*** – Provides detailed information on units sold and occupancy information on the transactions
- **Form 1054, *Warranty of Condominium Project Legal Documents*** – Provides opinion on the conformity of the legal documents to our guidelines
- **Form 1051, *Project Development / Master Association Plan*** – Provides information on the community if it is a part of a Master Association
- **Form 1081, *Final Certification of Substantial Project Completion*** – Provides status of construction; construction of the project, legal phase, or construction phase as originally submitted must be substantially complete to obtain Fannie Mae approval

NOTE: *Fannie Mae does not review the actual insurance policies as we are relying on the lender's complete review of those documents to determine eligibility.*

To help ensure an efficient and thorough review of conditional approval documents, please submit your updated package when the documentation for all requested conditions is available. The documentation should be sent to PERS_Projects@fanniemae.com with each document as a separate attachment (as opposed to one large PDF file). Each document should also be labeled and numbered, as listed on the conditional approval, so we can check them in and record their receipt as quickly as possible.

NOTE: *Incomplete submission packages will delay the decision.*

PERS Fees: Standard PERS Submission Process

The lender will be invoiced the applicable PERS fee, as shown below.

Request for initial submission of optional and mandatory reviews:

- a base fee of \$2,500 plus \$30 for each unit in the project or legal phase, plus
- an additional one-time fee of \$5,000 above the base fee and the per unit fee **only**
 - for projects that include commercial or non-residential use greater than 35%, and
 - for requests for marketing or construction phase approval.



Request for subsequent phase approval and the extension of a Conditional or Final Project Approval:

- the greater of \$1,000 or \$30 per unit for all units in the project or legal phase.

The applicable project review fee may be assessed regardless of the final decision.

Streamlined PERS Submission Process

The lender:

- performs a review to determine if the project satisfies the *Selling Guide* eligibility requirements;
- completes a project submission package using the forms listed below; and
- submits the forms and supporting documentation to PERS_projects@fanniemae.com.

Supporting documentation includes:

- **Form 1091**, *Application for Approval of Established Project* – Used to describe any characteristic or feature of the project that does not comply with Fannie Mae requirements, and provide a rationale for project approval, including any offsetting factors.
- **Form 1076**, The Condominium Project Questionnaire – Full Review completed within the past 180 days. We will accept an HOA form that is substantially similar upon request.
- An appraisal report for a representative unit in the project. This report must be prepared within 120 days of the PERS application, and include photographs of the project, private streets, recreational amenities, parking, commercial space, and common areas.
- Current fiscal year's approved operating budget that reflects homeowners' association income and expenses.
- Reserve study completed within the past 24 months (required for projects that are not funding a minimum of a 10% dedicated expense allocation in the budget to a replacement reserve for the future repair/replacement of the project's major components).
- A list of all building unit addresses for the project.
- Once the project has been submitted to Fannie Mae, the reviewer might request additional information and/or documentation to complete the review of the project.

NOTE: *Incomplete submission packages will delay the decision.*

PERS Fees: Streamlined PERS Submission Process

Effective May 1, 2017, the lender will be invoiced the applicable PERS fee, as shown below:

- for the initial PERS submission for an established condo project, the fee is \$500;
- for an extension of a Conditional or Final Approval, the fee is \$500.

NOTE: *The applicable project review fee may be assessed regardless of the final decision.*



Approval designations

Upon completion of its review of a standard or a streamlined PERS submission, Fannie Mae will notify the lender via email of one of the following designations: Conditional Project Approval, Final Project Approval, Ineligible, or Suspension of the Application.

- Conditional Project Approvals expire after 9 months. Lenders may not deliver loans to Fannie Mae in projects with Conditional Project Approval. If the project is eligible for a lender-delegated full project review, non-submitting lenders may choose to review the project themselves.
- Final Project Approvals expire after 18 months. Any approved seller/servicer may deliver loans to Fannie Mae in projects with a Final Project Approval.

NOTE: *In certain cases, Fannie Mae may set a shorter or longer approval period if circumstances indicate that a different period would be more appropriate.*

Before officially declining the approval of a project, Fannie Mae's Project Review Team will contact the lender to discuss its concerns with the specific project characteristics that prevented its approval. Lenders will have an opportunity to provide additional information to address these concerns and potentially obtain project approval.

Requests for Extension of a Conditional or Final Project Approval

The lender is encouraged to submit a request for an extension to the Project Review Team via email to pers_projects@fanniemae.com at least 30 days prior to the current approval expiration date.

- If the original submission was completed using the standard PERS process, then the lender must again submit all of the documentation required for a standard PERS submission.
- If the original submission process was completed using the streamlined PERS process, then the lender must submit all of the documentation required for a streamlined PERS submission.

Additional project-specific documentation may be required by Fannie Mae to address material changes that may have occurred in the project's financial, legal, or operational structure since it was originally approved.

Resources

- Find listings of Fannie Mae-approved condo, co-op, and PUD projects on the [PERS page](#).
- For more information about PERS, refer to the [Project Standards FAQs](#) and the [Fannie Mae Selling Guide](#) (see Chapter B4-2, Project Standards), or contact the Fannie Mae Project Review Team via project_standards@fanniemae.com.
- Interactive PDF versions of Fannie Mae PERS Forms that can be downloaded from the [Forms page](#), completed, and saved by the lender.
- For step-by-step guidance on submitting a PERS package, view the [PERS Getting Started Guide](#).
- To access invoice and billing information, please register for electronic billing on the [Fannie Mae Connect™ page](#).