



M.TEB Lender Job Aid

How To: Register, Price, Commit, Close, and Deliver

What is a Fannie Mae Multifamily M.TEB Mortgage Loan?

Fannie Mae Multifamily-issued MBS held as collateral for multifamily housing bonds issued as either (1) refunding bonds, or (2) new issues.

TIMELINE FOR LENDER COMMITMENT TO MBS SECURITIZATION

Day [1]	Day [5-6]	Day [7-9]	Day [8-10]	Day [10-12]	Day [12-15]	Day [20 -23]
Lender underwriting completed	Bond Pricing (subject to Bond Underwriter timing)	Official Statement (OS) ¹ mailed	Bond and Real Estate Pre-closing (all executed documents delivered into escrow)	Loan Origination by Lender, deposit of loan proceeds with Trustee	Loan Documents delivered to Fannie Mae for MBS delivery ²	MBS issuance and delivery to Trustee
Preliminary Official Statement (POS) mailed	Bond Purchase Agreement executed			Issuance and sale of bonds	DELIVERY DEADLINE: The submission of error free data and documents required 7 business days prior to Book Entry Date/Security Issuance	Trustee releases cash collateral to Lender, paying off Lender's original loan
Fannie Mae/ Lender POS Disclosure	Fannie MBS Commitment issued					
				Interest accruing on both financing structures		
				Lender's loan secured by mortgage		
				Bonds secured by cash collateral		
				(proceeds of Lender's loan)		Bonds secured by MBS

Job Aid Guidance

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COST OF ISSUANCE REIMBURSEMENT OPTION
Up to 75 bps

Refer to DUS Gateway™ instructions on page 2.

If there are any questions with regards to these instructions, please reach out to your Fannie Mae Deal Team.

¹ For the final OS the Lender shall provide the final terms of the Loan which will be in the same format as the information provided to Fannie Mae when ordering the MBS. The form Prospectus Supplement for these types of transactions will be attached to the OS with a note that it will be delivered to the Bond Trustee with the delivery of the MBS in substantially the form attached with the incorporation of the terms and provisions provided by the Lender at the time the MBS is ordered. Opinions and Disclosure certificates are not provided by Fannie Mae in regular MBS transactions. The market accepts this practice. To the extent there are issues, the Bond Trustee will be able to exercise the rights against Fannie Mae as on MBS owner for any improper disclosure, enforceability on other issues. Fannie Mae, if requested, will provide a limited disclosure certificate regarding the form of Prospectus Supplement and Fannie Mae Prospectus.

² Subject to Lender/Lender Counsel timing.



Status

Lender

Registration

Deal Detail - Deal Overview Screen
Execution Type = MBS
Submission Type = Pre-Review (4660)

Deal Detail - Property Screen
MAH = Yes

Submission

Pre-Review and/or Waiver Edits Screen
Lender Delegated = No
Category = Pricing/Fees
Sub-Category = M.TEB Cost of issuance (COI) reimbursement
Descriptor = None

Steps
With **Optional**
Cost of Issuance
Reimbursement
NOTE:
Lender must still
submit all other
applicable Pre-
Review conditions
and/or waivers.

Quote

Standard Process

Under App

Note: Complete these actions in DUS Gateway after the loan has been delivered via Fannie Mae's acquisition systems.

Upload Deal Documents Screen
Document Name = M.TEB COI Invoice
Document Category = Transaction Decision
Document Type = Transaction Decision - Other

Upload Deal Documents Screen
Document Name = Settlement Statement
Document Category = Transaction Decision
Document Type = Transaction Decision - Other

Chatter
Chatter the Deal Team the reimbursement request is ready for review. Lender will receive reimbursement within 30 days.



**Bond Pricing/
MBS Rate Lock**

**M.TEB
Specific
Information**

MBS TRADE

Lender does not trade the MBS; instead the Bond Underwriter finds buyers for the bonds, and the interest rate at which the bonds are sold is the MBS Pass-Through Rate the Lender enters into C&D at Commitment.

PREPAYMENT TERMS

The principal prepayment terms of the bonds must mirror the principal prepayment terms of the mortgage loan. However, the mortgage loan can have prepayment premium requirements during the period in which the bonds are open to prepayment without penalty (bond premium and mortgage loan premium are different). Fannie Mae and the Lender can require fee maintenance (on the guaranty and servicing fees) when the bonds may be redeemed without premium.

BOND UNDERWRITER MARKETING MATERIALS

The Lender and Fannie Mae counsel provide the following information to the Bond Underwriter in order to prepare the POS necessary to market the bonds:

- Fannie Mae counsel will provide the special MBS Prospectus Supplement Narrative and the electronic link to the then-current Multifamily MBS Prospectus.
- Lender will provide information regarding the mortgage loan and MBS for the POS and OS. Refer to Fixed Rate example below.

LENDER NOTIFICATION OF BOND PRICING

On the day the bonds are priced, the Bond Underwriter will communicate to the Lender the interest rate at which the bonds will be sold.

Represents an excerpt of the term sheet schedules to the MBS Prospectus Supplement, edited for purposes of the OS.

Preliminary Offering Statement	Official Statement
<i>Pool Statistics</i>	
Issuance Principal Balance	Same
Security Maturity Date <i>anticipated</i>	Same
Term to Maturity (months)	Same
Security Funds Transfer Type "Wire"	Same
Security Type "MBS"	Same
Seller Name	Same
Servicer Name	Same
<i>Loan Information</i>	
Pool Issue Date <i>anticipated</i>	Same
Loan Maturity Date <i>anticipated</i>	Same
Lien Priority	Same
Balloon Y/N	Same
Original Note Rate <i>anticipated</i>	Same
Original Principal Balance	Same
Issuance Principal Balance	Same
Prepayment Lockout Term (months)	Same
Prepayment Premium End Date <i>anticipated</i>	Same
Lock Out Period (dates from/to), <i>if applicable</i>	Same
Yield Maintenance Period (dates from/to), <i>if applicable</i>	Same
Fee Maintenance Period (dates from/to), <i>if applicable</i>	Same
Prepayment Premium during Fee Maintenance Period	Same
First Payment Date <i>anticipated</i>	Same
Original Amortization Term (Months)	Same
Interest Type	Same
Interest Accrual Method	Same
Interest Only End Date <i>anticipated</i>	Same
Interest Only Term (Months)	Same
Note Date <i>anticipated</i>	Same
Loan Purpose	



Commitment

COMMITMENT DETAILS SCREEN

“Investor Price (%)” = the MBS Pass -Through Rate provided by the Bond Underwriter

“Trader (Investor)” = Bond Trustee For example: “US Bank, N.A., as Trustee”

PREPAYMENT PROTECTION TYPE SCREEN

The prepayment provisions for the transaction will likely require explanation. Reach out to your Fannie Mae Deal Team to discuss the input in this section if you have any questions.

COMMITMENT INFORMATION SCREEN

Special Disclosure = Select Yes

Special Disclosure Seller Contact Name

COMMITMENT INFORMATION SCREEN

Special Disclosure Comments – shall include:

- The applicable MBS as Collateral for Bond (Fixed or SARM) to ensure Fannie Mae Legal uses the correct Prospectus Supplement Narrative
- Nonstandard open prepayment periods
- Deal-specific items identified in Fannie Mae Form 4098 (Additional Disclosure Guidance) and/or Fannie Mae Approval Memo



Loan Documentation

M.TEB Specific Information

BOND/LOAN DOCUMENTS

Lender should ensure that the Bond Documents indicate the responsible party for the Issuer and Trustee fees. The loan should look and be serviced like any other MBS transaction. The Mortgage Loan payment covers only the MBS Pass-Through Rate, Fannie Mae's guaranty fee and the Lender's servicing fee.

CERTIFICATE FOR THE BOND PURCHASE

The Lender will be asked to sign a Certificate attached to the Bond Purchase Agreement, certifying that the mortgage loan information provided is correct.

FINANCING AGREEMENT

The Lender will be asked to sign the Financing Agreement. This is an agreement between the Trustee, Issuer and Lender in which the Lender agrees to originate the mortgage loan consistent with the agreed upon terms.

AMORTIZATION SCHEDULE

The Lender will be asked to prepare an amortization schedule. This schedule is to be based on the MBS loan parameters and given to the Bond Underwriter who then makes sure the bonds match up to the loan. (Interest rate is bond rate plus guaranty and servicing fees.)

FANNIE MAE LOAN DOCUMENTS

Lender will document the transaction using the most current forms of Fannie Mae documents along with required M.TEB-specific modifications that will be provided by Fannie Mae counsel.

Loan Closing

M.TEB Specific Information

BOND/LOAN TIMING

It is preferable for the bonds/loan to be closed within 10 days prior to the desired MBS issuance date. However, the MBS will be subject to Same Month Pooling if the MBS issuance date is in the same month as the bond/loan closing.

LOAN FUNDING

The Lender must fund the full loan amount to the Trustee at closing. Lender cannot hold back any funds for any fees, closing costs, etc. Those fees and costs must be funded by the Borrower from another source and wired to the Lender at closing. If there are bond proceeds remaining at closing that are to be used for the property's rehabilitation, those funds will be held by the Trustee. These funds can only be released to the Borrower with approval from the Lender.

REHAB FUNDS

All rehabilitation funds other than those held by the Trustee must be held by the Lender in the Rehabilitation Reserve. In addition any future pay-ins from the Equity Investor must be deposited into the Rehabilitation Reserve.



Delivery

LOAN SCREEN

Special Feature Code = 832 (MBS as Bond Collateral)



WIRING INSTRUCTIONS SCREEN

Special Delivery Instructions = “None” instead of CSTD or ASAP. The MBS may be delivered to the Bond Trustee directly or to the Lender and the Lender will deliver the MBS to the Trustee.

Note: Lender needs to set this up if they have not done this before.



Note: The prepayment provisions for the transaction will likely require explanation. Reach out to your Fannie Mae Deal Team for assistance.

- Special Feature Codes (Year Selectable)
- 212 - MF Small Loan RV Initiative
 - 227 - Aggregation
 - 238 - Green Rewards
 - 284 - Multifamily 2MSB/DUS 1st
 - 285 - Multifamily 2MSB/DUS 2nd
 - 344 - Tax Assessed Value
 - 411 - DUS Bond (aka DUS FASIT)
 - 584 - Rural Housing - Section 515
 - 585 - Rural Housing
 - 832 - MF Negotiated Transaction with Standard DUS Loan Loss Sharing (Affordable) Cash and MBS
 - 842 - MF Negotiated Transaction with Standard DUS Loan Loss Sharing (Market Rate) Cash and MBS
 - 878 - Loans with 5 year extensions
 - 897 - Community Lending Affordable
 - 718 - Micro Loans Community Lending
 - 711 - Rent Plus Product
 - 809 - Multifamily Community Lending - Participation Certificates
 - 812 - MF REO Seller Financing
 - 817 - Multifamily Pre-qualification Loan
 - 822 - Multifamily MBS as Bond Collateral
 - 824 - MF Mortgage Credit Enhancement
 - 828 - Multifamily Performance Differentiation Loan

Transaction Errors (Select all applicable) Associated Loan

Wiring Instructions

Bailee Letter?	+ Select...
Special Delivery Instructions	+ None
Bank Name	+ _____
ABA ID	+ _____