Freddie Mac Multifamily®

Memorandum

Date
July 24, 2015

To
SBL Sellers

From
SBL Production

Subject
Email Submission Template & Prescreening Loan Applications

Email Submission for delivery of underwriting packages:

We are requesting all underwriting package submissions to the SBL Underwriting & Production mailboxes include the below template in the body of the email. This will help us best prioritize and begin to process these loans. The dates are especially important and often lacking anywhere in the package.

SAMPLE:

Property Name	XYZ Apartments	
City, State	Los Angeles, CA	
Units:	88	
Standard Delivery/ERL	Standard	
Product Type	5+15 hybrid	
Loan Amount:	$5,000,000	
Refi/Acq.	Refi	
UW DSCR:	1.25x	
LTV:	78%	
# of years IO	0	
Full UW Package Submitted Date/ Benchmark Draft LOC Issuance Date (*12 day Standard*):	7/10/15	7/22/15
Pending Maturity or Acquisition Close Date/ Requested Draft Commitment Date	7/30/15	7/22/15
Market (Top, Standard, Small and Very Small)	**(Top, Standard, Small, Very Small)**	
Program Exceptions	Yes/No	Approval Date

Please make sure to <u>copy Single Counsel on your email package submission</u>. This will help Single Counsel better manage their pipelines, and allow us to know who is engaged should we need to reach out.

UNTIL FURTHER NOTICE, ANY UNDERWRITING PACKAGE SUBMITTED AFTER 2 PM EDT FRIDAY WILL BE CONSIDERED DELIVERED ON THE FOLLOWING BUSINESS DAY.

Prescreening Select Applications:

We continue to support the delivery of loan applications that meet the program requirements. We are asking your cooperation to prescreen loan applications that have any of the following characteristics with your relationship manager.

The increased volume has heightened the need to prescreen loans at or just above $1 million and loans in smaller markets. As part of the underwriting process, there are too many changes to loan terms, from changes to proceeds, processing exceptions **after** underwriting package delivery and other issues. This impacts and delays our ability to work within the commitment processing time frames and impacts all applications. Additionally, close to half of all loan submissions are now outside of top markets and the number of loans in smaller and remote markets has significantly increased. Therefore, we are asking your cooperation to prescreen loan applications that have any of the following characteristics with your relationship manager. At a minimum, any loan that meets the following characteristics should be prescreened:

1. A program exception to requirements in the Multifamily Guide or SBL Addendum
2. Any loan that is ≤ $1.1 million
3. Any loan that is located in a market in a MSA with less than 500,000 in population according to the 2010 US Census.
   NOTE: Any loan in a remote location or MSA of less than 250,000 in population should be prescreened prior to scheduling the site inspection and third-party reports.
4. Any loan that has unique property characteristics, borrower, principal/guarantor or other program or underwriting issues should be prescreened.

Please contact your relationship manager or submit an email to SBL_production@freddiemac.com with any questions.