



## **Final Delivery Instructions and Final Delivery Package Table of Contents - SBL**

(Revised 7-1-2025)

These Final Delivery Instructions and Final Delivery Package Table of Contents – SBL are in addition to those requirements set forth in Chapter 32 of the *Freddie Mac Multifamily Seller/Service Guide* ("Guide"). Capitalized terms used but not otherwise defined in this document will have the meanings assigned to them by the Guide.

The Final Delivery Package Table of Contents indicates:

- If an "Original" and "Electronic Copy" or just an "Electronic Copy" of a document is required for the Final Delivery Package
- The "DMS Document Type" for each document uploaded to the Multifamily DMS
- The required "DMS Document Title" to use for each document uploaded to the Multifamily DMS

Delivery of an "Original" document requires both (a) electronic delivery via Multifamily DMS of a digitally scanned copy of that original "wet ink" signed document; and (b) delivery via overnight courier of the original physical document containing a manually executed, original "wet-ink" signature.

Delivery of an "Electronic Copy" requires ONLY the electronic delivery via Multifamily DMS of a digitally scanned copy of (a) for any Loan Document, the original "wet ink" signed document, or (b) for all other documents, a PDF or photocopy of such document (whether or not such document requires a signature).

Delivery of a "Recorded" document requires (a) at Final Delivery, an electronic delivery via Multifamily DMS of either (i) a true and certified copy of the instrument that was recorded/filed or (ii) a copy of the recorded/filed instrument with stamped recording information or evidence of filing, as applicable, and (b) post Final Delivery, if the recorded/filed copy was not delivered at Final Delivery, an electronic delivery via Multifamily DMS of a copy recorded/filed instrument with stamped recording information or evidence of filing.

A Final Delivery Package is deemed complete once Freddie Mac has received both the required "Originals" and "Electronic Copies" portions of the Final Delivery Package.

An "Original" document must be delivered to:

Freddie Mac Multifamily  
Attn: Records Center Manager  
8100 Jones Branch Drive  
McLean, Virginia 22102

Send a delivery notification email to [MF\\_Delivery\\_Notification@freddiemac.com](mailto:MF_Delivery_Notification@freddiemac.com) with the Freddie Mac Loan Number, Property Name, Counsel name and tracking number within 24 hours of expected receipt. Deliver the original documents in a one-inch red-well folder.



## Final Delivery Package Table of Contents – SBL

(Revised 7-1-2025)

Upload the completed Final Delivery Package Table of Contents to Multifamily DMS.

<b>Mortgage Information</b>	
Freddie Mac Loan No.	
Property Name	
Property City and State	
Loan Amount	

<b>Funding Date and Commitment Amendment</b>	
Requested Funding Date (Select One Option)	<input type="checkbox"/> ASAP Funding <input type="checkbox"/> Specific Funding Date:
Commitment Amendment in Process	<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Seller Information</b>	
Name	
Contact Name	
Contact Phone Number	
Contact Email	
Group Email, if available	
Email for Pre/Post Funding Comments	
Email for Purchase Statement	

<b>Seller's Counsel Information</b>	
Name	
Phone Number	
Email	
Group Email, if available	
Email for Pre/Post Funding Comments	

<b>Wire Instructions for Funding – Electronic Delivery</b>		
<i>(Select applicable option)</i>		
	Warehouse/Non-Warehouse Loan	DMS Document Type
<input type="checkbox"/>	Warehouse Loan	Form 996 - Warehouse Lender Release of Security Interest Form 987- Wire Transfer Authorization - Cash Warehouse Delivery
<input type="checkbox"/>	Non-Warehouse Loan	Form 1150 - Wire Transfer Authorization - Non-Warehoused Mortgage

<b>Originals and Electronic Copies Required</b> <i>(Select all documents included in the Final Delivery Package)</i>			
	Document	DMS Document Type	DMS Document Title
<b>SBL Note with Allonge or Endorsement to Freddie Mac</b>			
<input type="checkbox"/>	Note Fixed Rate – SBL or Note – Hybrid ARM (30-Day Average SOFR) - SBL with Allonge/Endorsement	Note	Note OR [state] Amended and Restated Note  (The allonge/endorsement must be attached to the Note and not uploaded as a separate document)
<b>Underlying Notes for Amended and Restated Notes (not New York)</b>			
<input type="checkbox"/>	Original Underlying Note(s) (or Lost Note Affidavit(s)) for Amended and Restated Note  As required for the Property jurisdiction: <input type="checkbox"/> An original or lost note affidavit of each prior note described in the Amended and Restated Note is being delivered  <input type="checkbox"/> Only the original or a lost note affidavit of the immediately prior note described in the Amended and Restated Note is being delivered  (Underlying Original Note(s) do not need to be endorsed to Freddie Mac)	Note - Underlying Notes for Consolidation or Lost Note Affidavit	Underlying Note - \$ amount and date  (Upload individually and in chronological order)  (For New York, see below, NY Consolidation/Modification Loans section below)
<b>NY Consolidation/Modification Loan Notes (see Electronic Copies Required - NY Consolidation/Modification Loans section below for additional items)</b>			
<input type="checkbox"/>	New York Consolidated, Amended and Restated Note or Amended and Restated Note – SBL with Allonge/Endorsement	Note	New York Note - \$ amount and date  (The allonge/endorsement must be attached to the Note and not uploaded as a separate document)
<input type="checkbox"/>	Original Note(s) (or Lost Note Affidavit(s)) that were consolidated  (Underlying Original Note(s) do not need to be endorsed to Freddie Mac)	Note - Underlying Notes for Consolidation or Lost Note Affidavit	[number that corresponds to List of Existing Notes] Underlying Note - \$ amount and date  (If there are multiple Notes, upload each individually and in chronological order)
<input type="checkbox"/>	Gap Note  (Gap Note does not need to be endorsed to Freddie Mac)	Note - Underlying Notes for Consolidation	Gap Note - \$ amount and date
<b>Guaranty - SBL</b>			
<input type="checkbox"/>	Guaranty – SBL	Guaranty	[name of Guarantor] – [type of guaranty] (if not the multistate form)  (If there are multiple Guaranties, upload each individually)

Electronic Copies Required - General (Select all documents included in the Final Delivery Package)			
	Document	DMS Document Type	DMS Document Title
<b>Loan Agreement - SBL</b>			
<input type="checkbox"/>	Loan Agreement - SBL	Loan Agreement	
<b>Security Instrument – Recorded (see Electronic Copies Required - NY Consolidation/Modification Loans section below for CEMA)</b>			
<input type="checkbox"/>	State Specific Security Instrument	Security Instrument	[Certified or Recorded]
<b>Assignment of Security Instrument – Recorded (see Electronic Copies Required - NY Consolidation/Modification Loans section below for Assignment of Consolidated Security Instruments)</b>			
<input type="checkbox"/>	Assignment of Security Instrument	Security Instrument	[Certified or Recorded] Assignment
<b>UCC Financing Statements – Recorded</b>			
<input type="checkbox"/>	UCC-1	UCC	[Certified or Recorded] UCC-1 [recording jurisdiction]  (upload each individually)
<input type="checkbox"/>	UCC-3	UCC	[Certified or Recorded] UCC-3 – [recording jurisdiction]  (upload each individually)
<b>Omnibus Assignment</b>			
<input type="checkbox"/>	Omnibus Assignment - SBL	Assignment	Omnibus
<b>Title Policy and Title Exception Documents</b>			
<input type="checkbox"/>	Title Insurance Policy Certification with Title Policy and Endorsements attached	Title Policy	[Final or Amended]
<input type="checkbox"/>	Title Exception Documents	Title Exceptions	(Include all title exceptions listed in Title Policy)
<b>Settlement Statement</b>			
<input type="checkbox"/>	Settlement Statement	Settlement Statement	
<b>Escrow and Reserve Accounts</b>			
<input type="checkbox"/>	Form 1056	Form 1056 – List of All Escrow Accounts Held	
<b>Organizational Documents (including Good Standing/Authorization to Transact Certificates)</b>			
<input type="checkbox"/>	Borrower Organizational Documents	Organizational Documents	Borrower – [Borrower name]
<input type="checkbox"/>	Guarantor Organizational Documents	Organizational Documents	Guarantor – [Guarantor name]
<input type="checkbox"/>	Certificate of Good Standing/Existence for Borrower	Certificate of Good Standing – Existence for Borrower	Borrower – [Borrower name]  (if there are multiple entity borrowers, upload each individually)
<input type="checkbox"/>	Authorization to Transact Business	Authorization to Transact Business	Borrower – [Borrower name]  (if there are multiple entity borrowers, upload each individually)
<b>Certifications</b>			
<input type="checkbox"/>	Single Counsel's Certification - SBL	Seller's Counsel Certification	
<input type="checkbox"/>	Seller's Certification of Outstanding Items - SBL	Seller's Certification of Outstanding Items	
<b>Operational Repairs</b>			
<input type="checkbox"/>	Repair Letter – Operational Repairs	Repair Letter	
<b>Ground Lease</b>			
<input type="checkbox"/>	Ground Lessor's Estoppel Certificate with Ground Lease, including all amendments	Lease - Ground	

<b>Electronic Copies Required - General</b> (Select all documents included in the Final Delivery Package)			
	<b>Document</b>	<b>DMS Document Type</b>	<b>DMS Document Title</b>
<b>Regulatory Agreement</b>			
<b>Number of Regulatory Agreements:</b> _____			
<input type="checkbox"/>	Regulatory Agreement(s)	Regulatory Agreement (LURA)	[if applicable, Recorded or Certified] [add title of each document]  (If there are multiple regulatory agreements, upload each individually)
<b>Notice to Third Parties</b>			
<input type="checkbox"/>	Notice to Third Parties of Origination of Mortgage and Assignment to Freddie Mac	Notice to Third Parties	[name of notice recipient]  (If there are multiple notices, upload each individually)
<input type="checkbox"/>	Side Letter/Agreement  All side letters or agreements require prior Freddie Mac approval and Freddie Mac will not be bound by any agreement to which it is not a party.	Side Agreements	Side Letter/Agreement regarding [topic]

<b>Electronic Copies Required – New York Consolidation/Modification Loans</b> (Select all documents included in the Final Delivery Package)			
	<b>Document</b>	<b>DMS Document Type</b>	<b>DMS Document Title</b>
<input type="checkbox"/>	NY Consolidation, [Extension] [Extension, Spreader], and Modification Agreement	Consolidation Extension and Modification Agreement	[Certified or Recorded] [title of document]
<input type="checkbox"/>	Assignment of Consolidated Security Instruments	Consolidation Extension and Modification Agreement	[Certified or Recorded] CEMA Assignment
<input type="checkbox"/>	NY Gap Security Instrument	Security Instrument	[Certified or Recorded] Gap Security Instrument
<input type="checkbox"/>	NY Section 255 Affidavit	Section 255 Affidavit	(Uploaded separately; do not attach to the CEMA)

<b>Electronic Copies Required - Additional Documents Required in the Commitment</b> (Select all documents included in the Final Delivery Package)			
	<b>Document</b>	<b>DMS Document Type</b>	<b>DMS Title</b>
<input type="checkbox"/>	Certified Rent Roll	Rent Roll	Final Delivery Rent Roll
<input type="checkbox"/>	Property Financial Statement	Property Financial Statements - Trailing 12 Months, Certified	[enter time period]
<input type="checkbox"/>	Lead Based Paint Indemnification Agreement	Indemnification Agreement	Lead Based Paint
<input type="checkbox"/>	Indemnification Agreement	Indemnification Agreement	
<input type="checkbox"/>	Standstill Agreement	Standstill Agreement	[Certified or Recorded] [title of document]
<input type="checkbox"/>	Survey	Survey	
<input type="checkbox"/>	Opinion Letter	Opinion of Counsel	Opinion Letter – [type of opinion letter (e.g., Borrower or Guarantor)]  (If there are multiple opinion letters, upload each individually)

Electronic Copies Required - Additional Documents Required in the Commitment			
<i>(Select all documents included in the Final Delivery Package)</i>			
	Document	DMS Document Type	DMS Title
<input type="checkbox"/>		Additional Documents Final Delivery Package	[title of document]
<input type="checkbox"/>		Additional Documents Final Delivery Package	[title of document]
<input type="checkbox"/>		Additional Documents Final Delivery Package	[title of document]