



Final Delivery Instructions and Final Delivery Package Table of Contents

Conversion of Unfunded Forward Tax-Exempt Loan

(Revised 8-17-2023)

These Final Delivery Instructions and Final Delivery Package Table of Contents 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 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

Conversion of Unfunded Forward Tax-Exempt Loan

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

Mortgage Information	
Freddie Mac Loan No.	
Property Name	
Property City and State	
Project Loan Amount at Conversion	

Funding Date and Commitment Amendment	
Requested Funding Date	
Commitment Amendment in Process	<input type="checkbox"/> Yes <input type="checkbox"/> No

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

Joint TEL Counsel Information	
Name	
Phone Number	
Email	
Group Email, if available	
Email for Pre/Post Funding Comments	

Fiscal Agent Information	
Name	
Phone Number	
Email	

Wire Instructions for Funding – Electronic Delivery		
<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

Originals and Electronic Copies Required (Select all documents included in the Final Delivery Package)			
	Document	DMS Document Type	DMS Document Title
Governmental Note with Endorsement to Freddie Mac			
<input type="checkbox"/>	Governmental Note with Endorsement to Freddie Mac	Note	Governmental Note (The endorsement must be attached to the Governmental Note and not uploaded as a separate document)
Guaranties			
<input type="checkbox"/>	Multistate Guaranty	Guaranty	[name of Guarantor] – [type of guaranty] (if not the multistate form) (If there are multiple Guaranties, upload each individually)
<input type="checkbox"/>	Other Guaranty [e.g., Replacement Reserve Guaranty]	Guaranty	[name of Guarantor] – [type of guaranty] (If there are multiple other Guaranties, upload each individually)
Letter of Credit			
<input type="checkbox"/>	Letter of Credit with assignment form attached	Letter of Credit	LOC – \$ amount

Electronic Copies Required – General (Select all documents included in the Final Delivery Package)			
	Document	DMS Document Type	DMS Document Title
Amended & Restated Project Note			
<input type="checkbox"/>	Amended & Restated Project Note	Note	Amended & Restated Project Note (Original Amended & Restated Project Note to be delivered at Conversion to Fiscal Agent)
Loan Agreements (only upload fully-executed versions not previously delivered)			
<input type="checkbox"/>	Project Loan Agreement	Loan Agreement	Project Loan Agreement
<input type="checkbox"/>	Funding Loan Agreement	Loan Agreement	Funding Loan Agreement
<input type="checkbox"/>	Continuing Covenant Agreement	Loan Agreement	Continuing Covenant Agreement
Security Instrument – Recorded			
<input type="checkbox"/>	Amended & Restated State Specific Security Instrument	Security Instrument	[Certified or Recorded]
UCC Financing Statements – Recorded			
<input type="checkbox"/>	UCC-1 – Project Loan	UCC	[Certified or Recorded] Project Loan UCC-1 [recording jurisdiction]
<input type="checkbox"/>	UCC-1 – Continuing Covenant Agreement	UCC	[Certified or Recorded] Continuing Covenant Agreement UCC-1 [recording jurisdiction]
<input type="checkbox"/>	UCC-1 – Governmental Lender	UCC	[Certified or Recorded] Governmental Lender UCC-1 [recording jurisdiction]
<input type="checkbox"/>	UCC-1 – Other	UCC	[Certified or Recorded] [Type] UCC-1 [recording jurisdiction] (DO NOT INCLUDE ANY Subordinate Financing UCCs here) (If multiple, upload each individually)

Electronic Copies Required – General (Select all documents included in the Final Delivery Package)			
	Document	DMS Document Type	DMS Document Title
<input type="checkbox"/>	UCC-3	UCC	[Certified or Recorded] [Type] UCC-3 – [recording jurisdiction] (DO NOT INCLUDE ANY Subordinate Financing UCCs here) (If multiple, upload each individually)
<input type="checkbox"/>	UCC Search	UCC	UCC Search
Omnibus Assignment			
<input type="checkbox"/>	Omnibus Assignment	Assignment	Omnibus
Title Policy, Title Insurance Policy Certification, and Title Exception Documents			
<input type="checkbox"/>	Title Insurance Policy Certification with Title Policy and Endorsements attached	Title Policy	[Final or Amended]
<input type="checkbox"/>	Reinsurance or Coinsurance Agreement	Reinsurance Agreement	
<input type="checkbox"/>	Title Exception Documents	Title Exceptions	(Include all title exceptions listed in Title Policy)
Survey			
<input type="checkbox"/>	Survey	Survey	
<input type="checkbox"/>	Survey Certificate	Survey	Survey Certificate
Settlement Statement and Closing Memorandum			
<input type="checkbox"/>	Settlement Statement	Settlement Statement	
<input type="checkbox"/>	Closing Memorandum	Settlement Statement	Closing Memorandum (Only required if funding goes through Fiscal Agent)
Escrow and Reserve Accounts			
<input type="checkbox"/>	Form 1056	Form 1056 – List of All Escrow Accounts Held	
Master Lease			
<input type="checkbox"/>	Master Lease	Lease – Other	Master Lease
<input type="checkbox"/>	Subordination, Non-Disturbance and Attornment Agreement (Master Lease)	Lease – Other	[if applicable, Certified or Recorded] Master Lease SNDA
<input type="checkbox"/>	Security Agreement and Assignment of Leases and Rents	Lease – Other	Master Lease Security Agreement
<input type="checkbox"/>	Collateral Assignment of Management Agreement and Subordination of Management Fees (Master Lease)	Lease – Other	Collateral Assignment of Management Agreement (Master Lease)
Management Agreement			
<input type="checkbox"/>	Assignment of Management Agreement with Management Agreement, including all amendments	Assignment of Management Agreement	
Organizational Documents (including Good Standing/Authorization to Transact Certificates)			
<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"/>	SPE Equity Owner Organizational Documents	Organizational Documents	SPE Equity Owner – [SPE entity 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)

Electronic Copies Required – General			
(Select all documents included in the Final Delivery Package)			
	Document	DMS Document Type	DMS Document Title
<input type="checkbox"/>	Authorization to Transact Business	Authorization to Transact Business	Borrower – [Borrower name] (If there are multiple entity borrowers, upload each individually)
Certifications			
<input type="checkbox"/>	Seller's Counsel Certification	Seller's Counsel Certification	
<input type="checkbox"/>	Seller's Certification of Outstanding Items	Seller's Certification of Outstanding Items	
<input type="checkbox"/>	Letter of Credit Certification	Letter of Credit	Letter of Credit Certification
<input type="checkbox"/>	Legal Certification of Outside Counsel	Legal Certification of Outside Counsel	
Opinion Letters (only upload fully-executed versions not previously delivered)			
<input type="checkbox"/>	Opinion Letter – Borrower, SPE Equity Owner, Guarantor, Delaware Single Member	Opinion of Counsel	Opinion Letter – [type of opinion letter] (e.g., Borrower, SPE Equity Owner, Guarantor, or Borrower and Guarantor) (If there are multiple opinion letters, upload each individually) (If combined with other opinions, identify each party covered by the opinion in the "Document Title")
<input type="checkbox"/>	Opinion Letter – Governmental Lender	Opinion of Counsel	Opinion Letter – Governmental Lender
<input type="checkbox"/>	Opinion Letter – Bond Counsel (Approving Opinion)	Opinion of Counsel	Opinion Letter – Bond Counsel
<input type="checkbox"/>	Opinion Letter – Bond Counsel (No Adverse Effect)	Opinion of Counsel	Opinion Letter – Bond Counsel (Conversion)
<input type="checkbox"/>	Opinion Letter – Bond Counsel (Supplemental)	Opinion of Counsel	Opinion Letter – Bond Counsel (Supplemental)
<input type="checkbox"/>	Opinion Letter – Fiscal Agent	Opinion of Counsel	Opinion Letter – Fiscal Agent
<input type="checkbox"/>	Opinion Letter – Tax Abatement	Opinion of Counsel	Opinion Letter – Tax Abatement
<input type="checkbox"/>	Other Opinion Letter(s) as required by the Commitment	Opinion of Counsel	Opinion Letter – [type of opinion letter] (If there are multiple opinion letters, upload each individually)
<input type="checkbox"/>	Opinion of Bank's Counsel – Letter of Credit	Letter of Credit	Letter of Credit Opinion
Operational Repairs			
<input type="checkbox"/>	Repair Letter – Operational Repair	Repair Letter	
LIHTC Documents (only upload fully executed versions not previously delivered)			
<input type="checkbox"/>	Section 42(m) Letter [Approval of LIHTC Allocating Agency]	Low Income Housing Tax Credits (LIHTC) Allocation and Certification Documentation	42(m) Letter
<input type="checkbox"/>	LIHTC Award/Reservation Letter or Allocation Agreement [Allocating Agency Resolution]	Low Income Housing Tax Credits (LIHTC) Allocation and Certification Documentation	LIHTC Award/Reservation Letter or Allocation Agreement
Ground Lease			
<input type="checkbox"/>	Ground Lessor's Estoppel Certificate with Ground Lease, including all amendments	Lease – Ground	
<input type="checkbox"/>	Memorandum of Ground Lease	Lease – Ground	[if applicable, Certified or Recorded] [Ground Lease Memorandum]

Electronic Copies Required – General (Select all documents included in the Final Delivery Package)			
	Document	DMS Document Type	DMS Document Title
Commercial Lease			
<input type="checkbox"/>	Subordination Agreement or SNDA	Lease – Commercial	[if applicable, Certified or Recorded] [Subordination Agreement or SNDA] – [tenant name]
<input type="checkbox"/>	Estoppel Certificate with lease, including all amendments	Lease – Commercial	Estoppel – [tenant name]
Telecommunication Agreement			
<input type="checkbox"/>	Subordination Agreement or SNDA	Lease – Other	[if applicable, Certified or Recorded] [Subordination Agreement or SNDA] – Telecom – [tenant name]
Subordinate Financing			
Number of Subordinate Loans: _____			
<input type="checkbox"/>	Subordinate Financing Documents: Note, Security Instrument, Loan/Security Agreement, UCCs and Estoppel Certificate	Subordinate Financing	[subordinate lender name] – [document title] – [\$ loan amount] [loan type] (Upload each document individually)
<input type="checkbox"/>	Subordination Agreement	Subordination Agreement	Subordination Agreement – [Governmental Entity OR Private Entity] [subordinate lender name] – [\$ loan amount/type of Loan] (Upload each document individually)
Housing Assistance Payment (HAP) Contract			
<input type="checkbox"/>	HAP Contract (and any amendments, renewals, and assignments)	HAP Contract	Final HAP Contract (Upload the final HAP contract with amendments, renewals, and assignments as one document)
<input type="checkbox"/>	Consent to Assignment of HAP Contract	Consent to Assignment of HAP Contract	
Regulatory Agreements			
Number of Regulatory Agreements: _____			
<input type="checkbox"/>	TEL Regulatory Agreement	Regulatory Agreement (LURA)	[if applicable, Recorded or Certified] [add title of each document]
<input type="checkbox"/>	LIHTC Regulatory Agreement or Extended Use Agreement	Regulatory Agreement (LURA)	[if applicable, Recorded or Certified] [add title of each document]
<input type="checkbox"/>	Other Regulatory Agreement	Regulatory Agreement (LURA)	[if applicable, Recorded or Certified] [add title of each document] (If there are multiple other regulatory agreements, upload each individually)
Notice to Third Parties			
<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)
Side Letter/Agreement			
<input type="checkbox"/>	Side Letter/Agreement Note: 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]

Electronic Copies Required – General (Select all documents included in the Final Delivery Package)			
	Document	DMS Document Type	DMS Document Title
Tax Documents			
<input type="checkbox"/>	Tax Certificate of the Governmental Lender and Borrower	Tax & Regulatory Documents	Tax Certificate (If the Tax Certificate is composed of multiple individual documents, combine and upload as one document)
<input type="checkbox"/>	IRS Form 8038	Tax & Regulatory Documents	Form 8038
<input type="checkbox"/>	IRS Form 8609	Tax & Regulatory Documents	Form 8609
Seller/Service Transferee Representations Letter			
<input type="checkbox"/>	Seller/Service Transferee Representations Letter	Seller/Service Transferee Rep Letter	Seller/Service Transferee Rep Letter
Notice of Freddie Mac Purchase Date and Freddie Mac Transferee Representations Letter * NOTE: Required Delivery Date of this document is the Funding Date			
*	Notice of Freddie Mac Purchase Date including Freddie Mac Transferee Representations Letter	Notice of FM Purchase Date with FM Transferee Rep Letter	Notice of FM Purchase Date with FM Transferee Rep Letter

Electronic Copies Required – Additional Documents Required in Exhibit D-1 of the Commitment (Select all documents included in the Final Delivery Package)			
	Document	DMS Document Type	DMS Document Title
<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	Additional Documents Final Delivery Package	[Certified or Recorded] [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]
<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]
<input type="checkbox"/>		Additional Documents Final Delivery Package	[title of document]
<input type="checkbox"/>		Additional Documents Final Delivery Package	[title of document]