



Final Delivery Instructions and Final Delivery Package Table of Contents **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
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	
Original Project Loan Amount	

Commitment Amendment	
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	

Joint TEL Counsel Information	
Name	
Phone Number	
Email	
Group Email, if available	

Fiscal Agent Information	
Name	
Phone Number	
Email	

Originals and Electronic Copies Required <i>(Select all documents included in the Final Delivery Package)</i>			
	Document	DMS Document Type	DMS Document Title
Letter of Credit			
<input type="checkbox"/>	Letter of Credit with assignment form attached	Letter of Credit	LOC – \$ amount

Electronic Copies Required <i>(Select all documents included in the Final Delivery Package)</i>			
	Document	DMS Document Type	DMS Document Title
Construction Phase Financing Agreement			
<input type="checkbox"/>	Construction Phase Financing Agreement	Loan Agreement	Construction Phase Financing Agreement
Loan Agreements			
<input type="checkbox"/>	Project Loan Agreement	Loan Agreement	Project Loan Agreement
<input type="checkbox"/>	Funding Loan Agreement	Loan Agreement	Funding Loan Agreement
Opinion Letters			
<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 (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"/>	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
<input type="checkbox"/>	Letter of Credit Certification	Letter of Credit	Letter of Credit Certification
LIHTC Documents <i>(only upload fully executed versions not previously delivered)</i>			
<input type="checkbox"/>	LIHTC Application to Allocating Agency	Low Income Housing Tax Credits (LIHTC) Allocation and Certification Documentation	LIHTC Application
<input type="checkbox"/>	Section 42(m) Letter [Approval of 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