



Project Eligibility Review Service (PERS) Overview

This overview is intended as a resource to the requirements outlined in *Selling Guide*, [B4-2.2-06](#), Project Eligibility Review Service (PERS). It is not intended to replace a thorough review of the *Guide* itself.

Fannie Mae's Project Eligibility Review Service allows approved seller/servicers to submit information on new and established project for a Fannie Mae eligibility review.

For single-phased projects, Fannie Mae reviews the overall project to determine eligibility.

For new, legally phased projects, Fannie Mae conducts the initial review of the overall project to provide a Fannie Mae decision. The review of subsequent legal phases is delegated to lenders to review for construction completion and pre-sale compliance. Lenders will use the Fannie Mae project-level approval to sell us loans secured by units in these projects.

Projects developed in phases must meet the definition of legally phased. For single-phased projects where the developer intends to build in multiple stages, the developer should consider drafting or amending the master deed or declaration to formally add these stages as legal phases in the project's legal documents. Refer to the [Project Standards Requirements FAQs](#) for additional information on phasing.

Refer to *Selling Guide*, [B4-2.2-06](#), Project Eligibility Review Service for projects that must be submitted to PERS and to determine if Standard or Streamlined PERS Review is required. For all established condo projects, lenders may use the Streamlined PERS submission process. To determine whether a condo project meets the definition of a new or established project, refer to the *Selling Guide*, [B4-2.1-01](#), General Information on Project Standards.

NOTE: Manufactured homes in co-ops are not an eligible project type.

PERS submissions must be from an approved Fannie Mae seller/servicer and may be submitted to Fannie Mae once lenders determine that a new or established project warrants an exception based on the *Selling Guide* [eligibility standards](#).

Following the steps below will ensure your PERS submission meets Fannie Mae's requirements for a project review under this process.

Step 1: Lender Submission Process:

- Review the project to determine if the project meets the requirements outlined in the *Selling Guide*, or if any ineligible characteristic(s) warrants additional consideration.
- Follow the applicable process for Standard or Streamlined submissions as outlined in the *Selling Guide*, B4-2.2.06 which includes:
- Complete a project submission package using the applicable interactive PERS forms outlined in the *Selling Guide*, [B4-2.2-06](#), Project Eligibility Review Service. (i.e., Forms 1091, 1026, 1029, 1030, 1054, 1071, and 1081, also available [here](#)) in their entirety.
- Submit all forms and supporting exhibits electronically. Each separate and labeled PDF, Word, or Excel file **must** be attached to an email and sent to the linked [mailbox](#). Multiple emails may be required to accommodate large files or use file compressions tools, such as .zip files. The maximum file size for each email is 20MB.
- If this is your first PERS submission, please provide your company's billing point of contact information to ensure accurate billing.
- For new projects consisting of manufactured homes describe how many manufactured home units are on site



and how many are vacant on Form 1081. All manufactured home units must also meet the requirements in B2-3-02, B4-1.4-01, B4-1.4-02, and B5-2.

- For any project subject to a community land trust, ground lease, or shared equity arrangement, please provide a copy of the legal documents along with an Attorney's Opinion Letter or Form 1054 signed by an attorney, that identifies if the project complies with our eligibility requirements related to community land trust, leasehold estate or shared equity arrangement. For any project subject to a deed restriction, lender to provide confirmation that the deed restriction complies with our requirements outlined in B5-5.2-02. Lenders may utilize their in-house legal counsel to meet these requirements.
- Once the project has been submitted to Fannie Mae, the reviewer may request additional information and/or documentation to complete the review of the project.
- Incomplete submission packages will delay the decision.
- To ensure an efficient and thorough review of **conditional approval** documents, please submit your updated package when documentation for all requested conditions is met. Documentation should be sent to the linked [mailbox](#) with each document as a separate attachment (as opposed to one large PDF file). Each document should also be labeled and numbered, as listed on the Conditional Project Approval, so we can check them in and record their receipt as quickly as possible.

NOTE: Lenders are responsible for verifying and documenting that the project has appropriate insurance (e.g., project, liability, fidelity, flood, etc.) as required in the *Selling Guide*, Chapter B7-3, Property and Flood Insurance and *Selling Guide*, Chapter B7-4, Liability and Fidelity/Crime Insurance Requirements for Project Developments.

Standard PERS Submission Process:

In addition to the **Standard PERS** submission forms referenced in the *Selling Guide*, [B4-2.2-06](#), and the additional exhibits as outlined on Form 1030, please also include:

- Phasing schedule for new legally phased projects
- Certificate of Insurance(s) (COI) – including property and liability
- Street address list for all units located in the project

NOTE: This is not a complete list. Refer to the *Selling Guide*, [B4-2.2-06](#) for all required documents.

If a project is submitted for Conditional Project Approval, some forms may not be ready for completion (e.g., 1029, 1081). If a form or an exhibit is not yet available, indicate in the "Lender Summary" of Form 1026 or the comment section of Form 1030 that the exhibit will be provided when requesting Final Project Approval. For your convenience, all forms accept electronic signatures. **Incomplete or unsigned forms will cause delays in the review process.**

Legal phases are delegated to the lender for review once the project has received the *Approved by Fannie Mae* status in CPM. A delivery restriction will be added to the project record with the requirements in steps 1 and 2 below.

- 1) For each additional legal phase, the lender must obtain an annexation document or amendment adding the subject phase, evidence the building(s) are substantially complete, and confirmation cumulative presale of at least 50% has been met for each additional legal phase.



2) If not already in CPM, lenders must request that the legal phase be added to the project record in CPM through the CPM_manage@fanniemae.com utilizing the phase request form available in CPM in the Help Center. If the legal documents require the legal phase to be added to the project through an amendment or annexation agreement, then the recorded document must be provided when requesting the phase be added to CPM. While this phase will not reflect the Approved by Fannie Mae status or be open for certification, it will be documented in the CPM record.

3) Lenders are responsible for retaining the documentation and providing them to Fannie Mae upon request.

NOTE: Any approved seller/servicer may review additional legal phases when the project has received the Approved by Fannie Mae status in CPM.

Extensions - Requests for Extension of a Conditional or Final Project Approval will only be considered on the project level.

The lender is encouraged to submit a request for an extension to the Project Review Team via email to the linked [mailbox](#) at least 30 days prior to the current approval expiration date.

The following documentation must be provided:

- Updated Form 1026 (extension)
- Updated Forms 1029, 1071, and 1081
- Updated phasing schedule to include completed phases and pending phases (if legally phased project)
- Updated appraisal (if the previous one is more than 120 days old)
- Updated budget (if different year or after build-out)
- Updated Insurance Certificate (if the previous certificate has expired)
- Street address list for all units located in the project

Additional project-specific documentation may be required by Fannie Mae to address material changes that may have occurred in the project's financial, legal, or operational structure since it was originally approved.

NOTE: For projects previously submitted and reviewed under construction or marketing phases, please reach out to the PERS mailbox to discuss the project.

Streamlined PERS Submission Process

In addition to the **Streamlined PERS** submission forms referenced in the *Selling Guide*, [B4-2.2-06](#) provide the following:

- The Application for Approval of Established Project (Form 1091), must include a description of any characteristic or feature of the project that does not comply with Fannie Mae requirements and provide a rationale for project approval including compensating factors.
- Any exhibit that supports the exception being requested (e.g., legal docs).
- Copy of the HOA's Certificates of Insurance (COI) including property and liability.



- A street address list for all units located in the project.

NOTE: This is not a complete list – refer to the *Selling Guide* for all required documents.

Extensions under the Streamlined PERS process are not considered and the lender must submit all the documentation required for a Streamlined PERS submission.

Step 2: Fannie Mae Review Process and Approval Designations

Once Fannie Mae receives a PERS submission package it is reviewed for completeness. Fannie Mae will contact the lender if additional information is needed. Once all completed forms and required documents are received, Fannie Mae will assign the project a CPM number (Project ID) if one does not already exist.

Upon the completion of the review of a Standard or a Streamlined PERS submission, Fannie Mae will:

- Notify the lender via email within 10 to 15 business days from receipt of the complete package and provide a PERS invoice. Billing is completed through the lender's monthly Technology Manager invoicing.
- Notify the lender with one of the following designations: Conditional Project Approval, Final Project Approval, Denial, or Suspension of the Application.
- Before officially declining the approval of a project, Fannie Mae's Project Review Team will contact the lender to discuss its concerns with the specific project characteristics that prevented its approval. Lenders will have an opportunity to provide additional information to address concerns and potentially obtain project approval.
- Conditional Project Approvals expire after nine months. Lenders may not deliver loans to Fannie Mae in projects with Conditional Project Approval. If the project is eligible for a lender-delegated Full Review, non-submitting lenders may choose to review the project themselves. If a *Conditional Project Approval* (1027) is issued, the lender must submit the requested documentation when all requested conditions are available to the linked [mailbox](#). Each document should be labeled/numbered, as listed on the Conditional Project Approval for quick review.
- Final Project Approvals expire after 18 months. Any approved seller/servicer may deliver loans to Fannie Mae in projects with a Final Project Approval.
- [Condo Project Manager™ \(CPM™\)](#) will be updated with the project review status.

NOTE: In certain cases, Fannie Mae may set a shorter or longer approval period if circumstances indicate that a different period would be more appropriate.

Step 3: PERS Invoicing

The lender will be invoiced electronically for applicable PERS fees on the sixth day of every month, regardless of the final decision.

Standard PERS fees include:	Streamlined PERS fee include:
<ul style="list-style-type: none">○ \$1,500 base fee for single, non-phased project○ \$2,500 base fee for multiple legal phased project <p>Fees are not charged for extensions of Conditional Approvals or extensions of Final Approvals.</p>	<ul style="list-style-type: none">○ \$500 base fee for the initial PERS submission for an established project○ \$500 base fee for the extension of a Conditional or Final Project Approval



NOTE : A base fee will be charged if a Standard PERS project is not submitted for extension within 30 days after its Conditional or Final Approval expires.	
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Resources

- Fannie Mae-approved condo, co-op, and PUD projects are available in CPM.
- For more information about PERS, refer to the [Project Standards FAQs](#) and the [Selling Guide](#), Chapter B4-2, Project Standards, or contact the Fannie Mae Project Review Team via the linked [mailbox](#).
- Approved Fannie Mae Sellers/Serviceicers should contact the [Corporate Technology Manager](#) to register for access to Condo Project Manager.
- Interactive PDF versions of Fannie Mae PERS Forms can be downloaded from the [Forms page](#), completed, and saved by the lender.
- To access invoice and billing information, please register for electronic billing on [Fannie Mae Connect™](#).