

ORDER NO: _____

DATE: _____

PAGE: _____

Maintenance and Repair Work Authorization

PAY TO VENDOR: _____

REGIONAL OFFICE: _____

PAY TO NUMBER: _____

FANNIE MAE LOAN NO. _____

REO ID _____

SERVICER LOAN ID. _____

PROPERTY ADDRESS _____

SERVICER NAME _____

SERVICER NO. _____

CONTRACTOR NAME _____

CONTRACTOR NO. _____

TO: (NAME AND ADDRESS OF BROKER) _____

You are authorized to contract on behalf of Fannie Mae for the following maintenance and/or repairs to the above property. Cost to perform each item may not exceed the amount authorized below without prior written authorization from Fannie Mae.

ITEM	DESCRIPTION	AMOUNT

- Submit to lender above for payment
 Submit to regional office above for payment
 Submit to escrow company below (fill in) for payment

 Payment authorized through escrow: _____
 (initials)

Escrow Company Name _____

Escrow Company Address _____

Work Completed on (Date) _____

Work Inspected on (Date) _____

For Fannie Mae Use Only

Prior Authorization (if any) _____

Accumulated *Total _____

For work exceeding \$1,000:

- Bids have been received and approved _____
(Initials)
- Bids have been taken verbally. Copies of bids must be sent to Fannie Mae. _____
(Initials)

 Approved by: _____
 (Fannie Mae Sales Rep) (Date)

*If total cost exceeds \$3,000.00, two authorized signatures are required.

 2nd Level: Supervisor Manager _____
 (Date)

*If total cost exceeds \$15,000.00, Sales Review Committee Approval Required.

 Sales Review _____
 (Date)

I certify that I personally inspected the above item(s) and found all work completed in a satisfactory and workmanlike manner.

Broker Signature _____

Date _____

Instructions

Maintenance and Repair Work Authorization

We use this form to authorize brokers or agents to perform certain repair or maintenance work for an acquired property. The broker or agent uses this form to request a servicer to reimburse it for expenses incurred for the maintenance or repair work.

Copies

Original, plus three.

Printing Instructions

This form must be printed on letter size paper, using portrait format. When printing this form, you must use the "shrink to fit" option in the Adobe Acrobat print dialogue box.

Instructions

When we authorize a broker or agent to incur expenses related to repair or maintenance work, we send the broker or agent an original and one copy of this form.

When the work is completed, the broker or agent must inspect it, take photographs, obtain appropriate invoices, and obtain any needed lien releases. Once the broker or agent is satisfied with the completed work, he or she should sign the certification and submit the original and one copy of Form 1093 to the servicer indicated at the top of the form--along with the photographs, invoices, and lien releases.

The servicer should pay all invoices that are attached to an original Form 1093, as long as they have been authorized by us and certified by the broker or agent. The servicer may request our verbal authorization if it believes that the broker or agent should be reimbursed before all supporting documentation is available.

To obtain reimbursement for expenses paid to brokers or agents, the servicer should submit a Cash Disbursement Request (Form 571) to us. The servicer should retain a copy of Form 1093--along with its supporting documentation--for its records.