

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 OnlyPrior Authorization (*if any*) _____

Accumulated *Total _____

For work exceeding \$1,000:

1. Bids have been received and approved _____ (Initials)

2. Bids have been taken verbally. Copies of bids must be sent to Fannie Mae. _____ (Initials)

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

*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 _____