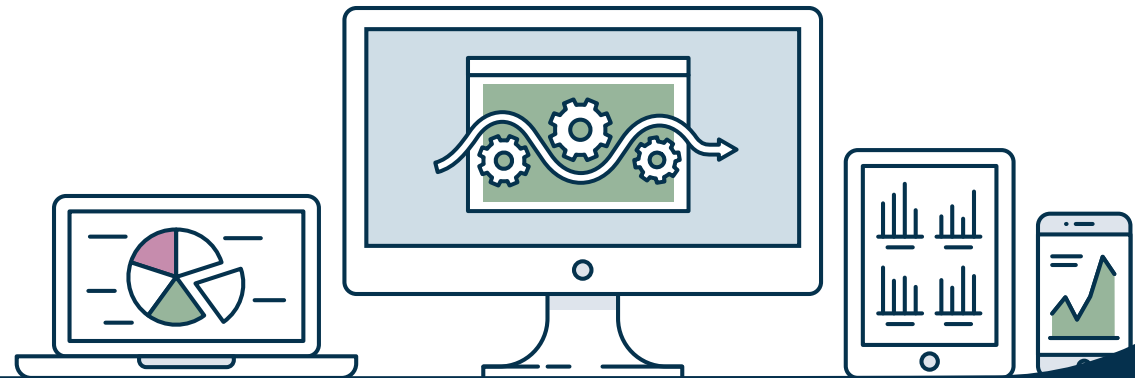


DUS Data Digitizer® Enhancement Training

February 24, 2021



Overview

The Requirement:

Delivery of standardized data sets as supplements is required for the following third-party reports:

- Property Condition Assessment (PCA)
- Environmental Site Assessment (ESA)
- Zoning Report (ZON)
- Seismic Risk Assessment (SRA)

Active Guide Updates and Notifications:

The requirement went into effect for all reports with a Third-Party Report Signature Date of September 30, 2020 and later.

The requirement is now subject to the commitment date effective January 25, 2021 but doesn't supersede the prior requirement.



Overview

Background:

Fannie Mae and Lenders from the DUS Technology Innovation Sub Committee (TISC) partnered to develop data standards and identify key features for the digitization of third-party reports required in multifamily underwriting.

The DUS Data Digitizer® Application:

- Lenders submit structured data files to Fannie Mae using the DUS Data Digitizer® application.
- Lenders continue to receive report narratives generated by their Third-Party Report Vendors.
- Vendors generate and Lenders validate structured data files using the DUS Third-Party Report Standards and Specifications Package available on the application website.





DUS Data Digitizer[®]

DUS Third-Party Report Standards and Specifications Package

Go to the DUS Data Digitizer[®] website and locate the following two tiles to retrieve the Standards:

<https://multifamily.fanniemae.com/applications-technology/dus-data-digitizer>





Prerequisites

Application Access

For access to DUS Data Digitizer[®], contact your Technology Manager Administrator.

DUS DocWay[®] users who have either the “Lender_Admin” or “Lender_User” role will only need to request the Data Digitizer role:

“MFDSTDN_DIGITIZER_PROD_RW_ROLE”



The Basics

File Formats:

DUS Data Digitizer® supports the following two file formats:

- Extended Markup Language (XML)
- Comma Separated Values (CSV)
 - Special data position requirement applies

File Naming Convention:

The file name must include the Deal Identifier followed by the symbol “_” and the three-letter initials for the Third-Party Report Type. Other characters can be included if another “_” precedes them. Examples follow:

- 123456_PCA_1.xml
- 123456_ESA_2.csv
- 123456_Zon_3Abc.xml
- 123456_SRA_4Def.csv



The Basics

Deal Identifier – Required data point:

Any of the following Fannie Mae Multifamily Deal Identifiers can be used:

- Deal Identifier from DUS Gateway®
- Acquisition Deal Identifier from C&D™ or MSFMS

Collateral Reference Number – Optional data point, recommended for multi-asset liens:

The Collateral Reference Number becomes available once the acquisition record is generated.

- In C&D™, the Collateral Reference Number has 10 characters, e.g., 9876543210
- In MSFMS, the Collateral Reference Number has 14 characters, e.g., 9876543210-001



The Basics

Frequently Asked Questions

Please review our website for FAQs:

<https://multifamily.fanniemae.com/applications-technology/dus-data-digitizer>

Contact Us

Please email us with suggestions, comments or any other questions:

data_standardization@fanniemae.com



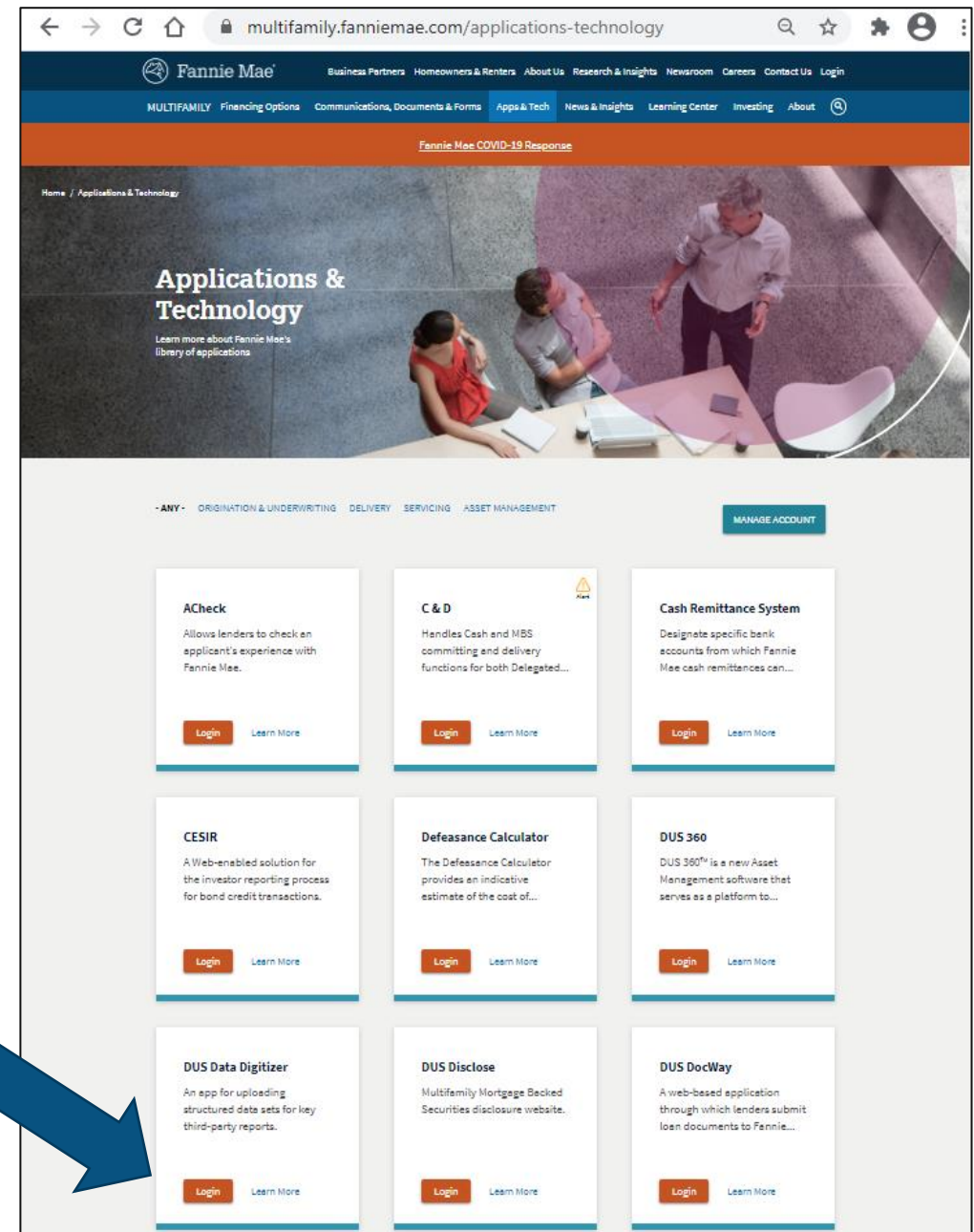
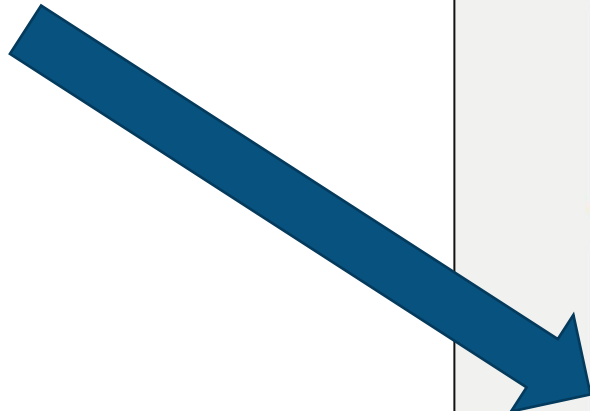


Launching App from Multifamily Apps & Tech

Launch the App

Go to the Fannie Mae Multifamily Applications & Technology website.

Click the Login button on the DUS Data Digitizer tile.



Upload Data Files

Username



Username | **Seller Servicer Number** | **Lender Name**

Kashef Mohammed | | Fannie Mae

Data Files

Showing activity in the last 30 days.

Type to filter

[Upload Data Files](#)

File Name	Report Type	File Format	Deal ID	Collateral Reference #	Submission Details
123456_ZON_Sample.csv	ZON	CSV	123456	0123456789-001	01/26/2021 10:24:41 EST



Click 'Upload Data Files' to begin the file upload process.

Note: The maximum number of files that may be uploaded at one time is 25




Select File(s) to Upload

Add Data Files ✕

Upload Files Review File Summary

Upload files to perform a full file scan
The system will scan your files for viruses, correct naming conventions,
and data errors to ensure they are eligible to submit.



Drop files here....

Select File(s)

Maximum single file size supported: 50 MB
Valid filename characters: alphanumeric characters and the following special characters - . () _ !




Start Upload

Add Data Files

Upload Files Review File Summary

Upload files to perform a full file scan
The system will scan your files for viruses, correct naming conventions,
and data errors to ensure they are eligible to submit.



Drop files here....

Select File(s)

Maximum single file size supported: 50 MB
Valid filename characters: alphanumeric characters and the following special characters - . () _ !

File Name	Remove
123456_ZON_Sample.csv	Remove

Remove All

Start Upload

Sample 'Zoning'
file selected

Click 'Start Upload' to begin the upload process



Review File Summary

Add Data Files ✕

Upload Files Review File Summary

File ⌵	Submission Eligibility ⌵	Issue Summary ⌵	Upload Details ⌵	Select To Submit
123456_ZON_Sample.csv	✔ Ready to submit	0 errors; 0 warnings	01/26/2021 11:48:42 EST	<input type="checkbox"/>

Back To Upload Selected files will be submitted upon completion, others will be discarded Finish And Close

Click the hyperlink to view Data, Errors and Warnings as applicable.



View Data

The screenshot displays the Fannie Mae DUS Data Digitizer interface. At the top, the header includes the Fannie Mae logo and the text "DUS Data Digitizer". Below the header, the main content area is divided into two sections. On the left, a file named "123456_ZON_Sample.csv" is shown, with a sub-header "Uploaded 01/26/2021 11:48:42 EST" and icons for printing and sharing. Below this, a list of data categories is presented, each with a blue chevron icon pointing right: "Fannie Mae Identifiers", "Lender Information", "Third-Party Report Information", "Property Location", "Property Details", "Assessment Details", "Site History", and "Conclusions". On the right, the "Errors and Warnings" section is visible, featuring a sub-header "Errors and Warnings" with print and close icons. Below this, the text "The file has no Errors or Warnings." is displayed. A button labeled "Return To File Summary" is positioned below the error message. At the bottom right of the interface, a "Contact Us" link is visible.



Submit Files, Finish and Close

Select file(s) to submit

Add Data Files

Upload Files | Review File Summary

File	Submission Eligibility	Issue Summary	Upload Details	Select To Submit
123456_ZON_Sample.csv	✔ Ready to submit	0 errors; 0 warnings	01/26/2021 10:15:17 EST	<input checked="" type="checkbox"/>

Back To Upload

Selected files will be submitted upon completion, others will be discarded

Finish And Close

Check the 'Select To Submit' box and then click 'Finish And Close'

Important

Once the file is selected click 'Finish And Close' to complete the submission process and navigate back to the DUS Data Digitizer home page.



DUS Data Digitizer Home Page

Username	Seller Servicer Number	Lender Name
Kashef Mohammed		Fannie Mae

Data Files

Showing activity in the last 30 days.

Type to filter

Upload Data Files

File Name	Report Type	File Format	Deal ID	Collateral Reference #	Submission Details
123456_ZON_Sample.csv	ZON	CSV	123456	0123456789-001	01/26/2021 10:24:41 EST

Details of the Data File recently submitted





Launching App from DUS DocWay®

Launch DUS Data Digitizer

Document Level:

1. User first uploads a Third-Party Report Narrative File (PDF) in DUS DocWay®.
2. Once the upload completes, user right-clicks on the uploaded filename and clicks on option '**Import Data File**'. This launches the Digitizer.
3. The user then uploads the Data File corresponding to the uploaded Narrative File and logs out.
4. This is the most seamless way to upload both the narrative (PDF) and data file (XML or CSV) for the same deal and report type (ESA, PCA, SRA, ZON).

Deal Level:

1. User clicks on '**Loan Documents**', chooses the '**Loan Packages**' option in DUS DocWay®,
2. Selects and right-clicks on the specific deal and chooses the drop-down option '**Import Data File**'. This launches the Digitizer.
3. User then uploads one or more of the four Data Files for the selected deal and logs out.

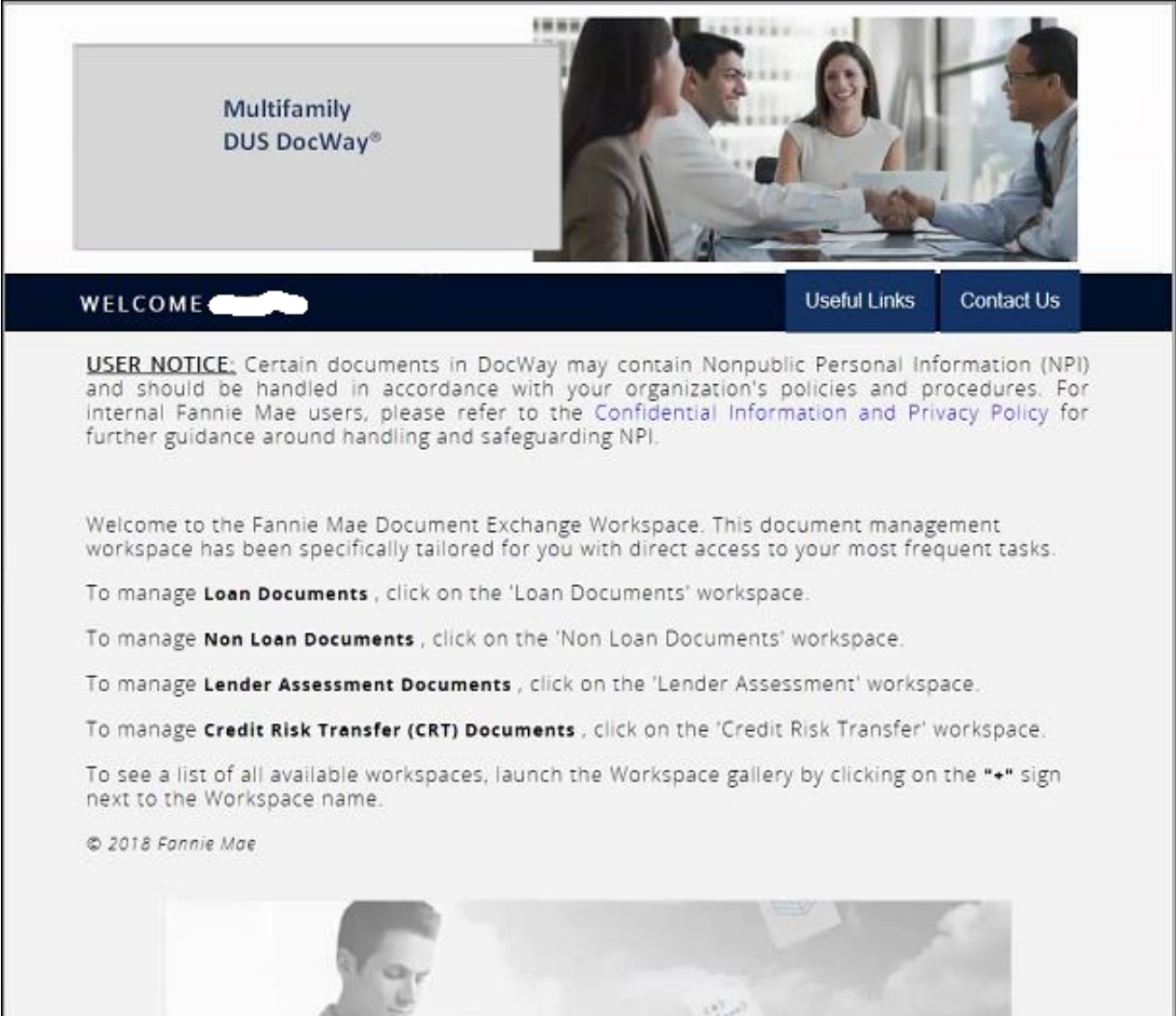
Application Level:

1. On the DUS DocWay® home page, user hovers the mouse on '**Useful Links**', drops-down and clicks on the option '**DUS Data Digitizer**'. This launches the Digitizer.
2. User then uploads any Third-Party Reports Data Files for any deal and logs out.



Launch DUS Data Digitizer

Document Level Example



Multifamily
DUS DocWay®

WELCOME [redacted] [Useful Links](#) [Contact Us](#)

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To manage **Lender Assessment Documents**, click on the 'Lender Assessment' workspace.

To manage **Credit Risk Transfer (CRT) Documents**, click on the 'Credit Risk Transfer' workspace.

To see a list of all available workspaces, launch the Workspace gallery by clicking on the "+" sign next to the Workspace name.

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Launch DUS Data Digitizer

Document Level Example



Launch DUS Data Digitizer

Document Level Example

The screenshot displays the DUS Data Digitizer interface. The top navigation bar includes 'HOME', 'LOAN DOCUMENTS', and 'NON LOAN DOCUMENTS'. Below this, there are search and action buttons: 'Run query', 'IMPORT', 'IMPORT NEW VERSION', 'PROPERTIES', 'COMPLETE', and 'RETURN'. The main content area is divided into two panels. The left panel, titled 'Loan Packages', shows a table with columns for Deal ID, Status, and Deal Name. The right panel, titled 'Content List', shows a table with columns for Document Name by User, Folder Type, Status, Document File Name, Document Type, and Package Quality Status. A 'Comments' panel is visible on the far right.

Deal ID	Status	Deal Name
9102032	Draft	Docway Automation 32
9102032	Draft	Docway Automation 32
11111	Returned ...	DCWY Deal 1
11111	Draft	DCWY Deal 1
1102030	Draft	Docway Automation 30
1101017	Draft	Docway Automation 21
106	Draft	Sentinel Realty Advisor
106	Draft	Sentinel Realty Advisor
106	Draft	Sentinel Realty Advisor
106	Draft	Sentinel Realty Advisor
106	Draft	Sentinel Realty Advisor

Document Name by User	Folder Type	Status	Document File Name (auto...	Document Type	Package Quality Status
0607201919_2.pdf		Draft	Delivery Documents_Envir...	Environmental Site Assessment	C
0607201919_2.pdf	Folder II	Draft	Delivery Documents_Seis...	Seismic Risk Assessment	C
0607201919_22.pdf	Folder II	Draft	Delivery Documents_Prop...	Property Condition Assessment	C
xlsx-sample-file.xlsx		Draft	Delivery Documents_Envir...	Environmental Site Assessment	C
xlsx-sample-file.xlsx	Folder II	Draft	Delivery Documents_Zoni...	Zoning Report	C



Launch DUS Data Digitizer

Document Level Example

The screenshot displays the DUS Data Digitizer interface. On the left, there is a search sidebar with a 'Search by Attribute' section containing radio buttons for 'Commitment Number', 'Deal ID', 'Fannie Mae Loan Number', 'Collateral Reference Number', 'Property Name', 'Deal Name', and 'Lender Name'. Below this is a 'Loan Packages' table with columns for Deal ID, Status, and Deal Name. The main area features a 'Content List' table with columns for Document Name by User, Folder Type, Status, Document File Name (auto...), Document Type, and Package Quality Status. A red arrow points to the 'Import Data File' option in the context menu for the selected document '0607201919_2.pdf'. The context menu also includes 'Add comment...', 'Add to favorites', 'Send mail...', 'Delete... Del', and 'Properties...'. The bottom right corner shows a 'Comments' section with a 'Preview' button and a 'Task details' button.

Deal ID	Status	Deal Name
9102032	Draft	Docway Automation 32
9102032	Draft	Docway Automation 32
11111	Returned ...	DCWY Deal 1
11111	Draft	DCWY Deal 1
1102030	Draft	Docway Automation 30
1101017	Draft	Docway Automation 21
106	Draft	Sentinel Realty Advisor
106	Draft	Sentinel Realty Advisor
106	Draft	Sentinel Realty Advisor
106	Draft	Sentinel Realty Advisor

Document Name by User	Folder Type	Status	Document File Name (auto...)	Document Type	Package Quality Status
0607201919_2.pdf		Draft	Delivery Documents_Envir...	Environmental Site Assessment	
0607201919_2.pdf	Folder II	Draft	Delivery Documents_Seis...	Seismic Risk Assessment	
0607201919_22.pdf	Folder II	Draft	Delivery Documents_Prop...	Property Condition Assessment	
xlsx-sample-file.xlsx		Draft	Delivery Documents_Envir...	Environmental Site Assessment	
xlsx-sample-file.xlsx	Folder II	Draft	Delivery Documents_Zoni...	Zoning Report	

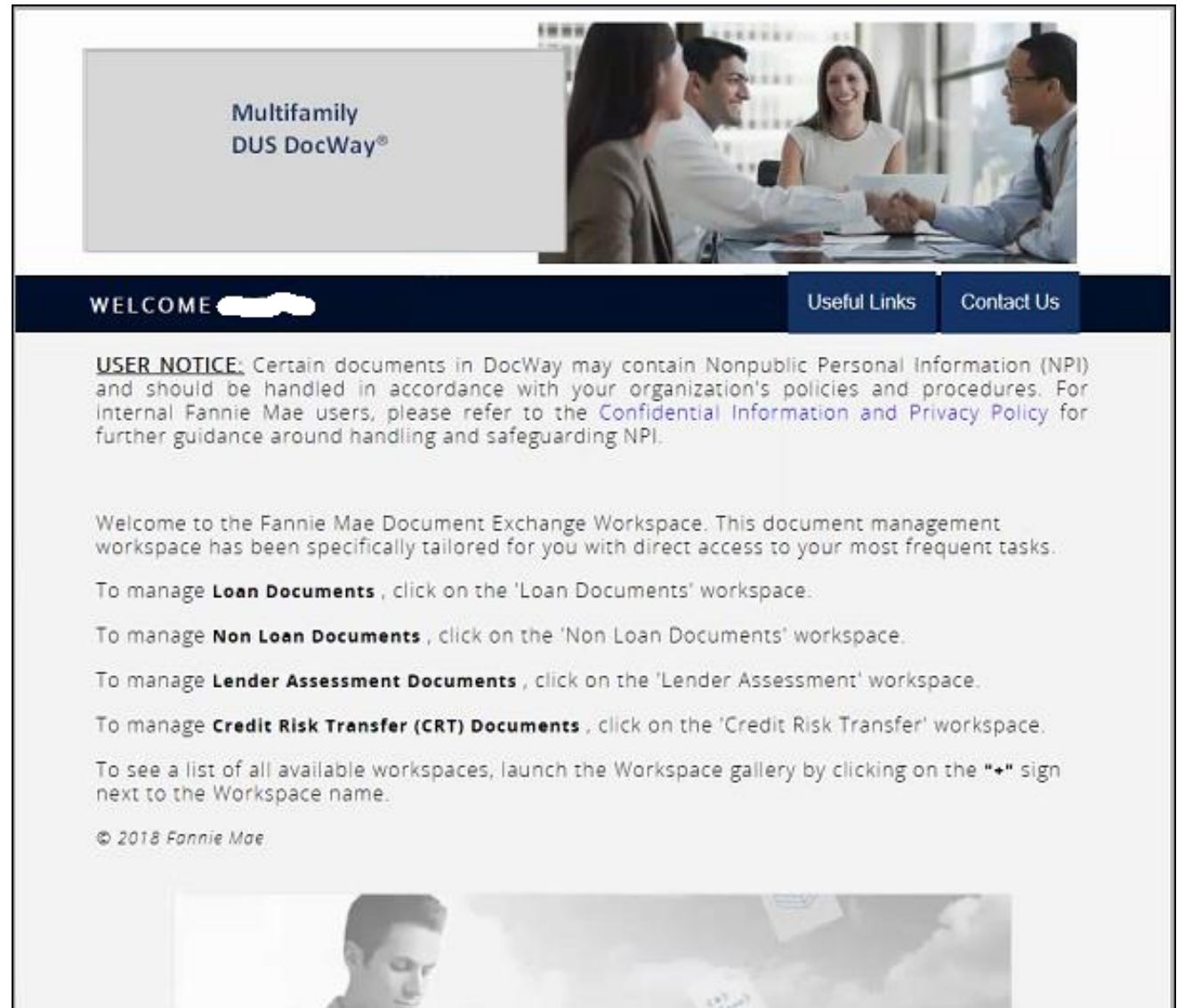




Back to Upload Data Files Slide

Launch DUS Data Digitizer

Deal Level Example



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To manage **Credit Risk Transfer (CRT) Documents**, click on the 'Credit Risk Transfer' workspace.

To see a list of all available workspaces, launch the Workspace gallery by clicking on the "+" sign next to the Workspace name.

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Launch DUS Data Digitizer

Deal Level Example



Launch DUS Data Digitizer

Deal Level Example

The screenshot displays the DUS Data Digitizer interface. At the top, there are navigation tabs for 'HOME', 'LOAN DOCUMENTS', and 'NON LOAN DOCUMENTS'. Below this is a search bar with the text 'Search by Attribute' and a 'Run query' button. The search criteria are set to 'Number / ID:'. The search results are displayed in a table with columns for Deal ID, Status, and Deal Name. The deal with ID 1102030 is highlighted in blue. To the right of the search results is a 'Content List' section with a search bar and a table of documents. The table has columns for Document Name by User, Folder Type, Status, Document File Name (auto...), Document Type, and Package Quality Status. The documents listed are:

Document Name by User	Folder Type	Status	Document File Name (auto...)	Document Type	Package Quality Status
0607201919_2.pdf		Draft	Delivery Documents_Envir...	Environmental Site Assessment	C
0607201919_2.pdf	Folder II	Draft	Delivery Documents_Seis...	Seismic Risk Assessment	C
0607201919_22.pdf	Folder II	Draft	Delivery Documents_Prop...	Property Condition Assessment	C
xlsx-sample-file.xlsx		Draft	Delivery Documents_Envir...	Environmental Site Assessment	C
xlsx-sample-file.xlsx	Folder II	Draft	Delivery Documents_Zoni...	Zoning Report	C

At the bottom right, there is a 'Comments' section with a 'Preview' button and a 'Task details' button. The comments section shows a single comment with the ID 6666102030.



Launch DUS Data Digitizer

Deal Level Example

The screenshot displays the DUS Data Digitizer interface. At the top, there are navigation tabs for 'HOME', 'LOAN DOCUMENTS', and 'NON LOAN DOCUMENTS'. Below this is a search bar with 'Search by Attribute' and a 'Run query' button. The main area is divided into two panels: 'Loan Packages' on the left and 'Content List' on the right. The 'Loan Packages' panel shows a table with columns for Deal ID, Status, and Deal Name. The row for Deal ID 1102030 is selected, and a context menu is open over it, with a red arrow pointing to the 'Import Data File' option. The 'Content List' panel shows a table with columns for Document Name by User, Folder Type, Status, Document File Name, Document Type, Package Quality Status, and Property Names. The 'Comments' panel on the right shows a 'Preview' tab and a 'Task details' tab, with a comment for Deal ID 6666102030.

Deal ID	Status	Deal Name
9102032	Draft	Docway Automation 32
9102032	Draft	Docway Automation 32
11111	Returned ...	DCWY Deal 1
11111	Draft	DCWY Deal 1
1102030	Draft	Docway Automation 30
1101017	Draft	
106	Draft	
106	Draft	
106	Draft	
106	Draft	

Document Name by User	Folder Type	Status	Document File Name (auto...	Document Type	Package Quality Status	Property Names
0607201919_2.pdf		Draft	Delivery Documents_Envir...	Environmental Site Assessment		Colonial Docway Defec
0607201919_2.pdf	Folder II	Draft	Delivery Documents_Seis...	Seismic Risk Assessment		Colonial Docway Defec
0607201919_22.pdf	Folder II	Draft	Delivery Documents_Prop...	Property Condition Assessment		Colonial Docway Defec
xlsx-sample-file.xlsx		Draft	Delivery Documents_Envir...	Environmental Site Assessment		Colonial Docway Defec
xlsx-sample-file.xlsx	Folder II	Draft	Delivery Documents_Zoni...	Zoning Report		Colonial Docway Defec

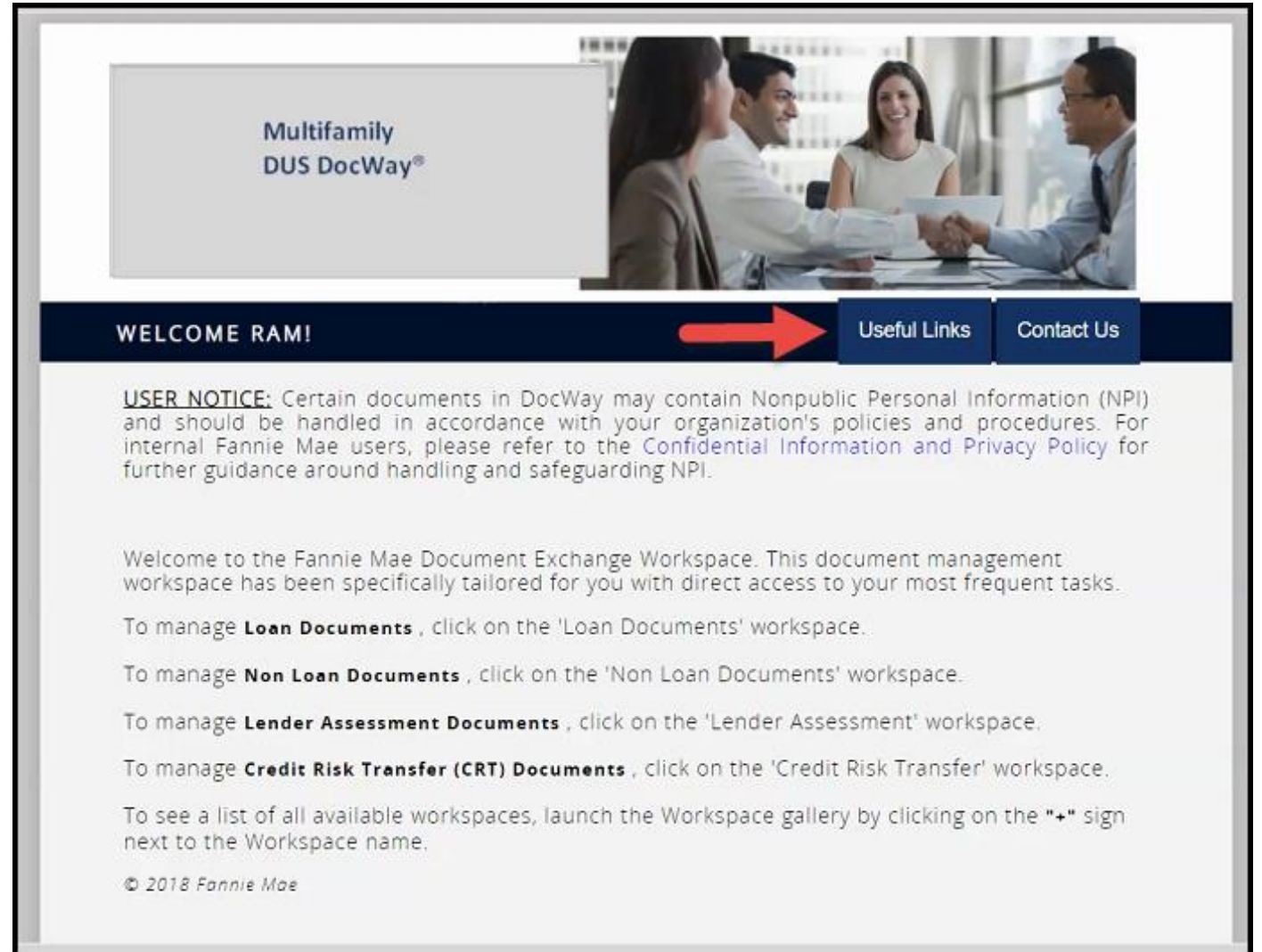





Back to Upload Data Files Slide

Launch DUS Data Digitizer

Application-Level Example



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Launch DUS Data Digitizer

Application-Level Example

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To manage **Lender Assessment Documents**, click on the 'Lender Assessment Documents' workspace.

To manage **Credit Risk Transfer (CRT) Documents**, click on the 'Credit Risk Transfer' workspace.

To see a list of all available workspaces, launch the Workspace gallery by clicking on the "+" sign next to the Workspace name.

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Back to Upload Data Files Slide



Viewing Data, Errors and Warnings

View Data, Errors and Warnings after File Upload

Follow this process to review data, errors and/or warnings

1. Once the Upload is complete, the '**Review File Summary**' screen appears.
2. For each file, the Submission Eligibility can be '**Ready to Submit**', '**Acceptable with Warnings**', or '**Rejected**'.
3. Click on the '**Issue Summary**' hyperlink – one file at a time.
4. The next page will display the data files and any errors or warnings for the selected file.
 - a) **Warnings** are only advisory. There is no immediate need to correct the CSV or XML file. However, it is recommended that the user reviews the individual warning messages and decide if they concur with the default action taken by the Digitizer. If desired, the user can correct the data elements that caused the warnings and re-upload the corrected file.
 - b) **Errors** should be corrected and the file re-uploaded before it can be accepted by Fannie Mae.
 - c) **Errors** and **Warnings** can be printed out or saved to PDF by clicking on the Printer icon. Share it with your Vendor to address any errors or warnings.

Note: Users may have their own local processes to view/edit the CSV and XML files. Generally, MS Excel can be used to quickly view/edit a CSV file and Notepad can be used to quickly view/edit an XML file.



Review File Summary

Add Data Files ✕

Upload Files Review File Summary

File ⌵	Submission Eligibility ⌵	Issue Summary ⌵	Upload Details ⌵	Select To Submit
123456_ZON_Sample.csv	✔ Ready to submit	0 errors; 0 warnings	01/26/2021 11:48:42 EST	<input type="checkbox"/>
115948_ESA_Rej_Delete.csv	✘ Not acceptable	1 errors; 0 warnings	01/22/2021 19:40:27 EST	<input type="checkbox"/>
115948_PCA_AwW_Delete.csv	⚠ Acceptable with warnings	0 errors; 5 warnings	01/22/2021 19:40:27 EST	<input type="checkbox"/>

Back To Upload Selected files will be submitted upon completion, others will be discarded Finish And Close



Click the hyperlink to view Data, Errors and Warnings as applicable.



View Data, Errors and Warnings



Fannie Mae | DUS Data Digitizer

21071_ESA_Sample_v2.3.3.csv *Uploaded 02/09/2021 10:35:04 EST*

- > Fannie Mae Identifiers
- > Lender Information
- > Third-Party Report Information
- > Property Location
- > Property Details
- > Assessment Date
- > Assessment Details
- > Hazardous Substances, Storage Tanks, and Business Environmental Risks
- > Adjacent Properties, Groundwater, and Regulatory Database Search
- > Findings and Conclusion

Errors and Warnings

The file was rejected because of the following errors. Please correct and resubmit.

Errors

- Third-Party Report Scope Standard is set to ASTM E1903, but DUS Compliance Conclusion should be one of 'Phase II Completed' or 'Not Program Eligible'.

[Return To File Summary](#)

[Contact Us](#)



View Data, Errors and Warnings

The screenshot displays the Fannie Mae DUS Data Digitizer interface. At the top left, the logo and text "Fannie Mae | DUS Data Digitizer" are visible. The main content area is divided into two sections. On the left, a file named "123456_ZON_Sample.csv" is shown with its upload date and time: "Uploaded 01/26/2021 11:48:42 EST". Below this, a list of data categories is presented with expandable chevron icons: Fannie Mae Identifiers, Lender Information, Third-Party Report Information, Property Location, Property Details, Assessment Details, Site History, and Conclusions. On the right, the "Errors and Warnings" section is titled and contains the message "The file has no Errors or Warnings." with a "Return To File Summary" button. A "Contact Us" link is located in the bottom right corner of the interface.

Fannie Mae | DUS Data Digitizer

123456_ZON_Sample.csv Uploaded 01/26/2021 11:48:42 EST

- > Fannie Mae Identifiers
- > Lender Information
- > Third-Party Report Information
- > Property Location
- > Property Details
- > Assessment Details
- > Site History
- > Conclusions

Errors and Warnings

The file has no Errors or Warnings.

[Return To File Summary](#)

[Contact Us](#)



Submit files that are Ready to Submit

Select file(s) to submit

Add Data Files ✕

Upload Files Review File Summary

File	Submission Eligibility	Issue Summary	Upload Details	Select To Submit
123456_ZON_Sample.csv	✔ Ready to submit	0 errors; 0 warnings	01/26/2021 10:15:17 EST	<input checked="" type="checkbox"/>

Back To Upload *Selected files will be submitted upon completion, others will be discarded.* Finish And Close

Important

Check the 'Select To Submit' box and then click 'Finish And Close'

Once the file is selected click 'Finish And Close' to complete the submission process and navigate back to the DUS Data Digitizer home page.





Questions?



Fannie Mae®