



Multifamily Asset Management Portal (MAMP) Release Notes – Release 7.0

Fannie Mae will implement Multifamily Asset Management Portal (MAMP) Release 7.0 on Saturday, April 27th, 2019, which includes the following enhancements.

Key Release Highlights:

1. Servicers can utilize and upload the revised MBA Standard Property Inspection Form Version 3.01.
2. Servicers can continue utilizing the bulk upload functionality to submit the current version of the MBA Standard Property Inspection Form Version 2.07 until December 31st, 2019.
3. Servicers **must** utilize and upload the MBA Standard Property Inspection Form Version 3.01 starting on January 1st, 2020 and beyond.
4. Servicers will have the ability to “unlock” closed Completion Repair Agreement (CRA) workitems for both Asset Management and Loss Mitigation Workstreams for further correction and resubmission in the CRA Module.

Detailed Description of Changes:

Changes to Property Inspections Module

- **Bulk Submission and Automatic Data Extraction Changes**
 - The Property Inspections module will allow users to upload the revised MBA Standard Property Inspection Form Version 3.01, using either the existing Bulk Upload tab or the single upload functionality.
 - All guideline and origination workitems, including both Interior/Exterior and Exterior Walk-Around inspections, should be submitted on the MBA Standard Property Inspection Form.
 - There will be an eight month transition period where Servicers are allowed to submit either the revised form Version 3.01 OR the old Version 2.07 in MAMP, after which time only the revised Version 3.01 will be functional, starting January 1, 2020.
 - Servicers can continue to utilize and upload the old Version 2.07 until December 31st, 2019. This release does not contemplate any changes to Version 2.07.
 - Servicers are **required** to utilize and upload the revised MBA Standard Property Inspection Form Version 3.01 starting January 1st, 2020 and beyond.
- **Considerations When Uploading the Revised MBA Standard Property Inspection Form Version 3.01**
 - MBA Standard Property Inspection Form Version 3.01 upload file undergoes validations for all applicable required and non-required fields.
 - The Bulk Upload functionality will allow up to 20 inspections to be uploaded at



- one time.
- Similar to bulk upload of MBA Standard Property Inspection Form Version 2.07, MBA Standard Property Inspection Form Version 3.01 will contain two generic fields that are named as follows and must be populated as described below:
 - **Addt'I ID #1 (editable):** This field is in the General Info tab (Cell AA22) and must be populated with the Fannie Mae Inspection ID found in MAMP. The Inspection ID enables the system to associate an uploaded file with the correct inspection workitem in MAMP.
 - **Addt'I ID #2 (editable):** This field is in the General Info tab (Cell AA23) and must be populated with the Inspection Type (1 or 2).
 - Enter 1 for Interior / Exterior inspections
 - Enter 2 for Exterior Walk Around inspections
 - For a complete listing of data fields and validations, as well as the revised MBA Standard Property Inspection Form version 3.01, please refer to the following attachments:
 - **Property Inspection MBA Form Version 3.01 Mapping Specifications**
 - The file contains two tabs, the first for form level validations and error messages, and the second for extracted fields, required fields, and field level validations.
 - **MBA Standard Property Inspection Form Version 3.01.**

Changes to Completion Repair Agreement (CRA) Module

- **New Function to Unlock Closed CRAs**
 - The CRA module will allow Servicers to reopen, or “unlock”, a previously closed workitem for both Asset Management and Loss Mitigation Workstreams for further correction and resubmission.
 - An “Unlock CRA” button will be added to the CRA Detail page in the Primary Workitem section. This button will allow users to switch a Primary workitem status from “Closed” to “Open”. This functionality does not apply to Subworkitems.
 - For Loss Mitigation workstream, unlocking a workitem may also result in a Subworkitem being added, where applicable, to comply with quarterly status reporting requirements.
 - Once a CRA workitem is unlocked and in “Open” status, users can add or edit the data and resubmit the workitem at will.
 - This enhancement adds a higher-level efficiency due to eliminating the need to call your Fannie Mae partners to create a new CRA, if a CRA was inadvertently closed.
- **Enhancement to “Extend Due Date” Function for Loss Mitigation Workstream**
 - A bug fix will be implemented to correct how system generated Subworkitems are added in MAMP. In certain situations, Subworkitems had to be manually added when



the Final Repair Due Date was extended on a Loss Mitigation workitem.

- The system will now be set up to auto-generate a new Subworkitem, where applicable, to comply with quarterly status reporting requirements.
- This enhancement also adds a higher-level efficiency due to eliminating the need to create a manual subworkitem or call your Fannie Mae representative.

Changes to Guides and Templates Page in MAMP

- **Access and Download Inspection Forms and Related Documents**

- Additional links have been added to the Guides and Templates page for easy access to forms and bulk upload file specifications associated with both form versions.
 - Form MBA v2.07
 - Form MBA v3.01
 - Property Inspection MBS Form Mapping Specifications
- System and process guides have been updated to reflect the changes described in this announcement.
 - MAMP Portal Guide (Servicer Users)
 - Property Inspection Submission Process Guide

User Guides and Templates

- ▶ Forms
 - Inspections
 - [Form 4261](#)
 - [Form MBA v2.07](#)
 - [Form MBA v3.01](#)
 - Operating Statements
 - [Form 4254 Line Item Definitions](#)
 - CSV and Other Upload File Specifications
 - [Action Plan CSV Bulk Upload Specifications](#)
 - [Catastrophic Events CSV Bulk Upload Specifications](#)
 - [Financial Statement CSV Bulk Upload Specifications](#)
 - [Risk Monitoring CSV Bulk Upload Specifications](#)
 - [Structured Transaction \(Deal Level\) CSV Bulk Upload Specifications](#)
 - [Property Inspection MBA Form Mapping Specifications](#)
- ▶ Lender memorandums
 - [Lender Memos](#)
- ▶ System User Guides
 - [Multifamily Asset Management Portal Guide \(Fannie Mae Users\)](#)
 - [Multifamily Asset Management Portal Guide \(Servicer Users\)](#)
 - [Property Mapping FAQ](#)
 - [Property Mapping User Guide](#)
- ▶ Submission Process Guides
 - [Action Plan Data Dictionary](#)
 - [Action Plan Submission Process Guide](#)
 - [Annual Review Submission Process Guide \(Job Aid\)](#)
 - [Borrower Request Submission Process Guide](#)
 - [Property Inspection Submission Process Guide](#)
 - [Property Operating Statement Submission Process Guide](#)
 - [Structured Transaction \(Deal Level\) Submission Process Guide](#)



Questions

If you should have any questions, please contact your Servicer Relationship Manager or MAMP_Communication@fanniemae.com.

Associated Documents

Below are the links to the associated documents:

- [Property Inspection MBA Form Version 3.01 Mapping Specifications](#)
- [MBA Standard Property Inspection Form Version 3.01](#)