

Welcome to DUS Data Digitizer

Multifamily DUS Data Digitizer is a web application for Lenders to upload structured data sets for key third-party reports. The DUS Data Digitizer supports the Multifamily Selling and Servicing Guide requirement(s) to deliver standardized data sets for the following reports:

- Property Condition Assessment (PCA)
- Environmental Site Assessment (ESA)
- Seismic Risk Assessment (SRA)
- Zoning Report (ZON)
- DUS Appraisal Data Set (APPR)

This document is to assist Lenders in the process of uploading Ongoing structured Property Condition Assessment (PCA), Environmental Site Assessment (ESA), Seismic Risk Assessment (SRA), Zoning Report (ZON), and DUS Appraisal Data Set (APPR) to DUS Data Digitizer.

Exhibit A:
Approved structured data set formats and key identifiers for due diligence reports

Report		Property Condition Assessment	Environmental Site Assessment	Seismic Risk Assessment	Zoning Report	DUS Appraisal Data Set
Acronym		PCA	ESA	SRA	ZON	APPR
File Format	CSV	Yes	Yes	Yes	Yes	No
	XML	Yes	Yes	Yes	Yes	Yes
Deal Identifier	All Deals	Required	Required	Required	Required	Not Required <i>(Recommended)</i>
Collateral Reference #	Single-Asset Deals	Not Required <i>(Recommended)</i>	Not Required <i>(Recommended)</i>	Not Required <i>(Recommended)</i>	Not Required <i>(Recommended)</i>	Required
	Multi-Asset Deals	Required	Required	Required	Required	Required
Key Identifier Source		DUS Gateway, C&D, and MSFMS ^[1]				C&D and MSFMS ^[1]

Content:

How to upload structured datasets in DUS Data Digitizer?2



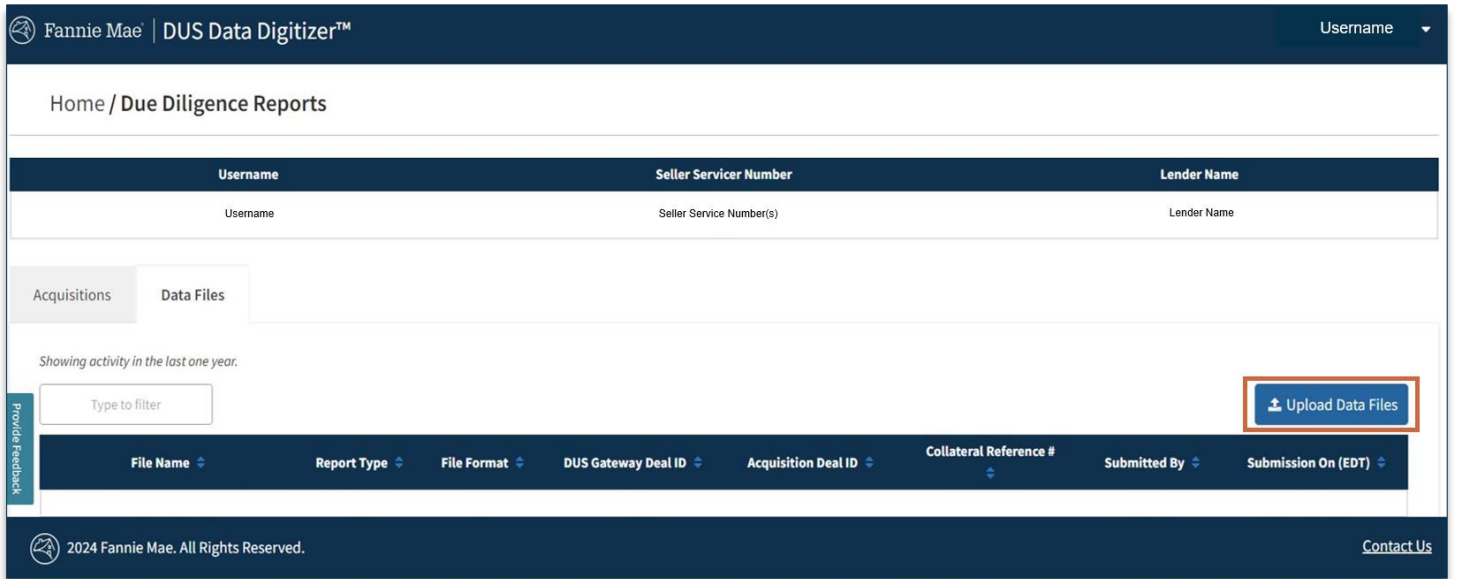
How to upload structured datasets in DUS Data Digitizer?

Step 1: Login to DUS Data Digitizer using this link: <https://dusdatadigitizer.fanniemae.com/>

Step 2: Select **Due Diligence Reports**.



Step 3: On the right-side of the screen, click the **Upload Data Files** button within the **Data Files** tab.






Step 4: Click **Select Files** to upload the data files you received from the third-party report providers. Alternatively, you can drag and drop the files.

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 - . () _ !

NOTE: DUS Data Digitizer will **not** allow the upload of structured data sets that do not adhere to the prescribed file naming convention or acceptable data file format.

Exhibit B:
File Naming Convention

[Key Identifier]_[Structured Data Set]_[Optional Free Text].xml			
[Key Identifier]	[Structured Data Set]	[Optional Free Text]	xml or csv
⇒ Deal ID = PCA, ESA, SRA, & ZON ⇒ Collateral Reference # = APPR	⇒ PCA, ESA, SRA, ZON, or APPR	⇒ Property Name	⇒ APPR only accepts xml.
Key ID	Source	Examples	
Deal ID ^[1]	DUS Gateway	123456_PCA_[Optional Free Text].xml 123456_PCA_[Optional Free Text].csv	
	C&D	12345_PCA_[Optional Free Text].xml 12345_PCA_[Optional Free Text].csv	
	MSFMS	12345_PCA_[Optional Free Text].xml 12345_PCA_[Optional Free Text].csv	
Collateral Reference # ^[2]	C&D	1234567890_APPR_[Optional Free Text].xml	
	MSFMS	1234567890-001_APPR_[Optional Free Text].xml	

[1] The PCA, ESA, SRA and ZON use the Deal ID, which can be found within DUS Gateway (deal identifier is 6-digits), C&D and MSFMS (deal identifier is 5-digits).

[2] The APPR uses the Collateral Reference Number, which can be found within C&D (collateral reference number is 10-digits) and MSFMS (collateral reference number is 10-digits dash 3-digits).



Step 5: Once you've added all the files, click **Start Upload**. (Maximum files to upload at once: 25 files)

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
55593_PCA_732 Willow Ave...	Remove
56094_PCA_Bridgewood Cr...	Remove
231563_PCA.xml	Remove

Remove All

Start Upload

Step 6: Under the Submission Eligibility, each file is deemed either **Not acceptable**, **Ready to submit**, or **Acceptable with warnings**. Only the files whose Submission Eligibility is **Ready to submit** or **Acceptable with warnings** have an active checkbox under **Select To Submit**.

Add Data Files

Upload Files | Review File Summary

File	Submission Eligibility	Issue Summary	Upload Details	Select To Submit
231563_PCA.xml	Not acceptable	1 error(s); 0 warning(s)	03/20/2024 14:22:36 EST	
55593_PCA_732 Willow Avenue.xml	Ready to submit	0 error(s); 0 warning(s)	03/20/2024 14:22:36 EST	<input type="checkbox"/>
56094_PCA_Bridgewood Crossing.csv	Acceptable with warnings	0 error(s); 3 warning(s)	03/20/2024 14:22:36 EST	<input type="checkbox"/>

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

Note: If you click each row under the **Issue Summary** column, there's a user-friendly view of the data set and a summary of errors and warnings.

- You may expand the user-friendly view and print.
- You may print Errors and Warnings and send them to your third-party report providers to address them in the data file before you attempt to resubmit.

Add Data Files

Upload Files | Review File Summary

File	Submission Eligibility	Issue Summary	Upload Details	Select To Submit
231563_PCA.xml	Not acceptable	1 error(s); 0 warning(s)	03/20/2024 14:22:36 EST	
55593_PCA_732 Willow Avenue.xml	Ready to submit	0 error(s); 0 warning(s)	03/20/2024 14:22:36 EST	<input type="checkbox"/>
56094_PCA_Bridgewood Crossing.csv	Acceptable with warnings	0 error(s); 3 warning(s)	03/20/2024 14:22:36 EST	<input type="checkbox"/>

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56094_PCA_Bridgewood Crossing.csv

Uploaded 03/20/2024 13:56:56 EST

- > Fannie Mae Identifiers
- > Lender Information
- > Third-Party Report Information
- > Property Location
- > Property Details
- > Assessment Date
- > Assessment Details
- > Known Problematic Building Materials (KPB)
- > Climate Risk Details
- > Immediate Repairs Estimation
- > Capital Items Cost Evaluation



Errors and Warnings



The file was accepted but contains the following warning(s).

Summary Warning(s)

- CapitalItemTotalInflatedAtAnnualInflationRate entered

Fannie Mae | DUS Data Digitizer™

56094_PCA_Bridgewood Crossing.csv Uploaded 03/20/2024 13:56:56 EST

- ▼ **Fannie Mae Identifiers**
 - Deal Identifier: 56094
 - Collateral Reference Number: 9999117007
- ▼ **Lender Information**
 - DUS Lender Name: PNC Real Estate
 - Third-Party Report Requester Name: Zach Hutchings
- ▼ **Third-Party Report Information**
 - Third-Party Report Type: PCA
 - Third-Party Report Sub Type: Base PCA
 - Third-Party Report Company Name: PNC Real Estate
 - Third-Party Report Signatory Name: Jeffrey M. Durnil
 - Third-Party Report Assessor Name: Jeffrey M. Durnil
 - Third-Party Report Signature Date: 12/16/2023
 - Third-Party Report Project Identifier: 310232911
 - Third-Party Report Scope Standard: ASTM E2018
- ▼ **Property Location**
 - Zip Code: 93771
 - State: CA
 - City: Fresno
 - Property Address: 5655 North Marly Avenue

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Afterwards, click **Return To File Summary**.

Fannie Mae | DUS Data Digitizer™ Username ▾

56094_PCA_Bridgewood Crossing.csv Uploaded 03/20/2024 13:56:56 EST

- > Fannie Mae Identifiers
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- > Property Location
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- > Assessment Date
- > Assessment Details
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- > Immediate Repairs Estimation
- > Capital Items Cost Evaluation

Errors and Warnings

The file was accepted but contains the following warning(s).

Summary Warning(s)

- CapitalItemTotalInflatedAtAnnualInflationRate entered (\$722261.01) does not equal to the sum of CapitalItemInflatedAtAnnualInflationRate calculated (\$710332.69). Accepted the calculated value.
- Parking Ratio should be a number up to two decimal points only; this field is accepted with two decimal points. eg 12.12
- Capital Item Annual Inflation Rate is an optional field; it is assumed to have 3.00% and is accepted.

Return To File Summary

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Step 7: Check the boxes under **Select To Submit** and click **Finish And Close**.

Add Data Files

Upload Files | Review File Summary

File	Submission Eligibility	Issue Summary	Upload Details	Select To Submit
231563_PCA.xml	Not acceptable	1 error(s); 0 warning(s)	03/20/2024 14:22:36 EST	<input type="checkbox"/>
55593_PCA_732 Willow Avenue.xml	Ready to submit	0 error(s); 0 warning(s)	03/20/2024 14:22:36 EST	<input type="checkbox"/>
56094_PCA_Bridgewood Crossing.csv	Acceptable with warnings	0 error(s); 3 warning(s)	03/20/2024 14:22:36 EST	<input type="checkbox"/>

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Upload Files | Review File Summary

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56094_PCA_Bridgewood Crossing.csv	Acceptable with warnings	0 error(s); 3 warning(s)	03/20/2024 14:22:36 EST	<input checked="" type="checkbox"/>

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

Note: The files you just uploaded will appear under the **Data Files** tab.

File Name	Report Type	File Format	DUS Gateway Deal ID	Acquisition Deal ID	Collateral Reference #	Submitted By	Submission On (EDT)
4610_PCA_happypath.xml	PCA	XML		4610	999900381	Shyam Marmamula	03/11/2024 15:49:12
11744_PCA_AssetManager_OngoingPCA L.xml	PCA	XML		11744		Shyam Marmamula	03/11/2024 15:49:12
56094_PCA_ColumbardApartments.csv	PCA	CSV		56094	9999117006	Darnell Hopson	03/06/2024 13:45:39
21071_PCA_MissingOptionalFields_AM.xml	PCA	XML		21071	0123456789-001	GABAU70DEV, GABAU70DEV	03/06/2024 9:17:42
21071_PCA_Happypath_AM.csv	PCA	CSV		21071	0123456789-003	GABAU70DEV, GABAU70DEV	03/06/2024 9:18:15
12408_PCA_AssetManager_OngoingPCA L.xml	PCA	XML		12408	999908823	Shyam Marmamula	03/05/2024 18:34:30
21071_PCA_Happypath.csv	PCA	CSV		21071	0123456789-003	Nicholas Douth	03/05/2024 16:10:48
55848_PCA_PlatonSQ_noCRN.xml	PCA	XML		55848		GABAU70DEV, GABAU70DEV	03/05/2024 15:45:15
55780_PCA_AssetManager_Lum_iQSN_UAT.xml	PCA	XML		55780	9999116541	GABAU70DEV, GABAU70DEV	03/05/2024 15:45:15
56094_PCA_Bridgewood Crossing.csv	PCA	CSV		56094	9999117007	Darnell Hopson	03/05/2024 15:39:52
21071_PCA_MissingOptionalFields_AM.xml	PCA	XML		21071	0123456789-001	GABAU70DEV, GABAU70DEV	03/05/2024 14:10:20
21071_PCA_Happypath_AM.csv	PCA	CSV		21071	0123456789-003	GABAU70DEV, GABAU70DEV	03/05/2024 14:07:47
21071_PCA_Happypath_AM.xml	PCA	XML		21071	0123456789-001	GABAU70DEV, GABAU70DEV	03/05/2024 14:05:32
21071_PCA_MissingOptionalFields_AM.xml	PCA	XML		21071	0123456789-001	GABAU70DEV, GABAU70DEV	03/05/2024 13:25:15
21071_PCA_Happypath_AM.csv	PCA	CSV		21071	0123456789-003	GABAU70DEV, GABAU70DEV	03/05/2024 13:20:56
21071_PCA_Happypath_AM.xml	PCA	XML		21071	0123456789-001	GABAU70DEV, GABAU70DEV	03/05/2024 13:20:21
4630_PCA_happypath_A_c1k2n3m.xml	PCA	XML		4630	999900387	GABAU70DEV, GABAU70DEV	03/05/2024 12:36:05
4610_PCA_happypath.xml	PCA	XML		4610	999900381	GABAU70DEV, GABAU70DEV	03/05/2024 12:36:04
55848_PCA_HollyOaks_noCRN.xml	PCA	XML		55848		GABAU70DEV, GABAU70DEV	03/05/2024 12:10:21
21071_PCA_MissingOptionalFields_AM.xml	PCA	XML		21071	0123456789-001	GABAU70DEV, GABAU70DEV	03/05/2024 9:46:31
21071_PCA_Happypath_AM.csv	PCA	CSV		21071	0123456789-003	GABAU70DEV, GABAU70DEV	03/05/2024 9:44:04
21071_PCA_Happypath_AM.xml	PCA	XML		21071	0123456789-001	GABAU70DEV, GABAU70DEV	03/05/2024 9:41:46
56094_PCA_Bridgewood Crossing.csv	PCA	CSV		56094	9999117007	Darnell Hopson	03/04/2024 11:24:19
56094_PCA_Ming Tree Apartments.csv	PCA	CSV		56094	9999117005	Darnell Hopson	03/01/2024 10:43:19
56094_PCA_Bridgewood Crossing.csv	PCA	CSV		56094	9999117007	Darnell Hopson	03/01/2024 10:43:19
56094_PCA_Prescott Pointe Apartment Homes.csv	PCA	CSV		56094	9999117003	Darnell Hopson	03/01/2024 10:43:19
56094_PCA_Sand Creek Apartments.csv	PCA	CSV		56094	9999117002	Darnell Hopson	03/01/2024 10:43:19
56094_PCA_ColumbardApartments.csv	PCA	CSV		56094	9999117006	Darnell Hopson	03/01/2024 10:43:19
21071_PCA_MissingOptionalFields_AM.xml	PCA	XML		21071	0123456789-001	GABAU70DEV, GABAU70DEV	02/29/2024 14:09:54
21071_PCA_Happypath_AM.csv	PCA	CSV		21071	0123456789-003	GABAU70DEV, GABAU70DEV	02/29/2024 14:07:35

1 2 Next 50