

Sponsor-Dedicated Workforce (SDW) Housing Compliance Spot Check Job Aid

This Job Aid provides guidance for life of loan compliance on delivered Sponsor-Dedicated Workforce (SDW) transactions, and instructions for supplying relevant SDW documents as described in the Guide to the Fannie Mae DUS DocWay® application. The Fannie Mae Guide Part V: Servicing and Asset Management – Chapter 4: Asset Management: Loan Document Administration – Section 419: Sponsor-Dedicated Workforce Housing Properties requires servicers to conduct an annual rent roll review and receive an annual Supplemental Annual Loan Agreement (Form 6620.Supplemental.SDW) from the borrower, and attest to the Form 6620.Supplemental.SDW that the servicer has audited the rent roll for borrower compliance with the required rent restrictions.

For reference, other Fannie Mae Guide Chapters that reference Sponsor-Dedicated Workforce are [Part III: Products and Features > Chapter 22: Sponsor-Dedicated Workforce \(SDW\) Housing Properties](#).

General: Annual Compliance Process Overview

As detailed in Fannie Mae Guide Part V: Servicing and Asset Management – Chapter 4: Asset Management: Loan Document Administration – Section 419: Sponsor-Dedicated Workforce Housing Properties, servicers must annually submit copies of the:

- Supplemental Annual Loan Agreement (Form 6620.Supplemental.SDW) and Servicer attestation; and
- Property rent roll.

If your deal has been randomly selected for Spot Checking

1. **Notification:** You will receive an email from mf_product_management@fanniemae.com informing you of the deal's spot check selection.
2. **Action Required:**
 - a. Upload the required documents (copy of the rent roll that was used to inform the borrowers of annual SDW compliance, and a copy of the completed Form 6620.Supplemental.SDW) into the DocWay system, and;
 - b. Respond via email with the required documents (copy of the rent roll that was used to inform the borrowers annual SDW compliance, and a copy of the completed Form 6620.Supplemental.SDW) **within two weeks** of receiving the email.
3. **Compliance Results:** Fannie Mae Products team will notify you of your compliance status approximately three weeks after your submission.

Steps to Complete the Spot Check

Step 1: Review the Notification Email

- Read the email thoroughly to understand:
 - a) Which documents are required; and
 - b) Specific instructions and guidelines for uploading forms.

Step 2: Gather Required Documents



- Collect Property rent roll and completed Form 6620.Supplemental.SDW and ensure they are completed and accurate; and
- Make sure all documentation is in the correct format (PDF or Excel documents will suffice).

Step 3: Upload Documentation to DocWay

- Follow the Delivering Sponsor-Dedicated Workforce Housing Documents to DUS DocWay instructions on page 3.

Step 4: Verify Submission Deadline

- Double-check that you have uploaded and responded via email with all required forms within two weeks of receiving the spot check email.

Compliance Results

When to Expect Results: Fannie Mae Products team will send your compliance results within approximately three weeks after the required documents have been submitted.



Delivering Sponsor-Dedicated Workforce (SDW) Housing Documents to DUS DocWay

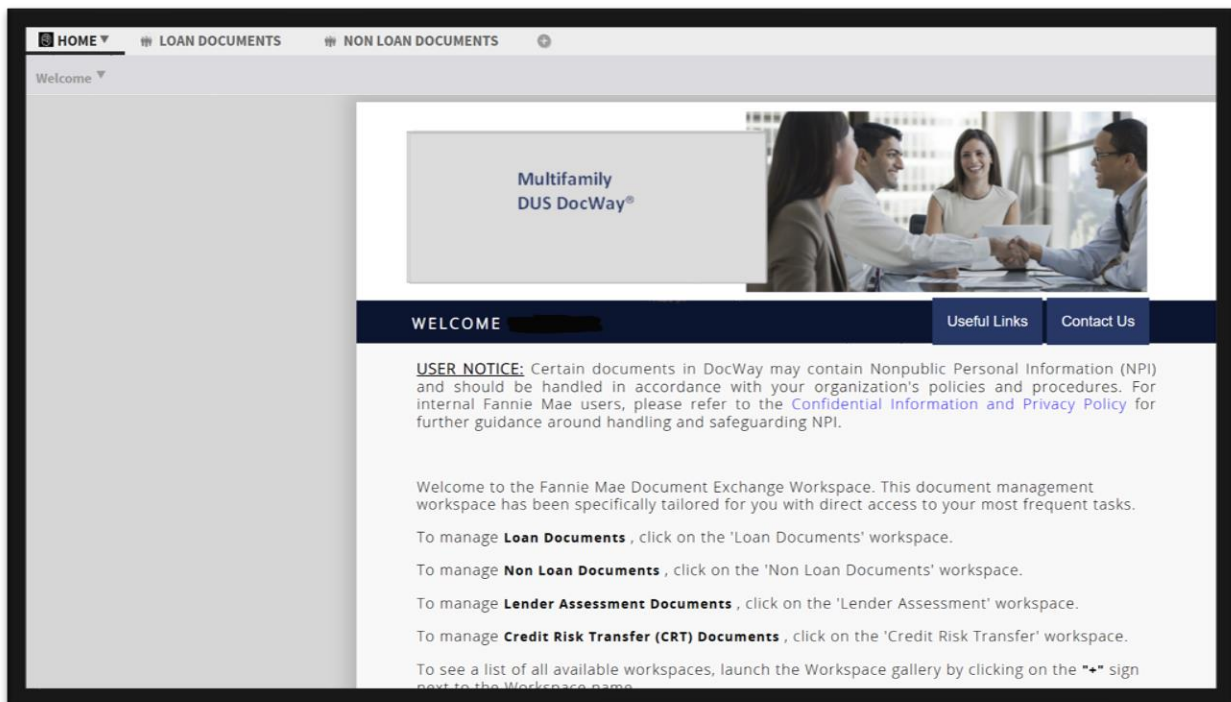
Getting Started in DUS DocWay

1. You need to ensure you are already a user in DocWay. If you are not, your corporate administrator can help update your profile to obtain the appropriate access. In this case you will need access to upload Folder I Loan Documents. This will require role: "Lender_Folder1_Contributor".
2. Once your corporate administrator ensures you have the appropriate role to deliver these documents, you can log into DUS DocWay via the URL: <https://docway.fanniemae.com/D2>

OR via the Multifamily Fannie Mae Applications and Technology page: <https://multifamily.fanniemae.com/applications-technology/dus-docway>

OR via your company's federated portal to Fannie Mae applications

3. Once you are logged in, you will land on the Home page



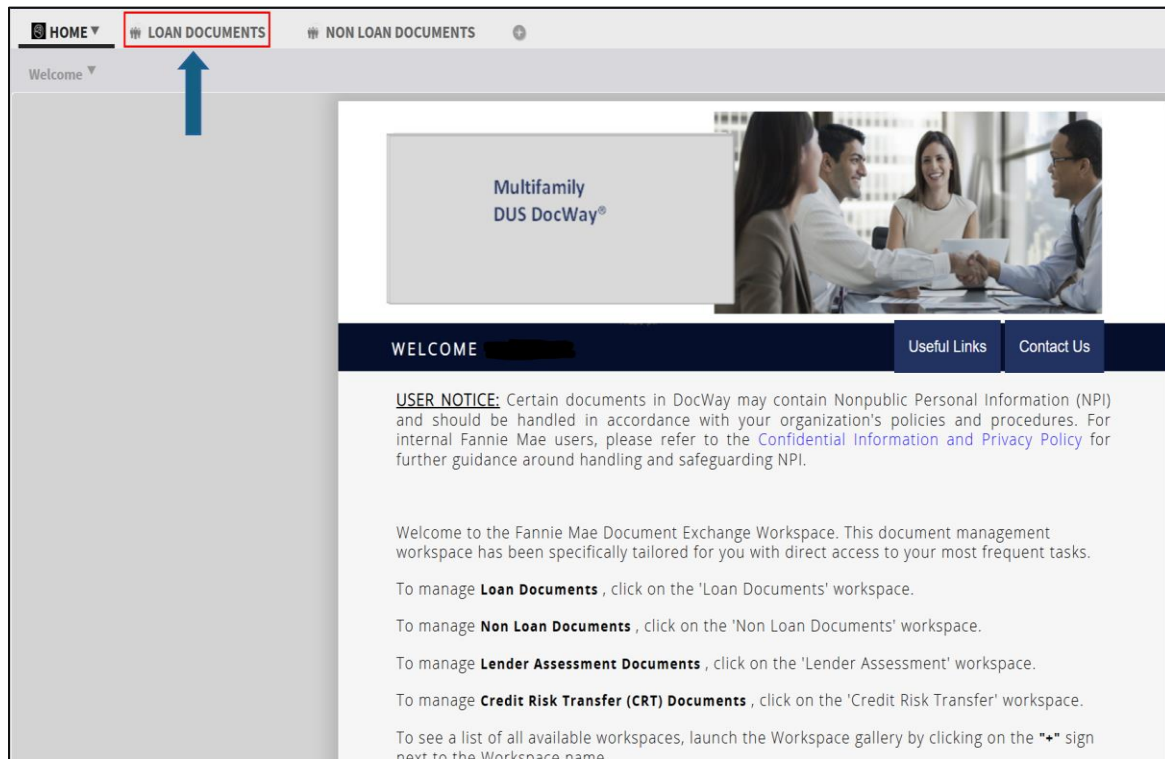


Sponsor-Dedicated Workforce (SDW) DUS DocWay Document Summary

Document Category	Document Type
Loan Documents OR Servicing Files	(1) Form 6271.SDW - Modifications to Multifamily Loan and Security Agreement (Sponsor-Dedicated Workforce Housing) (2) Form 6325 - Modifications to Security Instrument (Sponsor-Dedicated Workforce Housing) (3) Form 6620.Supplemental.SDW - Supplemental Annual Loan Agreement Certification (4) Property Rent Roll - 1-Year from Mortgage Loan Origination Date

Delivering Sponsor-Dedicated Workforce Housing Documents in DUS DocWay

1. Click “**LOAN DOCUMENTS**” tab to navigate to the Loan Documents workspace.





The screenshot shows the Fannie Mae Content Management System interface. At the top, there is a navigation bar with the Fannie Mae logo, a '+ NEW' button, an 'IMPORT' button, a 'CONTENT' dropdown, and a 'CURRENT VERSION' dropdown. On the right side of the navigation bar, there are 'MULTIFAMILYD2_A' and 'RAMSync TestUser2'.

Below the navigation bar, there are tabs for 'HOME', 'LOAN DOCUMENTS', and 'NON LOAN DOCUMENTS'. The 'LOAN DOCUMENTS' tab is selected.

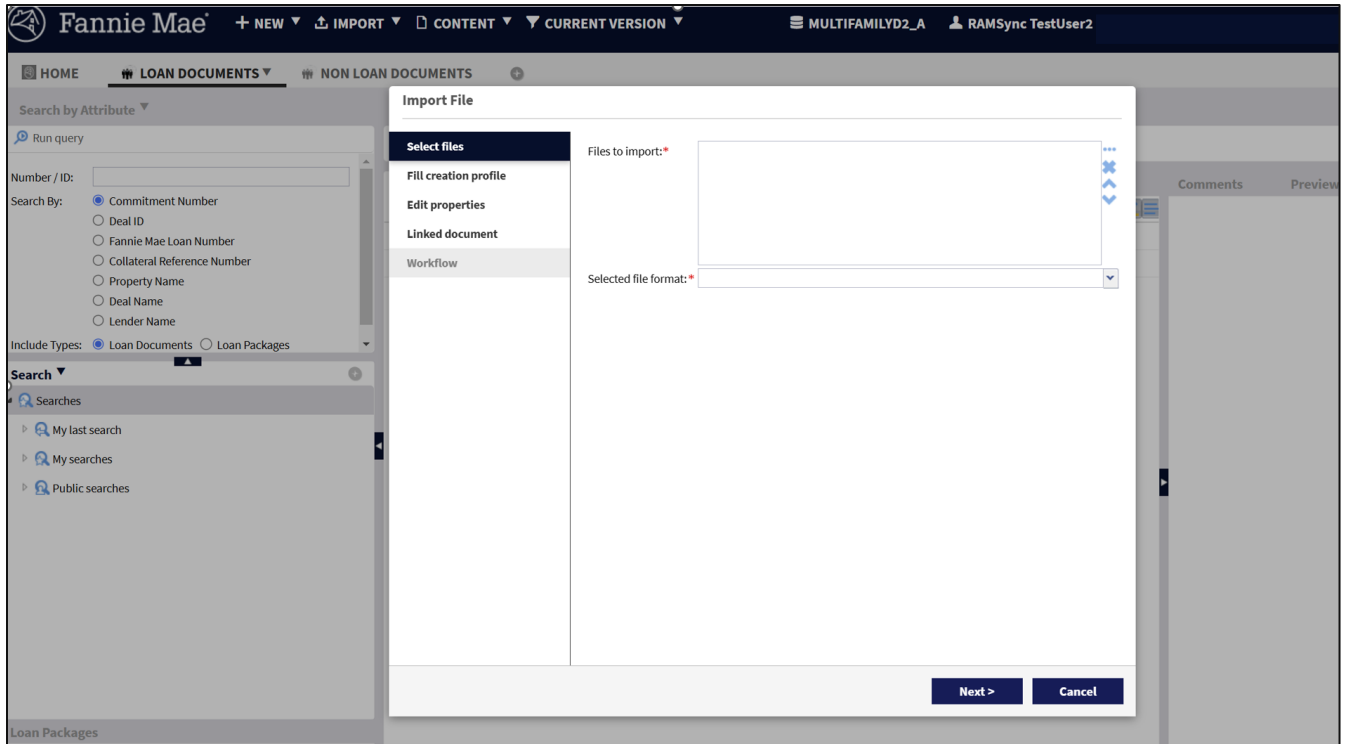
The main area is divided into two sections. On the left, there is a 'Search by Attribute' section with a 'Run query' button and a 'Number / ID:' input field. Below this, there are search criteria options: 'Search By:' with radio buttons for 'Commitment Number', 'Deal ID', 'Fannie Mae Loan Number', 'Collateral Reference Number', 'Property Name', 'Deal Name', and 'Lender Name'. There are also 'Include Types:' options for 'Loan Documents' (selected) and 'Loan Packages'. Below the search criteria is a 'Search' dropdown menu with options for 'My last search', 'My searches', and 'Public searches'.

On the right, there is a 'Content / Task Toolbar' with buttons for 'IMPORT', 'IMPORT NEW VERSION', 'PROPERTIES', 'COMPLETE', and 'RETURN'. Below the toolbar is a 'Content List' section with a search input field and a table with columns: 'Associated Pools', 'Document Name by User', 'Pool Number', 'Folder Type', and 'ASAP+ Indicator'. The table currently shows one folder icon.

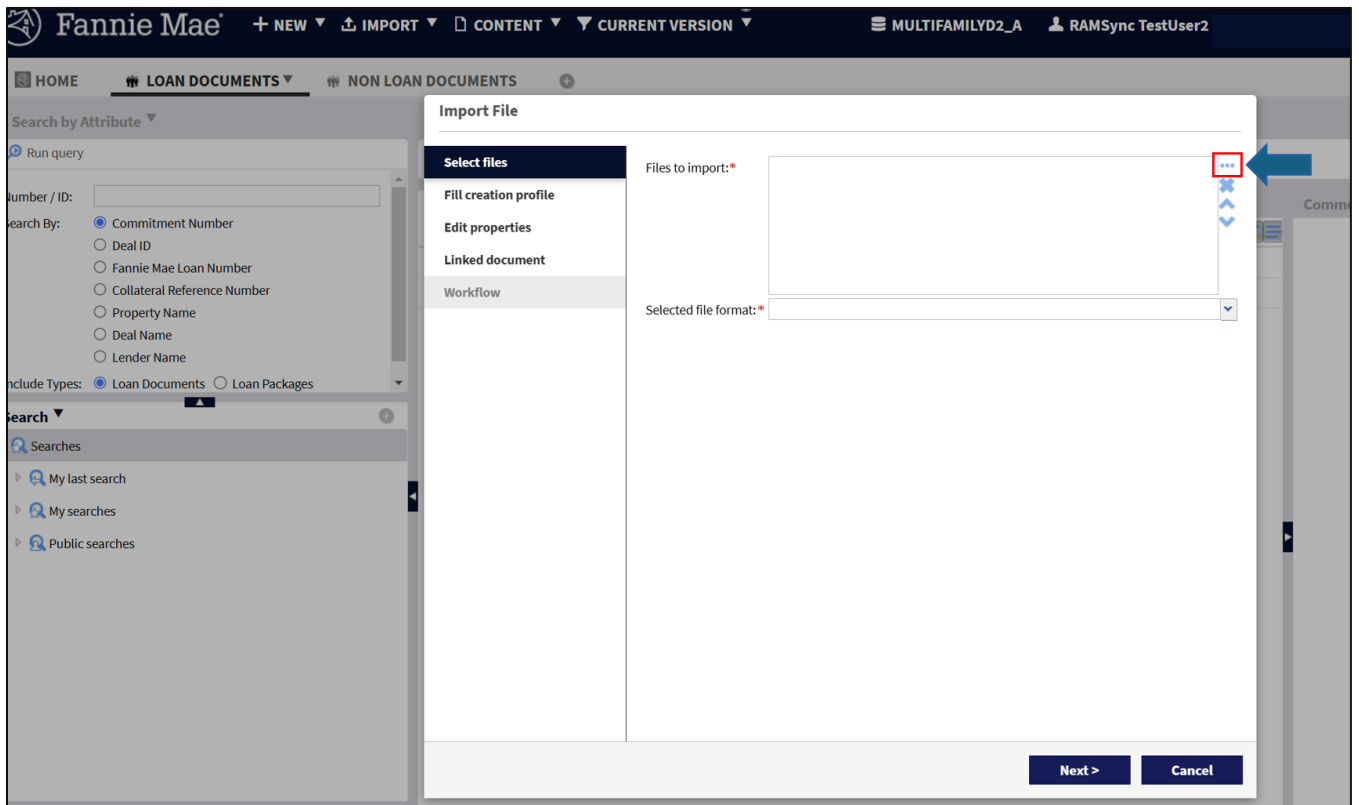
2. Click “IMPORT” button and select “File” to open Import screen.

This screenshot is similar to the first one, but with the 'IMPORT' button in the 'Content / Task Toolbar' highlighted with a red box. A dropdown menu is open below the 'IMPORT' button, showing two options: 'File' (highlighted with a red box) and 'New version'. A blue arrow points from the 'File' option back to the 'IMPORT' button.

The rest of the interface, including the search filters and content list, remains the same as in the first screenshot.



3. Select the ellipses (3 dots) OR drag and drop files from your File Explorer with document(s) you wish to import. You may import multiple files at once.





Import File

- Select files
- Fill creation profile
- Edit properties
- Linked document
- Workflow

Files to import:*

Selected file format:*

Open

« DocWay » Test Docs » SDW Search SDW

Organize New folder

Name	Status
Form 6620 Supplemental Annual Loan Agreement Certification	✓
Property Rent Roll - 1-Year from Mortgage Loan Origination Date	✓

File name: [] All Files

Open Cancel

Next > Cancel

Import File

- Select files
- Fill creation profile
- Edit properties
- Linked document
- Workflow

Files to import:*

Selected file format:*

Property Rent Roll - 1-Year from Mortgage Loan Origination Date.docx
Form 6620 Supplemental Annual Loan Agreement Certification.docx

MS Word Document 2010

Next > Cancel



4. **“Selected file format”** will populate automatically. You will not need to update this. Select **“Next”** to move to the Fill creation profile screen. Note depending on your access, this screen may auto populate and skip to the **“Edit Properties”** screen.

The screenshot shows the 'Import File' window. On the left is a sidebar with options: 'Select files' (highlighted), 'Fill creation profile', 'Edit properties', 'Linked document', and 'Workflow'. The main area has 'Files to import:' with a list of two files: 'Property Rent Roll - 1-Year from Mortgage Loan Origination Date.docx' and 'Form 6620 Supplemental Annual Loan Agreement Certification.docx'. Below this is a 'Selected file format:' dropdown menu set to 'MS Word Document 2010'. At the bottom right, there are two buttons: 'Next >' (highlighted with a red box) and 'Cancel'.

The screenshot shows the 'Import File' window at a later stage. The sidebar now has 'Fill creation profile (1-2/2)' highlighted. The main area shows 'File selection:' with the same two files. There is a checked checkbox for 'Apply same profile to remaining files'. Below are two dropdown menus: 'Creation profile:' set to 'Loan Documents - Folder 1' and 'Creation Type:' with a dropdown menu open showing options: 'DUS Flow (CnD) - Folder 1' (highlighted) and 'Structured Facilities - Folder 1'. At the bottom, there are three buttons: '< Select Files', 'Next >', and 'Cancel'.



5. Select DUS Flow (CnD) – Folder I if you are importing for a flow loan and Structured Facilities – Folder I if you are importing for a structured loan. After Creation Type is selected, click “**Next**”.

Import File

Select files

Fill creation profile (1-2/2)

Edit properties

Linked document

Workflow

File selection: Property Rent Roll - 1-Year from Mortgage Loan Origination Date.docx; Form 6620 Supplemental Annual Loan Agreement Certification.docx

Apply same profile to remaining files

Creation profile: Loan Documents - Folder I

Creation Type:
DUS Flow (CnD) - Folder I
Structured Facilities - Folder I

< Select Files Next > Cancel

Flow Loan:

Import File

Select files

Fill creation profile (1-2/2)

Edit properties

Linked document

Workflow

File selection: Property Rent Roll - 1-Year from Mortgage Loan Origination Date.docx; Form 6620 Supplemental Annual Loan Agreement Certification.docx

Apply same profile to remaining files

Creation profile: Loan Documents - Folder I

Creation Type: DUS Flow (CnD) - Folder I

< Select Files **Next >** Cancel



Structured Loan:

The screenshot shows the 'Import File' dialog box with the 'Fill creation profile (1-2/2)' step selected. The 'File selection' field contains 'Property Rent Roll - 1-Year from Mortgage Loan Origination Date.docx; Form 6620 Supplemental Annual Loan Agreement Certification.docx'. The 'Apply same profile to remaining files' checkbox is checked. The 'Creation profile' dropdown is set to 'Loan Documents - Folder I' and the 'Creation Type' dropdown is set to 'Structured Facilities - Folder I'. At the bottom, the 'Next >' button is highlighted with a red box.

- On the Edit Properties page, uncheck “**Apply same properties to remaining files**” (if uploading multiple files of different document types).

The screenshot shows the 'Import File' dialog box with the 'Edit properties (1/2)' step selected. The 'Apply same properties to remaining files' checkbox is unchecked and highlighted with a red box. The 'Properties' section contains several fields: 'Document File Name', 'Document Name By User', 'Document Description Text', 'Lender Name' (set to 'Fannie Mae'), 'Import Document By' (radio buttons for 'Commitment Number' and 'Deal ID', with 'Commitment Number' selected), 'Number / ID', 'Document Category', 'Document Type', 'ASAP+ Indicator', 'Official File Indicator', and 'Document Source' (set to 'Electronic Copy'). At the bottom, the '< Fill Creation Profile' button is highlighted with a red box.

- “**Document File Name**”, “**Document Name By User**” can be left alone. These auto-populate. “**Lender Name**” will be populated with your lender company based on your login credentials. For Flow, the “**Import Document By**” radio button should remain selected on Commitment Number. For Structured, the “**Import Document By**” radio button should be selected on “**Fannie Mae Loan Number**”. You can either use the drop-down or type in



the Number / ID into the text box. Ensure you click the drop-down and Commitment/Loan Number to validate it in the system.

Import File

Select files
Fill creation profile
Edit properties (1/2)
Linked document
Workflow

File selection: Property Rent Roll - 1-Year from Mortgage Loan Origination Date.docx
 Apply same properties to remaining files

Properties
Fields with red asterisk (*) are required.
Enter your commitment number and verify the returned property information is correct.

Document File Name: [text box]
Document Name By User: * [filename]
Document Description Text: [text box]

Lender Name: * Fannie Mae
Import Document By: Commitment Number
 Deal ID

Number / ID: * 300300
Document Category: * 111903
Document Type: * 111902
ASAP+ Indicator: 111901
Official File Indicator: 111900
Document Source: 111899

Commitment	Deal
111898	111897
111896	111895
111895	111894
111893	111892

< Fill Creation Profile Next > Cancel

Import File

Select files
Fill creation profile
Edit properties (1/2)
Linked document
Workflow

File selection: Property Rent Roll - 1-Year from Mortgage Loan Origination Date.docx
 Apply same properties to remaining files

Properties
Fields with red asterisk (*) are required.
Enter your commitment number and verify the returned property information is correct.

Document File Name (auto-generated): [Entered by System]
Document Name By User: * [filename]
Document Description Text (optional): [text box]

Lender Name: * Fannie Mae
Document Category: * Loan Documents
Document Type: * Form 6620.Supplemental.SDW - Supplemental Annual Loa
Import Document By: Collateral Reference Number
 Deal ID
 Fannie Mae Loan Number
 Pool Number

Number / ID: * 7000070000
Official File Indicator: [text box]
Document Source: Electronic Copy
Folder Type: Folder I

Deal	Loan / Product	Property	Seller / Servicer	Pool
Deal ID:				
Deal Name:				

< Fill Creation Profile Next > Cancel

- Input the “**Document Category**” as *Loan Documents (Flow)* for a flow loan and *Loan Documents* for a structured loan. Input “**Document Type**” with the relevant Sponsor Dedicated Workforce Housing document that you are



trying to import. Options can be found in **Sponsor-Dedicated Workforce (SDW) DUS DocWay Document Summary** section above.

Import File

Select files
Fill creation profile
Edit properties (2/2)
Linked document
Workflow

File selection: Form 6620 Supplemental Annual Loan Agreement Certification.docx
 Apply same properties to remaining files

Properties

Fields with **red** asterisk (*) are required.
Enter your commitment number and verify the returned property information is correct.

Document File Name:

Document Name By User: * Form 6620 Supplemental Annual Loan Agreement Certification.docx

Document Description Text:

Lender Name: * Fannie Mae

Import Document By: Commitment Number
 Deal ID

Number / ID: * 300300

Document Category: * Loan Documents (Flow)

Document Type: * Form 6620.Supplemental.SDW - Supplemental Annual Loan Agreemer

ASAP+ Indicator:

Official File Indicator:

Document Source: Electronic Copy

Commitment Deal Loan / Product Property Seller / Servicer

Commitment Number: * 300300
Commitment Amount: 300
Commitment Expiration Date: 11/02/2018

< Fill Creation Profile **Next >** **Cancel**

Import File

Select files
Fill creation profile
Edit properties (1/2)
Linked document
Workflow

File selection: Property Rent Roll - 1-Year from Mortgage Loan Origination Date.docx
 Apply same properties to remaining files

Properties

Fields with **red** asterisk (*) are required.
Enter your commitment number and verify the returned property information is correct.

Document File Name (auto-generated): [Entered by System]

Document Name by User: * [filename]

Document Description Text (optional):

Lender Name: * Fannie Mae

Document Category: * Loan Documents

Document Type: * Form 6620.Supplemental.SDW - Supplemental Annual Loa

Import Document By: * Collateral Reference Number
 Deal ID
 Fannie Mae Loan Number
 Pool Number

Number / ID: * 7000070000

Official File Indicator:

Document Source: Electronic Copy

Folder Type: Folder 1

Deal Loan / Product Property Seller / Servicer Pool

Deal ID: 77777
Deal Name: MSFMS Deal 7

< Fill Creation Profile **Next >** **Cancel**



- The remaining fields on the “**Edit Properties**” screen will auto-populate and are for your reference. Select “**Next**” to import the first document.

Import File

Select files
Fill creation profile
Edit properties (2/2)
Linked document
Workflow

File selection: Form 6620 Supplemental Annual Loan Agreement Certification.docx

Apply same properties to remaining files

Properties

Fields with red asterisk (*) are required.
Enter your commitment number and verify the returned property information is correct.

Document File Name:

Document Name By User: * Form 6620 Supplemental Annual Loan Agreement Certification.docx

Document Description Text:

Lender Name: * Fannie Mae

Import Document By: Commitment Number
 Deal ID

Number / ID: * 300300

Document Category: * Loan Documents (Flow)

Document Type: * Form 6620.Supplemental.SDW - Supplemental Annual Loan Agreemer

ASAP+ Indicator:

Official File Indicator:

Document Source: Electronic Copy

Commitment	Deal	Loan / Product	Property	Seller / Servicer
Commitment Number: *	300300			
Commitment Amount:	300			
Commitment Expiration Date:	11/02/2018			

< Fill Creation Profile **Next >** Cancel

- If importing multiple documents, the “**Edit Properties**” screen will reappear for the next document. Repeat steps 6-9.

- Once all documents have been uploaded, they will appear in the “**Content List**” widget in the middle of your screen.

HOME LOAN DOCUMENTS NON LOAN DOCUMENTS

Search by Attribute

Content / Task Toolbar

IMPORT IMPORT NEW VERSION PROPERTIES COMPLETE RETURN

Content List Outside Counsel Assign...

Enter your search terms...

Associated Pools	Document Name by User	Pool Number	Folder Type	ASAP+ Indicator
IV	Form 6620 Supplemental A...		Folder I	
IV	Property Rent Roll - 1-Year ...		Folder I	



12. You can double click the “**Content List**” tab to enlarge and use the horizontal scroll bar to view the metadata linked to your documents.

The screenshot shows the 'Content List' interface. On the left, there is a 'Search by Attribute' widget with a 'Run query' button. Below it, a 'Number / ID:' field is empty. Under 'Search By:', several radio buttons are listed: 'Commitment Number' (selected), 'Deal ID', 'Fannie Mae Loan Number', 'Collateral Reference Number', 'Property Name', and 'Deal Name'. At the bottom of this widget, 'Include Types:' has 'Loan Documents' selected and 'Loan Packages' unselected. The main area shows a 'Content List' tab highlighted with a red box. Below the tab is a search bar and a table with columns: 'Associated Pools', 'Document Name by User', 'Pool Number', 'Folder Type', and 'ASAP+ Indicator'. Two rows of data are visible in the table.

Document Category	Document Type	Commitment Number	Collateral Reference Number	Associated Properties	Fannie Mae Loan Number	Document Version Number	Document Uploaded Date..
Loan Documents (Flow)	Form 6620.Supplemental.SDW - Supplemental Annual Loan Agreement Cert...	300300		1010101012	3000030000	1.0, CURRENT	2/25/25, 3:00 PM
Loan Documents (Flow)	Property Rent Roll - 1-Year from Mortgage Loan Origination Date	300300		1010101012	3000030000	1.0, CURRENT	2/25/25, 2:59 PM

13. If you log out and log back in and need to find your documents for a specific commitment/loan, you can navigate to the “**Search by Attribute**” widget in the upper left corner. Select the identifier you wish to search by and type the “**Number / ID**” in the textbox. Click “**Run query**”. The “**Facets**” widget will display associated metadata and documents based on your search. The Content List will display the documents associated with that identifier.

The screenshot shows the 'Search by Attribute' widget. The 'Run query' button is highlighted with a red box. The 'Number / ID:' field contains '300300'. Under 'Search By:', 'Commitment Number' is selected. Under 'Include Types:', 'Loan Documents' is selected. Below the search widget is a 'Facets' widget. It shows 'Fannie Mae Loan Number' with '3000030000 (7)'. Below that, 'Document Category' shows 'Loan Documents (Flow) (7)'. 'Document Type' shows 'Mortgage Loan Certificate (1)', 'Assignment of Mortgage - Deed of Trust (1)', 'Property Rent Roll - 1-Year from Mortgage Loan Origination Date (2)', and 'Form 6620.Supplemental.SDW - Supplemental Annual Loan Agreement'. 'Associated Properties' is also visible at the bottom.



14. You can drill down further in your results by clicking on specific attributes in the “**Facets**” widget. For example, if you wish to only see the Form 6620.Supplemental.SDW documents, you can click on that “**Documents Type**” to filter the results further to be displayed in the “**Content List**” widget.

The screenshot shows the 'Search by Attribute' widget. At the top, there is a 'Run query' button and a search input field containing '300300'. Below this, the 'Search By' section has several radio button options: 'Commitment Number' (selected), 'Deal ID', 'Fannie Mae Loan Number', 'Collateral Reference Number', 'Property Name', 'Deal Name', and 'Lender Name'. The 'Include Types' section has 'Loan Documents' (selected) and 'Loan Packages'. Below the search filters, the 'Facets' section is expanded to show 'Fannie Mae Loan Number' with a value of '3000030000 (7)'. Under 'Document Category', 'Loan Documents (Flow) (7)' is listed. Under 'Document Type', several items are listed, with 'Form 6620.Supplemental.SDW - Supplemental Annual Loan Agreement' highlighted with a red box.

The screenshot shows the 'Content List' widget. At the top, there are buttons for 'IMPORT', 'IMPORT NEW VERSION', 'PROPERTIES', 'COMPLETE', and 'RETURN'. Below these, the widget title is 'Content List' and the search context is 'Outside Counsel Assign...'. A search input field contains 'Enter your search terms...'. Below the search field, a table displays search results. The table has three columns: 'Document Name by User', 'Folder Type', and 'Status'. One result is visible: 'Form 6620 Supplemental Annual Loan Agreement Certification.docx (1.0)' with a folder type of 'Folder I' and a status of 'Submitted to'.

Need Help?

If you encounter issues or need clarification, reach out via email to the Products team:
MF_Product_management@Fanniemae.com

DUS DocWay Support

If you have any questions of need DUS DocWay Support, please reach out via email to the DocWay Support Team:
dusdocway_support@fanniemae.com.