

Multifamily Asset Management Portal Release Notes Version 3.5

November 9, 2012

On **November 20, 2012**, Fannie Mae will implement Multifamily Asset Management Portal (MAMP) Version 3.5, which includes the changes described below.

Highlights

- Functionality to allow for property inspections submission of up to 20 files at one time through the Bulk Upload tab using the recently released Forms 4260, 4262, and 4262B Excel templates
- Automatic data extraction of information from the inspection file uploaded using the Bulk Upload tab or single upload through the Form Inspections tab
- FMI inspection format will be retired; existing FMI inspection files in MAMP will be converted to Excel
- Risk Monitoring Dashboard implemented to collect servicer loan ratings and loan impairment information
- Financial Statement Form 4254 enhancements
- Data Change Request tab enhancements

Property Inspections

Lenders/Servicers will have the ability to bulk upload up to 20 property inspection files (Forms 4260, 4262 and 4262B) simultaneously through the Bulk Upload tab in MAMP. The upload functionality will also allow for the automatic extraction of the Form Inspection Tab data from the inspection Forms (Forms 4260, 4262 and 4262B). The functionality that allows for the manual data entry and upload of individual inspections will still be available.

The User Guide, which is located in the Resource Library, has been updated with the new functionality. The Property Inspection Submission Process Guide, which is also available in the Resource Library, has more detailed instructions.

The FMI form and functionality has been retired and all existing FMI property inspection files have been converted to Excel. Please note that the MBA form can still be submitted but is not available for the data extraction or bulk upload functionality. As usual, there is a 20 MB file size limit for all inspection forms.

Risk Monitoring Dashboard

Fannie Mae is adding a new dashboard to MAMP called the “Risk Monitoring Dashboard” to collect quarterly risk monitoring data from Servicers. The Risk Monitoring Dashboard will serve as a vehicle for all Servicers to transmit their Servicer Loan Ratings on a quarterly basis for their entire portfolio.

The functionality includes a drop-down which allows the Servicers to choose an appropriate loan rating based on Fannie Mae's risk rating system (Pass, Pass Watch, Special Mention, Substandard, Doubtful and New Acquisition). There will also be two additional questions:

Question 1: Is it likely that the Borrower will not be able to make Debt Service payments in a timely manner?

Question 2: Is it likely the Borrower will not meet the contractual obligations to pay off the principal balance of this loan in a timely manner at maturity, or that the loan will not be refinanced at market terms?

Servicers will be allowed to upload information in bulk through a .csv file or enter the information manually on screen. The new dashboard will have the same functionality that the other two dashboards have, such as Search, Export, History tab and the Bulk Upload tab. The User Guide has been updated for this new functionality and is located along with the .csv bulk upload specifications in the Resource Library within MAMP.

Operating Statements

Financial Statement forms have been updated to display Percentage of EGI (Effective Gross Income), Percentage of GPR (Gross Potential Rent) and Per Unit calculations for line items associated with Income. The enhancements will be made to all frequencies of the Form 4254, Form 4254 YTD Watchlist and 4254 Seniors, and will be made to new submission forms and the existing forms in the Portal.

Data Change Request

The Data Change Request Tab has been updated to improve the efficiency of the data change process, with new comment boxes and an attachments tab. These enhancements should eliminate e-mail communication and reduce the turnaround time for data change requests. Both the Servicer and Fannie Mae have comment boxes for communicating details about the requested data changes. The New Data Change Request tab also includes an "Attachments" tab giving the user the ability to attach documentation supporting a request. In addition, the new request tab has also been modified from "New Request" to "Create New Request" and has been highlighted in yellow to draw attention to the new request process. The User Guide located in the Resource Library has been updated to reflect the new enhancements.

Effective Date

The functionality illustrated in this Release Notes will be available for use beginning on November 21, 2012.

Questions

Please direct questions regarding Property Inspections to MF_Inspections@fanniemae.com and for Property Operating Statements or for the Risk Monitoring Dashboard to MF_operatingstatements@fanniemae.com.