

Multifamily Asset Management Portal Release Notes

Version 4.1

December 9, 2013

Fannie Mae will implement the Multifamily Asset Management Portal (MAMP) Release - Version 4.1 in Q2 2014, which will include the enhancements described below.

Highlights

- The Catastrophic Events Dashboard will enable Servicers to provide damage assessments and other data for Properties impacted by catastrophic events.
- The Action Plans Dashboard will allow Servicers to upload Action Plan data for Properties that are on the Fannie Mae Watchlist.
- Collection of energy usage metrics via changes to the current Form 4254 Annual and Form 4254 Seniors Annual.

Introduction

Fannie Mae will release an enhanced version of the Multifamily Asset Management Portal in Q2 2014. The enhanced version will include two new dashboards related to catastrophic events reporting and action plan reporting, as well as changes to the Operating Statement Form 4254 Annual and Form 4254 Seniors Annual in order to collect a Property's energy usage metrics.

New Function: Catastrophic Events Dashboard

A Catastrophic Events (CE) Dashboard will be added in MAMP which will replace the current Excel reporting process. The CE Dashboard will allow Servicers to quickly report damage assessments and other data for Properties impacted by catastrophic events. Reporting requirements and due dates will be generated in MAMP and formally communicated to Servicers on an as-needed basis.

Brief Overview of CE Functions:

- The CE Dashboard will be available on the MAMP home page.
- CE Workitems will be created at a Property level.
- Users will be able to utilize various search criteria, such as Event Name, Fannie Mae Loan Number, and Submission Due Date, etc., to access specific CE Workitems.
- CE Workitems will display the associated Event Code (required for bulk upload of data), Event Name, and Event Type (Hurricane, Flood, and Winter Storm, etc.).
- If an impacted Property is not readily available in the CE Dashboard, Servicers will be able to create an ad-hoc CE Workitem.

- If the damage assessment for a Property is reported as greater than or equal to \$500K, a Property inspection workitem (Form 4261) will be automatically created in MAMP so that Servicers can upload catastrophic inspection data.
- The CE Dashboard will include other standard functionality such as Export to Excel, History tab, Attachment tab, and Bulk Upload tab.

Data Requirements/Bulk Upload Specification:

- Servicers will be able to input data via manual data entry or bulk upload.
- In order to successfully submit the data, all required data fields must be provided.
- Refer to the Catastrophic Events CSV Template link below for the CSV file format, list of data fields, and allowable values.

New Function: Action Plans Dashboard:

An Action Plans (AP) Dashboard will be added in MAMP which will replace the current Lender Dashboard upload process. The AP Dashboard will allow Servicers to report the status of Properties on the Fannie Mae Watchlist. Reporting frequency and due dates for Action Plans will be presented in a separate lender communication.

Brief Overview of AP Functions:

- The AP Dashboard will be available on the MAMP home page.
- AP Workitems will be created for a group of linked Mortgage Loans and Properties. For example, any Property Asset ID which shares a (Linkage ID and 5-digit Servicer number) or (FM Loan # and 5-digit Servicer number) will be grouped as a single workitem.
- Users will be able to utilize various search criteria, such as Property Name, Fannie Mae Loan Number, Servicer Loan Number, and Submission Due Date, etc., to access specific AP Workitems.
- AP Workitems will display the associated Fannie Mae Loan Number, Property Name, and Property Address associated with Primary Asset.
- The AP Dashboard will include other standard functionality such as Export to Excel, History tab, Attachment tab, and Bulk Upload tab.

Data Requirements/Bulk Upload Specification:

- Servicers will be able to input data via manual data entry or bulk upload.
- In order to successfully submit the data, all required data fields must be provided.
- A single AP Workitem will include all Mortgage Loans and Properties that are linked. For example, a Mortgage Loan and multiple Property relationship will have one Mortgage Loan and multiple Properties included in the workitem. It is recommended that you review the examples provided in the CSV Template to better understand how data should be uploaded for a workitem with multiple Properties and/or Mortgage Loans.

- Refer to the Action Plans CSV Template link below for the CSV file format, list of data fields, and allowable values.

Enhancement to Annual 4254 Base/YTD and Annual 4254 Senior forms:

Fannie Mae will begin collecting a Property's energy usage metrics **only** for buildings located in jurisdictions requiring benchmarking and reporting of these energy consumption metrics. In order to begin collecting energy metrics, additional data fields will be added to the Annual Form 4254 Base/YTD and Annual Form 4254 Seniors.

Brief Overview:

- The new data fields will be added to the end of the 4254 form tab in MAMP. In the CSV templates, the new data fields will be added in field positions #58 - 61 in the base/YTD template and field positions #72 - 75 in the Seniors template. The additional fields are:
 - Portfolio Manager ID
 - Energy Use Intensity
 - ENERGY STAR® Score
 - EUI / ENERGY STAR® Score As of Date
- A separate lender communication will be sent describing the energy metrics to be reported, the population of Properties, and the reporting period.
- Refer to the Operating Statement CSV Template link below for the CSV file format, list of data fields, and allowable values.

Please see the attached CSV Templates below for your reference.

[Action Plans CSV Template](#)

[Catastrophic Events CSV Template](#)

[Operating Statement CSV Template](#)

Effective Date

The changes illustrated in this notification will be effective after the release of the Portal 4.1, currently scheduled for Q2 2014.

Questions

Please contact the MF Operating Statements mailbox at mf_operatingstatements@fanniemae.com or your SRM Representative if you have any questions.