

Multifamily Asset Management Portal (MAMP) Technology Release Notes

Fannie Mae will implement Multifamily Asset Management Portal (MAMP) Release 5.0 on **April 1, 2016**, which will include enhancements to the Financial Statement and Property Inspection modules.

Highlights

Financial Statements

- Servicers will be required to report Borrower Actual and Normalized financial statement data in order to align with and enable CREFC reporting and disclosure.
- Financial statement submissions will be disabled from 03/25/2016 through 04/01/2016 in preparation for the release. The Q4 2015 and Annual 2015 financial statements should be submitted after Release 5.0 has been deployed in production.
- For Q4 2015 property financials only, the due date for quarterly reporting has been extended to 04/15/2016 to allow for submission in the new format. Note that the submission of the Structured Transaction Deal Level Monitoring will not be impacted and remains due by 03/15/2016 for Q4 2015 submissions.
- Submitted financial statement work items in quality control status must be cleared by close of business 03/30/2016.

Property Inspections

- Servicers will be required to utilize and bulk upload MBA Inspection Form version 2.07.
- All **guideline and origination** property inspections must be submitted on the MBA form.
- Inspection Forms 4260, 4262 and 4262B will be retired.
- Inspections with a submission due date after 04/01/2016, must be performed on the MBA property inspection form.

Changes to Financial Statements Module

- **Form 4254 and Form 4254 Seniors - User Interface (UI) Changes**
 - The Financial Statements Form tabs will be updated to collect CREFC aligned Borrower Actual and Normalized financial statement data.

- New data fields will be added and existing fields will be renamed, moved, or removed on the screen. For a complete list of data field changes, please refer to the following attachments for reference.
 - **MAMP 5.0 FS Data Element Matrix** - the file contains all field names (user provided as well as calculated), field changes, field change summary, and other information.
 - **New Form 4254** and **New Form 4254 Seniors** – mockups of the updated forms are attached in .pdf format.
- One significant change to note is Replacement Reserves will be renamed “Capital Expenditures (Replacement Reserves)” and will be moved from the Expense section to below Net Operating Income and before the Net Cash Flow. This will allow for the calculation and display of CREFC aligned Net Operating Income (NOI) and Net Cash Flow (NCF) on the Form 4254 and Form 4254 Seniors.
- All historical Form 4254 and Form 4254 Seniors data existing in MAMP will convert over to the new format.
- The Save, Submit and Validate validations and error messages for both manual and bulk upload submissions will be updated to accommodate the new format.
- For a complete list of upload validations, please refer to the following attachment for reference.
 - **MAMP 5.0 FS validations** – the file contains required fields, valid values, field by field validations, and validation messages for both manual and bulk upload submissions
- **Form 4254 and Form 4254 Seniors Bulk Upload and CSV File Changes**
 - The financial statement bulk upload functionality will also be updated to align with the new format.
 - For a complete list of data field changes and new CSV file specifications, please refer to the following attachment for reference.
 - **MAMP 5.0 FS CSV Specification v 1.1** – the file contains all field names, field changes, bulk upload field validations, and valid values.
- **Structured Transactions Deal Level Monitoring Statement Updates**

- There is no change to the Structured Transaction Deal Level Monitoring data upload.
 - Servicers should continue to use current (pre 5.0) guidelines, calculations, and existing CSV specifications to upload the Deal Level Monitoring data.
 - **For the Structured Transaction Deal Level Monitoring data only,** property level NOI should still be net of Capital Expenditure (Replacement Reserves). This field will be renamed “NCF” in a future release. These NOI values will be automatically compared to and should equal the Net Cash Flow values on the Form 4254 and Form 4254 Seniors [at the property level].

- **Quality Control (QC) Process Changes**
 - The QC or “scrub” process will run against Normalized data only.
 - In line with the existing functionality, data can be corrected for the current or previous periods; both Borrower Actual and Normalized data can be updated. However, changes to Borrower Actual data can only be corrected, using this functionality if Normalized data for the same field was corrected.
 - If Borrower Actual data needs to be corrected without making corrections to the Normalized data for a field, the correction must be made on the Form 4254 or Form 4254 Seniors page and not in the quality control queue.

- **User Guides and Templates Changes**
 - The User Guide will be updated and available in the Guides and Templates section of MAMP. Additionally, an updated Submission Process guide and an updated Form 4254 and Form 4254 Seniors Line Item Definition reference manual will be available. Please refer to the following attachment for reference.
 - ***Form 4254 and Form 4254 Seniors Line Item Definitions*** – the file contains field-by-field guidance on all post-Release 5.0 financial statement line items. ***Please note that this form is subject to change.***

- **Go Live Preparation**

- It is recommended that both Q4 2015 and Annual 2015 financial statements be submitted after Release 5.0 deployment on 04/01/2016.
- The due date for Q4 2015 Form 4254 and Form 4254 Seniors work items will be extended to 04/15/2016 to allow for the submission in the new format. Note that the functionality related to the submission of the Structured Transaction Deal Level Monitoring will not be impacted and remains due by 03/15/2016 for Q4 2015 submissions.
- Access to the financial submission functionality for Form 4254 and Form 4254 Seniors will be disabled from 03/25/2016 to 04/01/2016.
- Submitted financial statement work items in quality control status must be cleared by close of business 03/30/2016. There should be no work items in Submitted, Resubmitted, or in QC status by the close of business on 03/30/2016. Please contact your Service Relationship Manager for help or clarification.

Changes to Property Inspections Module

- **Bulk Submission and Automatic Data Extraction Changes**
 - The Property Inspection module will allow for the upload of the MBA property inspection form, using either the existing Bulk Upload tab or the single upload functionality.
 - All guideline and origination work items, whether for Interior/Exterior and Exterior Walk-Around inspections, should be submitted on the MBA property inspection form.
 - Manual submissions through the user interface / form page will no longer be allowed. However, a Modification Request can be submitted to Fannie Mae requesting manual submission of a work item when an inspection file cannot be uploaded through the Bulk Upload.
 - The Comprehensive Assessment Addendum tab (“Comp Assmt Addendum” tab) of the MBA form represents the existing and continuing Fannie Mae property condition rating scale. This is where the Comprehensive Property Assessment Ratings and Overall Ratings must be selected. These ratings supersede the MBA ratings for the entire report as stated in the “FNMA Ratings” tab of the MBA form.

- **Considerations When Uploading an MBA Property Inspection Form**

- With this release, MAMP will only accept the MBA Form version 2.07. Other MBA form versions will not be allowed.
 - During the transition, if an inspection has already been completed using another version of the MBA property inspection form or Forms 4260, 4262 or 4262B, a modification request may be submitted to allow for manual submission.
- The MBA Inspection Form contains two generic fields that are named as follows and must be populated as described below:
 - **Add'l ID #1 (editable):** This field is located in the General Info tab (Cell Z16) and must be populated with the Fannie Mae Inspection ID found in MAMP. The Inspection ID will enable the system to associate an uploaded file with the correct inspection work item in MAMP. This is similar to the current process for submitting bulk inspection uploads.
 - **Add'l ID #2 (editable):** This field is located in the General Info tab (Cell Z17) and must be populated with the Inspection Type (1 or 2).
 - Enter 1 for Interior / Exterior inspections
 - Enter 2 for Exterior Walk Around inspections
- The MBA Form upload file will undergo validations for all applicable required and non-required fields.
- Up to 20 inspections can be uploaded at one time using the bulk upload functionality.
- For a complete listing of data fields and validations and the MBS property inspection form version 2.07, please refer to the following attachments for reference.
 - **MAMP 5.0 MBA Data Extraction Fields** – 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 Property Inspection Form - Version 2.07.**
- **Existing Forms**
 - Forms 4260, 4262 and 4262B will be retired.
 - There will be no change to Form 4261 and Form HFA NIBP templates and their associated submission process. All catastrophic inspections will still require the Form 4261.

- **Modification Request Type Change**

- The current 'Form Type' Modification Request will be removed. Servicers will no longer be able to request changes to system generated forms. This functionality will no longer be necessary with the retirement of the exiting forms and the exclusive use of the MBA form.
- A new Modification Request type called 'Manual Submission' will be available and should be used if an inspection file cannot be uploaded through the Bulk Upload or Data Extraction functions.
- A new 'Manual Submission' notification will be available in the Notifications module to alert users when a request has been approved or denied.

Effective Date

This MAMP release will be put in production on the evening of **April 1, 2016**.

Questions

Please contact your Servicer Relationship Manager or Amr Fawzi at amr_s_fawzi@fanniemae.com or (202) 752-6046 with any questions.

Associated Documents

Below are the links to the associated documents:

- [MAMP 5.0 FS Data Element Matrix](#)
- [MAMP 5.0 MBA Data Extraction Fields.xls](#)
- [MAMP 5.0 FS CSV Specification v 1.1.xls](#)
- [MAMP 5.0 FS validation.xls](#)
- [MBA Master Inspection Form v2.xls](#)
- [Form 4254 and Form 4254 Seniors Line Item Definitions.pdf](#)
- [New Form 4254 Seniors.pdf](#)
- [New Form 4254.pdf](#)