



## DUS Gateway™ Release Notes – Release 1.3

May 2016

Fannie Mae will implement DUS Gateway™ Release 1.3 on May 21, 2016. The system will be offline beginning 8:00am Eastern on Saturday, May 21 through 8:00am Eastern on Monday, May 23. The release includes the below list of enhancements affecting Lenders.

### New Functionality Highlights:

- More waiver detail on the Fannie Mae Quote letter
- New Submission type for Performance Differentiation – Lite. Also additional detail on Fannie Mae Quote letters identifying Performance Differentiation deals
- Property page updates including collection of Moderate Rehab information and making AMI-related fields required.
- Dual Registration now looks at a broader population of deals (including recently inactive deals)
- Submit DUS Gateway Support requests directly into DUS Gateway (“Cases” tab in DUS Gateway)

See below for the full list of enhancements and updates.

### Additions & Improvements to Existing Functionality

#### 1. *More waiver detail on the Fannie Mae Quote Letter*

In response to multiple Lender requests to add additional Pre-Review and/or Waiver detail to Fannie Mae Quote letters, a new section was added to the “Pre-Review and/or Waiver” page titled, “Short Description for Fannie Mae Quote.” This optional section allows Lenders to enter pertinent information about a waiver or pre-review reason that will appear on the Quote letter. The “Additional Details and Rationale for Request” section remains on the Pre-Review and/or Waiver page for notes that will not appear on the Quote letter.

When crafting language for the optional Short Description, please be mindful of wording choice (i.e., as the description will appear in the Quote, this is not a field for short-hand notes). Fannie Mae Deal Teams also have the ability to update or add to this section as needed when preparing the Quote letters.

<b>Short Description for Fannie Mae Quote</b>	
Use this Short Description to provide specifics on the request (such as LTV, DSCR, and IO) - to be included in the Fannie Mae Quote.	
<b>Additional Details and Rationale for Request</b>	
If not in your narrative or in an attachment, provide details/rationale for the request	



## 2. Update to Waiver Reports

Waiver reports are available under the Reports tabs in DUS Gateway. Changes were implemented recently to provide more detail to Lenders on those reports.

## 3. New Submission type for Performance Differentiation Lite and additional detail on Fannie Mae Quote letters for Performance Differentiation deals

On the Deal Overview section, "Performance Differentiation - Lite" has been added as an additional "Submission Type" dropdown option. Deals using this option will route automatically to Fannie Mae Credit teams upon deal submission.

Submission Type	--None--
Chapter 9 Small Loans	Pre-Review (4660)
MATS/Structured	Performance Differentiation
	Performance Differentiation - Lite
	Guide and Pricing Waiver (if applicable)
	Pricing Waiver only
Administration Comments	Delegated

In addition, updates were made to the Fannie Mae Quote letters to clearly identify deals as Performance Differentiation in the event a Fannie Mae Quote is issued on those deals.

## 4. Updates to Property Page: The following updates will be introduced as a part of this release to the property page:

- % of Units <= 80% of AMI and % of Units <= 50% of AMI are now **required** elements at the time of deal submission. If neither applies, please enter a zero for each percentage.
- **Moderate Rehabilitation** is a new element with a required Yes/No selection. If "Yes" is selected, an additional "Moderate Rehabilitation Information" section will open at the bottom of the screen. "Rehabilitation Work (\$/unit)" and "Rehabilitation Work Escrow Amount" are required at the time of deal submission.

Moderate Rehabilitation Information	
Rehabilitation Work (\$/unit)	<input type="text"/>
Rehabilitation Work Escrow Amount	<input type="text"/>

5. **Dual Registration Enhancement:** The potential Dual Registration check against properties in the system will now check against properties in recently inactivated deals. The logic for checking deals is otherwise unchanged.
6. **MATS/Structured field on Portfolio Deals:** With this release, the "MATS/Structured" dropdown field is also included on Linked deals in a portfolio (not just Master deals). Lenders should continue to enter a selection for this dropdown when applicable, on the Master deal. That selection will copy down to newly created linked deals that are created by clicking "New Linked Deal" from the Master deal. .
7. **Pre-Review Reason and Waiver Updates:** Several updates have been made recently to pre-review reasons and waivers.

- a. **Category:** Pre Review (4660)  
**Sub-Category:** Property Operations & Underwriting Terms



**New Descriptor:** Underwriting Value

- b. **Category:** Pre-Review (4660)  
**Sub-Category:** Financing Structures  
**Descriptor:** "MAH Preservation Rehab" has been replaced with "Reduced Occupancy Affordable Rehabilitation"
- c. **Category:** Pre-Review (4660)  
**Sub-Category:** Financing Structures  
**Descriptor:** "Commitment Term" has been replaced with "Rate Lock Period"

8. **Submit DUS Gateway Support requests directly into DUS Gateway:** The Gateway team will be transitioning away from the [DUSGateway\\_support@fanniemae.com](mailto:DUSGateway_support@fanniemae.com) email support mailbox, and will instead respond to support requests directly in DUS Gateway. Users will now enter support requests by clicking the "Cases" tab at the top of the screen.

**To Submit a Support Request:**

- a. From the Cases tab, click "**Create New Case**" on the screen.



- b. Fill out the required fields to submit a case beginning with the "Case Type" drop down.

- c. Select the appropriate "Problem Area" of the application or deal from the dropdown list.



**Additional Information**

Case Type: Business process question

Case Problem Area: --None--

Deal: [lookup icon]

Subject: [text input]

Description: [text area]

- Cases
- Chatter
- Contacts
- Deal Details
- Deal Documents
- Deal List
- Deal Participant
- Deal Status
- DUS Gateway login
- Lender Name Change
- Portfolio Deals
- Pre-Review and/or Waivers
- Property
- Quote
- Reasons for Resubmission
- Reports

- d. Fill out the other fields on the page. If the support request is related to a specific deal, click the lookup (magnifying glass) beside “Deal” and search for the appropriate deal name. Add a title for your request in the “Subject” field and then enter a more detailed explanation in the “Description” field.

**Additional Information**

Case Type: --None--

Case Problem Area: --None--

Deal: [text input] [lookup icon]

Subject: [text input]

Description: [text area]

Status: New

Case Priority: Low

[Submit] [Save & New] [Cancel]

- e. Click “**Submit**” to send your request to Fannie Mae. You should receive notification within the application with pertinent updates or with a resolution to your request.

Please contact your NAM with questions, or email [DUSGateway\\_support@fanniemae.com](mailto:DUSGateway_support@fanniemae.com)