



DUS Data Digitizer[®] Appraisal Training

Fannie Mae Multifamily

January 29th, 2025, from 2:00 p.m. to 3:00 p.m. ET



Agenda

Overview of DUS Data Digitizer®

Guide Notification 24-23

Required Submission

Uploading and Submitting DUS Appraisal Data Sets

Quick Demo

Q&A



Fannie Mae®

Welcome to DUS Data Digitizer®

Due Diligence Reports

Provide Feedback

DUS Data Digitizer®

Multifamily DUS Data Digitizer® is a Web application for Lenders to upload structured data sets for key third-party reports.

[Form 6502. Folder II \(Multifamily Mortgage Loan Delivery Package Table of Contents\) – Special Delivery Requirement:](#)

Electronic Copy of Report Narrative delivered in DUS DocWay® and data delivered separately through DUS Data Digitizer®.

The DUS Data Digitizer® supports the Multifamily Selling and Servicing Guide requirement(s) to deliver standardized data set supplements for the following reports:

- Property Condition Assessment
- Environmental Site Assessment
 - Environmental Database Review
 - Environmental Screening
 - Phase I and Phase II
- Zoning Report
- Seismic Risk Assessment
- Appraisal Report



Guide Notification 24-23: Appraisal

Form 4827.A

Appraisal Data Sets become required per the Fannie Mae Multifamily Guide.

Notification 24-23: Appraisal Data Set (Form 4827.A)

Effective: 01/28/25  [Print/Download Summary](#)

Associated Documents:

[Form 4827 \(Redline\).pdf](#)
[Form 4827.A](#)

Summary of Changes:

HIGHLIGHTS

Effective for newly ordered Appraisals as of January 28, 2025, your underwriting Appraisal Report submissions must include:

- structured data sets using the Appraisal Data Set (Form 4827.A); and
- report narratives.

Primary Change

Updated Instructions for Appraisers (Form 4827) to add Exhibit A – Appraisal Data Set (Form 4827.A) for reporting new Property Appraisal structured data through DUS Data Digitizer.

Questions

Please contact dus_data_digitizer@fanniemae.com with any questions.



Delivery Deadline



Requirements

By 10:30 a.m. Eastern Time on the [Delivery](#) deadline, you must

- [Deliver](#) the complete [Mortgage Loan Delivery Package](#) to [Multifamily Certification and Custody](#), and
- submit all required data.

Delivery Deadline	
MBS Mortgage Loan	<ul style="list-style-type: none"> ▪ For funding under an ASAP Option, per the ASAP Contract, or ▪ 7 Business Days before (and not including) the Book-Entry Date.
Cash Mortgage Loan	<ul style="list-style-type: none"> ▪ For funding under an ASAP Option, per the ASAP Contract, or ▪ 3 Business Days before (and not including) the earlier of the <ul style="list-style-type: none"> • Rate Lock expiration date, or • Commitment expiration date.

Guidance

You should [Deliver](#) the [Mortgage Loan](#) before the [Delivery](#) deadline to allow time for you to correct any errors Fannie Mae may find.

If you do not meet the [Delivery](#) deadline and your delay requires a change in the [Rate Lock](#) expiration date, you may be charged a Rate Lock Extension Fee per [Part IV, Chapter 2: Rate Lock and Committing, Section 204.03B: Rate Lock Extensions](#).

Required Submission Date

Also known as Compliant Delivery Timing.

Multifamily Selling and Servicing Guide

[Section 401 - Delivery Deadline.](#)

MBS Mortgage Loan:

- 7 Business Days before (and not including) the Book-Entry Date.

Cash Mortgage Loan

- 3 Business Days before (and not including) the earlier of the
 - Rate Lock expiration date, or
 - Commitment expiration date.

Guidance

- You should Deliver the Mortgage Loan before the Delivery deadline to allow time for you to correct any errors Fannie Mae may find.
- If you do not meet the Delivery deadline and your delay requires a change in the Rate Lock expiration date, you may be charged a Rate Lock Extension Fee per [Part IV, Chapter 2: Rate Lock and Committing, Section 204.03B: Rate Lock](#)



Upload and Submit Data Files

Existing functionality is to upload and submit standardized Due Diligence data has not changed.

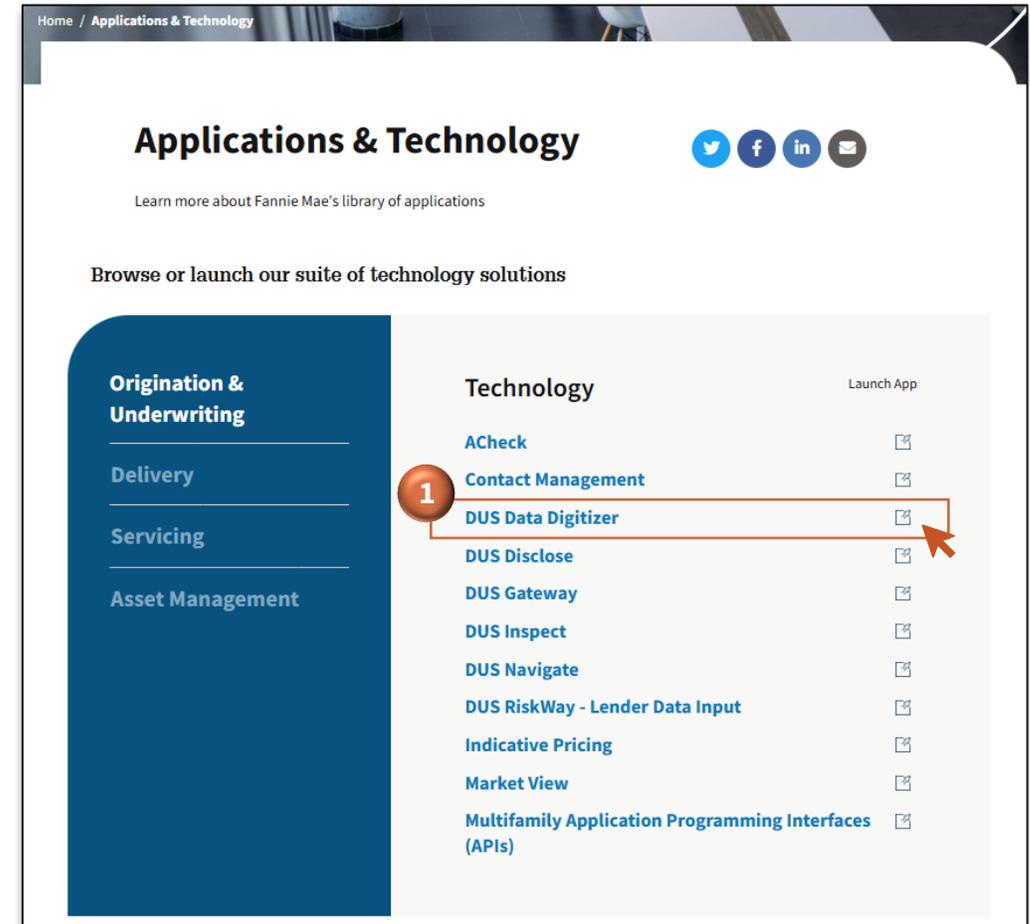
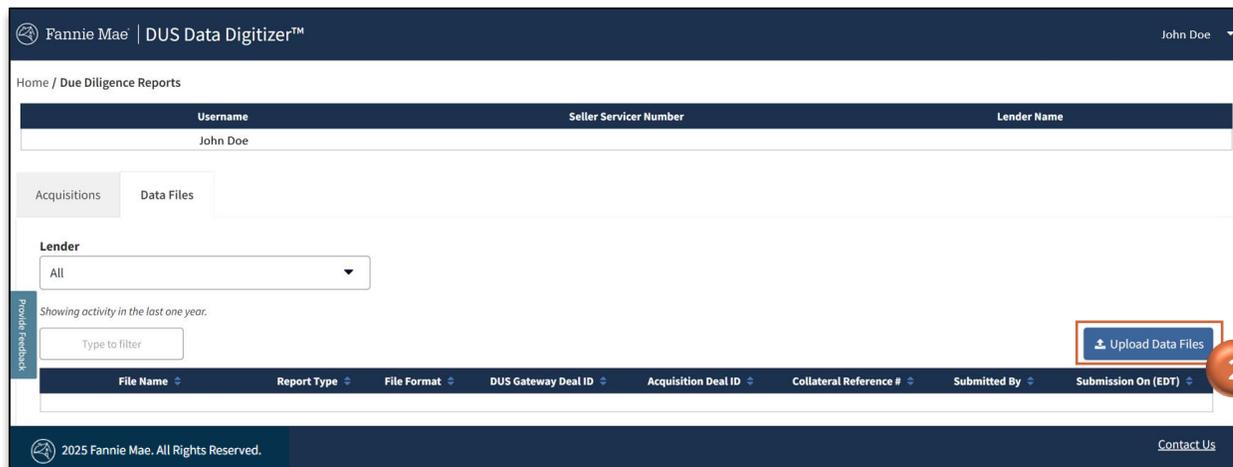
Step 1

Launch the App - Go to the [Fannie Mae Multifamily Applications and Technology](#) website. To the right of the 'DUS Data Digitizer®' title, click on the icon under 'Launch App'. Using your credentials, log into the Digitizer application.

Step 2

Upload Data Files - Start by clicking on the 'Due Diligence Reports' from the Welcome page. Under the Data Files tab, click the 'Upload Data Files' button to begin the file upload process.

NOTE: The maximum number of files that can be uploaded at one time is 25.



Key Change: Deal Identifier

DUS Gateway® Deal Identifier is required and will need to be displayed in the file name.

- The Deal Identifier will replace the Collateral Reference Number in the file name.
- The Deal Identifier will become required while the Collateral Reference Number will become optional in the DUS Appraisal Data Set.

Naming Convention for DUS Appraisal Data Files:

[Deal Identifier]_APPR_[Optional Free Text].xml

Example: 123456_APPR_Property Name.xml

Technical Data Point Name	APPR	Definition
DealIdentifier	R	A unique identifier assigned by Fannie Mae to identify a transaction between Fannie Mae and another participant. NOTE - This is the identifier assigned by the Fannie Mae Multifamily DUS Gateway system.
CollateralReferenceNumber	O	A unique number assigned by Fannie Mae for the Property or other collateral type. NOTE - This is the identifier assigned by the Fannie Mae Multifamily acquisition systems.



Appraisal Data File

DUS Gateway® Deal Identifier is required.

```
<!-- Sample XML file generated by XMLSpy v2016 (x64) (http://www.altova.com) -->
▼<PropertyAppraisal xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:noNamespaceSchemaLocation="DUS Appraisal Schema.xsd">
  ▼<SubjectProperty>
    <CollateralReferenceNumber>String</CollateralReferenceNumber>
    <DealAcquisitionIdentifier>0</DealAcquisitionIdentifier>
    <DealIdentifier>0</DealIdentifier>
```

Required

The Deal Identifier is required and can be found in DUS Gateway®.

The Collateral Reference Number and Deal Acquisition Identifier is optional and can be found in C&D and MSFMS. If you don't have the information, please remove the lines from the data file.

Optional



Upload and Submit Data Files

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Step 3

Select File(s) to Upload – Click the button ‘**Select File(s)**’ to start adding data files. The system will scan your files for viruses, correct naming conventions, and any data errors to ensure the files are eligible to submit. If system scan finds any issues, you’ll be unable to complete the upload process.

NOTE: The maximum single file size supported for upload is 50 MB.

Step 4

Start Upload – Once a file has been scanned and approved, select each file(s) and click ‘**Start Upload**’ to begin the upload process.

Note: If you stop on Step 4, Digitizer will not account the data file as received.

The screenshot displays the 'Add Data Files' window. At the top, there are two tabs: 'Upload Files' (active) and 'Review File Summary'. A red circle with the number '3' highlights the main upload area. This area contains a dashed box with a cloud and upload icon, the text 'Drop files here....', and a blue 'Select File(s)' button. Below this, it states 'Maximum single file size supported: 50 MB' and 'Valid filename characters: alphanumeric characters and the following special characters - . () _ !'. At the bottom right of the main area, there are 'Remove All' and 'Remove' links. Below the main area is a table with one row: 'File Name' and '123456_APPR_Example.XML'. At the bottom right of the table, there is a 'Start Upload' button, which is highlighted with a red circle and the number '4'.



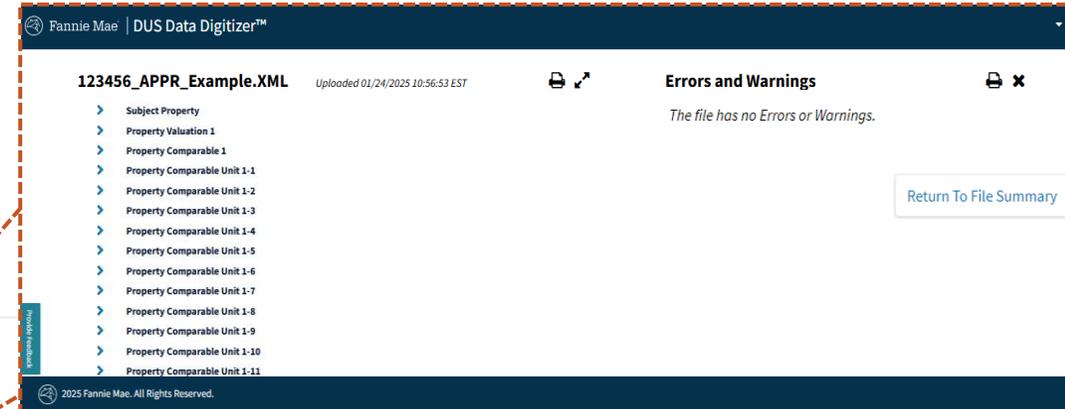
Upload and Submit Data Files

Existing functionality is to upload and submit standardized Due Diligence data has not changed.

Step 5

Review File Summary – Review the uploaded data file(s) and under the **Select To Submit** column, check the boxes for each data file(s) you would like submitted upon completion. If you choose not to check the box under the Select To Submit, then those data files will be discarded upon submission.

NOTE: If you click on the hyperlink under the column **Issue Summary**, you can view the data, errors and warnings as applicable to each data file.



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123456_APPR_Example.XML Uploaded 01/24/2025 10:56:53 EST

Errors and Warnings

The file has no Errors or Warnings.

[Return To File Summary](#)

- > Subject Property
- > Property Valuation 1
- > Property Comparable 1
- > Property Comparable Unit 1-1
- > Property Comparable Unit 1-2
- > Property Comparable Unit 1-3
- > Property Comparable Unit 1-4
- > Property Comparable Unit 1-5
- > Property Comparable Unit 1-6
- > Property Comparable Unit 1-7
- > Property Comparable Unit 1-8
- > Property Comparable Unit 1-9
- > Property Comparable Unit 1-10
- > Property Comparable Unit 1-11

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Add Data Files

File	Submission Eligibility	Issue Summary	Upload Details	Select To Submit
123456_APPR_Example.XML	Ready to submit	0 errors; 0 warnings	01/24/2025 01:00:00 EST	<input checked="" type="checkbox"/>

[Back To Upload](#)

Selected files will be submitted upon completion, others will be discarded

[Finish And Close](#)

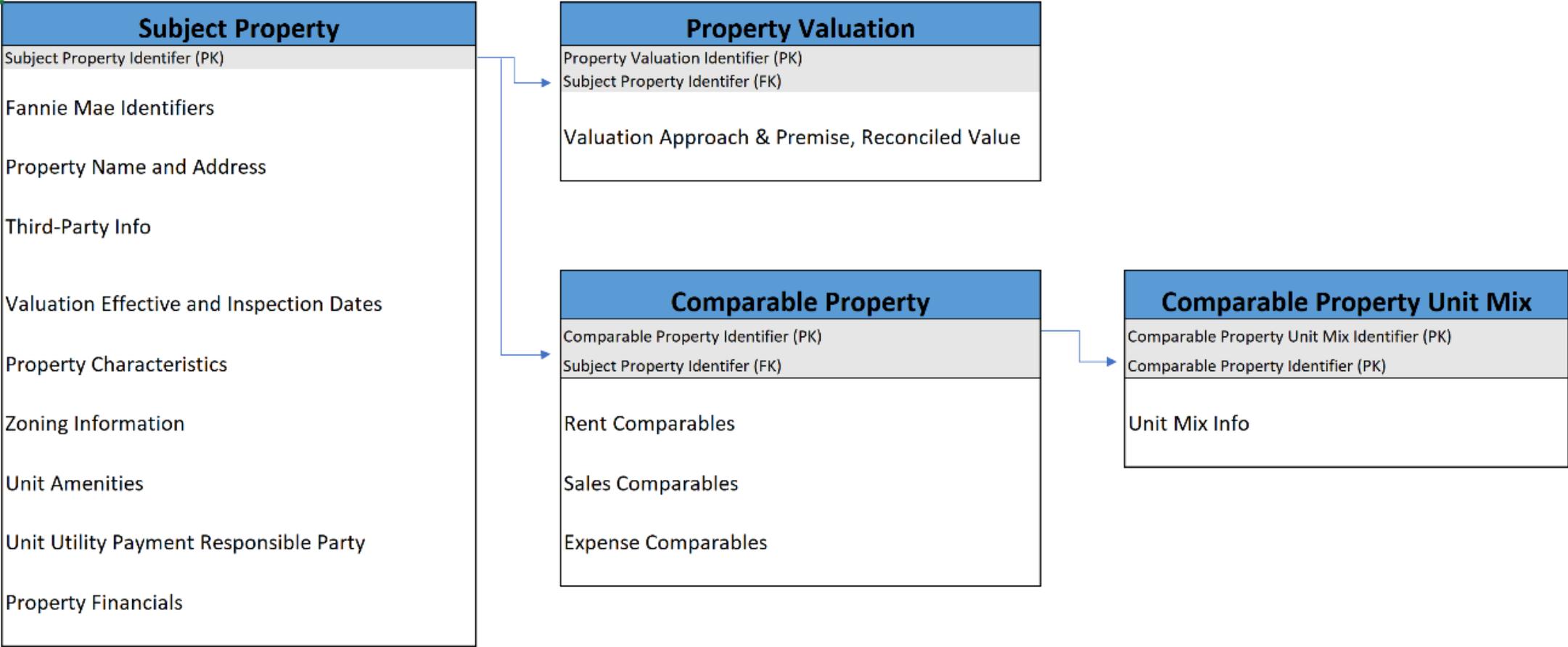
Step 6

Submit Files - Once you're satisfied with the selected data files, click the button '**Finish And Close**' to complete the submission process.



Appraisal Data Model

The Appraisal Digitizer MVP will enable us to collect standardized, structured appraisal data for near-all existing properties.





Quick Demo



Q&A



Additional Resources

Resources

DUS Data Digitizer®

- 1** [DUS Data Digitizer | Fannie Mae Multifamily](#) – Main site on DUS Data Digitizer® providing a brief overview, trainings, and Due Diligence Reports.
- 2** [Multifamily Mortgage Loan Delivery Package | Table of Contents](#) – The table of contents for Folder II Delivery Requirements.
- 3** [Multifamily Selling and Servicing Guide | Delivery Deadline](#) – Section 401 Delivery Deadline provides the Requirements and Guidance.

