



# Appraisal Digitizer Training

Presented by Fannie Mae Multifamily

August 21<sup>st</sup>, 2024, from 2:00 PM to 3:00 PM



# Agenda

1. **What is Appraisal Digitizer?**
2. **Overview of the Appraisal Data Set**
3. **Timeline**
4. **Uploading Appraisal Data Sets to DUS Data Digitizer**
5. **Key Takeaways**
6. **Demo**
7. **Q&A**



# What is Appraisal Digitizer?

# Appraisal Digitizer

Appraisal Digitizer is a module in DUS Data Digitizer that allows Lenders to submit Appraisal data sets in a structured format.

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

*Please note the Guide will soon be updated to require the Appraisal Data Set.*

Provide Feedback

## Welcome to DUS Data Digitizer™

### Due Diligence Reports



On **July 31<sup>st</sup>, 2024**, submissions of Appraisal Data Sets went live and will become required **January 28<sup>th</sup>, 2025**.



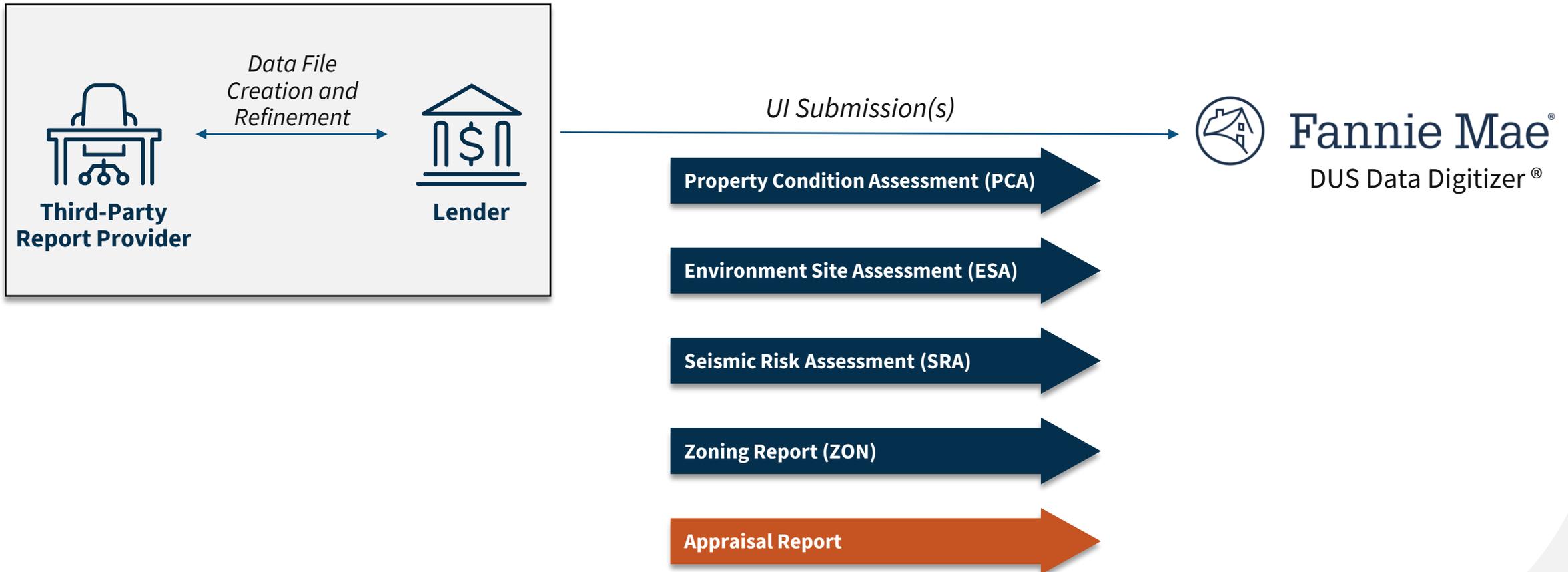
[Form 6502, Folder II \(Multifamily Mortgage Loan Delivery Package Table of Contents\) – Special Delivery Requirement:](#)

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



# DUS Data Digitizer Submissions

Digitizer enables the submission of Underwriting Due Diligence Data





# Overview of the Appraisal Data Set

# Overview of the Appraisal Data Set

Appraisal Digitizer is a module in DUS Data Digitizer that allows Lenders to submit Appraisal data sets in a structured format.

## Data Specifications

Fannie Mae DUS Third-Party Report Standards

Form 4099E PCA

Form 4251A ESA

Form 4089 ZON

Form 4093 SRA

DUS Appraisal Data Set

Name

-  DUS Third Party Report Standards - Appraisal
-  DUS\_Appraisal - Sample
-  DUS\_Appraisal.xsd

```
9876543210_APPR_DEMO_1.xml - Notepad
File Edit Format View Help
<?xml version="1.0" encoding="UTF-8"?>
<!-- Sample XML file generated by XMLSpy v2016 (x64) (http://www.altova.com) -->
<PropertyAppraisal xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xsi:noNamespaceSchemaLocation="DigitalAppraisal.xsd">
  <SubjectProperty>
    <CollateralReferenceNumber>9876543210</CollateralReferenceNumber>
    <DealAcquisitionIdentifier></DealAcquisitionIdentifier>
    <DealIdentifier>12345</DealIdentifier>
    <PropertyBuildingTotalCount>50</PropertyBuildingTotalCount>
    <PropertyBuiltYearNumber>2020</PropertyBuiltYearNumber>
    <PropertyCityName>Irving</PropertyCityName>
    <PropertyCurrentFEMAFloodZoneCode>FEMA</PropertyCurrentFEMAFloodZoneCode>
    <PropertyCurrentStandardizedCountyName>USA</PropertyCurrentStandardizedCountyName>
    <PropertyEffectiveGrossIncomeAmount>1110</PropertyEffectiveGrossIncomeAmount>
    <PropertyElectricResponsiblePartyType>Owner</PropertyElectricResponsiblePartyType>
    <PropertyFloodZoneComment>no flood</PropertyFloodZoneComment>
    <PropertyGasResponsiblePartyType>Tenant</PropertyGasResponsiblePartyType>
    <PropertyHousingType>Cooperative</PropertyHousingType>
    <PropertyHVACType>Central</PropertyHVACType>
    <PropertyInspectionPhysicalOccupancyPercent>0.8</PropertyInspectionPhysicalOccupancyPercent>
    <PropertyInsurableValueAmount>12120</PropertyInsurableValueAmount>
    <PropertyLandAreaInAcresNumber>120</PropertyLandAreaInAcresNumber>
    <PropertyLandOwnershipRightType>Fee Simple and Leasehold</PropertyLandOwnershipRightType>
    <PropertyMasterNumber>12345</PropertyMasterNumber>
    <PropertyMultiFamilyStructureParkingType>Attached Garage</PropertyMultiFamilyStructureParkingType>
    <PropertyName>New Prop</PropertyName>
    <PropertyNetOperatingIncomeAmount>123330</PropertyNetOperatingIncomeAmount>
    <PropertyNetTotalRentableResidentialAreaSquareFeetNumber>12120</PropertyNetTotalRentableResidentialAreaSquareFeetNumber>
    <PropertyPostalCode>75009</PropertyPostalCode>
    <PropertyRefuseResponsiblePartyType>Owner</PropertyRefuseResponsiblePartyType>
    <PropertyRenovationYearPeriod>2021</PropertyRenovationYearPeriod>
    <PropertySewerResponsiblePartyType>Mixed</PropertySewerResponsiblePartyType>
    <PropertySmokeAlarmIndicator>Yes</PropertySmokeAlarmIndicator>
    <PropertyStateCode>IL</PropertyStateCode>
    <PropertyStreetAddressText>2005 Rhea Ct</PropertyStreetAddressText>
    <PropertyThirdPartyReportAssessorName>John Assessor</PropertyThirdPartyReportAssessorName>
    <PropertyThirdPartyReportCompanyName>Partnership Properties LLC</PropertyThirdPartyReportCompanyName>
    <PropertyThirdPartyReportScopeStandardType>USPAP</PropertyThirdPartyReportScopeStandardType>
    <PropertyThirdPartyReportType>APPR</PropertyThirdPartyReportType>
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    <PropertyValuationEffectivePeriod>202001</PropertyValuationEffectivePeriod>
    <PropertyValuationGeneralAndAdministrativeExpenseAmount>110</PropertyValuationGeneralAndAdministrativeExpenseAmount>
    <PropertyValuationInspectionDate>01/01/2022</PropertyValuationInspectionDate>
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    <PropertyValuationManagementFeeExpenseAmount>1110</PropertyValuationManagementFeeExpenseAmount>
    <PropertyValuationMarketValueComment>No comments</PropertyValuationMarketValueComment>
  </SubjectProperty>
</PropertyAppraisal>
Ln 1, Col 1 100% Windows (CRLF) UTF-8
```



# Overview of the Appraisal Data Set

Appraisal Digitizer is a module in DUS Data Digitizer that allows Lenders to submit Appraisal data sets in a structured format.

Effective 2024-04-10  
Third-Party Report Standards - Business Glossary - Developed in support of the Fannie Mae DUS Data Standardization effort of the Appraisal Report (APPR)

No.	Business Name	Standard Business Name	XML Container	XML Data Point Name	APPR	Definition	Allowable Values	Data Type	Business Rules
88	Name of data point as often seen on reports.	Standardized name of data point utilized in CSV format.	Camel case container name utilized in XML format.	Camel case technical data point name utilized in XML format.	Required, Optional or Conditional	Definitions and Allowable Values sourced either from existing Data Glossaries (e.g., Fannie Mae Multifamily Business Glossary) or generated in collaboration with DUS Lenders and industry experts.		Format and length of data point.	Applicable Business Validation Rules.
1	Average Rent Amount	Property Average Rent Amount	PropertyComparable	PropertyAverageRentAmount	O	The dollar amount of the asking rent for each unit of a property (divided by) the total units of the same property.		Dollar	Must be a numeric value between 0.00 and 10,000.00
2	Property Built Year	Property Built Year Number	PropertyComparable	PropertyBuiltYearNumber	R	The year the property was built. For multiple properties, if all are the same enter the year, or else leave empty.		Integer	Must be a positive integer greater than 1700 and less than or equal to the current four-digit year. Must be a decimal value between 0 and 1.
3	Market Capitalization Rate	Property Capitalization Rate Percent	PropertyComparable	PropertyCapitalizationRatePercent	O	The prevailing rate of interest representing the yield of a property over a one year time horizon.		Decimal	
4	Property City	Property City Name	PropertyComparable	PropertyCityName	R	A free-form text to capture the current city of the property serving as mortgage collateral, equity investment or being utilized in a property valuation.		Text	Free form text, 1 to 200 characters in length.
5	Comparable Property Type	Property Comparable Type	PropertyComparable	PropertyComparableType	R	A code indicating the type of analysis for which the comparable property was selected.	Expense Comparable Rent Comparable Sales Comparable	Text	Must be one of the entries from the list of Allowable Values.
6	Effective Gross Income Amount	Property Effective Gross Income Amount	PropertyComparable	PropertyEffectiveGrossIncomeAmount	O	The sum of all income produced by the property or properties securing a loan. It is often derived by calculating the maximum rental income achievable at market rates, net of adjustments that reflects vacancies, credit loss and other such deductions. The Effective Gross income also includes other income, such as parking and laundry fee.		Dollar	Must be a numeric value between 0.00 and 100,000,000.00
7	Property Name	Property Name	PropertyComparable	PropertyName	R	The current name of the property that serves as mortgage collateral, equity investment or being utilized in a property valuation.		Text	Free form text, 1 to 200 characters in length.
8	Net Operating Income Amount	Property Net Operating Income Amount	PropertyComparable	PropertyNetOperatingIncomeAmount	O	The total dollar amount of income received by the property after accounting for operating expenses and before deducting capital expenditures		Dollar	Must be a numeric value between (100,000,000.00) and 100,000,000.00.

Business Glossary - Appraisal Mapping of Appraisal XSD

Property Appraisal	Subject Property
	<CollateralReferenceNumber/>
	<DealAcquisitionIdentifier/>
	<DealIdentifier/>
	<PropertyBuildingTotalCount/>
	<PropertyBuiltYearNumber/>
	<PropertyCityName/>
	<PropertyCurrentFEMAFloodZoneCode/>
	<PropertyCurrentStandardizedCountyName/>
	<PropertyEffectiveGrossIncomeAmount/>
	<PropertyElectricResponsiblePartyType/>
	<PropertyFloodZoneComment/>
	<PropertyGasResponsiblePartyType/>
	<PropertyHousingType/>
	<PropertyHVACType/>
	<PropertyInspectionPhysicalOccupancyPercent/>
	<PropertyInsurableValueAmount/>
	<PropertyLandAreaInAcresNumber/>
	<PropertyLandOwnershipRightType/>
	<PropertyMasterNumber/>
	<PropertyMultifamilyStructureParkingType/>
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	<PropertyRenovationYearPeriod/>
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	<PropertySmokeAlarmIndicator/>
	<PropertyStateCode/>
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	<PropertyThirdPartyReportCompanyName/>
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	<PropertyThirdPartyReportType/>
	<PropertyTotalGrossBuildingAreaSquareFeetNumber/>
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	<PropertyUnitType/>
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	<PropertyValuationEffectivePeriod/>
	<PropertyValuationGeneralAndAdministrativeExpenseAmount/>
	<PropertyValuationInspectionDate/>
	<PropertyValuationInsuranceExpenseAmount/>

Business Glossary - Appraisal Mapping of Appraisal XSD





# Timeline



# Timeline

## DUS Appraisal Data Sets

Date	Activity	Key Stakeholders	Status
June 30 <sup>th</sup>	Opened for test submissions	Fannie Mae, Lenders, and Appraisal Firms	Complete
July 31 <sup>st</sup>	Release Appraisal Digitizer	Fannie Mae	Complete
August through November	Training and Ongoing Support <ul style="list-style-type: none"> <li>➤ First post-release Appraisal Digitizer Lender Training is today, <b>August 21<sup>st</sup>, 2024, at 2:00 pm</b></li> <li>➤ Communications via MF Digest, <a href="#">website updates</a>, and email outreach to the Fannie Mae MF Data &amp; Reporting Team at <a href="mailto:DUS_Data_Digitizer@fanniemae.com">DUS_Data_Digitizer@fanniemae.com</a></li> </ul>	Fannie Mae, Lenders, and Appraisal Firms	In Progress
November	Guide Update	Fannie Mae	In Progress
By December	Request that lenders submit at least 2 DUS Appraisal datasets via Digitizer prior to the required submission timeframe	Lenders	Not Started
 January 28 <sup>th</sup>	<b>Required DUS Appraisal Submission for 100% of New Deliveries</b>	Lenders	Not Started





# Uploading Appraisal Data Sets to DUS Data Digitizer

# Upload and Submit Appraisal 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. Click the 'Login' button on the DUS Data Digitizer tile and then use your credentials to log into the application.

### DUS Data Digitizer

An app for uploading structured data sets for key third-party reports.

1

Login

[Learn More](#)



# Upload and Submit Appraisal Data Files

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

## 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.

The screenshot displays the Fannie Mae DUS Data Digitizer interface. At the top, the header includes the Fannie Mae logo, the text 'DUS Data Digitizer™', and a 'Username' dropdown menu. Below the header, the breadcrumb 'Home / Due Diligence Reports' is visible on the left, and 'Lender Name' is on the right. A table with three columns is shown: 'Username', 'Seller Servicer Number', and 'Lender Name'. Below the table, there are two tabs: 'Acquisitions' and 'Data Files'. A filter box with the text 'Type to filter' is present. A red circle with the number '2' highlights the 'Upload Data Files' button. Below the button, there are several dropdown menus: 'File Name', 'Report Type', 'File Format', 'DUS Gateway Deal ID', 'Acquisition Deal ID', 'Collateral Reference #', 'Submitted By', and 'Submission On (EDT)'. At the bottom, the footer contains '2024 Fannie Mae. All Rights Reserved.' and a 'Contact Us' link.



# Upload and Submit Appraisal Data Files

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

## 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 the 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.

The screenshot shows a window titled "Add Data Files" with a close button (X) in the top right. It has two tabs: "Upload Files" (active) and "Review File Summary". The "Upload Files" tab contains the following text: "Upload files to perform a full file scan. The system will scan your files for viruses, correct naming conventions, and data errors to ensure they are eligible to submit." Below this is a dashed box containing a cloud icon and the text "Drop files here..." with a blue "Select File(s)" button. A red circle with the number "3" is next to this area. Below the dashed box, it says "Maximum single file size supported: 50 MB" and "Valid filename characters: alphanumeric characters and the following special characters - \_ !". At the bottom of the window, there is a list of three files, each with a "File Name" field containing "9876543210\_APPR\_DEMO\_..." and a "Remove" button. A red circle with the number "4" is next to the "Start Upload" button at the bottom right of the window.

## Naming Convention for Accepted Appraisal Data Files:

**[Collateral Reference Number]\_APPR\_[Optional Free Text].xml**

*Example of Optional Free Text is the **Property Name**.*

## 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.



# Upload and Submit Appraisal 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.

9876543210\_APPR\_DEMO.xml

Uploaded 08/01/2024 13:08:55 EST



- > Subject Property
- > Property Valuation 1
- > Property Valuation 2
- > Property Valuation 3
- > Property Comparable 1

### Add Data Files

Upload Files | Review File Summary

File	Submission Eligibility	Issue Summary	Upload Details	Select To Submit
9876543210_APPR_DEMO_PropCompMissing.xml	Not acceptable	1 error(s); 0 warning(s)	07/30/2024 14:41:46 EST	
9876543210_APPR_DEMO_2.xml	Acceptable with warnings	0 error(s); 1 warning(s)	07/30/2024 14:41:46 EST	<input checked="" type="checkbox"/>
9876543210_APPR_DEMO_1.xml	Ready to submit	0 error(s); 0 warning(s)	07/30/2024 14:41:48 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.





# Key Takeaways

# Key Takeaways

## Overview of Best Practice and Heads Up

### Best Practice

1. Submit **one data set** per collateral.
2. Submit your data files as soon as they're available.
3. Include only the Property Address corresponding to the primary Collateral Reference Number on the Acquisition record (C&D and MSFMS).
4. Label your data files for multi asset deals with both Acquisition Deal ID and Collateral Reference Number.
5. If you see any data file(s) that are **NOT MAPPED** to the Acquisition Deal Identifier and Collateral Reference Number, please let us know.

Message: [DUS\\_Data\\_Digitizer@fanniemae.com](mailto:DUS_Data_Digitizer@fanniemae.com)

### Heads Up

#### Reminder, 2024 remains a learning period with new capability:

- Lenders have the opportunity to submit DUS Appraisal Data Sets on live deals.

#### In 2025, we will roll out further enhancements to include:

- The committed Deals will be displayed in the Pre-Acquisition View, enabling Lenders to monitor the due date for data file submissions.
- Timely delivery of Appraisal Data Sets will be monitored beginning January 28<sup>th</sup>, 2025.





# 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.
- 4** [MultifamCert\\_Team@fanniemae.com](mailto:MultifamCert_Team@fanniemae.com) – Message for questions regarding the automated Compliance Report and any Compliance related inquiries.
- 5** [DUS\\_Data\\_Digitizer@fanniemae.com](mailto:DUS_Data_Digitizer@fanniemae.com) - Message for all other questions regarding any feature in DUS Data Digitizer.





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