Fannie Mae

Multifamily DUS Data Digitizer FAQs

Multifamily DUS Data Digitizer is a web application that allows Lenders to upload structured data sets for key reports. The DUS Data Digitizer supports the Multifamily Selling and Servicing Guide requirement(s) to deliver standardized data set supplements for the following due diligence reports:

- **DUS Appraisal Data Set (APPR)**
- **Environmental Site Assessment (ESA)**
- **Property Condition Assessment (PCA)**
- **Seismic Risk Assessment (SRA)**
- **Zoning Data Set (ZON)**

Exhibit A:
Approved structured data set formats, key identifiers, and file names for due diligence reports.

Report		Appraisal Data Set	Environmental Site Assessment	Property Condition Assessment	Seismic Risk Assessment	Zoning Data Set
Acronym		APPR	ESA	PCA	SRA	ZON
File Format	CSV	No	Yes	Yes	Yes	Yes
	XML	Yes	Yes	Yes	Yes	Yes
Deal Identifier	DUS Gateway Deal ID	Required	Required	Required	Required	Required
Additional Identifiers	Collateral Reference Number	Optional	Optional	Optional	Optional	Optional
	Acquisition Deal ID	Optional	No	No	No	No
Example File Name		DealID_APPR.xml	DealID_ESA.csv DealID_ESA.xml	DealID_PCA.csv DealID_PCA.xml	DealID_SRA.csv DealID_SRA.xml	DealID_ZON.csv DealID_ZON.xml
Notes		The DUS Gateway Deal ID can be found in DUS Gateway. The Collateral Reference Number and the Acquisition Deal IDs can be found in either C&D or Multifamily Structured Facility Management (MSFMS).				

Frequently Asked Questions (FAQs)

Listed below are common questions on the functionality and requirements related to the Multifamily DUS Data Digitizer application and due diligence reports grouped into the following categories:

Due Diligence Data Compliance Questions

Do structured data sets need to adhere to a file naming convention?

Yes. Structured data sets need to adhere to a file naming convention. DUS Data Digitizer will not allow the upload of

structured data sets that do not adhere to the prescribed file naming convention or acceptable data file format. Please see **Exhibit A** above for file name examples.

What type of transactions require structured data sets?

Lenders will need to submit APPR, ESA, PCA, SRA (if applicable), and ZON data sets through DUS Data Digitizer for properties associated with every deal acquired by Fannie Mae except for choice refinance, supplementals, credit facility borrow-ups and forward commitments.

Are structured data sets required for specialty assets?

Yes. Structured data sets are required for specialty assets such as senior, dedicated student, manufactured housing communities, cooperatives, etc.

Is the DUS Gateway Deal Identifier or Collateral Reference Number required in the structured data sets?

Yes. The DUS Gateway Deal ID is required, and the Collateral Reference Number is optional for all structured data sets as shown in **Exhibit A.** Since this information resides in Fannie Mae Multifamily systems that only approved lenders have access to, lenders and third-party report vendors should agree upon a process to populate the required key identifiers.

How many sets of data files are expected for multi-asset deals?

For multi-asset deals, lenders must submit one set of data files per property collateral. As an example, if there are three property collaterals in a given deal, lenders are expected to upload three Appraisals, three ESAs, three PCAs, three SRAs (if applicable), and three Zoning data files, one for each property collateral.

How can Lenders check for errors on structured data sets?

Lenders can upload structured data sets to DUS Data Digitizer one business day after the deal has moved to the committed status in DUS Gateway. Each data file uploaded to DUS Data Digitizer will be validated, and an issue summary will be presented that contains errors and warnings for the file. Lenders can view and print out these errors and warnings to address them before re-uploading the data set.

Do Lenders need to submit all structured data sets for a particular loan at the same time?

No. Structured data sets do not need to be submitted at the same time, but they do need to be submitted by or before the required submission date.

Do Lenders need to provide structured data sets at the same time they submit narratives and other loan documents?

No. Structured data sets do not need to be submitted at the same time as narratives and other loan documents. All artifacts need to be submitted by the required submission date.