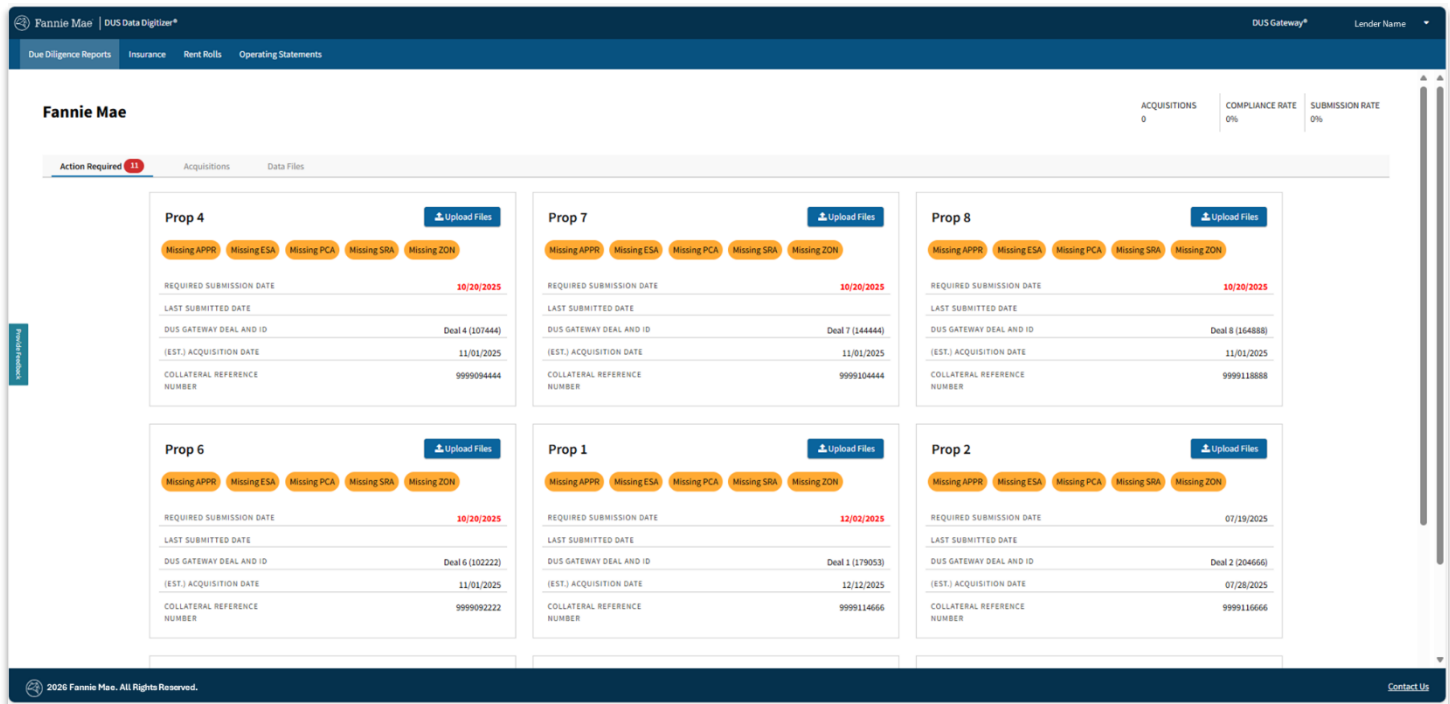


# Welcome to DUS Data Digitizer®

Multifamily DUS Data Digitizer® is a web application for Lenders to upload structured data sets for key third-party reports, which include the submission of Appraisal Reports (APPR), Environmental Risk Assessments (ESA), Property Condition Assessments (PCA), Seismic Risk Assessments (SRA), Zoning Reports (ZON), and Insurance (INS).

This document is to assist Lenders in the process of uploading structured Appraisal Report (APPR), Environmental Site Assessment (ESA), Property Condition Assessment (PCA), Seismic Risk Assessment (SRA), and Zoning Report (ZON) to DUS Data Digitizer. In addition, this document provides insight into how to maneuver through the DUS Data Digitizer application user interface, a breakdown of the available features, and content overview.



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# How to upload structured data sets for due diligence reports

**Step 1:** Login to the DUS Data Digitizer® application using this link: <https://dusdatadigitizer.fanniemae.com/>

**Step 2:** Once logged in, the default page will land on the **Due Diligence Reports** tab and show all the properties in the **Action Required** tab that requires the submission of structured due diligence data sets.

The screenshot shows the 'Fannie Mae' dashboard in the 'DUS Data Digitizer' application. The 'Due Diligence Reports' tab is selected. The 'Action Required' tab is highlighted with a red box and shows a count of 11. Below this, there are six property cards, each with a yellow status bar indicating missing data (APPR, ESA, PCA, SRA, ZON) and an 'Upload Files' button. The cards are labeled Prop 4, Prop 7, Prop 8, Prop 6, Prop 1, and Prop 2. Each card displays submission dates and deal information.

## Submission Status

	<b>Yellow</b> – Missing submission of structured due diligence data set (APPR, ESA, PCA, SRA, ZON).
	<b>Green</b> – Successfully uploaded structured due diligence data set (APPR, ESA, PCA, SRA, ZON).
	<b>Black</b> – Submission of structured due diligence data set (APPR, ESA, PCA, SRA, ZON) is <b><i>not required</i></b> .

**Note:** If you select the **Due Diligence Reports** tab and do not see the **Action Required** tab on the screen, then you do not currently have any properties that require the submission of any due diligence data sets.

The screenshot shows the 'Fannie Mae' dashboard in the 'DUS Data Digitizer' application. The 'Due Diligence Reports' tab is selected. The 'Acquisitions' tab is highlighted with a red dashed box. The dashboard shows 11 acquisitions, 100% compliance rate, and 100% submission rate. The 'Action Required' tab is not visible.

**Step 3:** Find the specific property pertaining to the file you want to upload and then click on the **Upload Files** button within the tile of the property.



Fannie Mae | DUS Data Digitizer\* DUS Gateway\* Lender Name

Due Diligence Reports Insurance Rent Rolls Operating Statements

**Fannie Mae** ACQUISITIONS 0 COMPLIANCE RATE 0% SUBMISSION RATE 0%

Action Required 11 Acquisitions Data Files

Property	Missing APPR	Missing ESA	Missing PCA	Missing SBA	Missing ZON	Required Submission Date	Last Submitted Date	DUS Gateway Deal and ID	(Est.) Acquisition Date	Collateral Reference Number
Prop 4	Missing	Missing	Missing	Missing	Missing	10/20/2025		Deal 4 (107444)	11/01/2025	9999094444
Prop 7	Missing	Missing	Missing	Missing	Missing	10/20/2025		Deal 7 (144444)	11/01/2025	9999104444
Prop 8	Missing	Missing	Missing	Missing	Missing	10/20/2025		Deal 8 (164888)	11/01/2025	9999118888
Prop 6	Missing	Missing	Missing	Missing	Missing	10/20/2025		Deal 6 (102222)	11/01/2025	9999092222
Prop 1	Missing	Missing	Missing	Missing	Missing	12/02/2025		Deal 1 (179053)	12/12/2025	9999114666
Prop 2	Missing	Missing	Missing	Missing	Missing	07/19/2025		Deal 2 (204666)	07/28/2025	9999116666

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**Note:** The **Action Required** tab shows all the properties that require the submission of structured due diligence data sets, and the properties in the **Action Required** tab are ordered by the **Required Submission Date**. The Required Submission Date is the date a Lender is expected to submit all data files applicable to a deal/property, which is 7 business days before acquisition date. On the **Acquisitions** tab, you will see all of your properties that require and do not require the submission of structured due diligence data sets.

If the **Required Submission Date** is a future date, then the date will be **bold and in red** while a past date or a date far in the future is not bold and in black text.

Fannie Mae | DUS Data Digitizer\* DUS Gateway\* Lender Name

Due Diligence Reports Insurance Rent Rolls Operating Statements

**Fannie Mae** ACQUISITIONS 0 COMPLIANCE RATE 0% SUBMISSION RATE 0%

Action Required 11 Acquisitions Data Files

Property	Missing APPR	Missing ESA	Missing PCA	Missing SBA	Missing ZON	Required Submission Date	Last Submitted Date	DUS Gateway Deal and ID	(Est.) Acquisition Date	Collateral Reference Number
Prop 4	Missing	Missing	Missing	Missing	Missing	<b>10/20/2025</b>		Deal 4 (107444)	11/01/2025	9999094444
Prop 7	Missing	Missing	Missing	Missing	Missing	<b>10/20/2025</b>		Deal 7 (144444)	11/01/2025	9999104444
Prop 8	Missing	Missing	Missing	Missing	Missing	<b>10/20/2025</b>		Deal 8 (164888)	11/01/2025	9999118888
Prop 6	Missing	Missing	Missing	Missing	Missing	<b>10/20/2025</b>		Deal 6 (102222)	11/01/2025	9999092222
Prop 1	Missing	Missing	Missing	Missing	Missing	<b>12/02/2025</b>		Deal 1 (179053)	12/12/2025	9999114666
Prop 2	Missing	Missing	Missing	Missing	Missing	07/19/2025		Deal 2 (204666)	07/28/2025	9999116666

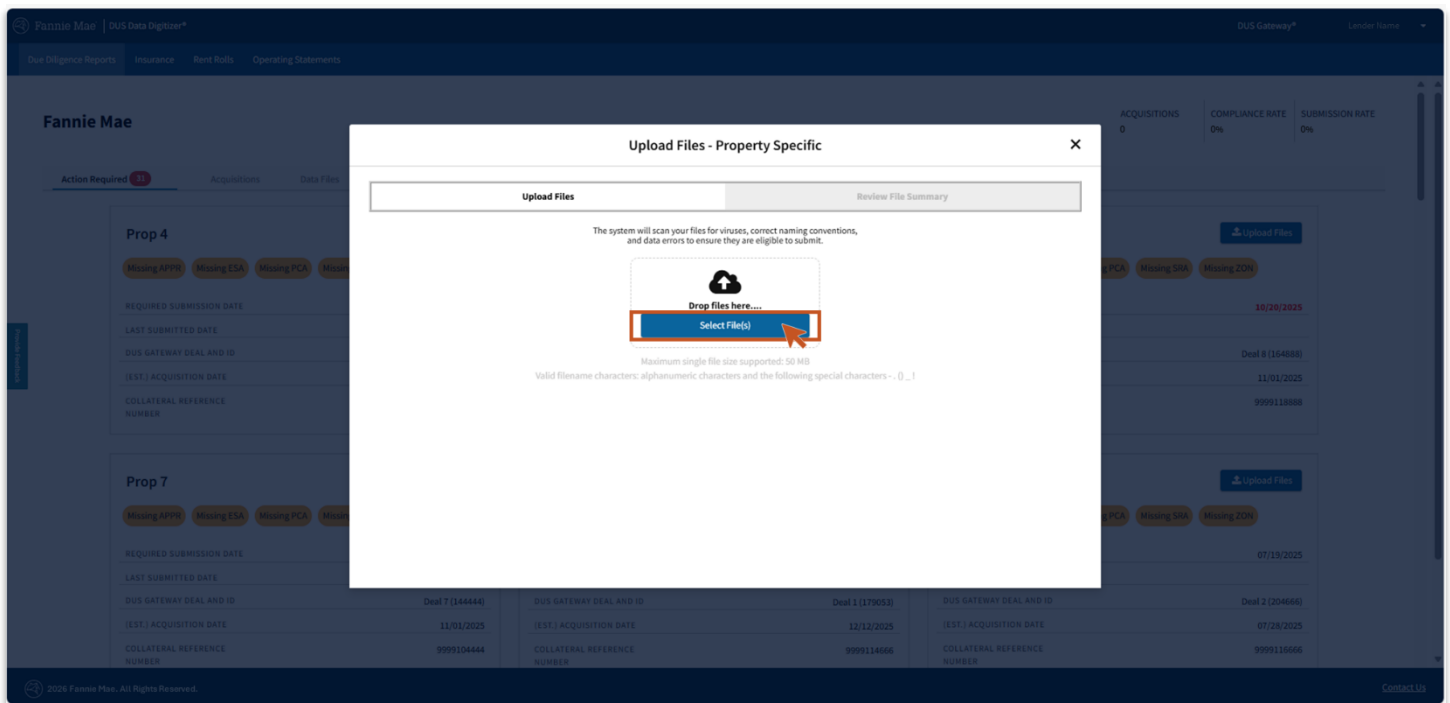
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**Note:** If you are looking for a property in the **Action Required**, but it is not at the top. You can either scroll until you find the tile with the property information or use **Ctrl + F** to text search for the property on the page (it is recommended to search using the DUS Gateway Deal Identifier).

If you are searching in the **Action Required** tab and cannot find the tile with the property you are looking for, then search for the property in the **Acquisitions** tab. A property tile could be missing from the **Action Required** tab because all required due diligence reports have already been submitted for the property. Once all required files have successfully been uploaded to DUS Data Digitizer, the tile will no longer be displayed in the **Action Required** tab because the action has been fulfilled.

**Step 4:** Click **Select File(s)** to upload your structured due diligence data set(s). Select the file(s) and click **Open**. Alternatively, you can drag and drop the file(s).



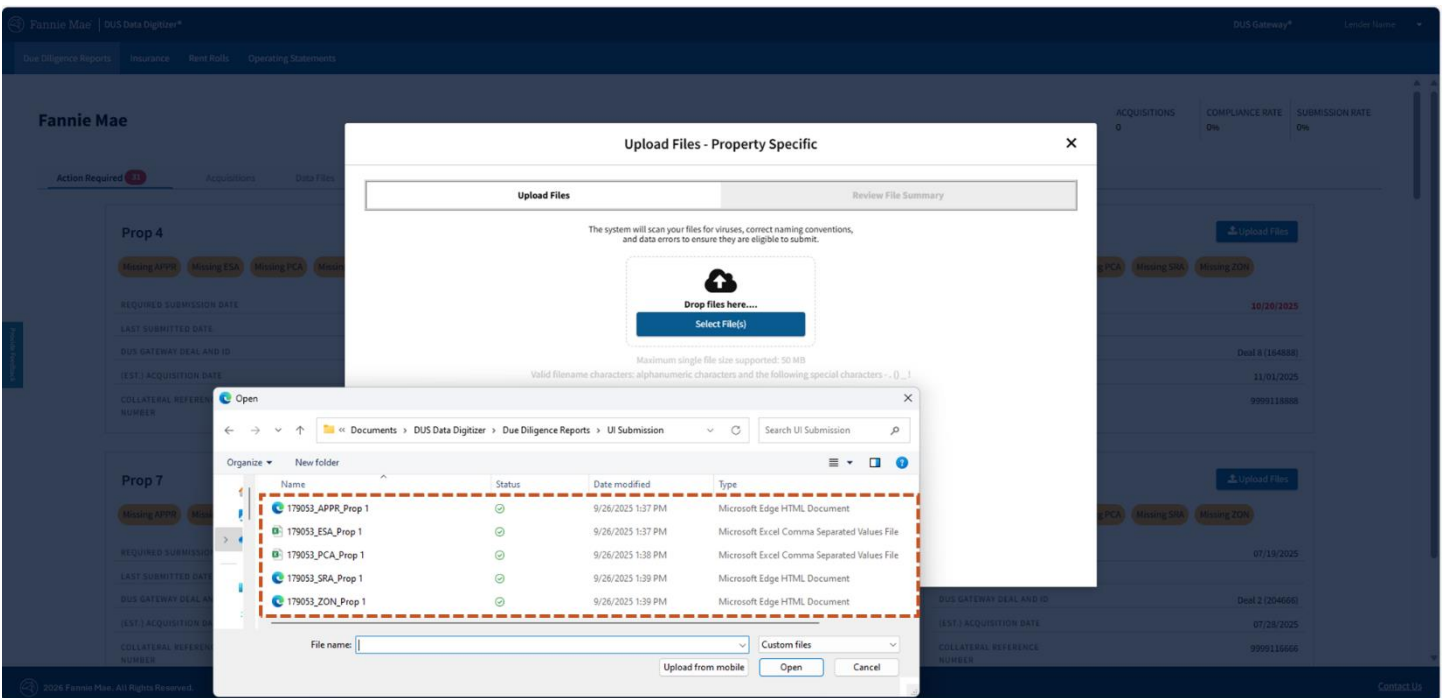
**NOTE:** DUS Data Digitizer® will **not** allow the upload of structured data sets that do not adhere to the prescribed file naming convention or accepted data file format.

File Naming Convention:			
[Key Identifier]_[Structured Data Set]_[Optional Free Text].xml			
<b>[Key Identifier]</b> ⇒ DUS Gateway® Deal ID	<b>[Data Set Acronym]</b> ⇒ APPR, ESA, PCA, SRA, or ZON	<b>[Optional Free Text]</b> ⇒ Property Name	<b>xml or csv</b> ⇒ APPR <b>only</b> accepts xml.



Report		Appraisal Report	Environmental Site Assessment	Property Condition Assessment	Seismic Risk Assessment	Zoning Report
Acronym		APPR	ESA	PCA	SRA	ZON
File Format	CSV	No	Yes	Yes	Yes	Yes
	XML	Yes	Yes	Yes	Yes	Yes
Deal Identifier	All Deals	Required	Required	Required	Required	Required
Deal Acquisition Identifier	Appraisal	Not Required	Not Applicable	Not Applicable	Not Applicable	Not Applicable
Collateral Reference Number (CRN)	Single-Asset Deals	Not Required	Not Required	Not Required	Not Required	Not Required
	Multi-Asset Deals	<i>Recommended</i>	<i>Recommended</i>	<i>Recommended</i>	<i>Recommended</i>	<i>Recommended</i>
Key Identifier Source		DUS Gateway, C&D, and MSFMS				

**Step 5:** Once you have added your file, click **Start Upload**.





Fannie Mae | DUS Data Digitizer\* | DUS Gateway\* | Login Name

Due Diligence Reports | Insurance | Rent Rolls | Operating Statements

### Fannie Mae

Action Required **2** | Acquisitions | Data Files

#### Prop 4

Missing APPR | Missing ESA | Missing PCA | Missing ZON

REQUIRES SUBMISSION DATE  
LAST SUBMITTED DATE  
DUS GATEWAY DEAL AND ID  
NEXT ACQUISITION DATE  
COLLATERAL REFERENCE NUMBER

#### Prop 7

Missing APPR | Missing ESA | Missing PCA | Missing ZON

REQUIRES SUBMISSION DATE  
LAST SUBMITTED DATE  
DUS GATEWAY DEAL AND ID  
NEXT ACQUISITION DATE  
COLLATERAL REFERENCE NUMBER

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#### Upload Files - Property Specific

Upload Files | Review File Summary

The system will scan your files for viruses, correct naming conventions, and data errors to ensure they are eligible to submit.

Drop files here....  
Select File(s)

Maximum single file size supported: 50 MB  
Valid filename characters: alphanumeric characters and the following special characters - . () \_ !

Open

Documents > DUS Data Digitizer > Due Diligence Reports > UI Submission

Name	Status	Date modified	Type
179053_APPR_Prop 1	○	9/26/2025 1:37 PM	Microsoft Edge HTML Document
179053_ESA_Prop 1	○	9/26/2025 1:37 PM	Microsoft Excel Comma Separated Values File
179053_PCA_Prop 1	○	9/26/2025 1:38 PM	Microsoft Excel Comma Separated Values File
179053_SRA_Prop 1	○	9/26/2025 1:39 PM	Microsoft Edge HTML Document
179053_ZON_Prop 1	○	9/26/2025 1:39 PM	Microsoft Edge HTML Document

File name: "179053\_ZON\_Prop 1" "179053\_APPR\_Prop 1" "179053\_ESA\_Prop 1" "179053\_PCA\_Prop 1" "179053\_SRA\_Prop 1" "179053\_ZON\_Prop 1" Custom files

Upload from mobile | Open | Cancel

#### Upload Files - Property Specific

Drop files here....  
Select File(s)

Maximum single file size supported: 50 MB  
Valid filename characters: alphanumeric characters and the following special characters - . () \_ !

Remove All

File Name <b>179053_APPR_Prop 1.xml</b>	Remove
File Name <b>179053_ESA_Prop 1.csv</b>	Remove
File Name <b>179053_PCA_Prop 1.csv</b>	Remove
File Name <b>179053_SRA_Prop 1.xml</b>	Remove
File Name <b>179053_ZON_Prop 1.xml</b>	Remove

Start Upload



**Step 6:** Review the **Submission Eligibility** for each of the files you have uploaded. If there are any errors or warnings, go to the [DUS Data Digitizer | Fannie Mae](#) and within the **Data Specifications** section, download the specific form need to review, and then reference the **business glossary** for the data field that has an error or warning.

The **Submission Eligibility** of a file is deemed either **Ready to submit**, **Not acceptable**, or **Acceptable with warnings**. Only the files whose Submission Eligibility is **Ready to submit** or **Acceptable with warnings** have an active checkbox under **Select To Submit**.

<b>Ready to submit</b> Acceptable, all data points are error free.	<b>Acceptable with warnings</b> Acceptable, some data points have a warnings.	<b>Not acceptable</b> Rejected, some required data points have errors.
---	--	---

**Upload Files - Property Specific** ✕

---

Upload Files
Review File Summary

File	Submission Eligibility	Issue Summary	Upload Details	Select To Submit
179053_ZON_Prop 1.xml	✔ Ready to submit	0 error(s); 0 warning(s)	09/26/2025 15:25:13 EST	<input type="checkbox"/>
179053_APPR_Prop 1.xml	✘ Not acceptable	1 error(s); 0 warning(s)	09/26/2025 15:25:13 EST	<input type="checkbox"/>
179053_ESA_Prop 1.csv	✔ Ready to submit	0 error(s); 0 warning(s)	09/26/2025 15:25:13 EST	<input type="checkbox"/>
179053_SRA_Prop 1.xml	✔ Ready to submit	0 error(s); 0 warning(s)	09/26/2025 15:25:16 EST	<input type="checkbox"/>
179053_PCA_Prop 1.csv	⚠ Acceptable with warnings	0 error(s); 0 warning(s)	09/26/2025 15:25:16 EST	<input type="checkbox"/>

Back To Upload

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

Finish And Close

**Note:** If you click on the row under the **Issue Summary** column, there is a user-friendly view of the data set and a summary of errors and warnings.

- You can print Errors and Warnings for reference to address the errors in the data file before you attempt to resubmit
- You can expand the user-friendly view and review the data for each of the fields.

**Step 7:** If the submission eligibility of the file is **Ready to Submit**, check the box under **Select To Submit** and click **Finish And Close**.

**Note:** The only files with an active box under **Select To Submit** will have a **Submission Eligibility** deemed as **Ready to submit**.

After you click the **Finish And Close** button:

- The property tile in the **Action Required** tab will disappear if all the required reports for the property have been submitted and the number in the red bubble next to the **Action Required** tab with decrease by 1. Remember, the goal is to not have any property tiles within the Action Required tab.
- The submission acknowledgement of the file(s) uploaded will appear within the **Data Files** tab.



## How to maneuver through the Acquisition tab?

The **Acquisition** tab shows both committed and acquired properties that are associated with your designated Lender.

Property Name	DUS Gateway Deal ID	Deal Name	Collateral Reference #	Acquisition Deal ID	(Est.) Acquisition Date	Required Submission Date	Last Submitted Date	Status
Prop 1	179053	Deal 1	9999114666	54464	12/12/2025	12/02/2025	09/24/2025	Pending
Prop 6	102222	Deal 6	9999092222	45222	11/01/2025	10/20/2025		Pending
Prop 8	154888	Deal 8	9999118888	52888	11/01/2025	10/20/2025		Pending
Prop 4	107444	Deal 4	9999094444	45430	11/01/2025	10/20/2025		Pending
Prop 7	144444	Deal 7	9999104444	49444	11/01/2025	10/20/2025		Pending
Prop 2	204666	Deal 2	9999116666	54666	07/28/2025	07/29/2025		Non-Compliant
Prop 5	195999	Deal 5	9999199999	54999	06/09/2025	05/31/2025		Non-Compliant
Prop 10	190777	Deal 10	9999117777	53777	01/27/2025	01/18/2025		Non-Compliant
Prop 3	169333	Deal 3	9999113333	53333	01/27/2025	01/18/2025		Non-Compliant
Prop 9	190000	Deal 9	9999110000	53000	01/27/2025	01/18/2025		Non-Compliant
Prop 11	190111	Deal 11	9999111111	53111	01/27/2025	01/18/2025		Non-Compliant

### Property Details

<b>Property Name</b>	The name of the property given when the deal was submitted through DUS Gateway that serves as mortgage collateral, equity investment or being utilized in a property valuation.
<b>DUS Gateway Deal ID</b>	A unique identifier assigned by Fannie Mae to identify a transaction between Fannie Mae and another participant. A series of numeric digits, maximum length of 10 characters, assigned by DUS Gateway.
<b>Deal Name</b>	The name of the deal given when the deal was submitted through DUS Gateway.
<b>Collateral Reference #</b>	A unique number assigned by Fannie Mae for the Property or other collateral type. A series of 10 numeric digits OR 10 numeric digits followed by a hyphen (-) and 3 additional numeric digits assigned by MSFMS or C&D systems.
<b>Acquisition Deal ID</b>	The identifier is given from C&D/MSFMS.
<b>(EST.) Acquisition Date</b>	The estimated date on which the loan was acquired by Fannie Mae.
<b>Required Submission Date</b>	The date a Lender is expected to submit all data files applicable to a deal/property, which is 7 business days before acquisition date.
<b>Last Submitted Date</b>	The submission date for the last data file applicable to a deal/property submitted by a Lender.
<b>Status</b>	The status of the compliance pertaining to the file submission for a property.

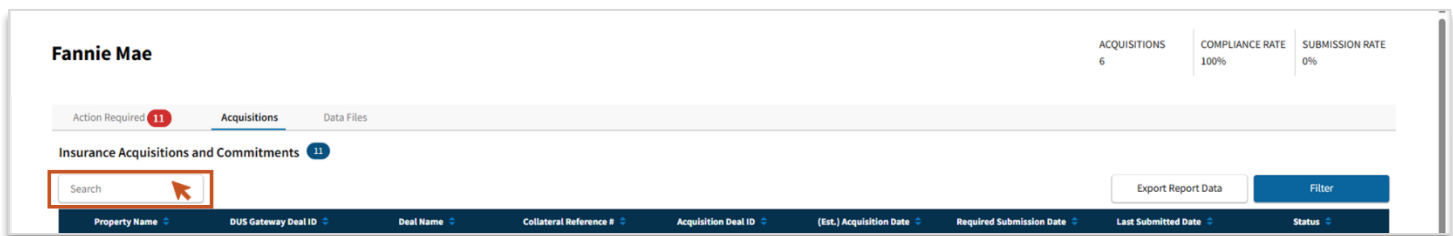


Pending	The compliance of the file submission is pending until after the property is acquired by Fannie Mae. This status does not show you if you have or have not submitted the required file for the property.
Compliant	The file was submitted before the Required Submission Date.
Non-Compliant	The file was not submitted or submitted after the Required Submission Date.

**Note:** If you have submitted a file for a property before the **Required Submission Date**, then the status will turn to **Compliant** after the property is acquired by Fannie Mae. If you submit a file after the **Required Submission Date**, then the property will be **Non-Compliant** even if you submitted a file before the **Required Submission Date**.

## Using the Search feature

**Step 1:** Click inside the **Search** box and start typing. As you type, the properties will filter according to what you search.



**Note:** The **Search** feature can filter out the **Property Name**, **DUS Gateway Deal ID**, **Deal Name**, **Collateral Reference Number**, and **Acquisition Deal ID**. The input of **(Est.) Acquisition Date**, **Required Submission Date**, and **Last Submitted Date** will not filter.



## Using the Filter feature.

**Step 1:** In the **Acquisitions** tab, on the right-hand side, click on the **Filter** button.

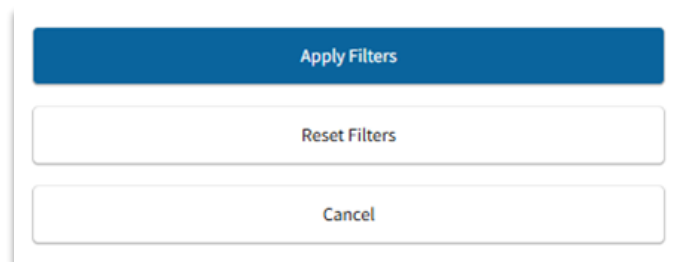
The screenshot shows the Fannie Mae DUS Data Digitizer interface. At the top, there are navigation tabs: Due Diligence Reports, Insurance, Rent Rolls, and Operating Statements. The main header displays 'Fannie Mae' and summary statistics: ACQUISITIONS (6), COMPLIANCE RATE (0%), and SUBMISSION RATE (0%). Below this, there are tabs for 'Action Required' (10), 'Acquisitions' (selected), and 'Data Files'. The 'Acquisitions and Commitments' section features a search bar and an 'Export Report Data' button. A red dashed box highlights the 'Filter' button. Below the filter button is a table with 11 entries. The table columns are: Property Name, DUS Gateway Deal ID, Deal Name, Collateral Reference #, Acquisition Deal ID, (Est.) Acquisition Date, Required Submission Date, Last Submitted Date, and Status. The status column shows 'Pending' for the first three rows and 'Non-Compliant' for the remaining eight rows.

Property Name	DUS Gateway Deal ID	Deal Name	Collateral Reference #	Acquisition Deal ID	(Est.) Acquisition Date	Required Submission Date	Last Submitted Date	Status
Prop 1	179053	Deal 1	9999114666	54664	12/12/2025	12/02/2025	09/26/2025	Pending
Prop 6	102222	Deal 6	9999092222	45222	11/01/2025	10/20/2025		Pending
Prop 8	164888	Deal 8	9999118888	52888	11/01/2025	10/20/2025		Pending
Prop 4	107444	Deal 4	9999094444	45430	11/01/2025	10/20/2025		Pending
Prop 7	144444	Deal 7	9999104444	49444	11/01/2025	10/20/2025		Pending
Prop 2	204666	Deal 2	9999116666	54666	07/28/2025	07/19/2025		Non-Compliant
Prop 5	195999	Deal 5	9999199999	54999	06/09/2025	05/21/2025		Non-Compliant
Prop 10	190777	Deal 10	9999117777	53777	01/27/2025	01/18/2025		Non-Compliant
Prop 3	169333	Deal 3	9999113333	53333	01/27/2025	01/18/2025		Non-Compliant
Prop 9	190000	Deal 9	9999110000	53000	01/27/2025	01/18/2025		Non-Compliant
Prop 11	190111	Deal 11	9999111111	53111	01/27/2025	01/18/2025		Non-Compliant

**Step 2:** The default view in the **Acquisitions** tab includes data from the current year. Choose the appropriate **Filter Criteria** for the data you would like to view.

**Note:** The default **From** value is the first month of the current year. October 2020 is the furthest month and year back to filter.

**Step 3:** After you have chosen the filter criteria, click **Apply Filters**. If you want to restart or reset the filter criteria to the original default, click **Reset Filters**. If you start selecting filter criteria, but decide to continue with your current view, then click **Cancel**.



**Note:** The filter criteria you apply to view specific data within the DUS Data Digitizer application will be reflected in the filter criteria for the **Export Report Data**. The downloaded file will show only the selected filter criteria. If you would like to export a different set of data, **Reset Filters** and apply the filter criteria you would like to see in the **Export Report Data**.



## Using the Export Report Data feature

The Export Report Data feature allows users to track the future and past submissions, view the compliance, and have a downloaded version of your properties.

If you have not made any adjustments to the **Filter Criteria**, the **Export Report Data** will download a report using the default filter criteria. The report will show the data for all deals/properties starting from the first month of the current year to today's date.

**Step 1:** Choose the view for your exported report by selecting the **Filter Criteria** you want to include. Reference **Using the Filter Feature** overview above.

**Step 2:** Once you are satisfied with the filter criteria, click the **Export Report Data** button. The file will be downloaded to your computer in your local Downloads.

The screenshot shows the Fannie Mae web interface for 'Acquisitions and Commitments'. At the top right, there are summary statistics: ACQUISITIONS (6), COMPLIANCE RATE (100%), and SUBMISSION RATE (0%). Below this is a navigation bar with 'Action Required' (11) and 'Acquisitions' (Data Files). A search bar is present. The main area contains a table with columns: Property Name, DUS Gateway Deal ID, Deal Name, Collateral Reference #, Acquisition Deal ID, (Est.) Acquisition Date, Required Submission Date, Last Submitted Date, and Status. A red box highlights the 'Export Report Data' button, and a mouse cursor is shown clicking it.

**Step 3:** View the exported report.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
Seller Name	Collateral Reference Number	DUS Gateway Deal ID	Property Name	Loan Acquisition Date	Submission Deadline	Appraisal (APPR) Report Submission Date	Days APPR Received Prior To / (After) Submission Deadline	Environmental Site Assessment (ESA) Report Submission Date	Days ESA Received Prior To / (After) Submission Deadline	Property Condition Assessment (PCA) Report Submission Date	Days PCA Received Prior To / (After) Submission Deadline	Seismic Risk Assessment (SRA) Report Submission Date	Days SRA Received Prior To / (After) Submission Deadline	Zoning (ZON) Report Submission Date	Days ZON Received Prior To / (After) Submission Deadline
1															
2	Seller Name	9999114666	179053 Prop 1	12/12/2025	12/02/2025	09/26/2025	68	09/26/2025	68	09/26/2025	68	09/26/2025	68	09/26/2025	68
3	Seller Name	9999092222	102222 Prop 6	11/01/2025	10/20/2025										
4	Seller Name	9999118888	154888 Prop 8	11/01/2025	10/20/2025										
5	Seller Name	9999094444	107444 Prop 4	11/01/2025	10/20/2025										
6	Seller Name	9999104444	144444 Prop 7	11/01/2025	10/20/2025										
7	Seller Name	9999116666	204666 Prop 2	07/28/2025	07/19/2025										
8	Seller Name	9999199999	195999 Prop 5	06/09/2025	05/31/2025										
9	Seller Name	9999117777	190777 Prop 10	01/27/2025	01/18/2025										
10	Seller Name	9999113333	169333 Prop 3	01/27/2025	01/18/2025										
11	Seller Name	9999110000	190000 Prop 9	01/27/2025	01/18/2025										
12	Seller Name	9999111111	190111 Prop 11	01/27/2025	01/18/2025										
13															
14															
15	<b>Fannie Mae Confidential and Proprietary</b>														
16	** This data is for informational purposes only. The information represents only the data compiled for those Mortgage Loans and associated properties delivered during the specified date range and the other applied filters. The list may be incomplete, and the data may contain inaccuracies based on incorrect input or incorrect association to the Mortgage Loan. The presence or absence of a Mortgage Loan and associated data on the list does not establish compliance with the requirements and you should check your systems and submissions to ensure that complete data was submitted as and when required.														

**Note:** The column **Days (APPR, ESA, PCA, SRA, ZON) Received Prior to / (After) Submission Deadline** will show in black text the number of days a submission has been received prior to the required submission deadline.

If you see **red text** in parentheses, this shows the number of days a submission has been received after the required submission deadline.



## Alternate way to view the details of a property

**Step 1:** Click anywhere within the row of a specific property to view its details in a vertical display and to see the **Upload Documentation** information.

**Fannie Mae** | DUS Data Digitizer\* | DUS Gateway\* | Lender Name

Due Diligence Reports | Insurance | Rent Rolls | Operating Statements

ACQUISITIONS: 6 | COMPLIANCE RATE: 0% | SUBMISSION RATE: 0%

Action Required: 10 | Acquisitions | Data Files

Acquisitions and Commitments 11

Search [ ] | Export Report Data | Filter

Property Name	DUS Gateway Deal ID	Deal Name	Collateral Reference #	Acquisition Deal ID	(Est.) Acquisition Date	Required Submission Date	Last Submitted Date	Status
Prop 1	179053	Deal 1	999914666	54464	12/12/2025	12/02/2025	09/26/2025	Pending
Prop 6	102222	Deal 6	999909222	45222	11/01/2025	10/20/2025		Pending
Prop 8	164888	Deal 8	999918888	52888	11/01/2025	10/20/2025		Pending
Prop 4	107444	Deal 4	999909444	45430	11/01/2025	10/20/2025		Pending
Prop 7	144444	Deal 7	999910444	49444	11/01/2025	10/20/2025		Pending
Prop 2	204666	Deal 2	999910666	54666	07/28/2025	07/19/2025		Non-Compliant
Prop 5	195999	Deal 5	999919999	54999	06/09/2025	05/31/2025		Non-Compliant
Prop 10	190777	Deal 10	999911777	53777	01/27/2025	01/18/2025		Non-Compliant
Prop 3	103333	Deal 3	999911333	53333	01/27/2025	01/18/2025		Non-Compliant
Prop 9	190000	Deal 9	999911000	53000	01/27/2025	01/18/2025		Non-Compliant
Prop 11	190111	Deal 11	999911111	53111	01/27/2025	01/18/2025		Non-Compliant

Showing 1 to 11 of 11 entries

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**Step 2:** Review the property details in a vertical display on the right-hand side of the screen.

**Fannie Mae** | DUS Data Digitizer\* | DUS Gateway\* | Lender Name

Due Diligence Reports | Insurance | Rent Rolls | Operating Statements

ACQUISITIONS: 6 | COMPLIANCE RATE: 0% | SUBMISSION RATE: 0%

Action Required: 10 | Acquisitions | Data Files

Acquisitions and Commitments 11

Search [ ] | Export Report Data | Filter

Property Name	DUS Gateway Deal ID	Deal Name	Collateral Reference #	Acquisition Deal ID	(Est.) Acquisition Date	Required Submission Date
Prop 1	179053	Deal 1	999914666	54464	12/12/2025	12/02/2025
Prop 6	102222	Deal 6	999909222	45222	11/01/2025	10/20/2025
Prop 8	164888	Deal 8	999918888	52888	11/01/2025	10/20/2025
Prop 4	107444	Deal 4	999909444	45430	11/01/2025	10/20/2025
Prop 7	144444	Deal 7	999910444	49444	11/01/2025	10/20/2025
Prop 2	204666	Deal 2	999910666	54666	07/28/2025	07/19/2025
Prop 5	195999	Deal 5	999919999	54999	06/09/2025	05/31/2025
Prop 10	190777	Deal 10	999911777	53777	01/27/2025	01/18/2025
Prop 3	103333	Deal 3	999911333	53333	01/27/2025	01/18/2025
Prop 9	190000	Deal 9	999911000	53000	01/27/2025	01/18/2025
Prop 11	190111	Deal 11	999911111	53111	01/27/2025	01/18/2025

Showing 1 to 11 of 11 entries

**Prop 1**

Pending

COLLATERAL REFERENCE # 999914666

DEAL NAME Deal 1

DUS GATEWAY DEAL ID 179053

ACQUISITION DEAL ID 54464

(EST.) ACQUISITION DATE 12/12/2025

REQUIRED SUBMISSION DATE 12/02/2025

LAST SUBMITTED DATE 09/26/2025

**Upload Documentation**

Document Type	File Name	Submitted On
APPX	179053_APPX_Prop 1.xml	09/26/2025 15:26:45
ESA	179053_ESA_Prop 1.csv	09/26/2025 15:26:45
PCA	179053_PCA_Prop 1.csv	09/26/2025 15:26:45
SRA	179053_SRA_Prop 1.xml	09/26/2025 15:26:45
SON	179053_SON_Prop 1.xml	09/26/2025 15:26:45

Upload Files

Close

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**Step 3:** Click **Close** to hide the vertical display of property details.

## Prop 1

Pending

COLLATERAL REFERENCE # 9999114666

DEAL NAME Deal 1

DUS GATEWAY DEAL ID 179053

ACQUISITION DEAL ID 54464

(EST.) ACQUISITION DATE 12/12/2025

REQUIRED SUBMISSION DATE 12/02/2025

LAST SUBMITTED DATE 09/26/2025

### Upload Documentation

Document Type	File Name	Submitted On
APPR	179053_APPR_Prop 1.xml	09/26/2025 15:26:45
ESA	179053_ESA_Prop 1.csv	09/26/2025 15:26:45
PCA	179053_PCA_Prop 1.csv	09/26/2025 15:26:45
SRA	179053_SRA_Prop 1.xml	09/26/2025 15:26:45
ZON	179053_ZON_Prop 1.xml	09/26/2025 15:26:45

Upload Files

**Close**

**Note:** If you want to review a different property, just click within the row of the desired property you want to review.

You do not have to click the **Close** button every time you want to view a different property. You only need to click **Close** if you want to hide the vertical display of the selected property details.



## Alternate way to upload a file(s)

**Step 1:** Find the specific property pertaining to the file you want to upload, click anywhere within the row of a specific property to view its details in a vertical display and to see the **Upload Documentation** information.

**Fannie Mae** | DUS Data Digitizer\* | DUS Gateway\* | Lender Name

Due Diligence Reports | Insurance | Rent Rolls | Operating Statements

**Fannie Mae** | ACQUISITIONS: 6 | COMPLIANCE RATE: 0% | SUBMISSION RATE: 0%

Action Required **10** | Acquisitions | Data Files

Acquisitions and Commitments **11**

Search [ ] | Export Report Data | Filter

Property Name	DUS Gateway Deal ID	Deal Name	Collateral Reference #	Acquisition Deal ID	(Est.) Acquisition Date	Required Submission Date	Last Submitted Date	Status
Prop 1	179053	Deal 1	9999114666	54464	12/12/2025	12/02/2025	09/26/2025	Pending
Prop 6	102222	Deal 6	9999092222	45222	11/01/2025	10/20/2025		Pending
Prop 8	154888	Deal 8	9999118888	52888	11/01/2025	10/20/2025		Pending
Prop 4	107444	Deal 4	9999094444	45430	11/01/2025	10/20/2025		Pending
Prop 7	144444	Deal 7	9999104444	49444	11/01/2025	10/20/2025		Pending
Prop 2	204666	Deal 2	9999116666	54666	07/28/2025	07/29/2025		Non-Compliant
Prop 5	190999	Deal 5	9999199999	54999	06/09/2025	05/31/2025		Non-Compliant
Prop 10	190777	Deal 10	9999117777	53777	01/27/2025	01/28/2025		Non-Compliant
Prop 3	169333	Deal 3	9999113333	53333	01/27/2025	01/28/2025		Non-Compliant
Prop 9	190000	Deal 9	9999110000	53000	01/27/2025	01/28/2025		Non-Compliant
Prop 11	190111	Deal 11	9999111111	53111	01/27/2025	01/28/2025		Non-Compliant

Showing 1 to 11 of 11 entries | 1 | 30

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**Step 2:** Under the **Upload Documentation** section, view the **Document Type**, **File Name**, and **Submitted On** information.

**Fannie Mae** | DUS Data Digitizer\* | DUS Gateway\* | Lender Name

Due Diligence Reports | Insurance | Rent Rolls | Operating Statements

**Fannie Mae** | ACQUISITIONS: 6 | COMPLIANCE RATE: 0% | SUBMISSION RATE: 0%

Action Required **10** | Acquisitions | Data Files

Acquisitions and Commitments **11**

Search [ ] | Export Report Data | Filter

Property Name	DUS Gateway Deal ID	Deal Name	Collateral Reference #	Acquisition Deal ID	(Est.) Acquisition Date	Required Submission Date	Last Submitted Date	Status
Prop 1	179053	Deal 1	9999114666	54464	12/12/2025	12/02/2025	09/26/2025	Pending
Prop 6	102222	Deal 6	9999092222	45222	11/01/2025	10/20/2025		Pending
Prop 8	154888	Deal 8	9999118888	52888	11/01/2025	10/20/2025		Pending
Prop 4	107444	Deal 4	9999094444	45430	11/01/2025	10/20/2025		Pending
Prop 7	144444	Deal 7	9999104444	49444	11/01/2025	10/20/2025		Pending
Prop 2	204666	Deal 2	9999116666	54666	07/28/2025	07/29/2025		Non-Compliant
Prop 5	190999	Deal 5	9999199999	54999	06/09/2025	05/31/2025		Non-Compliant
Prop 10	190777	Deal 10	9999117777	53777	01/27/2025	01/28/2025		Non-Compliant
Prop 3	169333	Deal 3	9999113333	53333	01/27/2025	01/28/2025		Non-Compliant
Prop 9	190000	Deal 9	9999110000	53000	01/27/2025	01/28/2025		Non-Compliant
Prop 11	190111	Deal 11	9999111111	53111	01/27/2025	01/28/2025		Non-Compliant

Showing 1 to 11 of 11 entries

**Prop 1**

Pending

COLLATERAL REFERENCE # 9999114666

DEAL NAME Deal 1

DUS GATEWAY DEAL ID 179053

ACQUISITION DEAL ID 54464

(EST.) ACQUISITION DATE 12/12/2025

REQUIRED SUBMISSION DATE 12/02/2025

LAST SUBMITTED DATE 09/26/2025

**Upload Documentation**

Document Type	File Name	Submitted On
APPR	179053_APPR_Prop 1.xml	09/26/2025 15:26:45
ESA	179053_ESA_Prop 1.csv	09/26/2025 15:26:45
PCA	179053_PCA_Prop 1.csv	09/26/2025 15:26:45
SRA	179053_SRA_Prop 1.xml	09/26/2025 15:26:45
ZON	179053_ZON_Prop 1.xml	09/26/2025 15:26:45




Upload Files

Close

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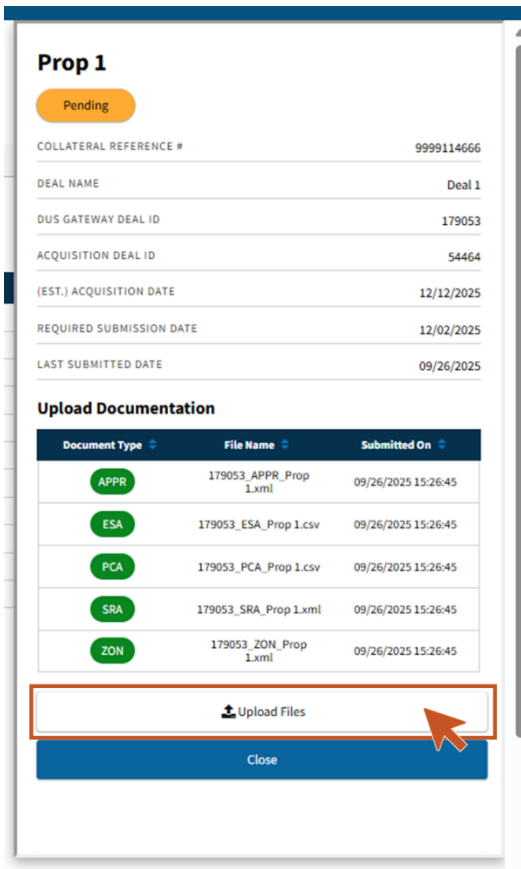


## Upload Documentation

<b>Document Type</b>	The bubble will show the status.
	<b>Yellow</b> – Missing submission of structured due diligence data set (APPR, ESA, PCA, SRA, ZON).
	<b>Green</b> – Successfully uploaded structured due diligence data set (APPR, ESA, PCA, SRA, ZON).
	<b>Black</b> – Submission of structured due diligence data set (APPR, ESA, PCA, SRA, ZON) is <b>not required</b> .
<b>File Name</b>	The name of the file you submitted.
<b>Submitted On</b>	The date and time of when you submitted the file.

**Note:** If you submitted a new file, then the date and time of the resubmission will be displayed.

**Step 3:** Above the **Close** button, click on the **Upload Files** button.



**Prop 1**

Pending

COLLATERAL REFERENCE # 9999114666

DEAL NAME Deal 1

DUS GATEWAY DEAL ID 179053

ACQUISITION DEAL ID 54464

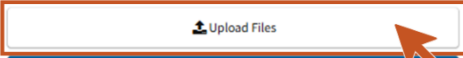
(EST.) ACQUISITION DATE 12/12/2025

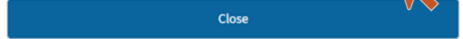
REQUIRED SUBMISSION DATE 12/02/2025

LAST SUBMITTED DATE 09/26/2025

### Upload Documentation

Document Type	File Name	Submitted On
APPR	179053_APPR_Prop 1.xml	09/26/2025 15:26:45
ESA	179053_ESA_Prop 1.csv	09/26/2025 15:26:45
PCA	179053_PCA_Prop 1.csv	09/26/2025 15:26:45
SRA	179053_SRA_Prop 1.xml	09/26/2025 15:26:45
ZON	179053_ZON_Prop 1.xml	09/26/2025 15:26:45

 Upload Files

 Close

**Step 4:** Reference Step 4 in the How to upload structured data sets for due diligence reports.



# How to maneuver through the Data Files tab

**Step 1:** Click on the **Data Files** tab.

**Fannie Mae** ACQUISITIONS: 6 COMPLIANCE RATE: 100% SUBMISSION RATE: 0%

Action Required **11** Acquisitions **Data Files**

**Data Files**

Showing activity in the last one year.

Search Filter

Property Name DUS Gateway Deal ID File Name Collateral Reference # Acquisition Deal ID Submitted By Submission On (EDT)

**Step 2:** View all submissions.

**Fannie Mae** ACQUISITIONS: 6 COMPLIANCE RATE: 0% SUBMISSION RATE: 0%

Action Required **10** Acquisitions **Data Files**

**Data Files** **15**

Showing activity in the last one year.

Search Filter

Property Name	DUS Gateway Deal ID	File Name	Collateral Reference #	Acquisition Deal ID	Submitted By	Submission On (EDT)
Prop 1	179053	179053_PCA_Prop 1.csv	9999114666	54464	Genevieve Scholler	09/26/2025 15:26:45
Prop 1	179053	179053_APPR_Prop 1.xml	9999114666	54464	Genevieve Scholler	09/26/2025 15:26:45
Prop 1	179053	179053_ESA_Prop 1.csv	9999114666	54464	Genevieve Scholler	09/26/2025 15:26:45
Prop 1	179053	179053_SRA_Prop 1.xml	9999114666	54464	Genevieve Scholler	09/26/2025 15:26:45
Prop 1	179053	179053_ZDN_Prop 1.xml	9999114666	54464	Genevieve Scholler	09/26/2025 15:26:45
Prop 1	179053	179053_PCA_V1.xml	9999114666	54464	Genevieve Scholler	09/22/2025 15:39:52
Prop 1	179053	179053_ESA_V1.xml	9999114666	54464	Genevieve Scholler	09/22/2025 15:38:17
Prop 1	179053	179053_APPR_V1.xml	9999114666	54464	Genevieve Scholler	09/22/2025 15:27:37
Prop 1	179053	179053_PCA_V1.csv	9999114666	54464	Genevieve Scholler	09/22/2025 15:28:32
Prop 1	179053	179053_PCA_V1.xml	9999114666	54464	Genevieve Scholler	09/19/2025 15:44:30
Prop 1	179053	179053_ESA_V1.xml	9999114666	54464	Genevieve Scholler	09/19/2025 15:42:42
Prop 1	179053	179053_APPR_V1.xml	9999114666	54464	Genevieve Scholler	09/19/2025 15:32:43
Prop 1	179053	179053_PCA_V1.csv	9999114666	54464	Genevieve Scholler	09/19/2025 15:24:32
Prop 1	179053	179053_PCA_V1.xml	9999114666	54464	Genevieve Scholler	09/19/2025 13:15:05
Prop 1	179053	179053_APPR_V1 - Copy.xml	9999114666	54464	Genevieve Scholler	09/12/2025 11:12:33

Showing 1 to 15 of 15 entries 1 | 30

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**Note:** On default, the most recent submission is on top.

**Step 3:** Use the **Search** feature to find or filter submissions.