

# 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. The DUS Data Digitizer supports the Multifamily Selling and Servicing Guide requirement(s) to deliver standardized data sets for the following reports:

- Property Condition Assessment (PCA)
- Environmental Site Assessment (ESA)
- Seismic Risk Assessment (SRA)
- Zoning Report (ZON)
- Appraisal Report (APPR)

This document is to assist Lenders in the process of uploading Ongoing structured Property Condition Assessment (PCA), Environmental Site Assessment (ESA), Seismic Risk Assessment (SRA), Zoning Report (ZON), and DUS Appraisal Report (APPR) to DUS Data Digitizer.

## Exhibit A:

Approved structured data set formats and key identifiers for due diligence reports

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

## Content:

[How to upload structured datasets in DUS Data Digitizer? .....2](#)



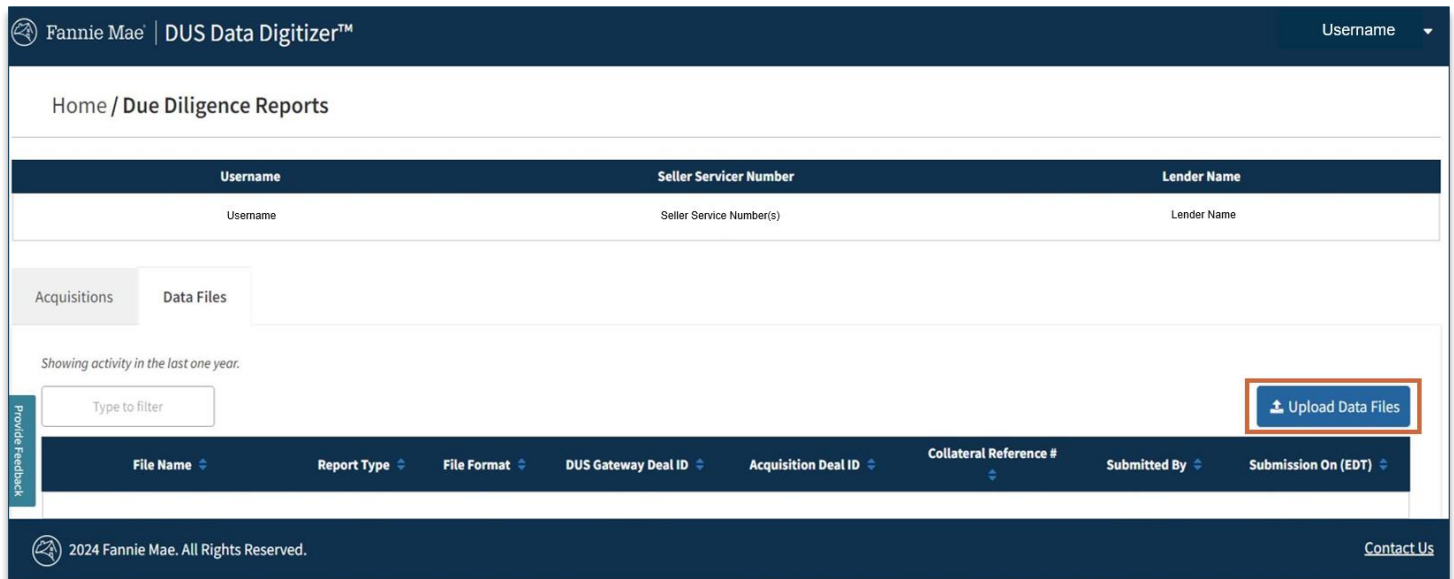
## How to upload structured datasets in DUS Data Digitizer?

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

**Step 2:** Select **Due Diligence Reports**.



**Step 3:** On the right-side of the screen, click the **Upload Data Files** button within the **Data Files** tab.





**Step 4:** Click **Select Files** to upload the data files you received from the third-party report providers. Alternatively, you can drag and drop the files.

Add Data Files

Upload Files

Review File Summary

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.

Drop files here....

Select File(s)

Maximum single file size supported: 50 MB

Valid filename characters: alphanumeric characters and the following special characters - . ( ) \_ !

**NOTE:** 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.

**Exhibit B:**  
File Naming Convention

[Key Identifier]_[Structured Data Set]_[Optional Free Text].xml			
[Key Identifier]	[Structured Data Set]	[Optional Free Text]	xml or csv
⇒ DUS Gateway Deal ID	⇒ PCA, ESA, SRA, ZON, or APPR	⇒ Property Name	⇒ APPR <u>only</u> accepts xml.
Key ID	Source	XML Examples	CSV Examples
Deal ID	DUS Gateway	123456_PCA.xml	123456_PCA.csv
		123456_PCA_[Optional Free Text].xml	123456_PCA_[Optional Free Text].csv
		123456_ESA.xml	123456_ESA.csv
		123456_ESA_[Optional Free Text].xml	123456_ESA_[Optional Free Text].csv
		123456_SRA.xml	123456_SRA.csv
		123456_SRA_[Optional Free Text].xml	123456_SRA_[Optional Free Text].csv
		123456_ZON.xml	123456_ZON.csv
		123456_ZON_[Optional Free Text].xml	123456_ZON_[Optional Free Text].csv
		123456_APPR.xml	
		123456_APPR_[Optional Free Text].xml	



**Step 5:** Once you've added all the files, click **Start Upload**. (Maximum files to upload at once: 25 files)

**Step 6:** Under the Submission Eligibility, each file is deemed either **Not acceptable**, **Ready to submit**, 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**.

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

- You may expand the user-friendly view and print.
- You may print Errors and Warnings and send them to your third-party report providers to address them in the data file before you attempt to resubmit.



Fannie Mae | DUS Data Digitizer™

Username ▾

56094\_PCA\_Bridgewood Crossing.csv

Uploaded 03/20/2024 13:56:56 EST

> Fannie Mae Identifiers

> Lender Information

> Third-Party Report Information

> Property Location

> Property Details

> Assessment Date

> Assessment Details

> Known Problematic Building Materials (KPBm)

> Climate Risk Details

> Immediate Repairs Estimation

> Capital Items Cost Evaluation

Errors and Warnings

The file was accepted but contains the following warning(s).

Summary Warning(s)

• CapitalItemTotalInflatedAtAnnualInflationRate entered

Fannie Mae | DUS Data Digitizer™

Username ▾

56094\_PCA\_Bridgewood Crossing.csv

Uploaded 03/20/2024 13:56:56 EST

> Fannie Mae Identifiers

> Lender Information

> Third-Party Report Information

> Property Location

Deal Identifier	56094
Collateral Reference Number	9999117007
DUS Lender Name	PNC Real Estate
Third-Party Report Requester Name	Zach Hutchings
Third-Party Report Type	PCA
Third-Party Report Sub Type	Base PCA
Third-Party Report Company Name	PNC Real Estate
Third-Party Report Signatory Name	Jeffrey M. Durnil
Third-Party Report Assessor Name	Jeffrey M. Durnil
Third-Party Report Signature Date	12/16/2023
Third-Party Report Project Identifier	310232911
Third-Party Report Scope Standard	ASTM E2018
Zip Code	93771
State	CA
City	Fresno
Property Address	5655 North Marly Avenue

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Contact Us

Afterwards, click **Return To File Summary**.

Fannie Mae | DUS Data Digitizer™

Username ▾

56094\_PCA\_Bridgewood Crossing.csv

Uploaded 03/20/2024 13:56:56 EST

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> Property Location

> Property Details

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> Assessment Details

> Known Problematic Building Materials (KPBm)

> Climate Risk Details

> Immediate Repairs Estimation

> Capital Items Cost Evaluation

Errors and Warnings

The file was accepted but contains the following warning(s).

Summary Warning(s)

• CapitalItemTotalInflatedAtAnnualInflationRate entered (\$722261.01) does not equal to the sum of CapitalItemInflatedAtAnnualInflationRate calculated (\$710332.69). Accepted the calculated value.

• Parking Ratio should be a number up to two decimal points only; this field is accepted with two decimal points. eg 12.12

• Capital Item Annual Inflation Rate is an optional field; it is assumed to have 3.00% and is accepted.

Return To File Summary



**Step 7:** Check the boxes under **Select To Submit** and click **Finish And Close**.

Add Data Files

Upload Files

Review File Summary

File	Submission Eligibility	Issue Summary	Upload Details	Select To Submit
231563_PCA.xml	Not acceptable	1 error(s); 0 warning(s)	03/20/2024 14:22:36 EST	<input type="checkbox"/>
55593_PCA_732 Willow Avenue.xml	Ready to submit	0 error(s); 0 warning(s)	03/20/2024 14:22:36 EST	<input type="checkbox"/>
56094_PCA_Bridgewood Crossing.csv	Acceptable with warnings	0 error(s); 3 warning(s)	03/20/2024 14:22:36 EST	<input type="checkbox"/>

Back To Upload

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

Finish And Close

Add Data Files

Upload Files

Review File Summary

File	Submission Eligibility	Issue Summary	Upload Details	Select To Submit
231563_PCA.xml	Not acceptable	1 error(s); 0 warning(s)	03/20/2024 14:22:36 EST	<input type="checkbox"/>
55593_PCA_732 Willow Avenue.xml	Ready to submit	0 error(s); 0 warning(s)	03/20/2024 14:22:36 EST	<input checked="" type="checkbox"/>
56094_PCA_Bridgewood Crossing.csv	Acceptable with warnings	0 error(s); 3 warning(s)	03/20/2024 14:22:36 EST	<input checked="" type="checkbox"/>

Back To Upload

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

Finish And Close

**Note:** The files you just uploaded will appear under the **Data Files** tab.

File Name	Report Type	File Format	DUS Gateway Deal ID	Acquisition Deal ID	Collateral Reference #	Submitted By	Submission On (EDT)
4610_PCA_happyath.xml	PCA	XML		4610	9999006381	Shyam Marmamula	03/11/2024 15:49:12
11744_PCA_AssetManager_OngoingPCA L.xml	PCA	XML		11744		Shyam Marmamula	03/11/2024 15:49:12
56094_PCA_Columbard Apartments.csv	PCA	CSV		56094	9999117006	Darnell Hopson	03/06/2024 13:45:39
21071_PCA_MissingOptionalFields_AM.xml	PCA	XML		21071	0123456789-001	GABAUTODEV, GABAUTODEV	03/06/2024 9:17:42
21071_PCA_Happyath_AM.csv	PCA	CSV		21071	0123456789-003	GABAUTODEV, GABAUTODEV	03/06/2024 9:15:15
12408_PCA_AssetManager_OngoingPCA L.xml	PCA	XML		12408	9999008223	Shyam Marmamula	03/05/2024 16:34:30
21071_PCA_Happyath.csv	PCA	CSV		21071	0123456789-003	Nicholas Douhit	03/05/2024 16:10:48
55848_PCA_PlanetSO_noCRIL.xml	PCA	XML		55848		GABAUTODEV, GABAUTODEV	03/05/2024 15:45:15
55780_PCA_AssetManager_Lum_iQSN_UAT.xml	PCA	XML		55780	9999116541	GABAUTODEV, GABAUTODEV	03/05/2024 15:45:15
56094_PCA_Bridgewood Crossing.csv	PCA	CSV		56094	9999117007	Darnell Hopson	03/05/2024 15:39:52
21071_PCA_MissingOptionalFields_AM.xml	PCA	XML		21071	0123456789-001	GABAUTODEV, GABAUTODEV	03/05/2024 14:10:20
21071_PCA_Happyath_AM.csv	PCA	CSV		21071	0123456789-003	GABAUTODEV, GABAUTODEV	03/05/2024 14:07:47
21071_PCA_Happyath_AM.xml	PCA	XML		21071	0123456789-001	GABAUTODEV, GABAUTODEV	03/05/2024 14:05:32
21071_PCA_MissingOptionalFields_AM.xml	PCA	XML		21071	0123456789-001	GABAUTODEV, GABAUTODEV	03/05/2024 13:25:15
21071_PCA_Happyath_AM.csv	PCA	CSV		21071	0123456789-003	GABAUTODEV, GABAUTODEV	03/05/2024 13:22:48
21071_PCA_Happyath_AM.xml	PCA	XML		21071	0123456789-001	GABAUTODEV, GABAUTODEV	03/05/2024 13:20:21
4630_PCA_happyath_A_cik2n3m.xml	PCA	XML		4630	9999006397	GABAUTODEV, GABAUTODEV	03/05/2024 12:36:05
4610_PCA_happyath.xml	PCA	XML		4610	9999006381	GABAUTODEV, GABAUTODEV	03/05/2024 12:36:04
55848_PCA_HollyOakS_noCRIL.xml	PCA	XML		55848		GABAUTODEV, GABAUTODEV	03/05/2024 12:10:21
21071_PCA_MissingOptionalFields_AM.xml	PCA	XML		21071	0123456789-001	GABAUTODEV, GABAUTODEV	03/05/2024 8:46:31
21071_PCA_Happyath_AM.csv	PCA	CSV		21071	0123456789-003	GABAUTODEV, GABAUTODEV	03/05/2024 8:44:04
21071_PCA_Happyath_AM.xml	PCA	XML		21071	0123456789-001	GABAUTODEV, GABAUTODEV	03/05/2024 8:41:46
56094_PCA_Bridgewood Crossing.csv	PCA	CSV		56094	9999117007	Darnell Hopson	03/04/2024 11:24:19
56094_PCA_Ming Tree Apartments.csv	PCA	CSV		56094	9999117005	Darnell Hopson	03/01/2024 10:43:19
56094_PCA_Bridgewood Crossing.csv	PCA	CSV		56094	9999117007	Darnell Hopson	03/01/2024 10:43:19
56094_PCA_Prescott Pointe Apartment Homes.csv	PCA	CSV		56094	9999117003	Darnell Hopson	03/01/2024 10:43:19
56094_PCA_Sand Creek Apartments.csv	PCA	CSV		56094	9999117002	Darnell Hopson	03/01/2024 10:43:19
56094_PCA_Columbard Apartments.csv	PCA	CSV		56094	9999117006	Darnell Hopson	03/01/2024 10:43:19
21071_PCA_MissingOptionalFields_AM.xml	PCA	XML		21071	0123456789-001	GABAUTODEV, GABAUTODEV	02/29/2024 14:09:54
21071_PCA_Happyath_AM.csv	PCA	CSV		21071	0123456789-003	GABAUTODEV, GABAUTODEV	02/29/2024 14:07:35

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