

DUS Deliver Credit Facility

Use this guide to complete an **Initial Advance, Addition, Borrow-Up, Tranche Refinance, Conversion, or Substitution Advance** delivery in DUS Deliver™ after the deal is authorized to close in DUS Gateway®.

Before you begin:

1. Start in DUS Gateway.
2. Open the authorized-to-close Credit Facility deal.
3. Select Go to DUS Deliver to launch the application.
4. Review the workflow before you start data entry.

At a glance

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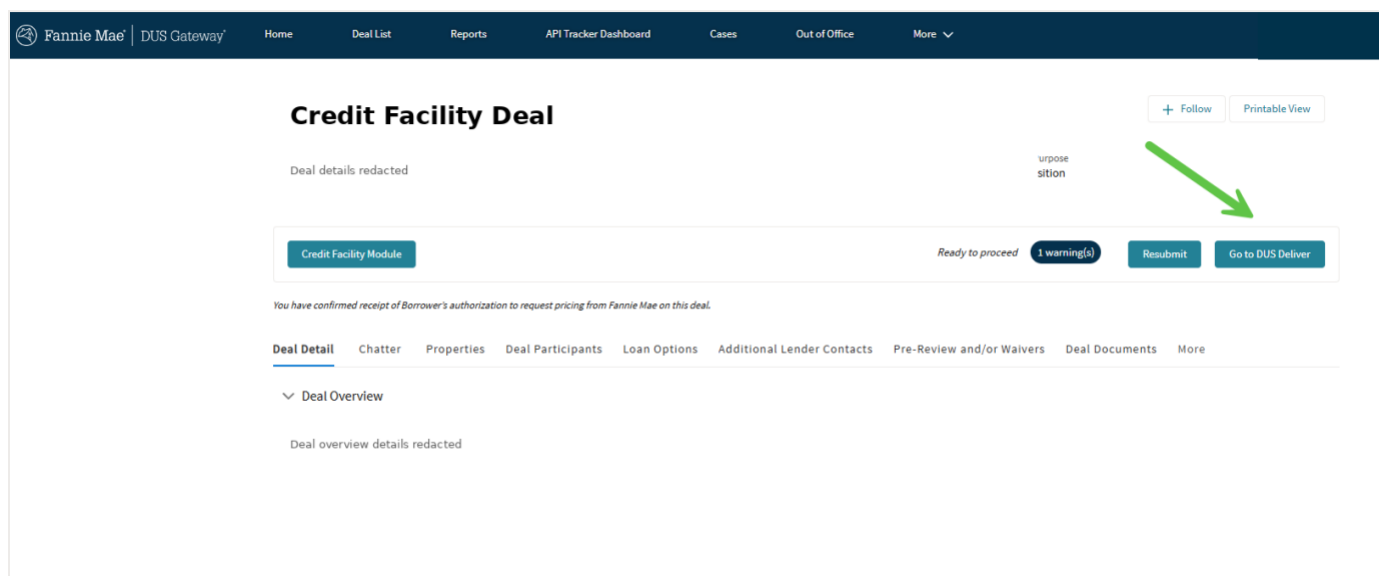
Access DUS Deliver from DUS Gateway

1. Open the Credit Facility deal in DUS Gateway.
2. Confirm the deal is in the correct status for DUS Deliver access.
3. Select **Go to DUS Deliver**.
4. Confirm the transaction type and review the tabs.

Important

- Lenders access DUS Deliver through DUS Gateway.
- Use the deal record launch action; do not rely on alternate links.
- DUS Deliver access will only be enabled once a deal has Authorized to Close status.

Figure 1. DUS Gateway deal page with Go to DUS Deliver action.





[Open Deal](#) | [Address Fees](#) | [Complete Loan Data](#) | [Property Collateral](#) | [Add Participants](#) | [Create Pool](#) | [Validate Pool](#) | [Delete Pool](#)

Tabs you will use

- Facility terms: Read-only facility context.
- Fees: Create, edit, submit, and review fees.
- Loans, Properties, Participants, and Pools: Complete delivery data.
- Approvals: View submitted items requiring review or approval.

Roles and permissions

- Loan Editor: Create, update, validate, submit, and delete eligible delivery data before submission.
- Loan Viewer: View delivery data only.

- ## Remember

Figure 2. Facility Terms tab in DUS Deliver.

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Add and Submit Fees

1. Open **Fees** and select **Add Fees**.
2. Choose the **Fee Type**. Add the loan number if the fee is loan-level.
3. Enter the fee amount and comments if needed.
4. For origination fees, enter the borrower-paid total and the lender, broker/correspondent, and Fannie Mae portions.
5. Edit or delete created fees before submission.
6. Select **Submit Fees** when the fees are ready for review.
7. Review the certification agreement, certify, and submit.

Important

- Fees are entered separately but submitted together. New fees cannot be added after submission unless the submission is rejected or handled through the approved operational process.



Figure 3. Add Fee pop-up.

Add Fee

X

Fields marked with an asterisk (*) are required. Enter 0 for fee amounts when applicable.

* Fee Type ⓘ

--Select--

Loan Number ⓘ

--

Event Type ⓘ

Funding

Fee Amount(s)

Please select a fee type above.

Comments ⓘ

(optional)

Cancel

Fannie Mae Draft Amount

Add

Figure 4. Submit Fees for Review certification pop-up.

Submit Fees for Review

X

* Select the checkbox to certify the agreement. If applicable, add comments before submitting. Fee edits and additions are disabled after submission unless the submission is rejected and returned to Multifamily Acquisitions.

Lender Certificate Agreement

We certify that all fees and premiums indicated in this submission represent a full, accurate, and fair disclosure of all:

1. Origination Fees paid by the Borrower;

2. fees retained by the Lender, including its employees;

3. fees paid to any Mortgage Loan Broker/Correspondent*;

4. premiums from the sale of a Cash Mortgage Loan or the trade of an MBS Mortgage Loan;

5. premiums retained by the Lender, including its employees; and

6. premiums paid to any Mortgage Loan Broker/Correspondent



☐ We have read and certify this agreement

Certification of the agreement is required before fees can be submitted for review.

Comments

Please provide any necessary comments regarding this fee submission. (optional)

Cancel

Submit



[Open Deal](#) | [Address Fees](#) | [Complete Loan Data](#) | [Property Collateral](#) | [Add Participants](#) | [Create Pool](#) | [Validate Pool](#) | [Delete Pool](#)

Complete Loan Delivery Data

1. Open **Loans** and review the loan list for key context.
2. Open each loan and complete the required fields.
3. Select **Save and View**.
4. Select **Validate Loan** and review Non-Waivable, Waivable, and Warning messages.
5. Use the 'Fix' hyperlink next to each warning message where available.
6. Resolve required edits before Pool submission.

Important

- Non-Waivable edits must be resolved before the Pool can be submitted or submitted for review.



[Open Deal](#) | [Address Fees](#) | [Complete Loan Data](#) | [Property Collateral](#) | [Add Participants](#) | [Create Pool](#) | [Validate Pool](#) | [Delete Pool](#)

Figure 5. Loans tab list view.

Fannie Mae | DUS Deliver™

DUS Gateway | Useful Links | User Name

DUS Gateway Credit Facility Module | Deal Details

DEAL ID: | LENDER: | RELATED MASTER CREDIT FACILITY:

Facility Terms | Fees | ASAP+ | Loans | Collateral | Participants | Pools | Approvals

Loans

Fannie Mae Loan Number	Seller Loan Number	Commitment Number	Commitment Status	Commitment Expiration Date	Execution Type	Interest Type	Certification Status	Origination UPB Amount	Last Updated By	Last Updated
			Confirmed	08/03/2026	MBS	Fixed		\$		

1 | 10

Showing 1 to 1 of 1 entry

MF DUS Deliver 1.1.0

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[Open Deal](#) | [Address Fees](#) | [Complete Loan Data](#) | [Property Collateral](#) | [Add Participants](#) | [Create Pool](#) | [Validate Pool](#) | [Delete Pool](#)

Figure 6. Loan edit page with Save and View and Validate Loan actions.

Fannie Mae | DUS Deliver™

DUS Gateway Useful Links User Name

DUS Gateway Credit Facility Module Deal Details

DEAL ID: | LENDER: | RELATED MASTER CREDIT FACILITY:

Facility Terms Fees ASAP+ **Loans** Collateral Participants Pools Approvals

Edit Loan

Fields marked with an asterisk (*) are required.

QUICK NAVIGATION

- Loan Context**
- Loan Characteristics
- Loan Terms
- Loan Prepayment
- Additional Loan Information
- Loan Loss Sharing
- Loan Lender Certificate
- Associated Participants

Loan Context

* Seller Loan Number

* Servicer Number

Loan Characteristics

* Rehabilitation Type

* Assumable?

FHA VA Section of Act Type

* Interest Reduction Payment Subsidy?

Loan Terms

* Acquisition UPB Amount (\$)

* Note Date

* First Payment Due Date

* Maturity Date

* Last Paid Installment Date

* Interest Accrual Method Type

[Back to View Loan](#) [Save and View](#) [Validate Loan](#)

Note

Hedge details and adjustable-rate mortgage (ARM) cards will display for ARM loans on the navigation pane where applicable.



Complete Property Delivery Data and Rent Roll

1. Open **Properties** and select **Collateral Reference Number**.
2. Review the property cards shown on the page.
3. Select **Edit**, complete the required fields, then select **Save and View** or **Validate Property**.
4. Resolve validation edits using 'Fix' hyperlink where available.
5. Open **Property Units** and select **Submit Rent Roll** when required.
6. Choose the rent roll file, certify if required, and submit.
7. Re-validate and save the property record.

Important

No unresolved Non-Waivable rules should remain.

Figure 7. Property view page with quick navigation and property cards.

Fannie Mae | DUS Deliver™

DUS Gateway
 Useful Links
 User Name

DUS Gateway Credit Facility Module
 Deal Details

DEAL ID:
 LENDER:
 RELATED MASTER CREDIT FACILITY:

Facility Terms
 Fees
 ASAP+
 Loans
 Collateral
 Participants
 Pools
 Approvals

Property Auto Prop-

QUICK NAVIGATION

Property Reference

Primary Property Address

Additional Property Addresses

Property Characteristics

Property Units

Property Management

Property Occupancy

Property Valuation

Property Purchase

Property Financials

Capital Expenditure and Escrow Requirements

Affordable Housing

Associated Loans

Property Reference

Collateral Reference Number

Property Master Number

Property Name

Fannie Mae Property Acquisition Date

Primary Property Address

Street Address

State

County

Standardized Street Address

Standardized State

Standardized County

Longitude

Location Quality Description

Metropolitan Statistical Area Name

Micropolitan Statistical Area Name

City

Postal Code

Standardized Address Identifier

Standardized City

Standardized Postal Code

Latitude

Location Quality Code

Metropolitan Statistical Area Code

Micropolitan Statistical Area Code

Census Tract Code

Additional Property Addresses

Street Address

City

State

Postal Code

County

[Back to Properties List](#)

Edit

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Figure 9. Rent Roll Submission window.

 **Fannie Mae**

**Multifamily
Rent Roll Collection**

Rent Roll Submission

COLLATERAL REFERENCE NUMBE

Rent Roll File*

Choose File

No file chosen

Rent Roll Certification*

☐ Submission contains
Certified Rent Roll as of
the Mortgage Loan Origination Date

SUBMIT

Property Name

Values redacted

Street Address

City

State

Postal Code

Property Type

Number of Units

Rent Roll Submission History

IDENTIFIER	SUBMITTED BY	FILE NAME	RENT ROLL AS OF DATE	PROPERTY TYPE	NUMBER OF UNITS	STATUS
------------	--------------	-----------	----------------------	---------------	-----------------	--------



Add, validate, and associate participants

1. **Open Participants** and select **Add a Participant**.
2. Enter participant data in the applicable cards.
3. Select **Save and View**.
4. Select **Validate Participant** and review the results.
5. Resolve required participant rules and save.
6. Associate each participant to one or more loans.
7. Delete incorrect created participants before pool submission if needed.

Important

- Lenders provide Borrower (required), Sponsor, Principal, Key Principal, and Guarantor participants.
- All participants in the deal must be associated to one or more loans before Pool submission.

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Figure 11. Participant association to loans from the loan edit screen.

Search fields...

QUICK NAVIGATION

- Loan Context
- Loan Characteristics
- Loan Terms
- Loan Prepayment**
- Additional Loan Information
- Loan Loss Sharing
- Loan Lender Certificate
- Associated Participants

▼ Loan Prepayment

▼ Additional Loan Information

▼ Loan Loss Sharing

▼ Loan Lender Certificate

▲ Associated Participants

Select one or more participants from the table to associate with this loan.

☒	Participant Name ▲	Participant Type ▲	Participant Role(s) ▲	ACheck Status ▲
☒	Participant1	Limited Liability Corp	Borrower	Pass
☒	Participant2	Limited Liability Corp	Sponsor, Key Principal	Pass
☒	Participant3	Individual	Principal	Pass
☒	Participant4	Trust	Guarantor	Pass

1

10 ▼

Showing 1 to 4 of 4 entries

◀ Back to View Loan

Save and View

Validate Loan



Create, validate, and submit pools

1. Open **Pools** and select **Add Pool**.
2. Associate applicable Loans to the Pool
3. Complete Pool Summary, Pool Characteristics, Pool Detail, and Wire instructions.
4. Select **Save and View**.
5. Select **Validate Pool**. Pool validation also checks underlying Loan, Property, and Participant data.
6. Resolve all Non-Waivable rules.
7. If waivable rules remain, select Submit for Review and enter a justification comment.
8. If no Waivable or Non-Waivable rules remain, select **Submit**.

Important

Fees must be submitted and approved before pool submission.

What the status means

- Non-Waivable errors remain: correct the errors.
- Waivable errors remain: submit for review with comments.
- No errors remain: submit the pool.



Figure 12. Pool validation with action buttons.

Facility TermsFeesASAP+LoansCollateralParticipantsPoolsApprovals

Edit PoolCreated

Fields marked with an asterisk (*) are required.

Non-waivable Rule(s):

Fees must be submitted prior to Pool Submission. [Fix](#)

Property contains error(s).

Waivable Rule(s):

Property contains error(s).

Search fields...

QUICK NAVIGATION

Pool Summary

Pool Characteristics

Pool Detail

Wire Instructions

Pool Summary

Pool Characteristics

Associated Loans

Fannie Mae Loan Number	Loan Type	Interest Type	Interest Only Type	Interest Accrual Method Type	Balloon?	Assumable?	Lien Position Type	ASAP Plus?	ARM Plan Number	Acquisition UPB Amount
☒	Conventional	Fixed	Yes	30/360	Yes	No	First			\$

COLLATERAL LOAN TYPE

Conventional

INTEREST TYPE

Fixed

INTEREST ONLY TYPE

Yes

Back to View Pool

Delete Pool

Save and View

Validate Pool

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Figure 13. Submit or Submit for Review after validation.

Facility Terms

Fees

ASAP+

Loans

Collateral

Participants

Pools

Approvals

Edit Pool

Created

Fields marked with an asterisk (*) are required.

Waivable Rule(s):

Fees are pending approval by Fannie Mae. Fix

Search fields...

QUICK NAVIGATION

Pool Summary

Pool Characteristics

Pool Detail

Wire Instructions

Pool Summary

* Book Entry Date ⓘ

📅

✖ 08/03/2026

Must be within same month, on or before the expiration date of the Commitment(s). Cannot be within 10 business days of today's date.
If Book Entry Date is the last business day of the month, ensure someone is available to accept the security otherwise this Pool will collapse or dissolve.

Pool Characteristics

Associated Loans

Fannie Mae Loan Number ⓘ	Loan Type ⓘ	Interest Type ⓘ	Interest Only Type ⓘ	Interest Accrual Method Type ⓘ	Balloon? ⓘ	Assumable? ⓘ	Lien Position Type ⓘ	ASAP Plus? ⓘ	ARM Plan Number ⓘ	Acquisition UPB Amount ⓘ
☒	Conventional	Fixed	Yes	30/360	Yes	No	First			\$

COLLATERAL LOAN TYPE

Conventional

INTEREST TYPE

Fixed

INTEREST ONLY TYPE

Yes

INTEREST ACCRUAL METHOD TYPE

30/360

Back to View Pool

Delete Pool

Save and View

Validate Pool

Submit for Review

After submission

The delivery record becomes read-only for lender users.



Transaction variants and view-only guidance

Transaction	Use this workflow	What changes
Initial Advance	Use the full workflow.	Complete fees, loans, properties, participants, and pool creation.
Addition	Use the full workflow as needed.	Focus on added loans, properties, participants, and pools. Fees remain sequenced before pool submission.
Borrow-Up	Use the short-form workflow.	Focus on Fees, Loans, and Pools. Review Properties and Participants only if needed by validation or direction.
Tranche Refinance	Use the short-form workflow.	Focus on Fees, Loans, and Pools. Review ARM-related cards where applicable.
Conversion	Use the short-form workflow.	Focus on Fees, Loans, and Pools. Confirm ARM-related fields or resulting fixed-rate details for ARM-to-fixed conversions.
Substitution Advance	Use the full workflow as needed.	Focus on added loans, properties, participants, and pools. For the Property tab, new property should have substitution indicator selected.
View-only access	Use read-only access.	View fees, loans, properties, participants, and pools. No edit, validate, or submit actions are available.

Simple rule

Update Properties or Participants only when validation or business direction requires it.



Delete a created pool, if needed

1. Open the pool in **Created Status**.
2. Select **Delete Pool**.
3. Enter the required comment in the confirmation pop-up.
4. Select **Delete**.
5. Confirm the pool status displays as deleted.

Figure 14. Delete Pool confirmation pop-up.

Are you sure you want to delete this pool?

×

All information entered will be lost and any applicable loan association will be removed.

Please provide a comment

(optional)

Cancel

Delete

Reference note

Keep the detailed screen and field reference and the MSFMS crosswalk as separate supporting documents.