DUS Insights™ Enhancements Job Aid August 2020

August 31, 2020

Fannie Mae®

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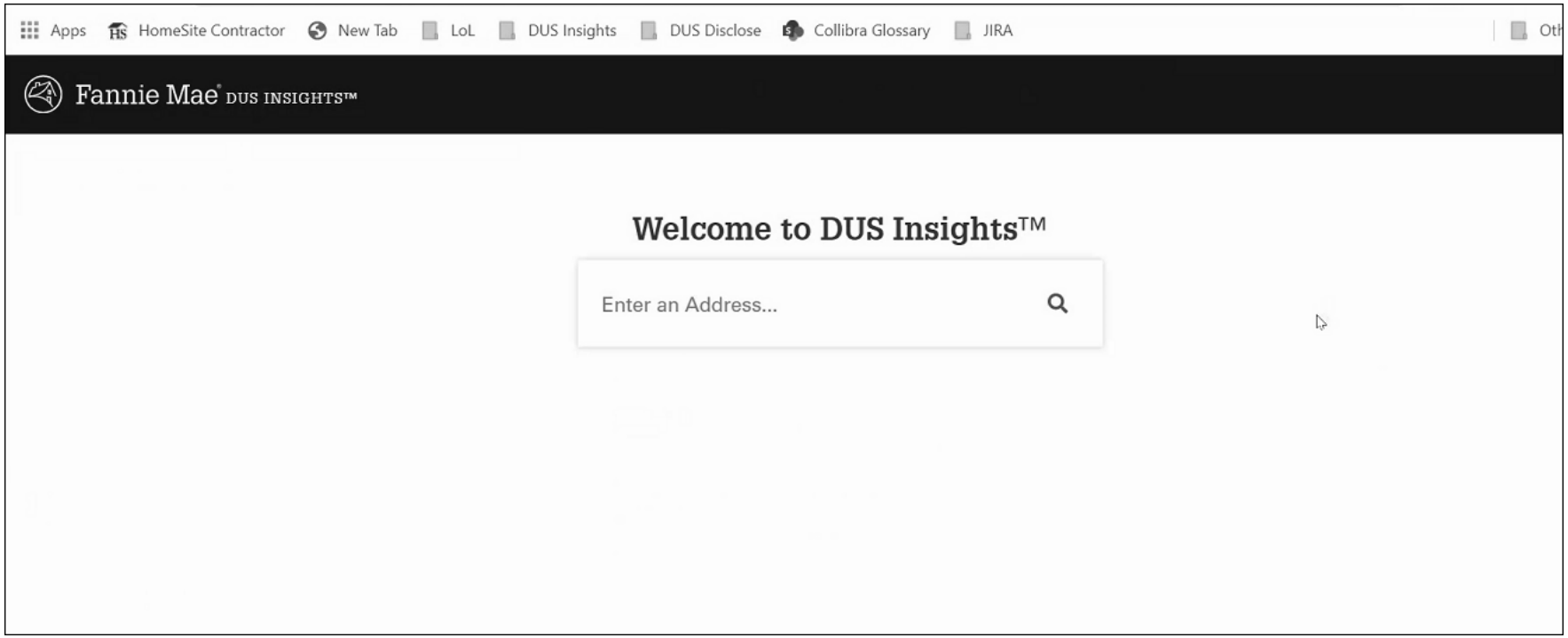
We have added features to enrich the DUS Insights™ user experience based on lender feedback. The following are improvements to the DUS Insights application as of August 31, 2020.

- Building Type
- Quarterly / Year To Date Financial Statements
- My Preferences
- Property Value/Unit as a Column Choice

Building Type

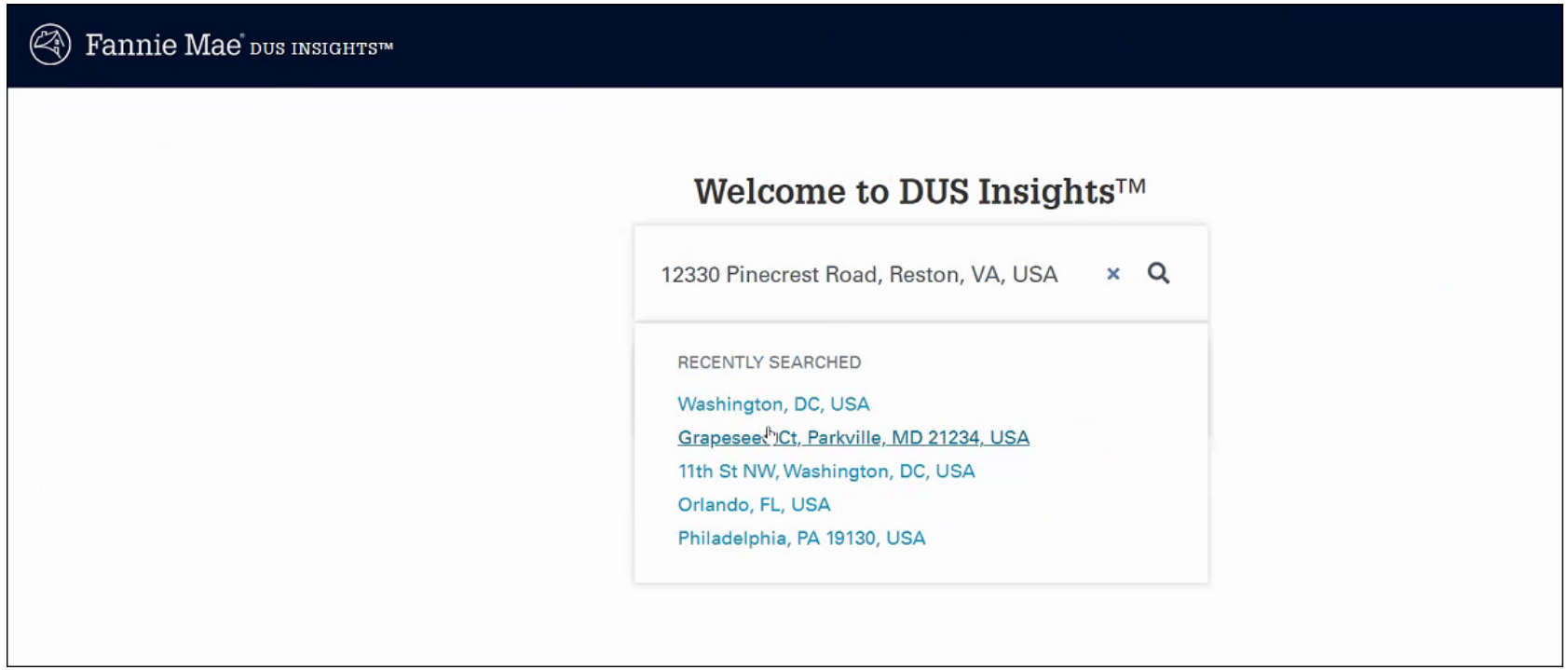
Building Type

1. Log in to DUS Insights



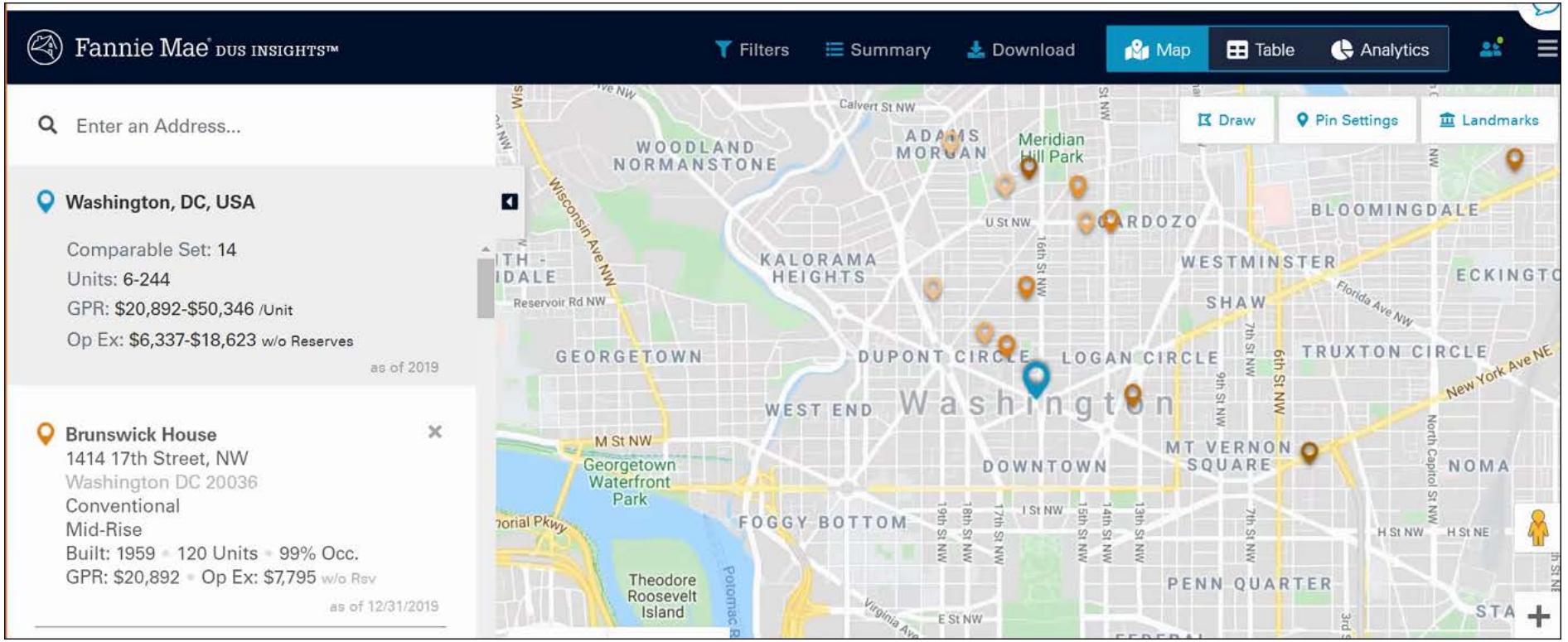
Building Type

2. Type in the desired property address



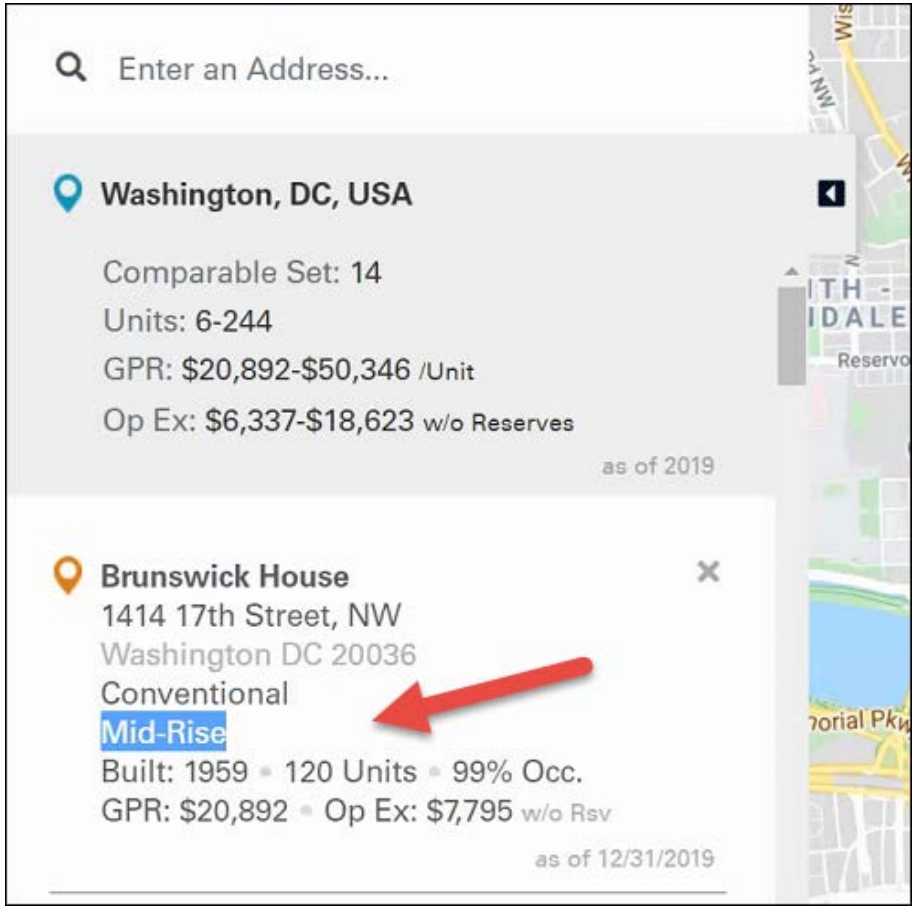
Building Type

3. You will be taken to the Map view of DUS Insights



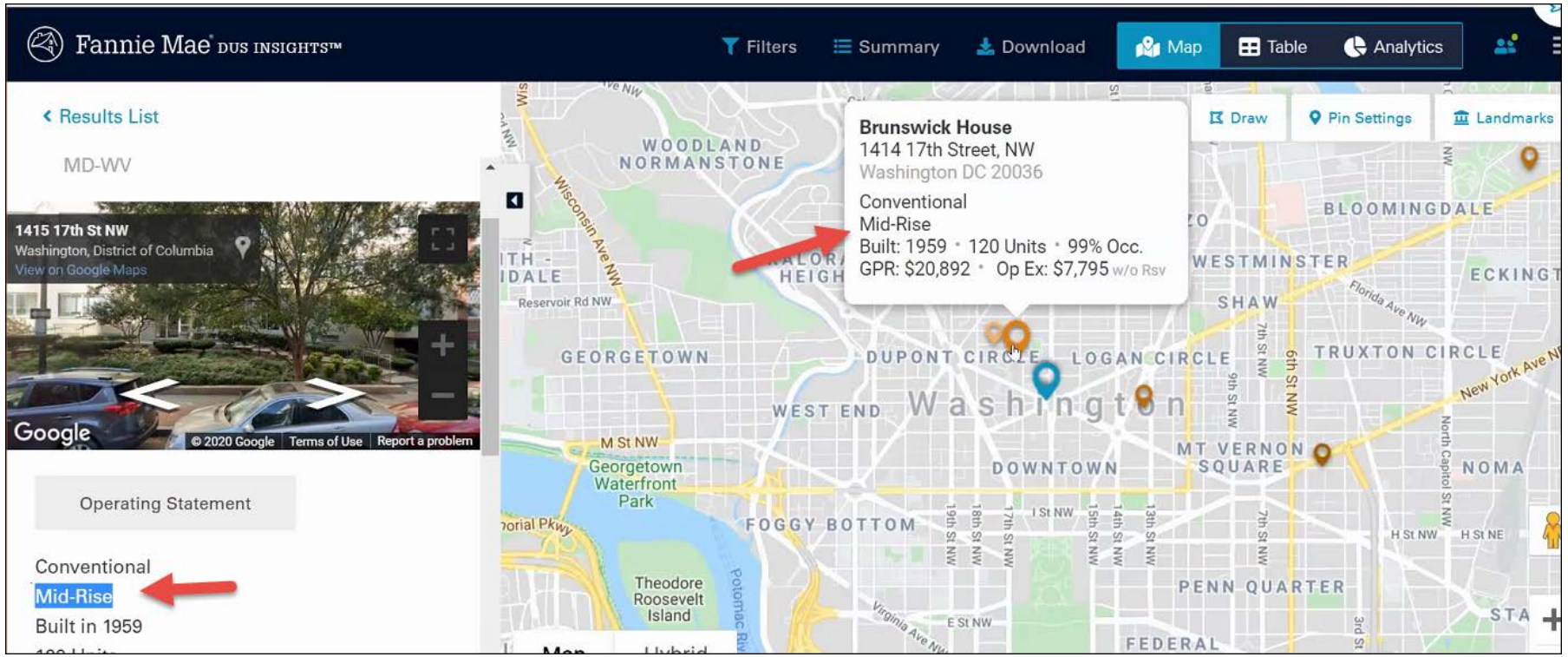
Building Type

4. After selecting the searched property address, the "**Building Type**" will be shown



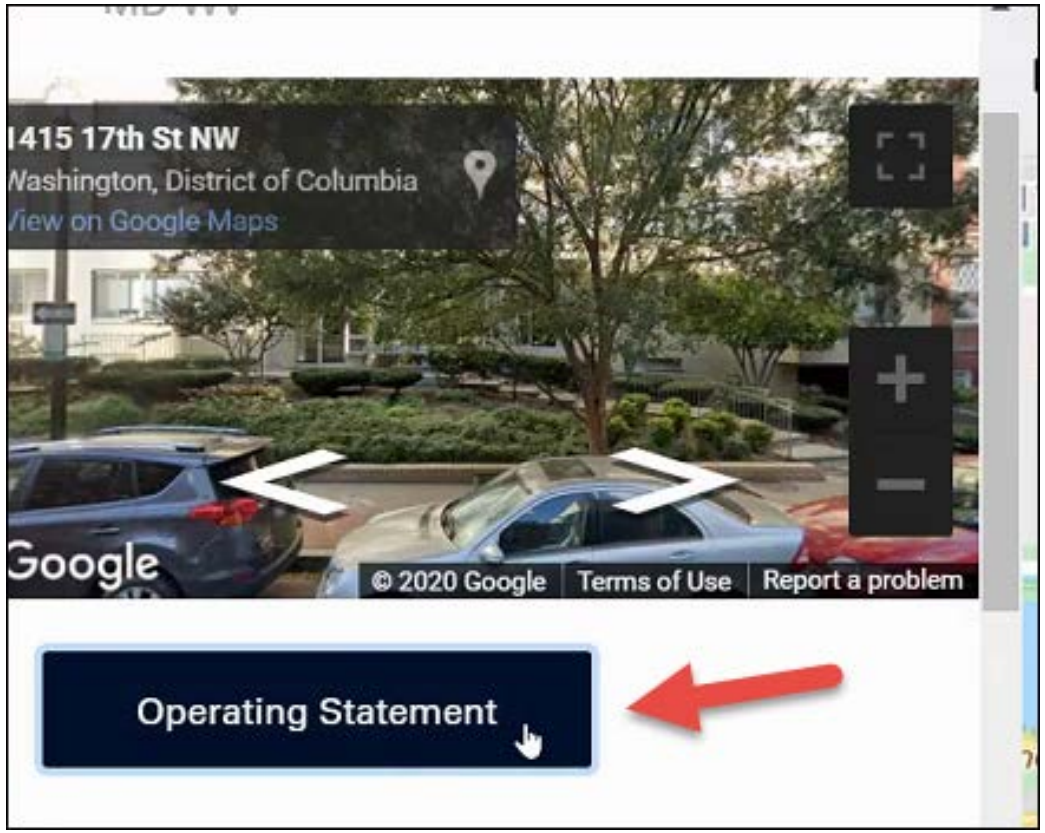
Building Type

4a. Hovering over the property on the map view, will also show the "**Building Type**"



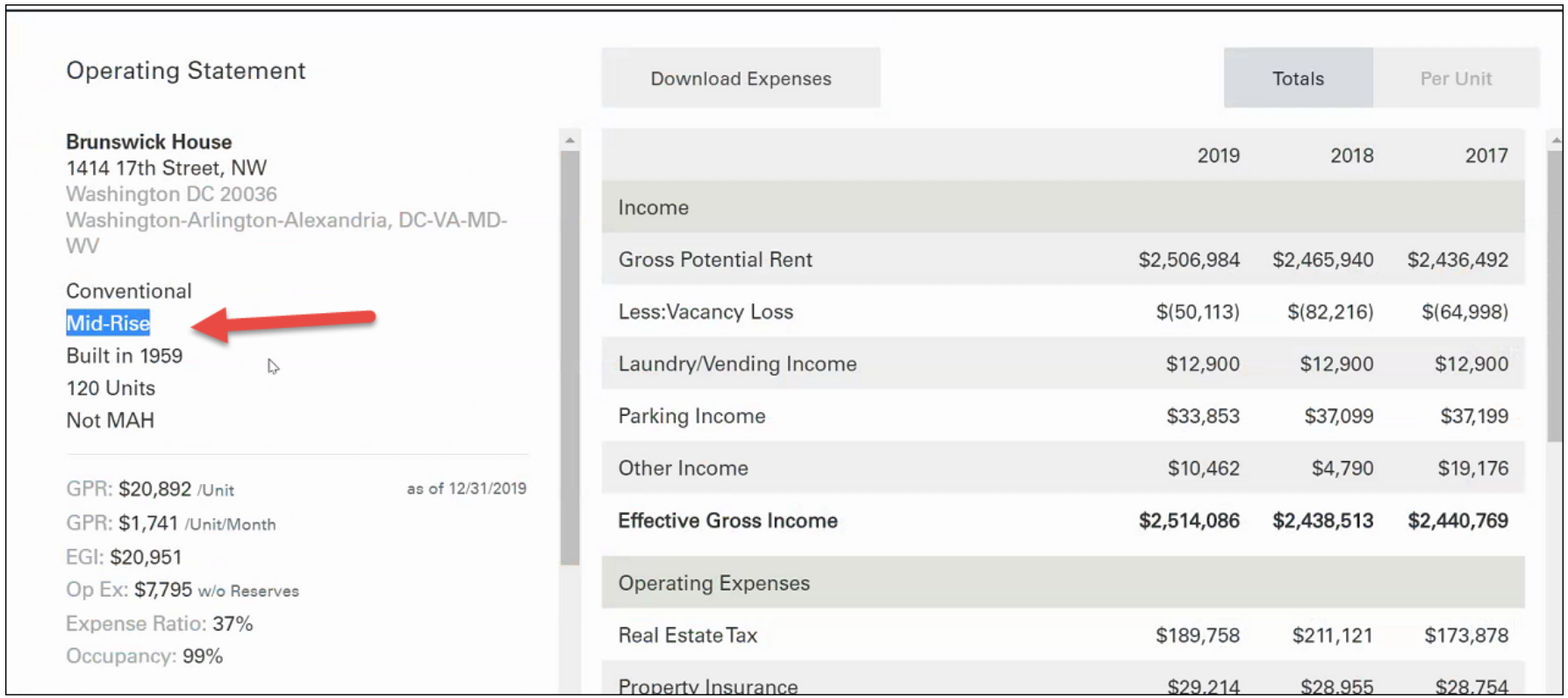
Building Type

5. You can view the “**Building Type**” by selecting the Operating Statement button



Building Type

5a. The "**Building Type**" will appear on the Operating Statement window



Operating Statement

Download Expenses

Totals | Per Unit

Brunswick House
1414 17th Street, NW
Washington DC 20036
Washington-Arlington-Alexandria, DC-VA-MD-WV

Conventional
Mid-Rise
Built in 1959
120 Units
Not MAH

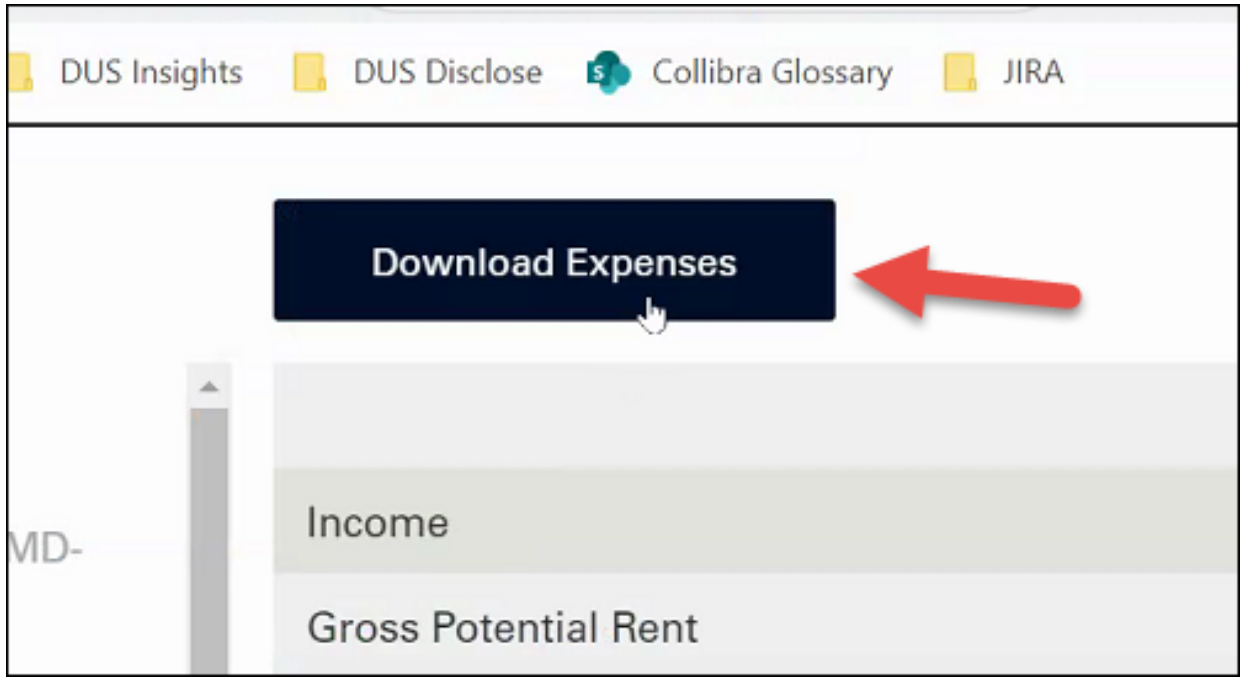
GPR: $20,892 /Unit
GPR: $1,741 /Unit/Month
EGI: $20,951
Op Ex: $7,795 w/o Reserves
Expense Ratio: 37%
Occupancy: 99%

as of 12/31/2019

	2019	2018	2017
Income			
Gross Potential Rent	$2,506,984	$2,465,940	$2,436,492
Less:Vacancy Loss	$(50,113)	$(82,216)	$(64,998)
Laundry/Vending Income	$12,900	$12,900	$12,900
Parking Income	$33,853	$37,099	$37,199
Other Income	$10,462	$4,790	$19,176
Effective Gross Income	**$2,514,086**	**$2,438,513**	**$2,440,769**
Operating Expenses			
Real Estate Tax	$189,758	$211,121	$173,878
Property Insurance	$29,214	$28,955	$28,754

Building Type

6. You can download “**Building Type**” by selecting the Download- Expenses button



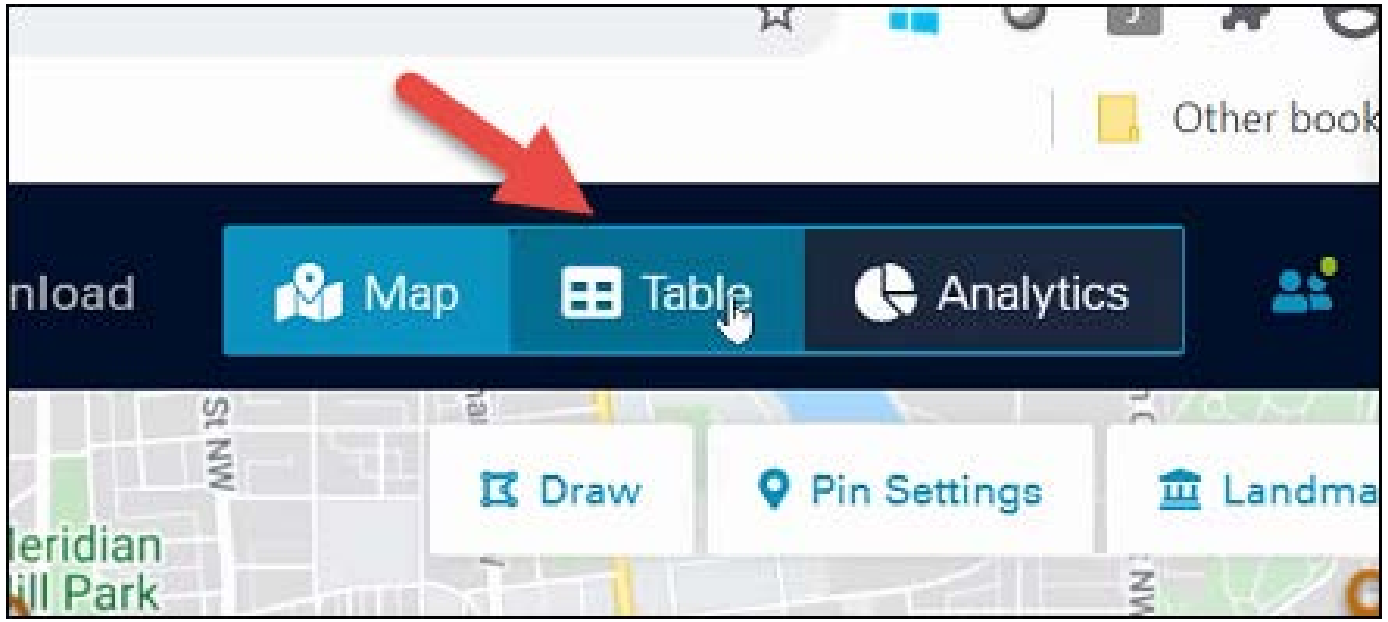
Building Type

6a. The “**Building Type**” will appear in the Expenses Statement

AU	AV	AW	AX
Physical Occupancy	**Operating Expense Ratio**	**Number of Months Covered**	**Building Type**
99%	37%	12	Mid-Rise
96%	37%	12	Mid-Rise
94%	37%	12	Mid-Rise

Building Type

7. You can view the “**Building Type**” by selecting the Table button

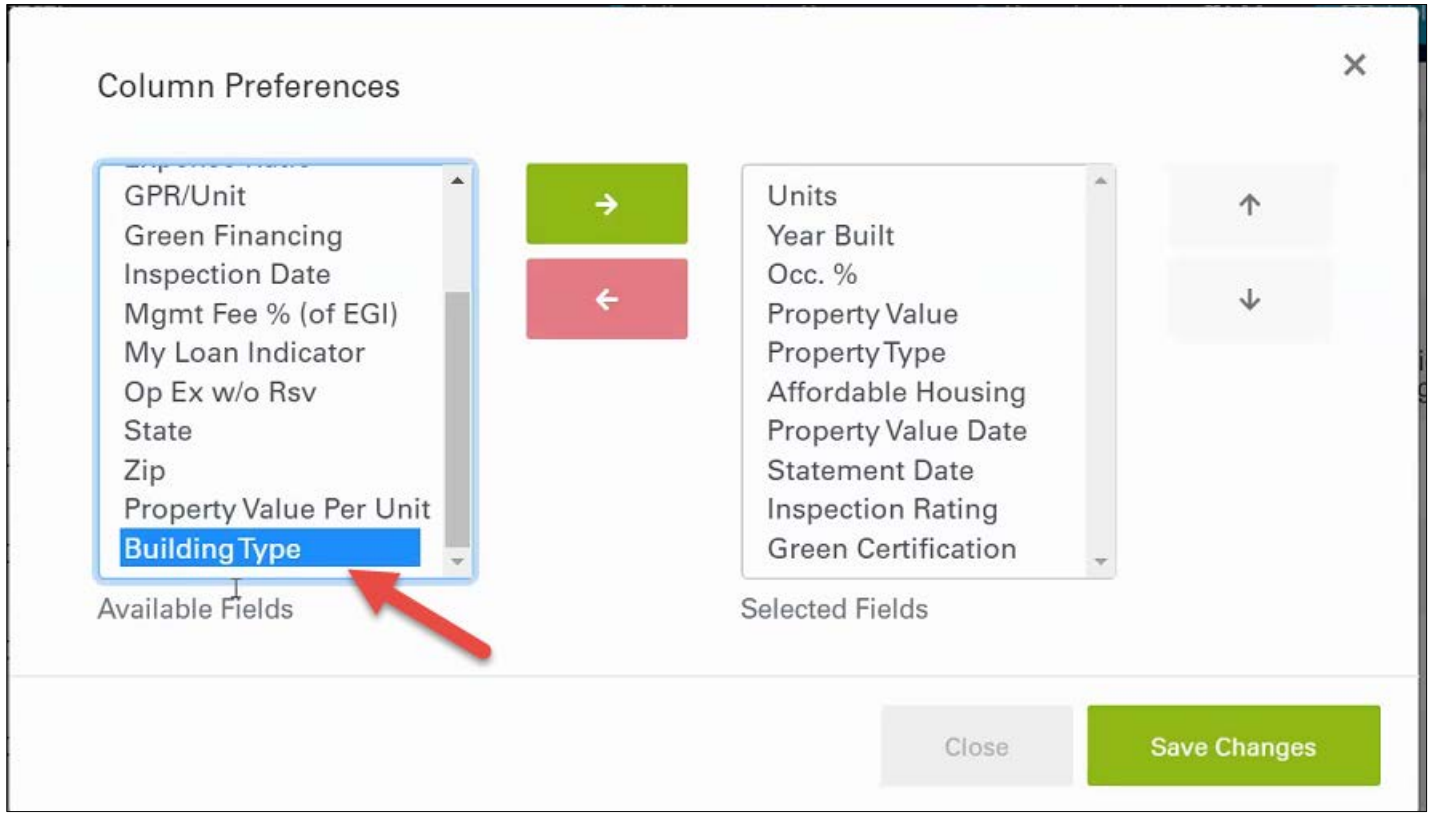


Building Type

7a. Select Columns tab

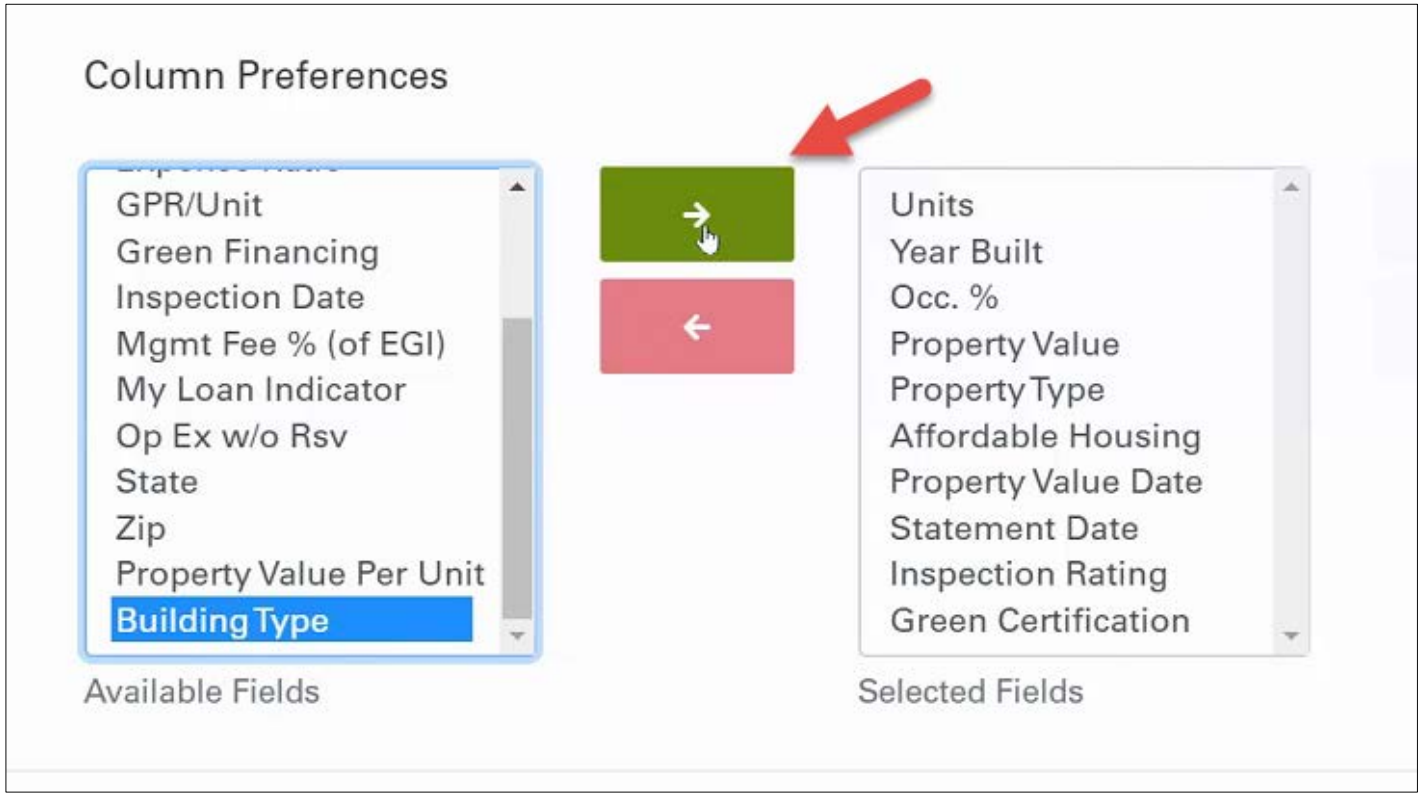
Building Type

7b. Locate the “**Building Type**” in Column Preferences



Building Type

7c. Use the right arrow to move the “**Building Type**” to the Selected Fields



Building Type

7d. Select Save Changes

Building Type

7e. The “**Building Type**” will now appear in the Columns view

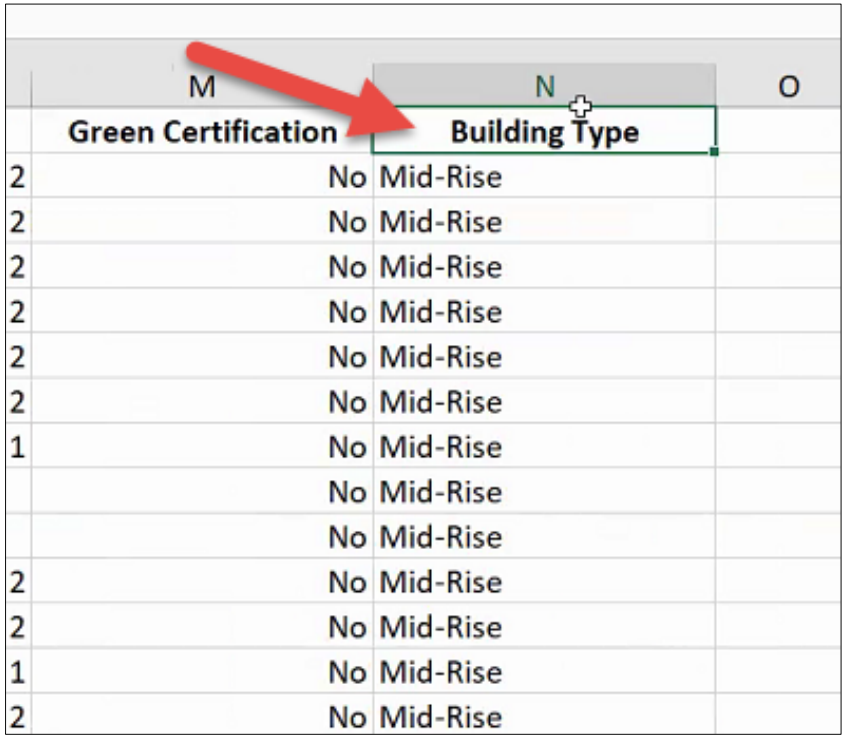
***Note*: Changes will save after the first set up of the columns**

Building Type

8. You can view the “**Building Type**” by selecting the Download button

Building Type

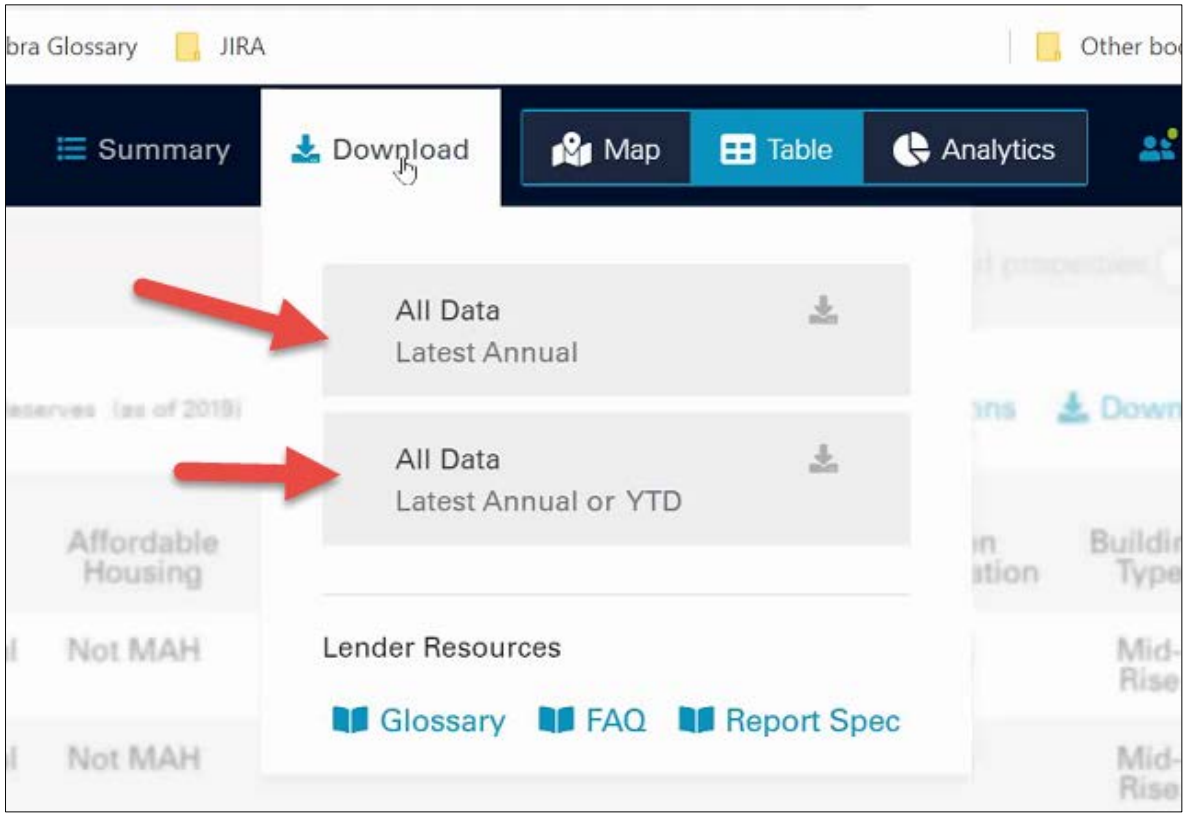
8a. The “**Building Type**” will now appear in your download



	M	N	O
	Green Certification	Building Type	
2	No	Mid-Rise	
2	No	Mid-Rise	
2	No	Mid-Rise	
2	No	Mid-Rise	
2	No	Mid-Rise	
2	No	Mid-Rise	
1	No	Mid-Rise	
	No	Mid-Rise	
	No	Mid-Rise	
2	No	Mid-Rise	
2	No	Mid-Rise	
1	No	Mid-Rise	
2	No	Mid-Rise	

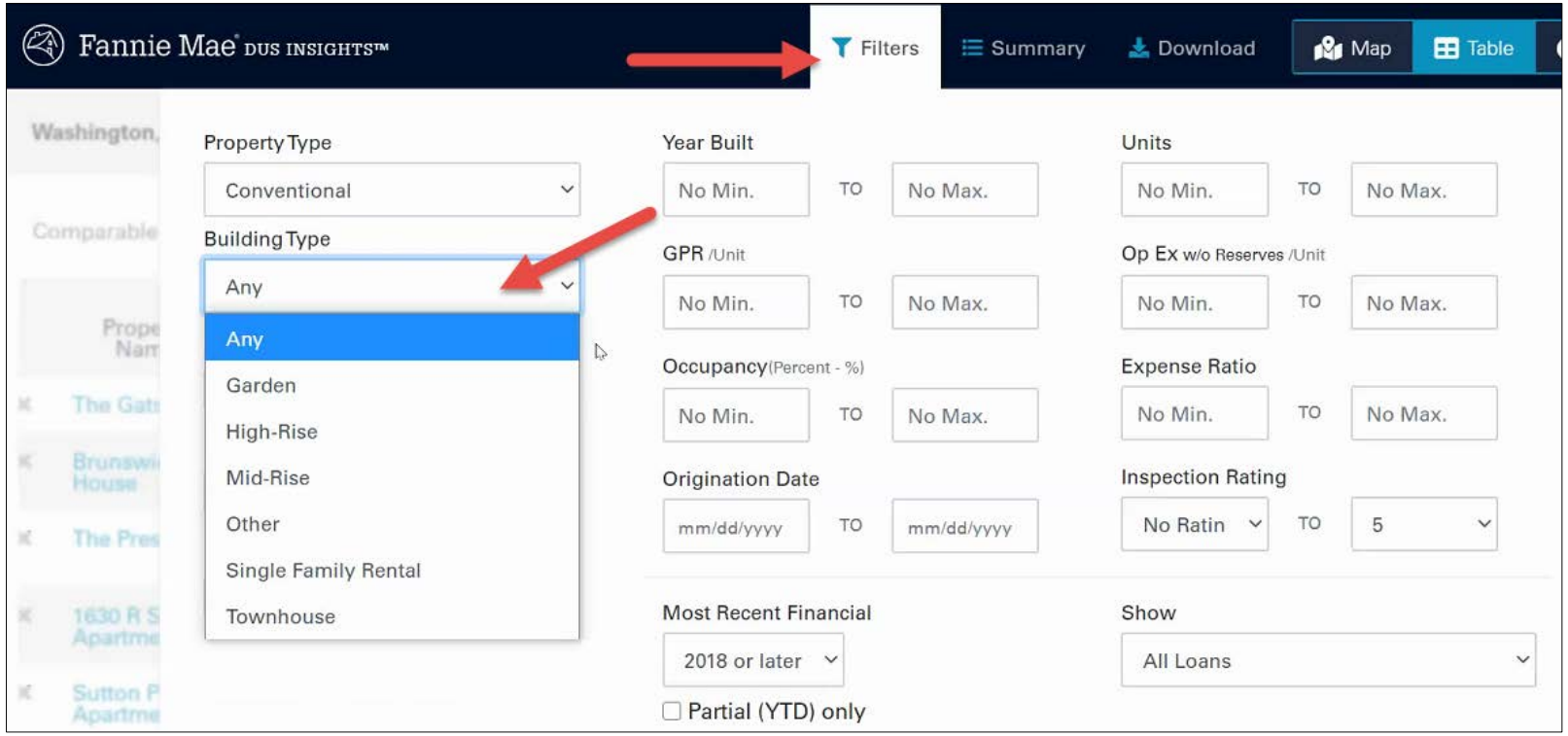
Building Type

8b. You can tailor "**All Data**" to show the "**Building Type**"



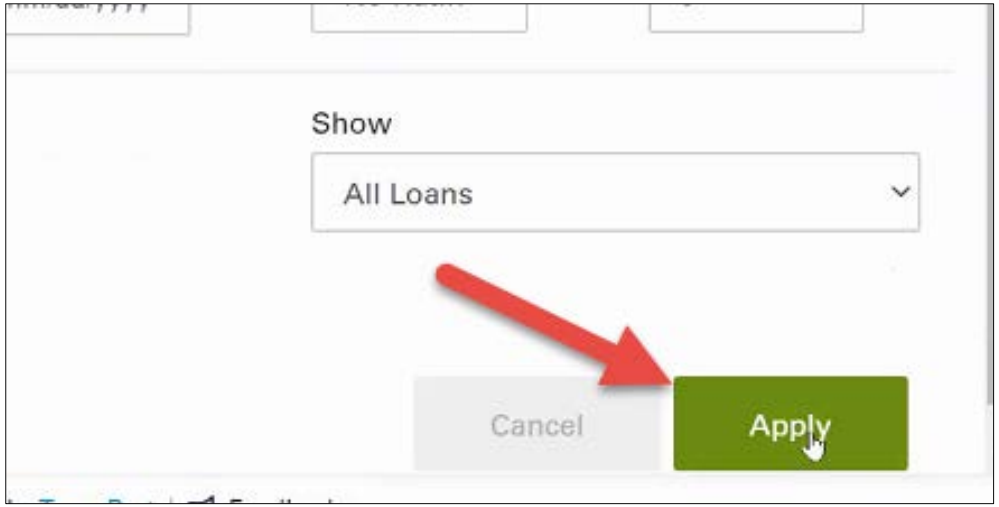
Building Type

8c. From the Filters tab, you can select which "**Building Type**" you want to be displayed



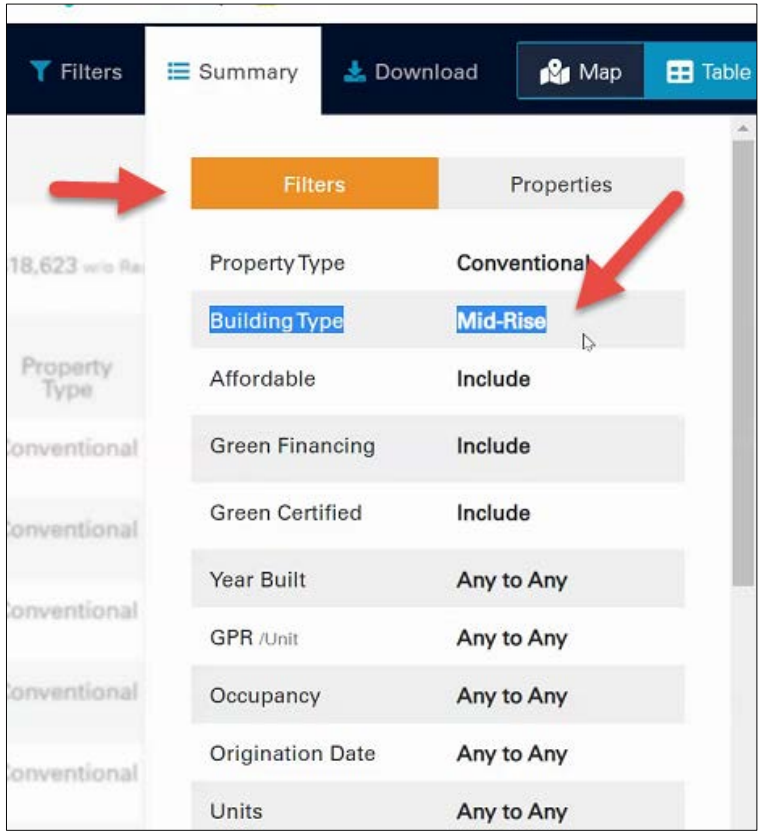
Building Type

8d. Select Apply



Building Type

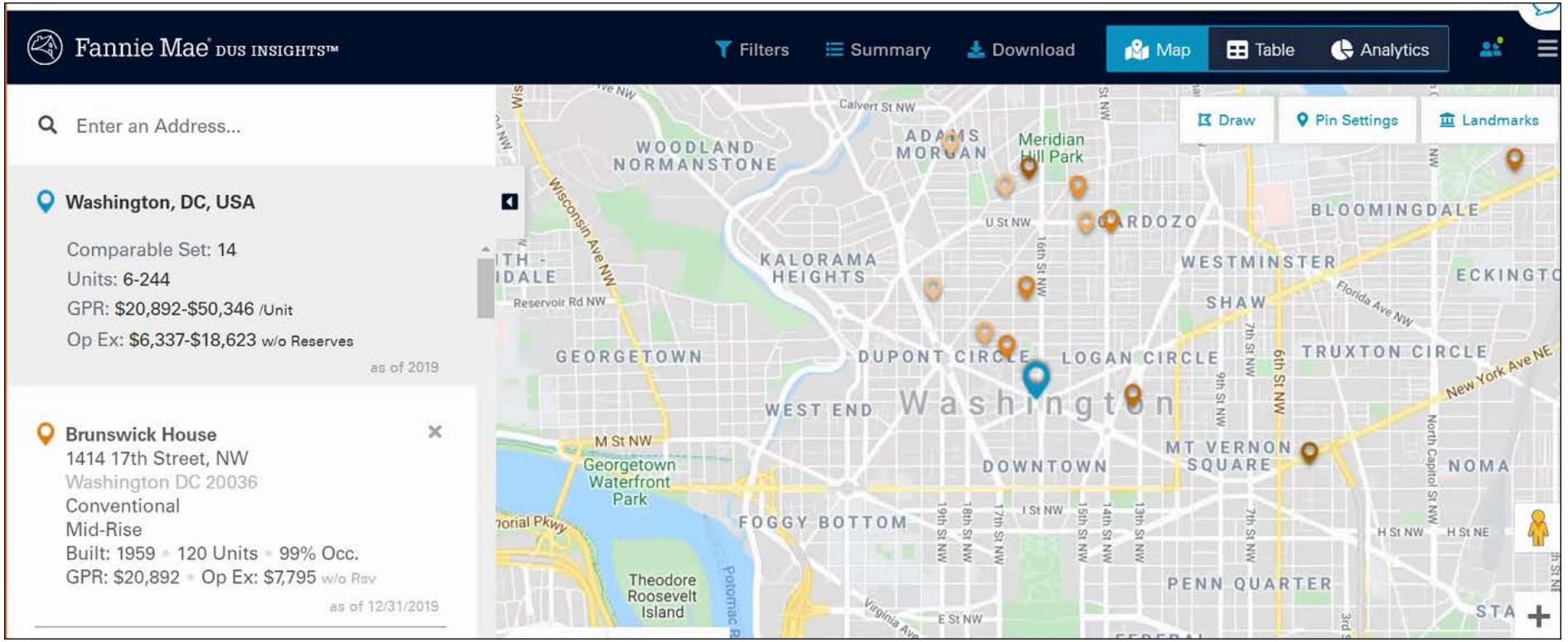
8e. On the Summary tab, you will now see the "**Building Type**" in the Filters view



Quarterly / Year To Date Statements

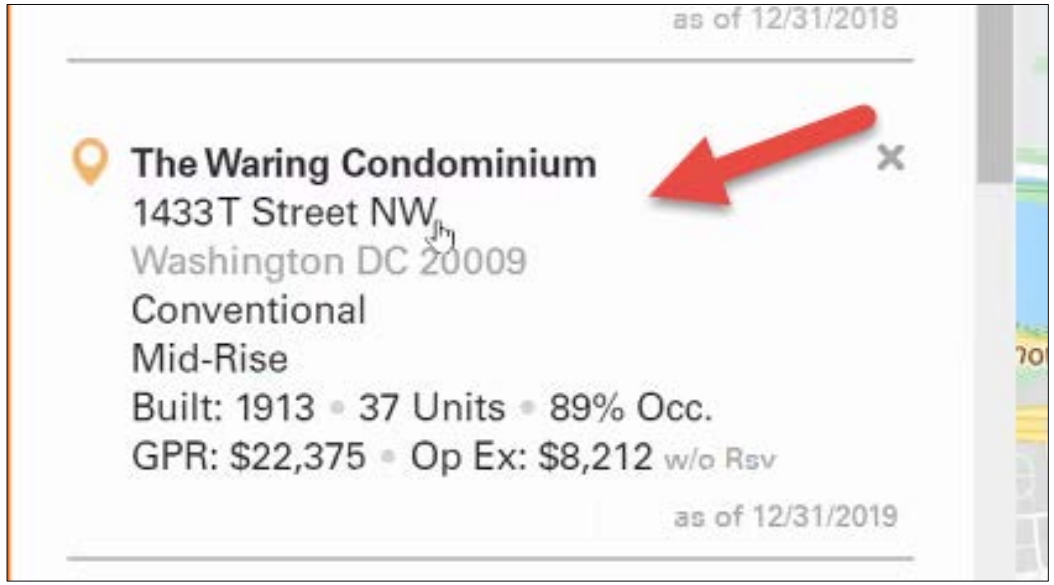
Quarterly / Year To Date Statements

1. To view the **Quarterly/Year to date Statements**, type in the desired property address



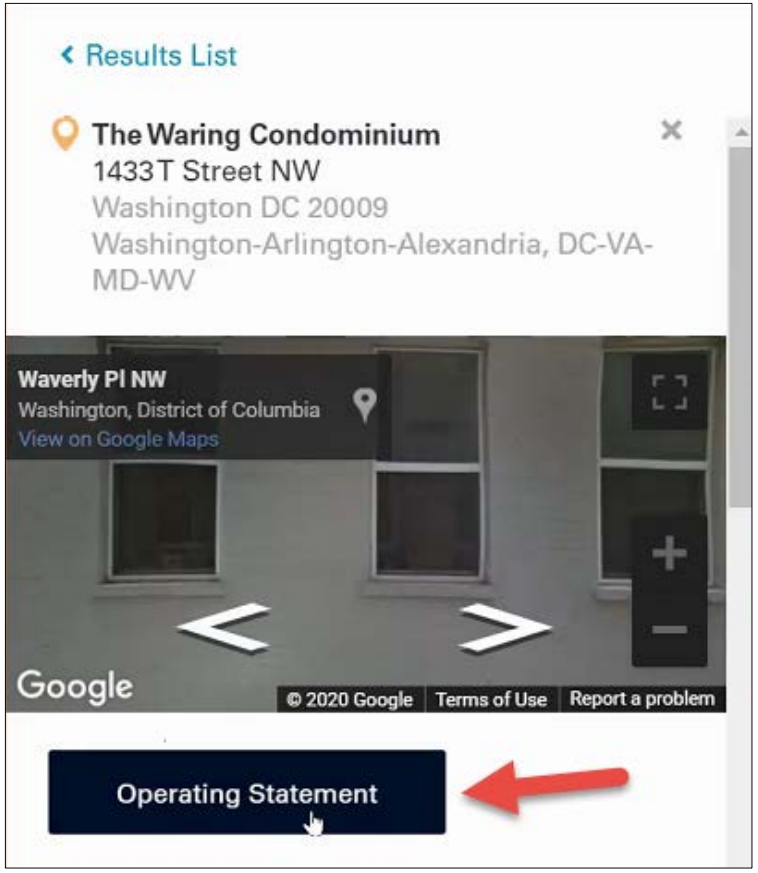
Quarterly / Year To Date Statements

2. Click the searched property address



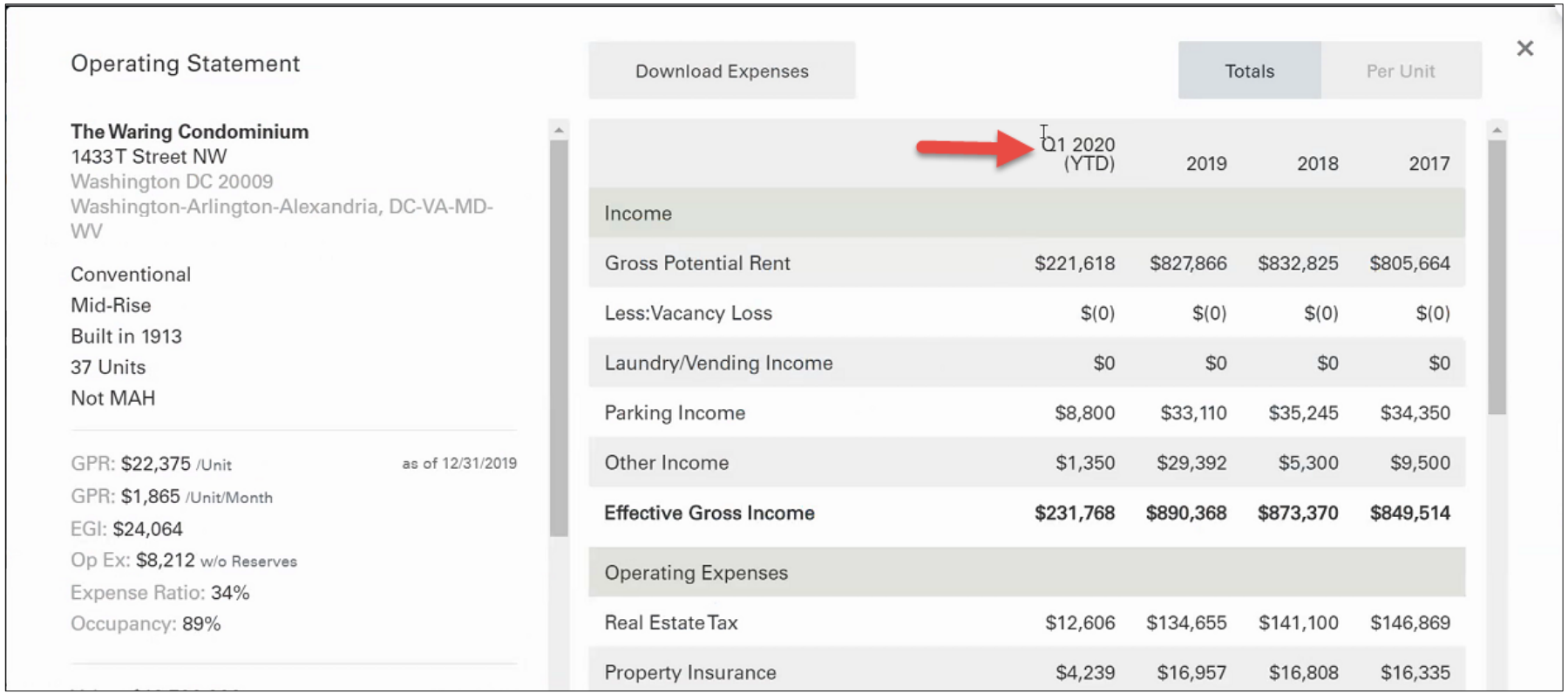
Quarterly / Year To Date Statements

3. Click the **Operating Statement** button



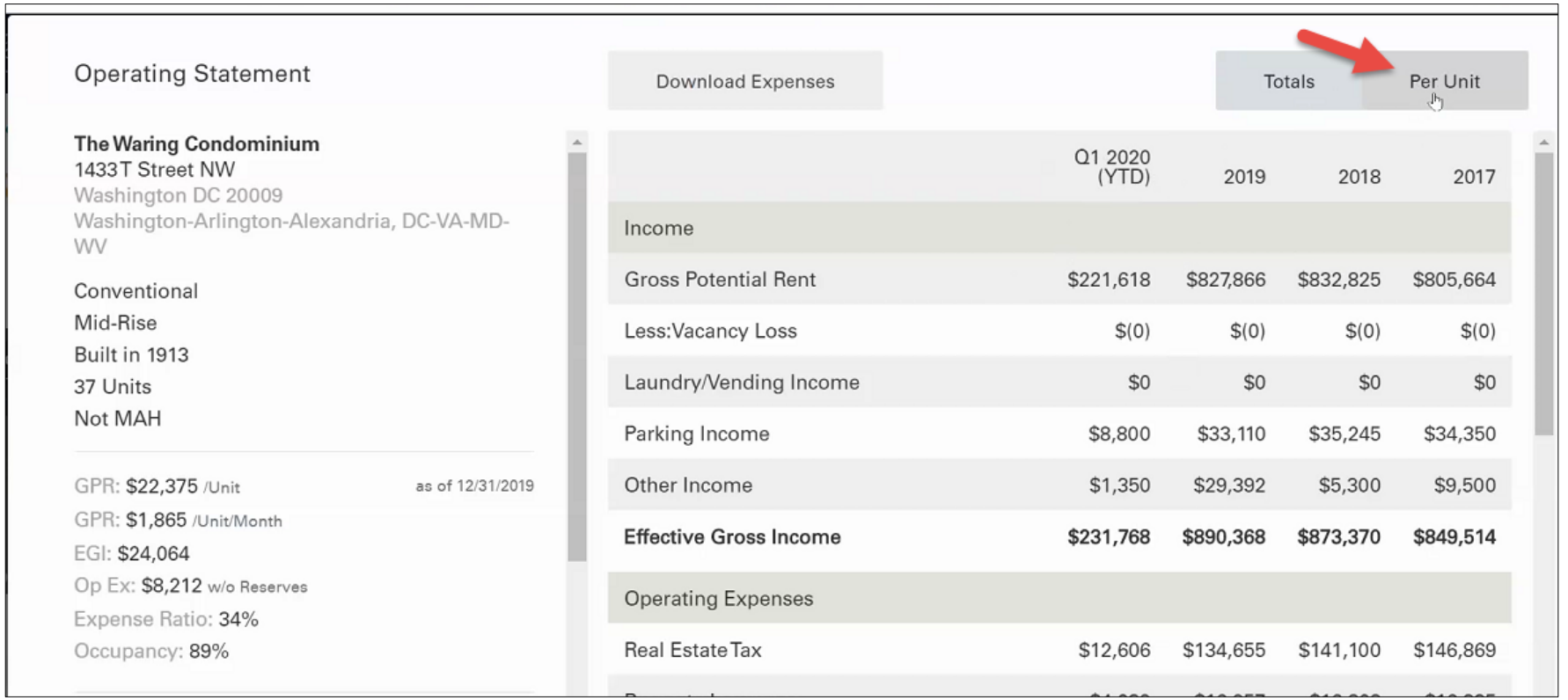
Quarterly / Year To Date Statements

4. If a property has a year to date submitted, then the YTD information will be available



Quarterly / Year To Date Statements

4a. You can view the YTD Financials per unit by selecting **Per Unit**



Operating Statement

Download Expenses

Totals | Per Unit

The Waring Condominium
1433T Street NW
Washington DC 20009
Washington-Arlington-Alexandria, DC-VA-MD-WV

Conventional
Mid-Rise
Built in 1913
37 Units
Not MAH

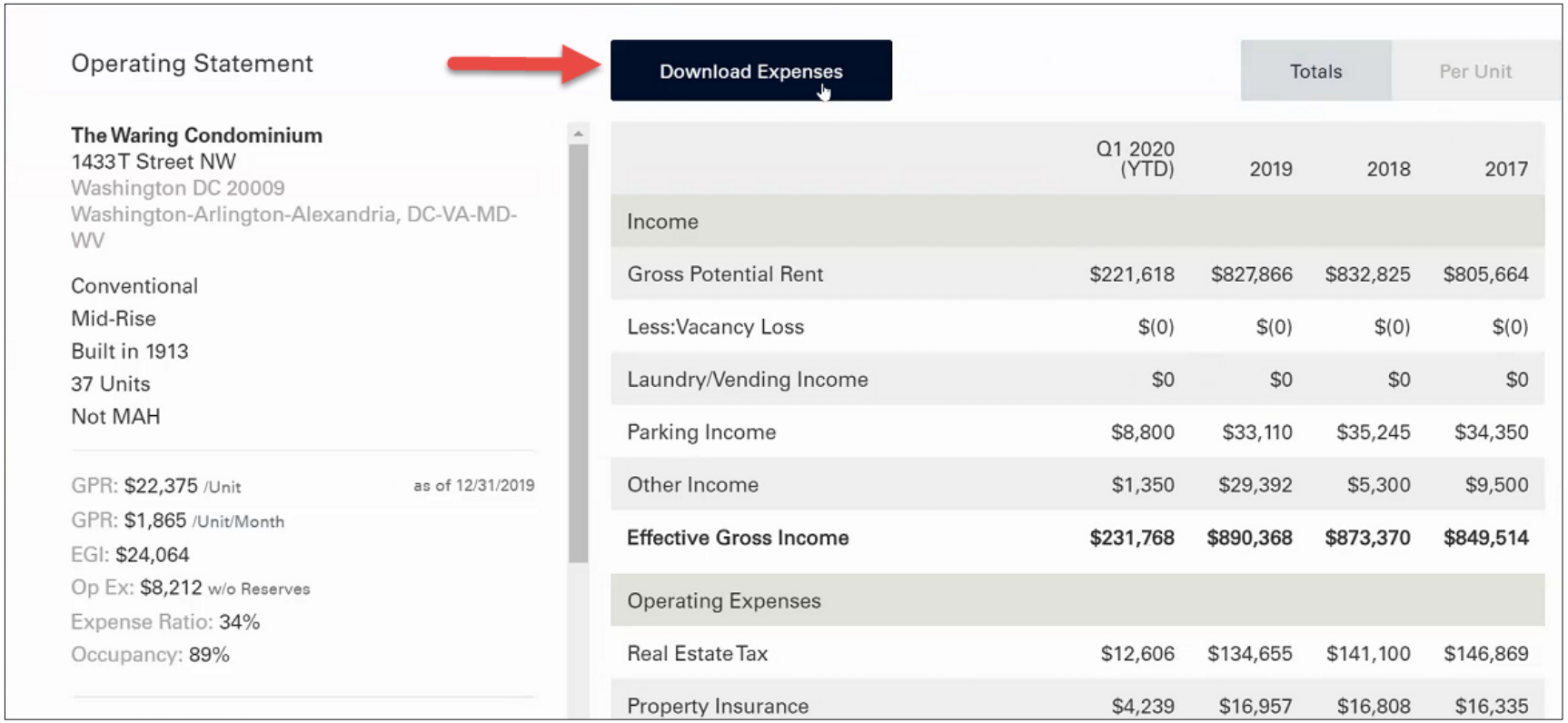
GPR: $22,375 /Unit
GPR: $1,865 /Unit/Month
EGI: $24,064
Op Ex: $8,212 w/o Reserves
Expense Ratio: 34%
Occupancy: 89%

as of 12/31/2019

	Q1 2020 (YTD)	2019	2018	2017
Income				
Gross Potential Rent	$221,618	$827,866	$832,825	$805,664
Less:Vacancy Loss	$(0)	$(0)	$(0)	$(0)
Laundry/Vending Income	$0	$0	$0	$0
Parking Income	$8,800	$33,110	$35,245	$34,350
Other Income	$1,350	$29,392	$5,300	$9,500
Effective Gross Income	**$231,768**	**$890,368**	**$873,370**	**$849,514**
Operating Expenses				
Real Estate Tax	$12,606	$134,655	$141,100	$146,869

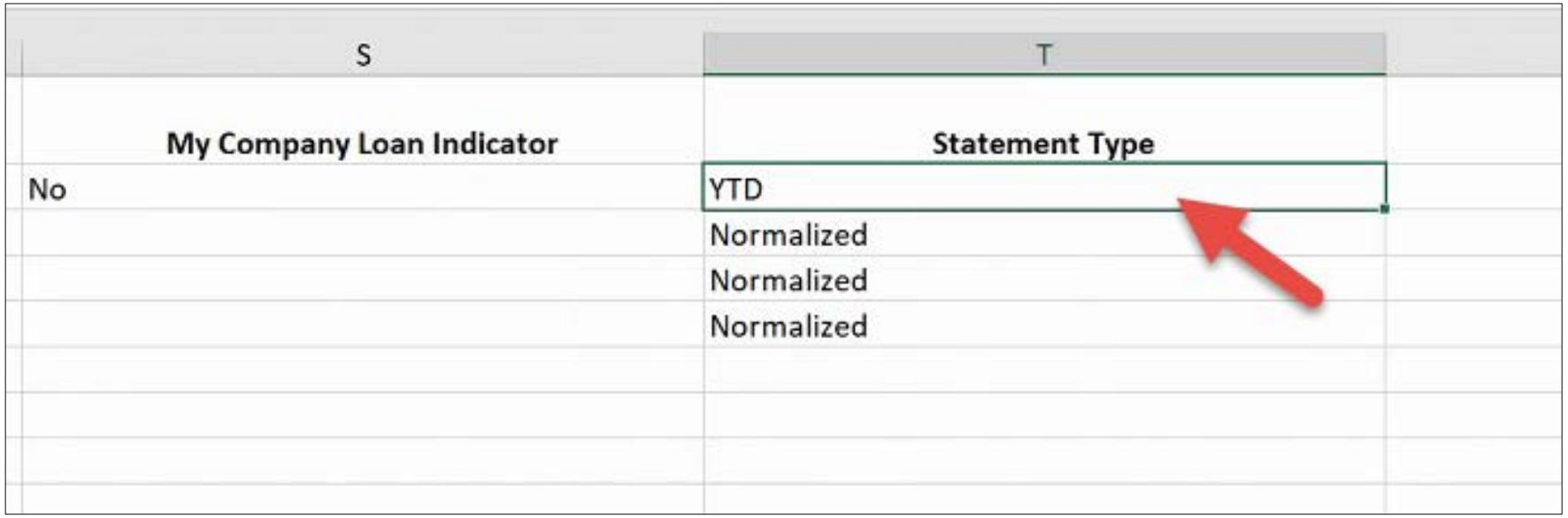
Quarterly / Year To Date Statements

5. You can view the YTD Financials by selecting the **Download Expenses** tab



Quarterly / Year To Date Statements

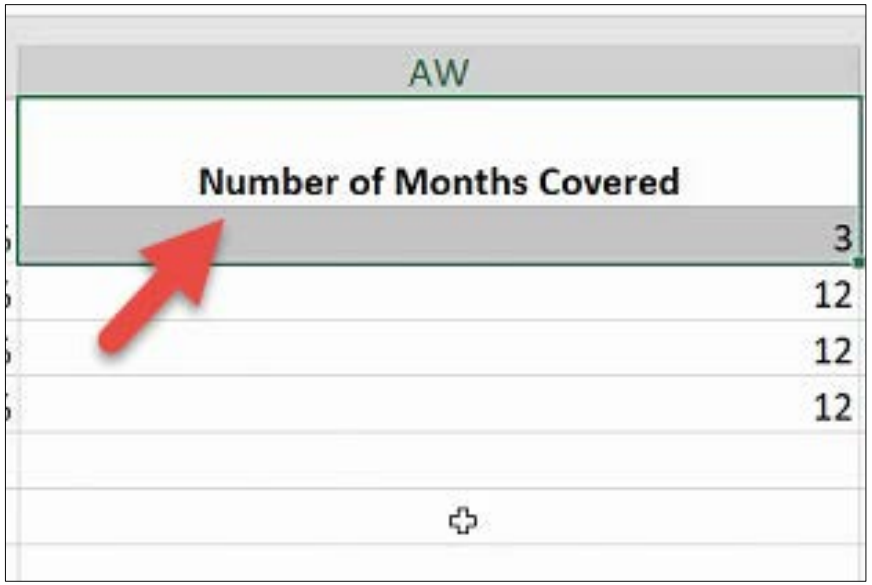
5a. From the **Statement Type** filed you are able to see which statement is available



S	T
My Company Loan Indicator	Statement Type
No	YTD
	Normalized
	Normalized
	Normalized

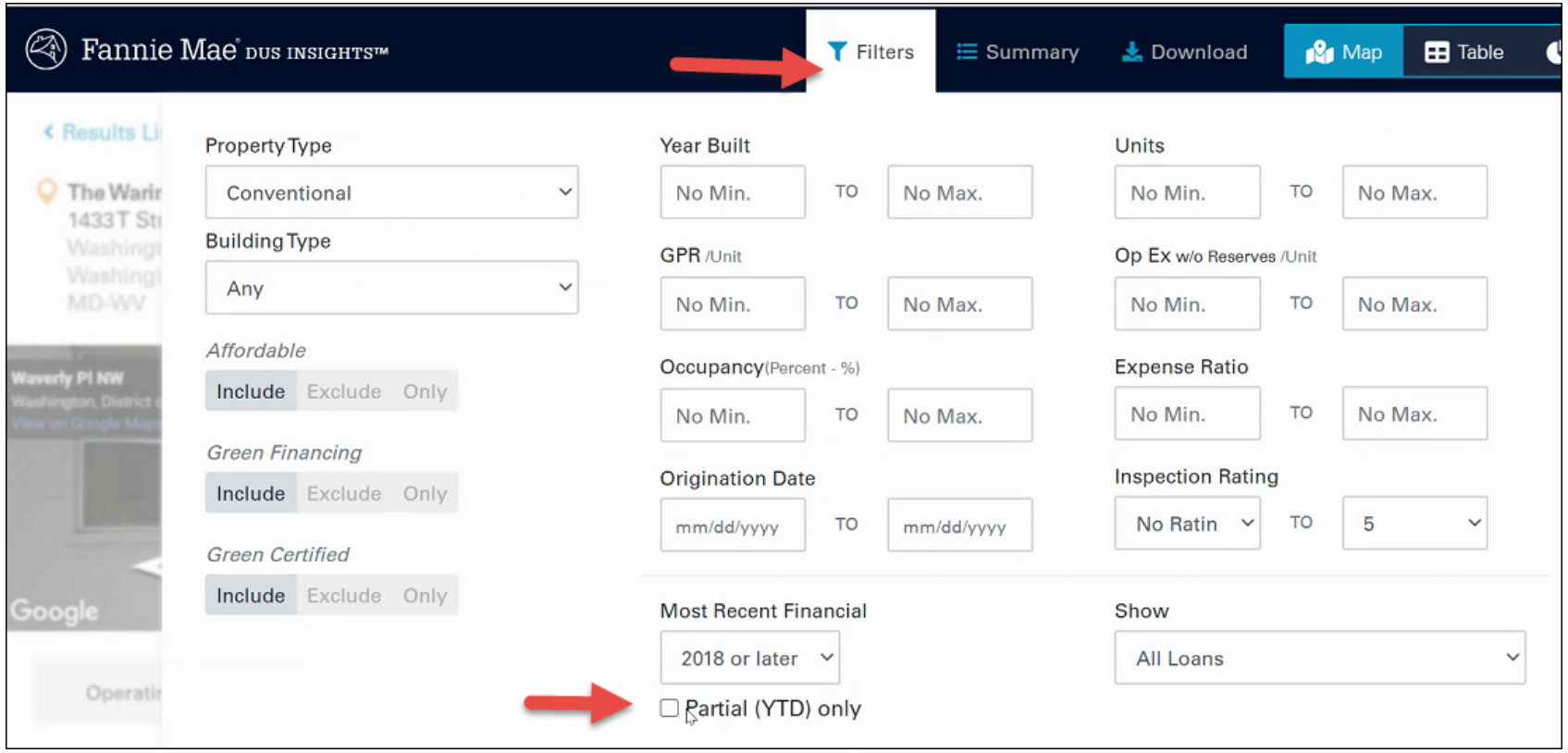
Quarterly / Year To Date Statements

5b. You can view the total **Number of Months** the financial statement is submitted for



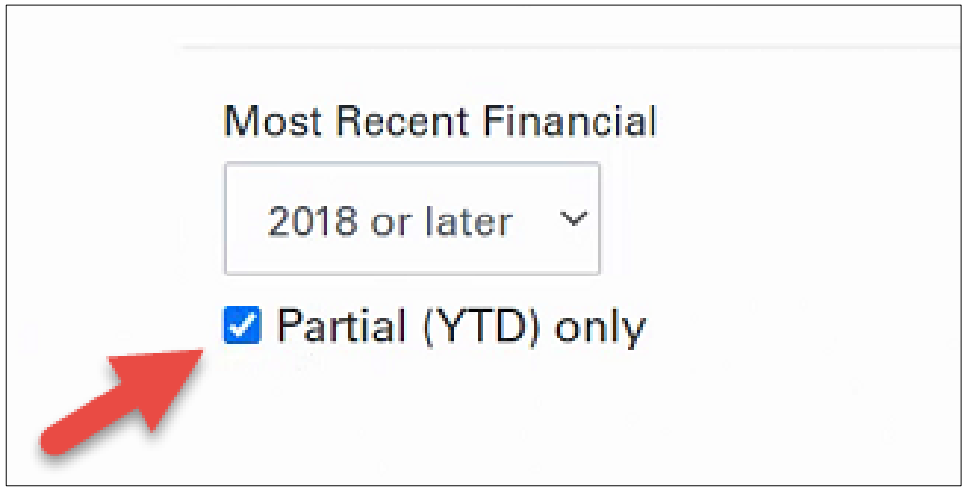
Quarterly / Year To Date Statements

6. From the Filters tab you can see the date range the **Most Recent Financials** represent



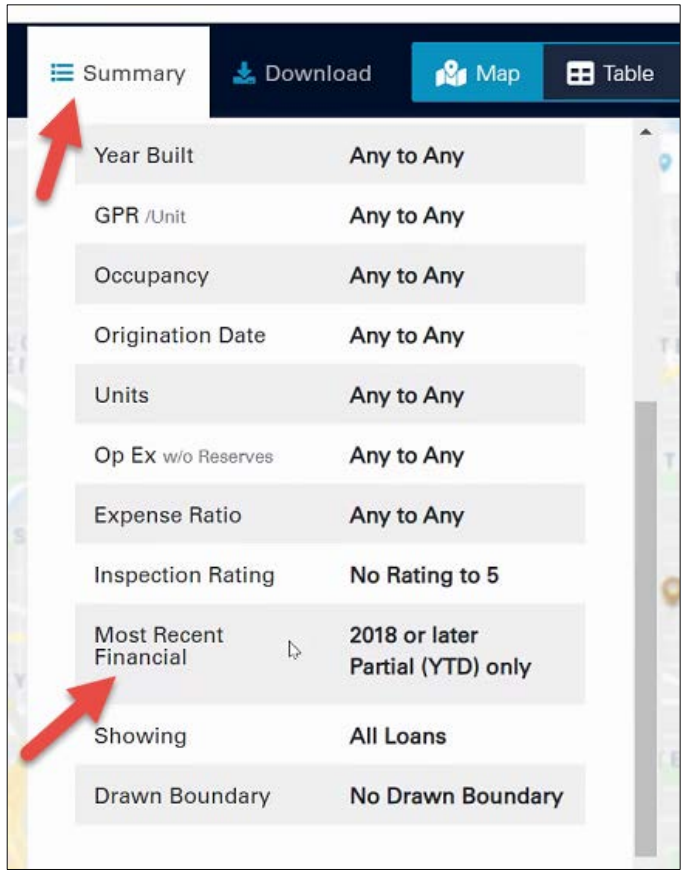
Quarterly / Year To Date Statements

6a. When selected it will return properties where partial year financial statements are available



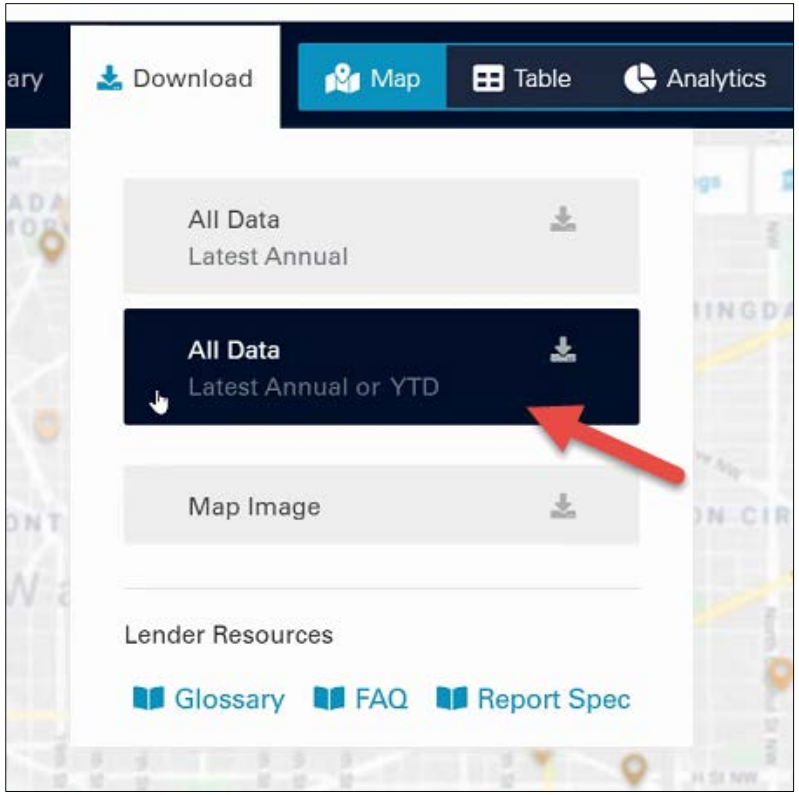
Quarterly / Year To Date Statements

7. You can view the **Most Recent Financials** by selecting the Summary tab



Quarterly / Year To Date Statements

8. Report returns all the properties in the comparable set with most recent financial statement data (which can be YTD or Annual, whichever is latest)



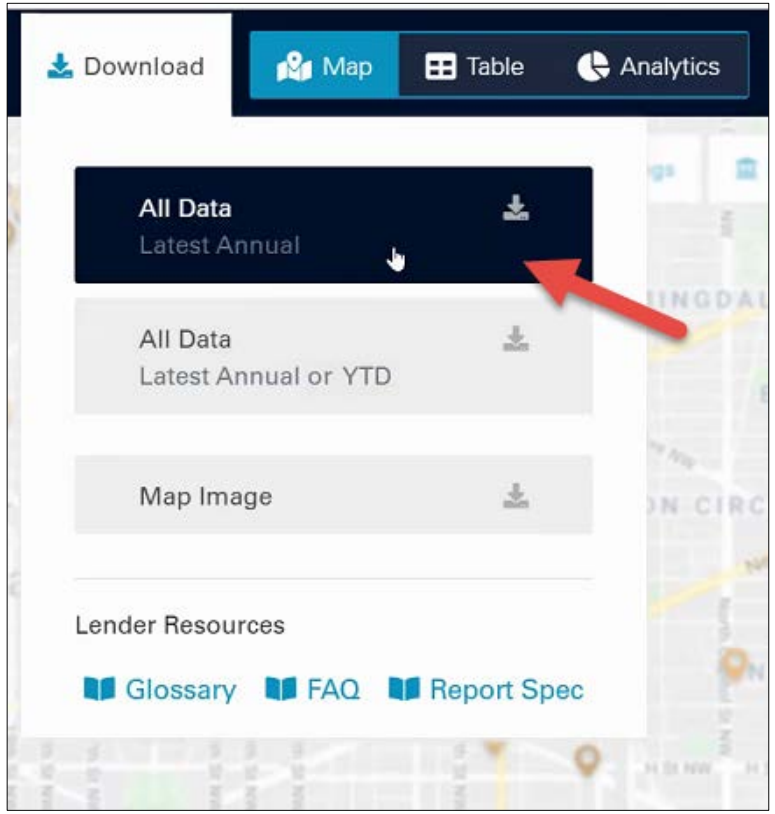
Quarterly / Year To Date Statements

8a. *Example*: Report of all the properties in the comparable set with most recent financial statement data (which can be YTD or Annual, whichever is latest)

T
Statement Type
YTD
Normalized
Normalized
Normalized
Normalized
YTD
Normalized
Normalized
YTD
Normalized
Normalized
Normalized
Normalized
Normalized
Normalized
Normalized
Normalized
Normalized
Normalized
Normalized
YTD

Quarterly / Year To Date Statements

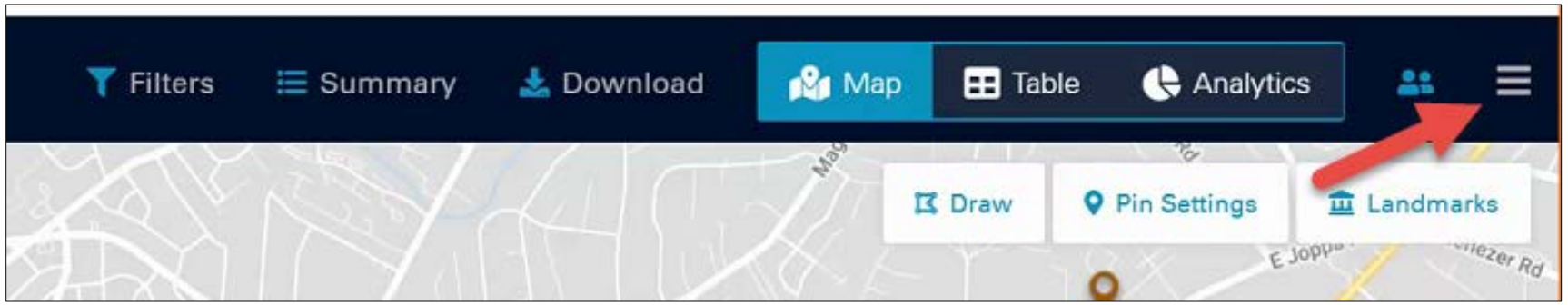
8b. The Report is still available to return all the properties in the comparable set with most recent Annual financial statement data



My Preferences

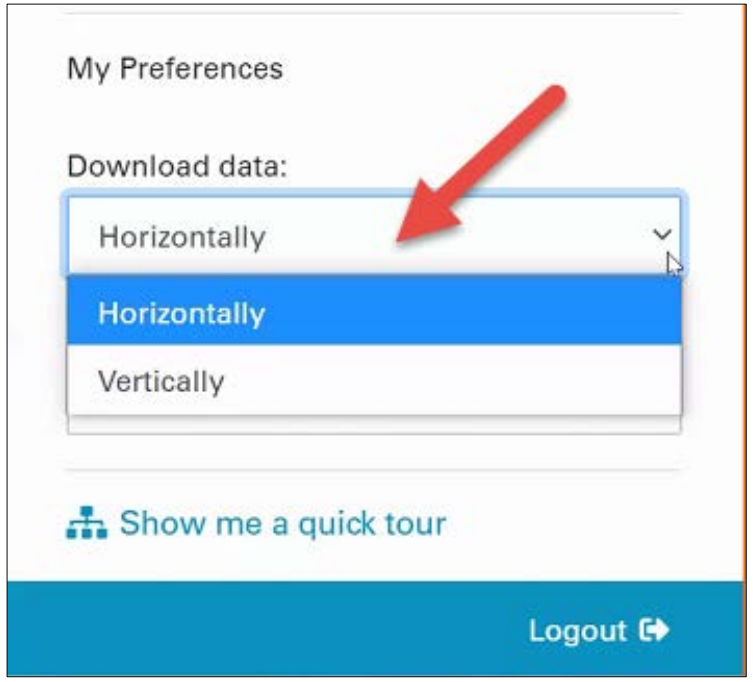
My Preferences

1. To customize “**My Preferences**”, select the preferences icon in the top right corner



My Preferences

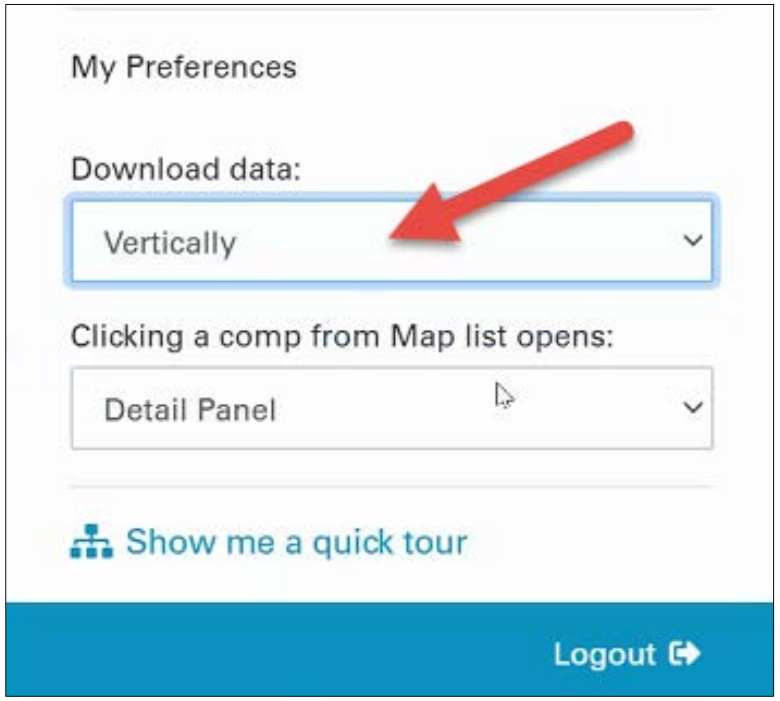
2. You can change your download data to **Vertically** or **Horizontally**



Note: By default, its selected to horizontal

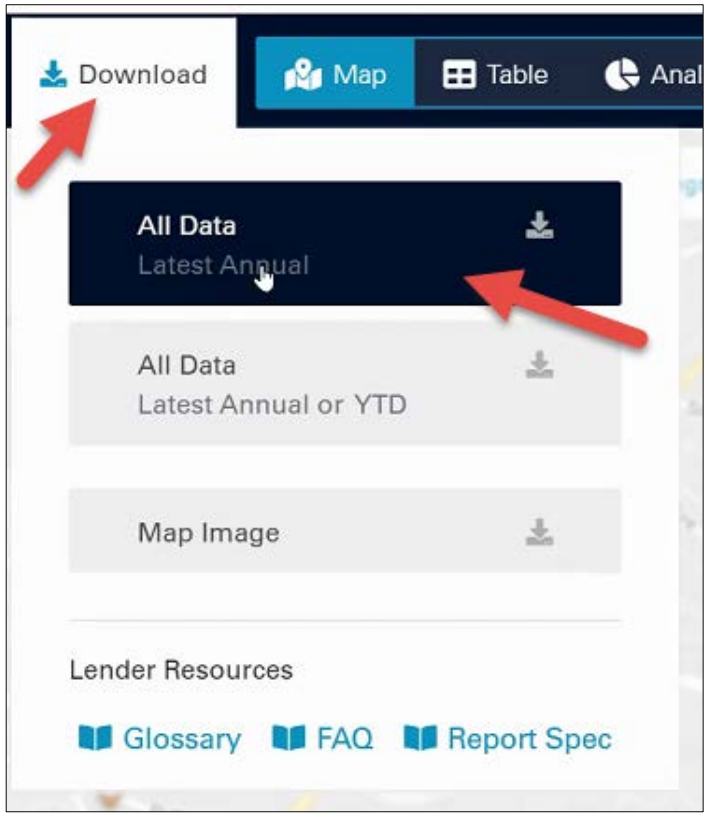
My Preferences

3. If desired, change your download data to **Vertically**



My Preferences

4. After changing to **Vertically**, you can view your Data from the **Download** button



My Preferences

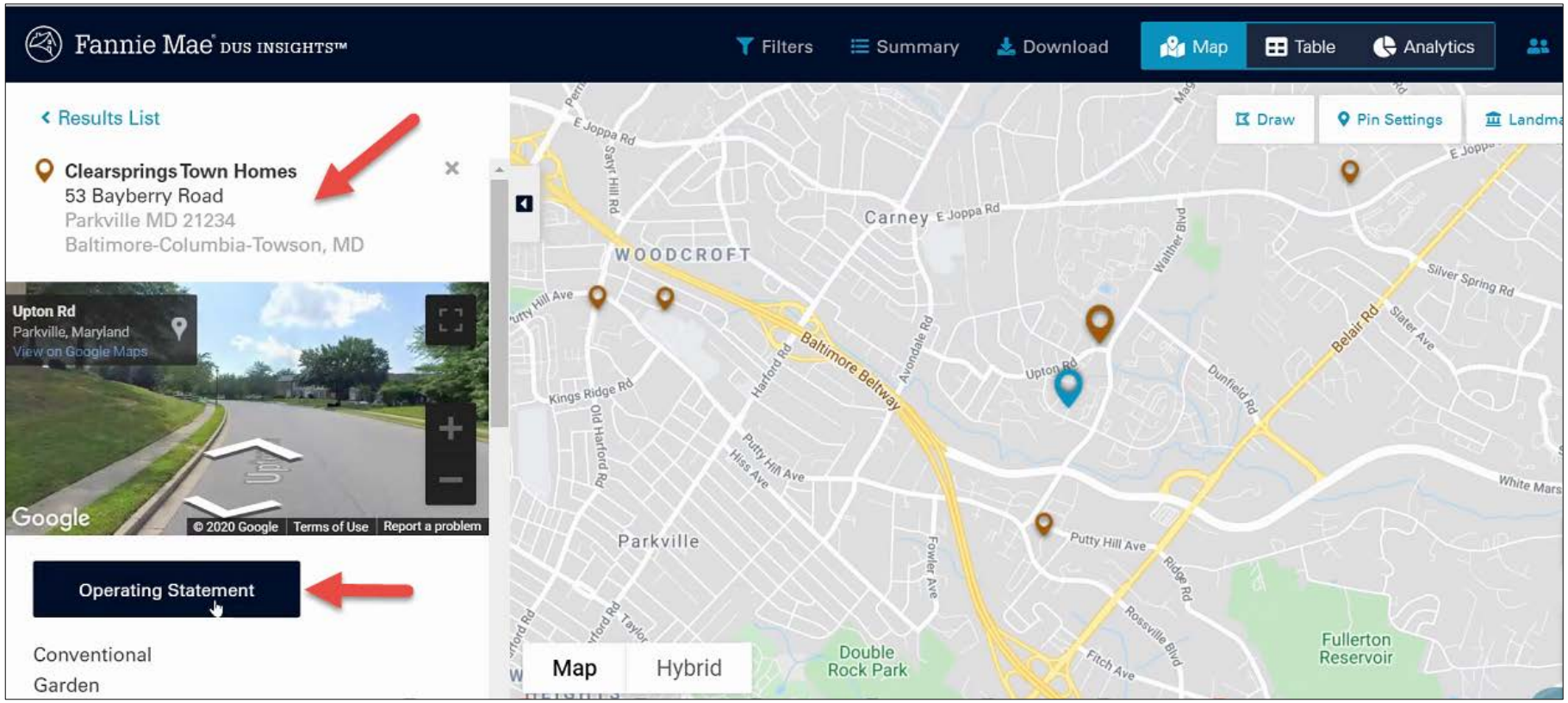
5. Each property is now in its separate column

	A	B	C	D
1	**Property Name**	Clearsprings Town Homes	The BLVD at White Springs	Spring Hill Apartments
2	**Property Address**	53 Bayberry Road	7935 Belridge Road	11 Springtowne Circle
3	**Property City**	Parkville	Nottingham	Baltimore
4	**Property State**	MD	MD	MD
5	**Property ZIP Code**	21234	21236	21234
6	**MSA**	Baltimore-Columbia-Towson, MD	Baltimore-Columbia-Towson, MD	Baltimore-Columbia-Towson, MD
7	**Property Type**	Conventional	Conventional	Conventional
8	**Year Built**	1979	1975	1985
9	**Units**	258	459	330
10	**Affordable Housing Type**	Not MAH	Not MAH	Not MAH
11	**Distance from the Subject Address**	0.2	0.5	1.3
12	**Property Value As of Date**	1/1/2016	11/16/2017	1/1/2012
13	**Property Value**	$45,218,475	$61,000,000	$43,900,000
14	**Inspection Rating Date**	8/12/2019	1/29/2020	9/10/2018
15	**Inspection Rating**	1	2	1
16	**Age Restricted**	No	No	
17	**Green Certification**	No	No	No
18	**Green Financing Type**			
19	**My Company Loan Indicator**	No	No	No
20	**Statement Type**	Normalized	Normalized	Normalized
21	**Statement End Date**	12/31/2019	12/31/2019	12/31/2019
22	**Gross Potential Rent**	$4,981,151	$6,407,566	$5,060,909
23	**Less: Vacancy Loss**	($321,742)	($635,611)	($178,260)

All Data (Amount) | All Data (Per Unit)

My Preferences

6. To show the data for one selected property, select **Property** then **Operating Statement**

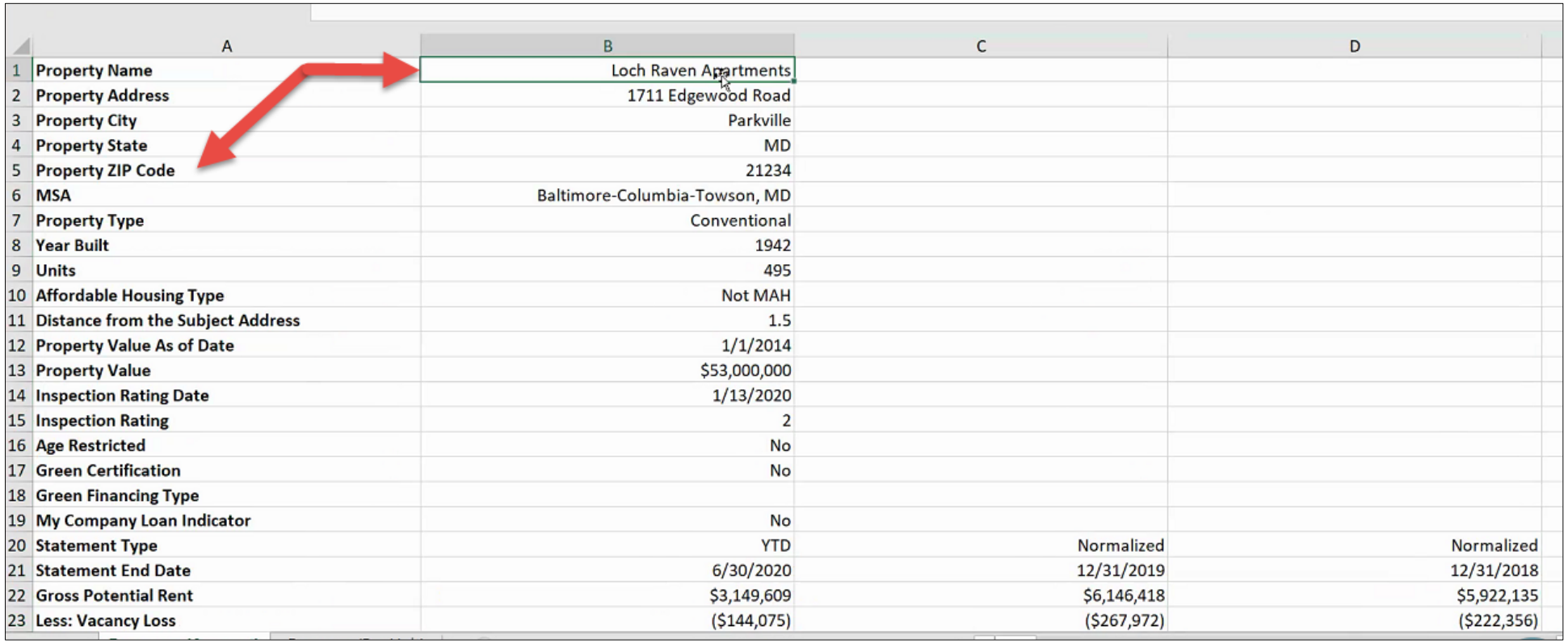


My Preferences

7. Click the **Download Expenses** button

My Preferences

8. It will now reflect the data for the individual selected property

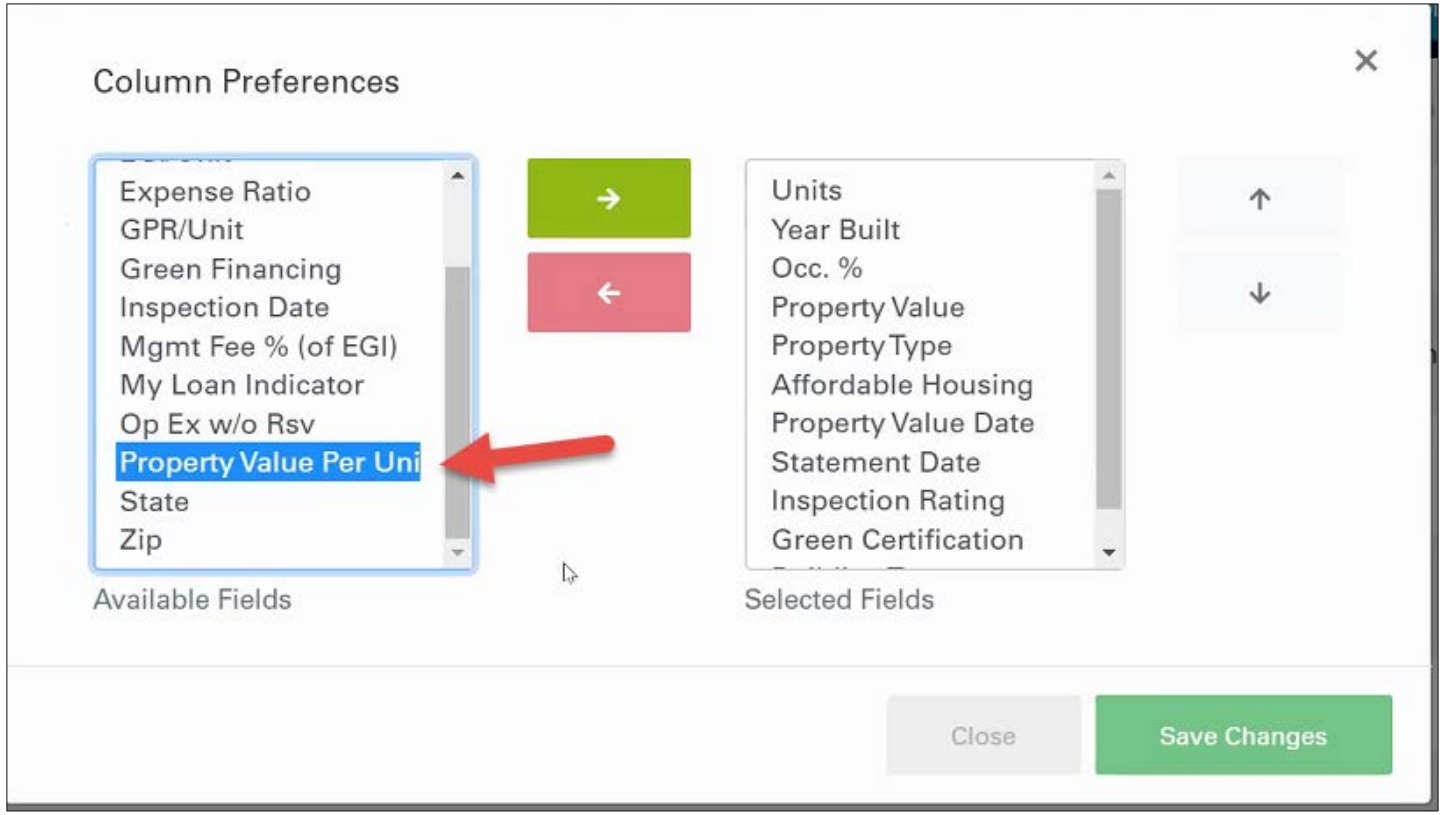


	A	B	C	D
1	**Property Name**	Loch Raven Apartments		
2	**Property Address**	1711 Edgewood Road		
3	**Property City**	Parkville		
4	**Property State**	MD		
5	**Property ZIP Code**	21234		
6	**MSA**	Baltimore-Columbia-Towson, MD		
7	**Property Type**	Conventional		
8	**Year Built**	1942		
9	**Units**	495		
10	**Affordable Housing Type**	Not MAH		
11	**Distance from the Subject Address**	1.5		
12	**Property Value As of Date**	1/1/2014		
13	**Property Value**	$53,000,000		
14	**Inspection Rating Date**	1/13/2020		
15	**Inspection Rating**	2		
16	**Age Restricted**	No		
17	**Green Certification**	No		
18	**Green Financing Type**			
19	**My Company Loan Indicator**	No		
20	**Statement Type**	YTD	Normalized	Normalized
21	**Statement End Date**	6/30/2020	12/31/2019	12/31/2018
22	**Gross Potential Rent**	$3,149,609	$6,146,418	$5,922,135
23	**Less: Vacancy Loss**	($144,075)	($267,972)	($222,356)

Property Value/Unit as a Column Choice

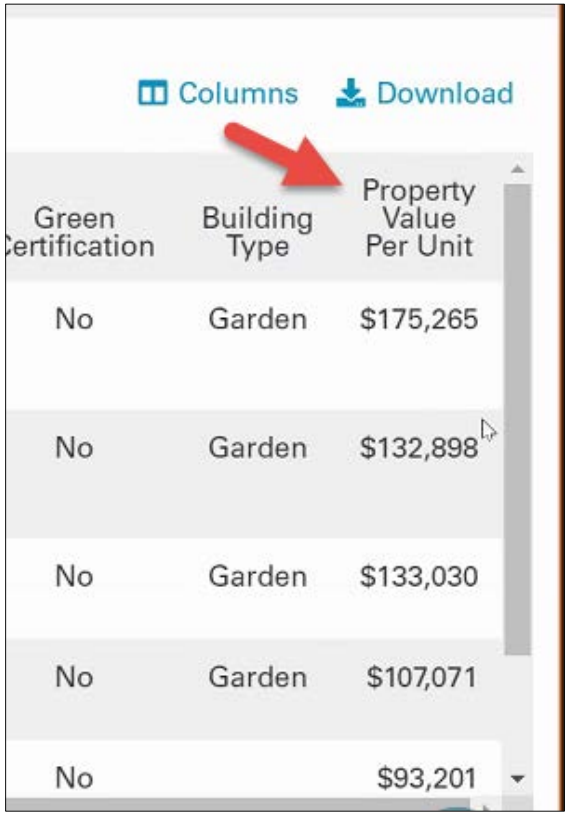
Property Value/Unit as a Column Choice

1. Go to **Table** and **Add Columns** to add the **Property Value Per Unit** to your Column Choice



Property Value/Unit as a Column Choice

2. The **Property Value per Unit** will now be available in your **Columns** view



***Note*:** After you save, it will appear in your view

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