



Frequently Asked Questions (FAQ) for DUS Gateway® Credit Facility Initial Advance Commitments

Overview

Fannie Mae is releasing a new Credit Facilities Commitment process in DUS Gateway®, which applies only to Mortgage Loans comprising the initial advance in a new Credit Facility that are rate locked on or after **April 5, 2024**. This improved process is part of our ongoing Acquisition Transformation initiative aimed at creating **more efficient, standardized, and self-serve processes for all Mortgage Loans and product types**. The new process provides a streamlined Commitment experience utilizing four new steps:



This FAQ guide provides tips for navigating this new process, as well as answers to questions that may arise during each step as you proceed from Rate Lock to Delivery. For more detailed steps, refer to the following job aids:

[Job Aid for DUS Gateway® Credit Facility Initial Advance Commitments](#)

[Job Aid for DUS Gateway® Credit Facility Initial Advance Commitments – Change Requests](#)

[Delivering Structured Transactions - MSFMS Job Aid](#)

If you have a question not covered in this document or are having trouble using the new Credit Facilities Commitment process, please submit a general inquiry to Fannie Mae using the Case function. A member of Fannie Mae’s Operations Acquisitions or Deal Team will reach out to you.



Useful Tips

Before you begin the new Credit Facilities Commitment process, please review these tips.

Prior to Starting the Credit Facilities Commitment Process

1. Ensure that the status of your deal is “Under Application”.
2. Ensure the correct Facility Option is selected as part of the Deal Decision process.
3. Select the correct Loan Option for logging your Rate Lock data.

NOTE: If a Rate Lock/Commitment has been logged using an incorrect Facility Option or Loan Option, and the Rate Lock status is “Accepted”, this error cannot be corrected by the user. You must submit a case to withdraw the erroneous Rate/Lock Commitment and restart the Commitment process using the correct Loan Option.

Finalizing all the Rate Lock/Commitments

4. Only finalize all your Rate Lock/Commitments when all the applicable Rate Locks are entered.
5. Check to see if your deal is in any of the states below. If so, you will **not** be able to finalize the Rate Lock/Commitment submission.
 - a. Resubmission;
 - b. Waivers in Pending Decision;
 - c. Decision Type on Quote is Authorization;
 - d. Authorization Condition is Not Satisfied/Pending; or
 - e. Quote/Pricing Expiration Date is in the Past.

Credit Facility Checks

6. Only save the final Credit Facility checks results once you ensure all the Rate Lock/Commitment, Final Underwriting, and additional information required on the Credit Facility Checks page is accurate. If any data correction(s) are required when the deal status is “Authorized to Close”, then submit a case per the [Change Requests Job Aid](#).
7. Ensure the **Final Loan Amount** of the Mortgage Loan is within **the Delivery Tolerance of the applicable Rate Lock/Commitment amount**. If not, the system will not proceed to Authorization to Close. After the Mortgage Loan “Authorization to Close” status has been changed to “Authorized”, the “Mortgage Loan Amount” entered must equal the Delivered Mortgage Loan Amount.



Frequently Asked Questions

Step 1: Rate Lock/Commitment

Step Summary: Lenders provide the final Rate Lock data elements, including Guaranty Fee, Servicing Fee, MBS Investor Price, and Index Rate, along with any changes to the Prepayment data within one (1) Business Day after obtaining the Rate Lock with the Investor.

Question	Answer
What is the timing requirement for submitting Rate Lock data?	Per the Operating Procedures in Part IV, Chapter 6: Structured Transactions, Section 603.02: MBS Mortgage Loans of the Multifamily Guide , you should enter and save the Rate Lock data on the “Rate Lock/Commitment” page within one (1) Business Day after obtaining the Rate Lock with your Investor.
When do I finalize all my Rate Lock/Commitments for a Mortgage Loan?	When you have entered complete and final data for all the applicable Rate Lock/Commitments for the Mortgage Loans comprising the initial advance, you may click the “Finish Rate Lock/Commitment” button to automatically validate each of them. The validation process will update the status of each Rate Lock/Commitment to either “Accepted”, if it passed all the validations, or “Submitted for Review”, if any failures require review and action by the Fannie Mae Operations team.
Can I edit the data I provided once a Rate Lock/Commitment has been “Accepted” or “Submitted for Review” if there is a data change or to correct a mistake?	<ol style="list-style-type: none"> 1. Rate Lock/Commitment data cannot be edited if the status is “Accepted” or “In Review”. You must submit a case per the Change Requests Job Aid. 2. Records in a “Submitted for Review” status can be edited by clicking on the “Unlock” button provided they have not been picked up for review by Fannie Mae. Refer to the Job Aid for DUS Gateway® Credit Facility Initial Advance Commitments for more guidance. 3. Records in “Draft” status may always be edited by the user.
Can I log a new Rate Lock/Commitments once all the Rate Lock/Commitments have been “Accepted” and Deal Status = Committed?	A new Rate Lock/Commitment cannot be entered if all the Rate Lock/Commitments have been “Accepted” and the “Deal Status” = “Committed”. If Deal Status is still “Under Application” and Rate Lock/Commitment(s) are “Submitted for Review”, then you can contact the Fannie Mae Operations team via the Change Requests function.
Can I resubmit a deal for a new loan option when all Rate Lock/Commitments have been “Accepted” and the deal status goes to “Committed”?	Resubmission for new Loan Options is not permitted when the deal status is “Committed.” If you wish to do so, you will need to withdraw the current Rate Lock/Commitment and provide a reason for the withdrawal. Instructions for withdrawing a Rate Lock/Commitment can be found in the Change Requests Job Aid .
Can I enter Streamlined Rate Loans and non-Streamlined Rate Locks through this new process?	You can enter both Streamlined Rate Loans and non-Streamlined Rate Locks using this new process. However, if the Mortgage Loans comprising the initial advance will be Rate Locked using both the Streamlined Rate Lock option and the non-Streamlined Rate option, you must not click on “Finish Rate Lock/Commitment” until all the applicable Rate Locks for the Credit Facility are entered.



Step 2: Final Underwriting

Step Summary: Lenders upload the final underwriting information for the Properties securing the Mortgage Loans that comprise the initial advance in the Credit Facility.

Question	Answer
Where can I find the Final Underwriting Property Financials upload template?	<ol style="list-style-type: none"> 1. Preliminary and Final Underwriting upload templates are the same and can be found here: DUS Gateway Upload Template: Property Financials. 2. The Individual Template can be downloaded for each Mortgage Loan via the “Download Template” button on the “Property Tab”. It will provide a unique property ID for each record to correctly associate the Property financials for that Mortgage Loan. Refer to the Job Aid for DUS Gateway® Credit Facility Initial Advance Commitments for detailed steps.

Step 3: Credit Facility Checks

Step Summary: Lenders can adjust the Final Loan Amount, including the Delivery Tolerances, and provide final details pertaining to variable tranches, if applicable. Then, Lenders can run automated tests to determine the Credit Facility level compliance checks before moving to the last step, Authorization to Close.

Question	Answer
What is the basis for the data validations and calculations that the system performs when checking a Credit Facility?	Guidance for Individual and Facility level calculations can be found in the Credit Facilities – Facility Debt Service and Strike Rate Calculation Guidance and DSCR Guidance Job Aid . For additional questions, reach out to your Fannie Mae Deal Team.
Can I update my final loan amount to include any applicable Delivery Tolerances for the Delivered Mortgage Loan Amounts?	You have the option to update your final Delivered Mortgage Loan amount within the Delivery Tolerance of the Rate Lock/Commitment amount per Part IV, Chapter 4: Delivery, Section 405.01: Acceptability and Delivery Tolerance of the Multifamily Guide .
Can I use the new Credit Facility Checks functionality to validate whether a deal will meet Fannie Mae’s Underwriting requirements prior to Commitment?	<p>We encourage Lenders to use Credit Facility checks prior to finalizing the Rate Lock/Commitment. You can start by updating all the Rate Locks, keeping them in “Draft” status and uploading the Property final Underwriting data to run the checks.</p> <p>Please do not save the Credit Facility checks until you are ready to proceed to the Authorization to Close step as this will finalize the checks and you will be unable to make additional changes.</p>
Can I edit the data provided after saving the Credit Facility checks if there is a data change or to correct a mistake and rerun the Credit Facility checks?	If you need to correct data, please submit a data correction request. Instructions can be found in the Change Requests Job Aid .
What happens if a deal does not pass the Credit Facility checks?	Verify if the Rate Lock/Commitment and Final Underwriting (UW) data is accurate. If required, you can reupload Final UW data. If the Rate Lock is editable, then make necessary correction(s). If Rate Locks are locked, then submit a case to submit a data correction. Instructions on submitting a case to submit a data correction can be found in the Change Requests Job Aid .



	If you consider all the data to be correct and are unsure why your deal is not passing the Credit Facility checks, please submit a general inquiry to Fannie Mae using the Case function under the “More” section at the top of DUS Gateway home page.
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Step 4: Authorization to Close

Step Summary: Lender obtains an Authorization to Close after successful submission and validation of Credit Facility level compliance checks using the Rate Lock/Commitment and Final Underwriting data.

Question	Answer
What is the process if I find any discrepancies in the Authorization to Close data?	First, identify in which step of the process the discrepancy occurred. Then, submit a case to submit a data correction. Instructions on how to do so can be found in the Change Requests Job Aid .
Will there be a printable version of the Authorization to Close to supply to my Warehouse lender?	Yes, after the Mortgage Loan “Authorization to Close” status has been changed to “Authorized”, you can generate a PDF of both the Rate Lock/Commitment document and the Authorized to Close document. Please refer to the Job Aid for DUS Gateway® Credit Facility Initial Advance Commitments for detailed steps.

Delivery Process in Multifamily Structured Facility Management System (MSFMS)

After completing the Commitment process in DUS Gateway, Lenders must also proceed to enter the deal in MSFMS.

Question	Answer
Must the Lender still use the data delivery process in MSFMS for the initial advances of Credit Facilities deals that are using the new Commitment process in DUS Gateway?	After April 5, 2024, Lenders will continue to use MSFMS for the delivery of Credit Facilities – Initial Advances. As soon as Lenders register the deal in DUS Gateway, the Credit Facility must also be registered in MSFMS. This will facilitate the functionality for Fannie Mae to automatically transfer data from DUS Gateway into MSFMS to reduce the need to rekey data that the Lender has already provided. At Delivery, the Lender should review prepopulated data while providing any remaining data in MSFMS prior to submitting the transaction for Fannie Mae review.

Miscellaneous

Question	Answer
What is Fannie Mae’s API strategy for Credit Facilities?	API is Fannie Mae’s preferred choice of data intake method, and we are actively working towards enabling APIs in sequential order – Registration, Submission, Resubmission, Commitment and Delivery.
When will the Commitment process for Credit Facility Collateral events be available in DUS Gateway?	The Commitment process for Additions and Borrow-ups is currently scheduled to become functional in DUS Gateway by the end of 2024.