



Job Aid: Guidance for Entering Property Addresses in Acquisition Systems

Multifamily Acquisitions





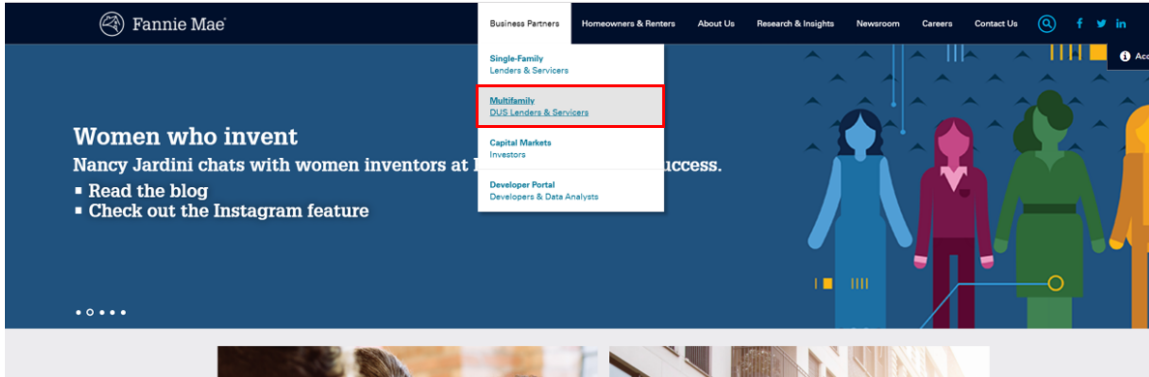
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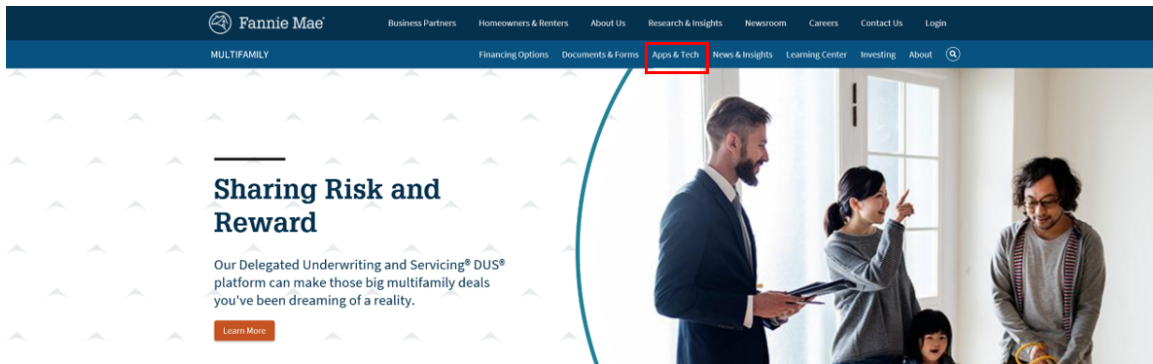
Note: Click on the relevant section in the Contents table above to be navigated there.

Navigating to C&D

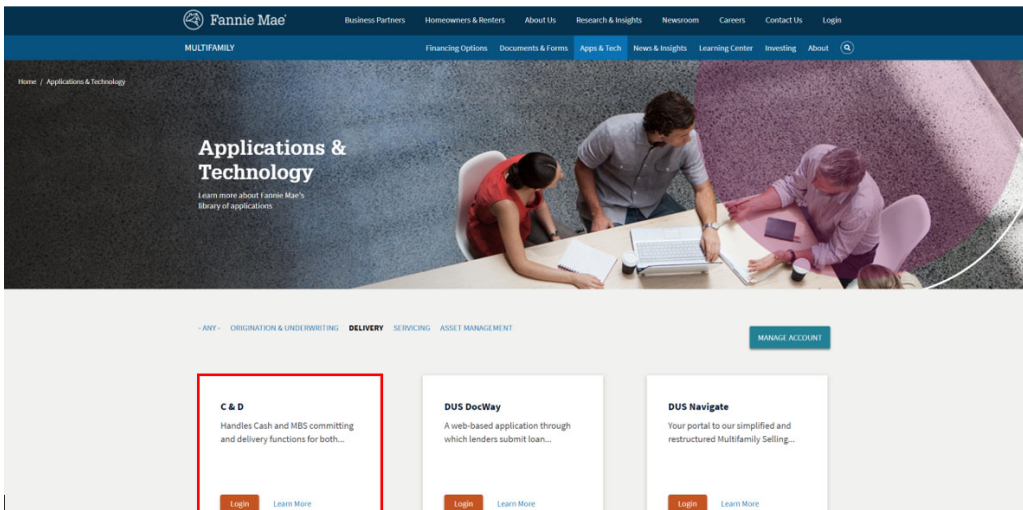
1. Go to Fannie Mae's website: <http://www.fanniemae.com/portal/index.html>.
2. Click on the "Business Partners" dropdown; then select "[Multifamily](#)".



3. Click on the "[Apps & Tech](#)" link.



4. Under Applications, click on the "[C&D](#)" link.





5. Select "Create New Deal."

Transaction Listing: By Deal

Summary By Deal

What do you want to do? **Create New Deal**

Deal Pipeline

Deal Name	Fannie Mae Seller	Total Funding in Deal (\$)	# Commitments	Deal Last Updated

6. Click on "Register Deal."

Registration/Contacts

Registration / Contacts Information

Register Deal | Reset | Cancel

Deal Information

Deal ID

Fannie Mae Seller Name & Number

Deal Name

Registration Information

Seller Contact Name

Seller Contact Phone

FINC Information

NAM Name

NAM E-mail

Deal Last Updated

Seller Deal ID

Seller Contact E-mail

Seller Contact Fax

NAM Phone

Register Deal | Reset | Cancel

7. Click on "By Deal" to select desired deal.

Transaction Listing: By Deal

By Deal | By Funding | By Commitment | Seller Profile

Summary By Deal

What do you want to do? Select | Delete Deal

Deal Pipeline

Deal Name	Fannie Mae Seller	Total Funding in Deal (\$)	# Commitments	Deal Last Updated

Main Circle Apartments

8. Select "Collateral," then click on the collateral reference number.

Collateral

Deal Name: Main Circle Apartments Deal ID: 40348

Register | Comments | **Collateral** | Participants | Hedges | Loans | Bonds | Financing Options | Change Requests

Collateral

Collateral Reference Number	Collateral Name / ID	Collateral Type	Collateral Value (\$)	Association Type	Collateral Last Updated	Redeem/Select
856082593	Main Circle Apartments	Property			06/30/2019 3:56 PM	MP Test User 8

Add New | Select | Delete Collateral



General Guidance for Entering Property Addresses in Acquisition Systems

- A Property securing a Mortgage Loan will often consist of multiple parcels of real estate (as indicated on the legal description describing the Property). The parcels will either be contiguous (i.e., adjacent to each other within a larger plat of real estate) or non-contiguous (i.e., parcels of land that do not share common boundaries).
- Each unique property entered in DUS Gateway and listed in the Fannie Mae Response Letter (Quote) must be entered as a separate Property Collateral record in the Acquisition system.
 - Each Property Collateral record must be associated to the Commitment at the time of submission.
- The Property Name provided for each Property Collateral record entered must uniquely identify that parcel of the Property and it should be consistently displayed in all documentation and systems (e.g., systems, such as DUS Gateway and C&D, the Underwriter's Narrative, Form 4662, Schedule 2 to Multifamily Loan Agreement – Summary of Loan Terms, etc.).
- If the street address is used as the Property Name in the Collateral record for any parcel, the designation "Apartments/Townhomes/Cooperatives/Building" as applicable, should follow the address (e.g., 101 Main Street Apartments).
- Do not use any variation of the name of the Borrower for the Property Name (e.g., John Jones or Jones Trust). No names related to natural persons should be delivered as the Property Name.
- Do not use the Portfolio Name as the Property Name when the Property is included in a portfolio of Mortgage Loans; please use the Property's commonly known name.
- Supplemental Mortgage Loans must be delivered in the same manner as the Pre-Existing Mortgage Loan (both on the Collateral screen and in Schedule 2 to the Multifamily Loan Agreement). **The addresses for both Pre-Existing Mortgage Loans and Supplemental Mortgage Loans should be the same addresses and count of collateral records.** Please work with your Analyst if the address needs to be modified for any Pre-Existing Mortgage Loan (i.e., data in C&D and/or data on Form 4662).
- No punctuation is permitted in the Property Name or the Primary Property Address.
 - No punctuation is permitted in the Additional Property Address(es) except for hyphens used to specify ranges of contiguous parcels.
- The primary property address and all additional property addresses, if applicable, entered on the Property Collateral screen in C&D for each parcel need to be included in the Loan Agreement.
- All addresses must be correct and should conform to [USPS Postal Addressing Standards](#), including the use of abbreviations. The [ZIP Code Lookup Tool](#) can verify whether an address is a deliverable address having a valid city name and postal code.
- A singular address (i.e., not a range of addresses) should be entered as the primary address.
 - This singular address may be the management office if it is part of the collateral securing the Mortgage Loan.
 - For phased properties, if different phases of the same property secure different Mortgage Loans each collateral record must use a unique address.
 - If no management office exists, or if the management office is not located on the Property securing the Mortgage Loan, then the Lender must select a singular address other than the management office address.
- The word "County" should not be included in the "County" data field because it is redundant (e.g., enter "George" instead of "George County"). If there is no County, please enter "N/A."



Specific Guidance for entering property addresses

For each unique property entered in DUS Gateway and listed on the Fannie Mae Response Letter (Quote) create separate Property Collateral records in the Acquisition system.

For each Property Collateral record:

Primary Address Section:

- Lender selects a singular property address (not a range of addresses such as 100-201 Oak Street) that is part of the collateral securing the Mortgage Loan and enters it in the Primary Address Section on the Collateral Page.
- Address Line 2 must no longer be used for additional addresses.
- Follow **General Guidance** for entering addresses.

Additional Property Address Section:

- If the property collateral record is comprised of non-contiguous parcels, additional addresses should be used to describe the property more accurately.
- Additional addresses should not be used to represent separate properties.
- Additional property addresses should be added to the Additional Property Address section when applicable.
- Address Line 2 should not be used for additional addresses.
 - Ranges can be used in the Additional Property Address section. Please see the guidance provided below.



Examples

Additional Addresses

DUS Gateway

Deal
The Lofts at SoDoSoPa

Deal Amount | Originator | Lender Contact | Workflow Status | Deal Status | Submission Type

Properties | Details | Participants | Pre-review/Waiver | Deal Documents | Loan Options | Pricing | More

Properties (1) | Settings | Refresh | New Deal Analytics

1 item • Sorted by Property Name • Updated a minute ago

<input type="checkbox"/>	Property Name ↑	Property Type	MAH	Number of...	Address	Year Built /...	PDR F
1	The Lofts at SoDoSoPa	Conventional Multifamily	No	86	1903 SOUTH ST SOUTH PARK CO 80440	2020 /	

[View All](#)

Fannie Mae Response Letter (Quote)

Properties:

Property Name	Property Address
The Lofts at SoDoSoPa	1903 SOUTH ST, SOUTHPARK, CO, 80440



C&D Property Collateral Short Property Section

Property Collateral
Deal Name: [The Lofts at SoDoSoPa](#) Deal ID: [\[Link\]](#) [Upload](#)

Register | Commitments | **Collateral** | Participants | Hedges | Loans | Bonds | Financing Options | Change Requests

Property Collateral
Collateral

[Validate Property Collateral](#) [Reset](#)

Association						
Loans	Seller Loan Number	Commitment Expiration Date	Commitment Amount (\$)	Actual UPB (\$) at Acquisition (Per Fannie Mae Participation)	Note Date (mm/dd/yyyy)	Maturity Date (mm/dd/yyyy)
Commitments	Commitment Number	Execution Type	Commitment Amount (\$)		Commitment Expiration Date	
		MBS				

Property References
Collateral Reference Number Property ID

Short Property

Property Name	+ The Lofts at SoDoSoPa	Property Financial Type	+ Base
Property Type (Definition)	+ Multifamily	Age Restricted (as defined in the Housing for Older Persons Act (HOPA))?	+ No
Green Building Certification	+ Organization : Not Applicable Certification : Select... Version : Select... Level : Select...	Is Green Building Certification Final?	Select...
Primary Property Address	Address 1 : 1903 South Street Address 2 : Lot & Block Description : City : South Park State & Postal Code : CO 80440 County : Park	Continuum of Care Residential Community Property?	Select...

Additional Property Addresses

Delete	Property ID	Address 1	Address 2	Lot & Block Description	City	State & Postal Code	County
<input type="checkbox"/>		1905-1907 South Street			South Park	CO 80440	Park

[Add New Row](#) [Delete Selected](#)

C&D Commitment Property Association Section

Property Association				
Select	Collateral Reference Number	Collateral Name/ID	Address 1/Lot & Block Description	City, State & Zip
<input checked="" type="checkbox"/>		The Lofts at SoDoSoPa	1903 South Street	South Park, CO 80440



Non-Contiguous Parcels

DUS Gateway

Deal
North Charleston and West Ashley

Deal Amount Originator Lender Contact Workflow Status Deal Status Submission Type

- Properties**
- Details
- Participants
- Pre-review/Waiver
- Deal Documents
- Loan Options
- Pricing
- More

Open in New Tab

Map Satellite

Map data ©2022 Google

Properties (2) Settings Refresh New Deal Analytics

2 items • Sorted by Property Name • Updated 36 minutes ago

<input type="checkbox"/>	Property Name ↑	Property Type	MAH	Number of...	Address	Year Built /...	PDR Flag /
<input type="checkbox"/>	North Charleston Village	Conventional Multifamily	Yes	40	457 NORTH BLVD NORTH CHARLESTON SC 29405	1998 /	
<input type="checkbox"/>	West Ashley Apartments	Conventional Multifamily	Yes	40	632 PALMETTO DR CHARLESTON SC 29407	1998 /	

[View All](#)

Fannie Mae Response Letter (Quote)

Properties:

Property Name	Property Address
North Charleston Village	457 NORTH BLVD, NORTH CHARLESTON, SC, 29405
West Ashley Apartments	632 PALMETTO DR, CHARLESTON, SC, 29407



C&D Collateral Summary

Collateral

Deal Name: North Charleston and West Ashley Deal ID:

[Upload](#)

[Register](#) [Commitments](#) [Collateral](#) [Participants](#) [Hedges](#) [Loans](#) [Bonds](#) [Financing Options](#) [Change Requests](#)

Collateral

Delete Select	Collateral Reference Number	Collateral Name / ID	Collateral Type	Collateral Value (\$)	Association Type	Collateral Last Updated	Redeliver Select
	9000000001	North Charleston Village	Property	2,000,000.00	Commitment - 000001 Loan - 12345		<input type="checkbox"/>
	9000000002	West Ashley Apartments	Property	3,000,000.00	Commitment - 000001 Loan - 12345		<input type="checkbox"/>

Add New

C&D Property Collateral Short Property Section

Property Collateral

Deal Name: North Charleston and West Ashley Deal ID:

[Upload](#)

[Register](#) [Commitments](#) [Collateral](#) [Participants](#) [Hedges](#) [Loans](#) [Bonds](#) [Financing Options](#) [Change Requests](#)

Property Collateral

Collateral

Association

Loans	Seller Loan Number	Commitment Expiration Date	Commitment Amount (\$)	Actual UPB (\$) at Acquisition (Per Fannie Mae Participation)	Note Date (mm/dd/yyyy)	Maturity Date (mm/dd/yyyy)
	12345	mm/dd/yyyy	3,000,000.00	3,000,000.00	mm/dd/yyyy	mm/dd/yyyy

Commitments	Commitment Number	Execution Type	Commitment Amount (\$)	Commitment Expiration Date
	000001	MBS	3,000,000.00	mm/dd/yyyy

Property References

Collateral Reference Number	Property ID
9000000001	

Short Property

Property Name	Property Financial Type
+ North Charleston Village	+ Base

Property Type (Definition)	Age Restricted (as defined in the Housing for Older Persons Act (HOPA))?
+ Multifamily	+ No

Green Building Certification	Is Green Building Certification Final?
+ Organization : Not Applicable	Select...

Primary Property Address	Continuum of Care Residential Community Property?
Address 1 : 457 NORTH BLVD Address 2 : Lot & Block Description : City : NORTH CHARLESTON State & Postal Code : SC 29405 County : CHARLESTON	Select...

Additional Property Addresses

Delete	Property ID	Address 1	Address 2	Lot & Block Description	+ City	+ State & Postal Code	+ County



Property Collateral
Deal Name: North Charleston and West Ashley **Deal ID:** [Upload](#)

Register | **Commitments** | **Collateral** | Participants | Hedges | Loans | Bonds | Financing Options | Change Requests

Property Collateral
Collateral

Validate Property Collateral | Reset

Association						
Loans	Seller Loan Number	Commitment Expiration Date	Commitment Amount (\$)	Actual UPB (\$) at Acquisition (Per Fannie Mae Participation)	Note Date (mm/dd/yyyy)	Maturity Date (mm/dd/yyyy)
	12345	mm/dd/yyyy	3,000,000.00	3,000,000.00	mm/dd/yyyy	mm/dd/yyyy
Commitments	Commitment Number	Execution Type	Commitment Amount (\$)	Commitment Expiration Date		
	000001	MBS	3,000,000.00	mm/dd/yyyy		

Property References

Collateral Reference Number	9000000002	Property ID	
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Short Property

Property Name	+ West Ashley Apartments	Property Financial Type	+ Base
Property Type (Definition)	+ Multifamily	Age Restricted (as defined in the Housing for Older Persons Act (HOPA))?	+ No
Green Building Certification	+ Organization : Not Applicable Certification : Select... Version : Select... Level : Select...	Is Green Building Certification Final?	Select...
Primary Property Address	Address 1 : 632 PALMETTO DR Address 2 : Lot & Block Description : City : CHARLESTON State & Postal Code : SC 29407 County : CHARLESTON	Continuum of Care Residential Community Property?	Select...

Additional Property Addresses

Delete	Property ID	Address 1	Address 2	Lot & Block Description	City	State & Postal Code	County

Add New Row | Delete Selected

C&D Commitment Property Association Section

Property Association				
Select	Collateral Reference Number	Collateral Name/ID	Address 1/Lot & Block Description	City, State & Zip
<input checked="" type="checkbox"/>	9000000001	North Charleston Village	457 NORTH BLVD	NORTH CHARLESTON, SC 29405
<input checked="" type="checkbox"/>	9000000002	West Ashley Apartments	632 PALMETTO DR	CHARLESTON, SC 29407

Contact Information

Team	Email
Multifamily Acquisitions (Conventional & Affordable)	mf_acquisitions_lenderservice@fanniemae.com
Data Change Team	mf_acquisitions_lenderservice @fanniemae.com
Certification & Custody Team	MultifamilyCertification-Group-FWD@fanniemae.com
Multifamily Disclosure	mfmbds_disclosureqa@fanniemae.com
DUS DocWay	DUSDocWay_Support@fanniemae.com
DUS Gateway	DUSGateway_Support@fanniemae.com
Technology Support Center Assistance	1-800-2FANNIE, press 1 then 1