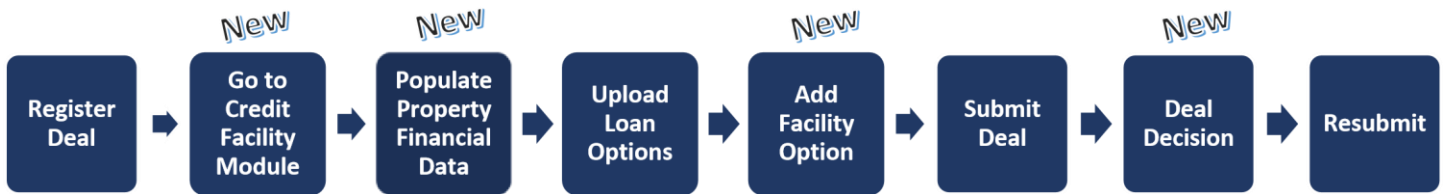


## Job Aid for DUS Gateway Credit Facilities

This guide highlights enhancements made to DUS Gateway® to capture additional information for Multifamily Credit Facility deals. This will help you take advantage of the new and updated functionality related to Credit Facility Module, Property Financials, Facility Options and Deal Decision processes.

This job aid will provide you with the steps necessary to provide additional data to submit new Credit Facility deals in DUS Gateway.



### Contents

- A. Register Deal as Usual ..... 2
- B. Go to Credit Facility Module *(New)* ..... 2
- C. Populate Property Financial Data *(New)* ..... 2
- D. Upload Loan Options as Usual ..... 7
- E. Edit Facility Options *(New)* ..... 7
- F. Add Facility Options *(New)* ..... 8
- G. Submit for Review as Usual ..... 9
- H. Decision the Deal to Won *(New Enhancement)* ..... 9
- I. Resubmission as Usual ..... 10
- J. Appendix .....11
  - 1. Property Financials Field Descriptions.....11
  - 2. Facility Options Field Descriptions .....17
  - 3. API (For Developers) .....19



# Credit Facility Overview

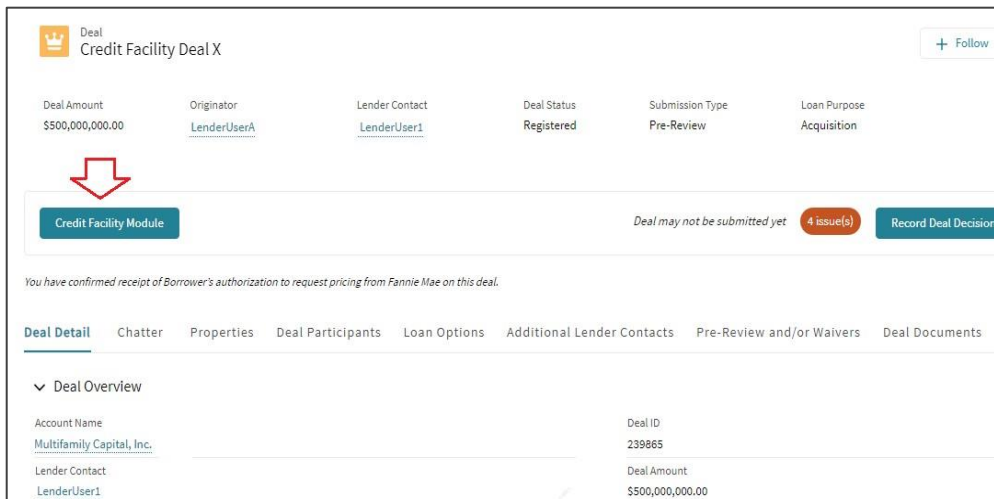
The Credit Facility solution is a unified user experience and a modern platform that will transform the end-to-end process and systems. Our Solution provides a high-value, seamless customer experience for both Fannie Mae Multifamily teams and users to set up and manage a Credit Facility (initial advance).

**NOTE:** This will only be for Structured = 'Credit Facility'.

## A. Register Deal as Usual

## B. Go to Credit Facility Module (New)

1. Select the **Credit Facilities Module** button



2. This will take you to a module with three tabs:
  - a. **Preliminary Underwriting (New)** – allows users to run property level underwriting tests directly in DUS Gateway.
  - b. **Loan Option** - allows users to upload Loan Options.
  - c. **Facility Options (New)** – enables users to request up to 3 facility options at various Debt Service Coverage Ratio (DSCR) and Loan to Value (LTV) levels.
3. By default, the first tab is the Preliminary UW

## C. Populate Property Financial Data (New)

DUS Gateway has been enhanced to capture property level financial data within DUS Gateway. This includes individual property level financial data such as income, expenses, DSCR, LTVs, etc.

You will be able to add **financial data for properties** under a new Credit Facility deal (via the User Interface (UI) or via file upload). It can also be added directly from your own system via Application Programming Interface (API). New Initial Advance Credit Facility deals registered after 6/22/2023 must have this information for all properties to be submitted.



- For the list of data fields to be entered along with their descriptions, go to the following link in the Appendix: [Property Financials Field Descriptions](#).

**Note:** You can add data for each property into Property Financials one of 3 ways:

- **Bulk Upload Financials**
- **Manual entry**
- **API Communication**

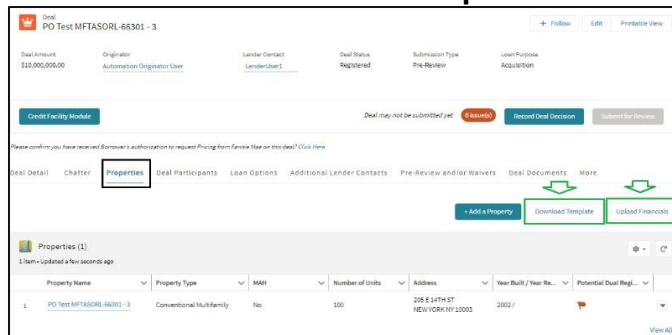
## 1. Bulk Upload Property Financials

**Purpose:** Provide the ability to automatically populate Property Financial data in bulk for all properties related to a Credit Facility Deal.

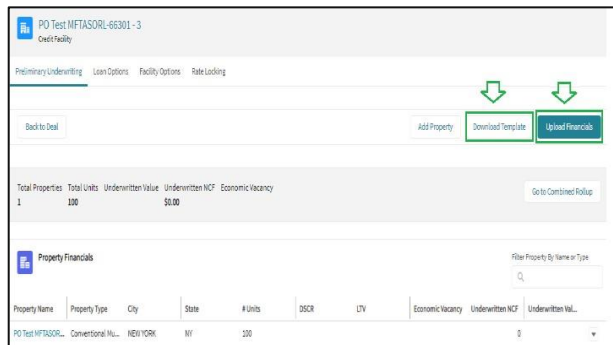
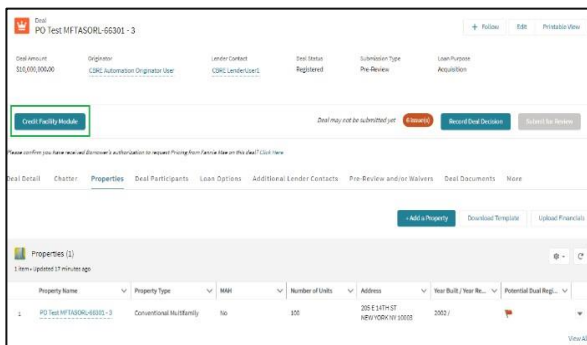
The following 2 new buttons are available on a registered Credit Facility Deal:

- Download Template** – to allow you to create a template you can fill in prior to the Property Financial upload.
- Upload Financials** – to allow you to upload financial data automatically.

The buttons can be found via the **Properties** tab




or by selecting the Credit Facility Module button.

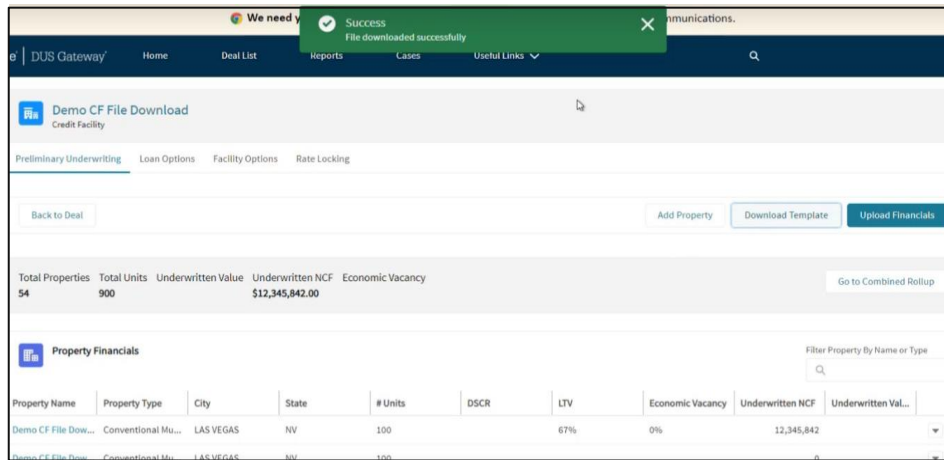




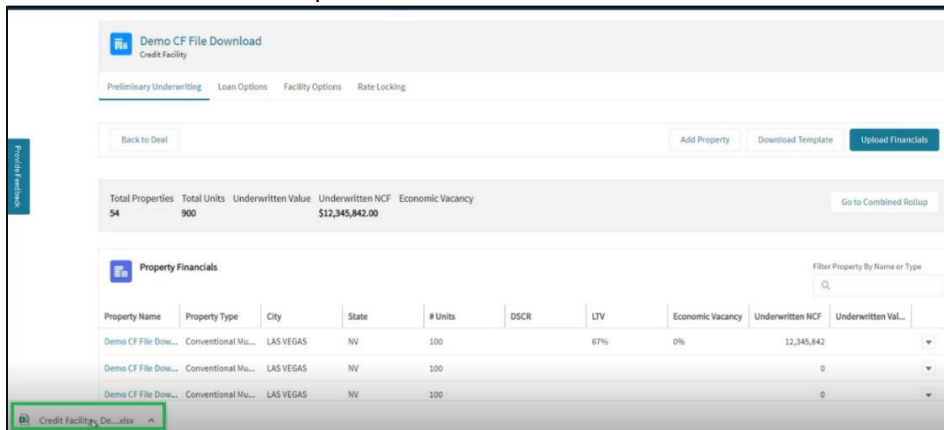
## Bulk Upload Steps

After creating **all the properties** for a Credit Facility registered deal:

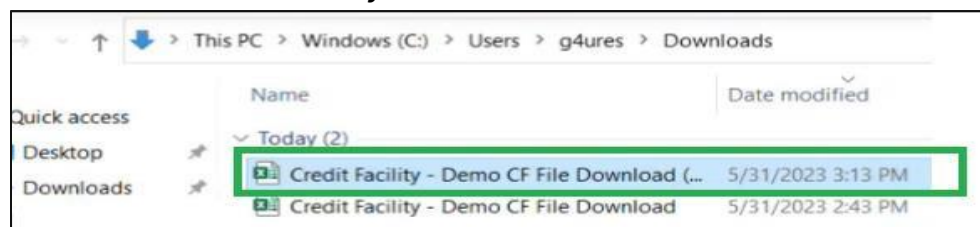
- Select **Credit Facility Module** button or property or the **Properties** tab
- Optional: Enter property financial data for **one** of the properties on the UI.
- Select the **Download Template** button. (**Note:** *The page spinner  will appear to show the download is in progress.*)
- Receive a Success message



- See the CF Download template has been downloaded to the download folder.



- Select the latest **Credit Facility - Demo CF File Download** file from the download directory.





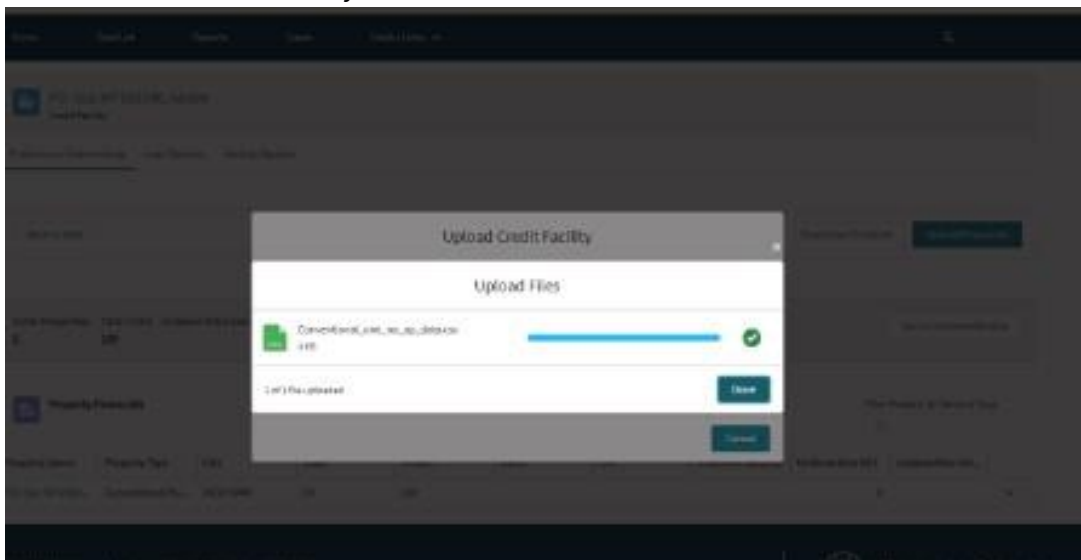
g. The template will have all the properties under the deal.

- If already exists, existing Property Financials data will be prepopulated in the Excel file that was downloaded.
- Fill the information in for each Property (i.e., Enter Property 2's financial information in the next column, etc.)

**NOTE:** The format of the Property Financial data **must be the same format** as shown in the example below.

	Property 1	Property 2
1 Property Name		
2 Property ID	PROP216442	PROP216441
3 Property Underwritten Financial Statement Status Type	Preliminary	Preliminary
4 Financial as of Date		
5 Underwritten Value as of Date		
6 Gross Potential Rent		
7 Less Vacancy		
8 Less Bad Debt		
9 Less Concessions		
10 Laundry / Vending Income		
11 Parking Income		
12 Commercial Income		
13 Medicare and Medicaid Income (Seniors)		
14 Nursing Medical Income (Seniors)		
15 Secondary Residential Income (Seniors)		
16 Meal Income (Seniors)		
17 Cooperative Maintenance Fee Arrears (Cooperatives)		
18 Other Income		
19 Management Expense		
20 General & Administrative Expenses		
21 Payroll & Benefits Expenses		
22 Utilities		
23 Water & Sewer		
24 Advertising & Marketing Expenses		
25 Professional Fees		
26 Ground Rent		
27 Repairs & Maintenance Expenses		
28 Real Estate Tax Expense		
29 Insurance Expense		
30 Housekeeping Expense (Seniors)		
31 Meal Expense (Seniors)		
32 Other Expense		
33 Annual Capital Expenditures (Replacement Reserves)		
34 Actual Cooperative Net Cash Flow (Cooperatives)		
35 Loan Allocation		
36 Purchase Price		
37 Built-Up Cost		
38 Underwritten Value		
39 Requested Individual Property Min Amortizing UW NCF DSCR for Loan Sizing		
40 Requested Individual Property Maximum LTV		
41 Requested Individual Property Maximum LTC		
42 Trailing One Month Net Rental Income		
43 Trailing Three Months Net Rental Income		
44 Trailing Six Months Net Rental Income		
45 Trailing Twelve Months Net Rental Income		

h. Once you finish adding the financials for each property in the spreadsheet, you can select the **Upload Financials** button to upload all the financial values which will update Property Financials data in the Credit Facility Module.





- i. Once successfully uploaded, **refresh** the page. When you view Property Financials for those properties now, it will be populated.

## 2. User Interface

### Manual Data Entry Steps

- a. Select the **Credit Facility Module** button
- b. Click on the blue hyperlink property name to select the Property Financial page for the specific property

Credit Facility Deal X  
Credit Facility

Preliminary Underwriting | Loan Options | Facility Options

Back to Deal | Add Property | Download Template | Upload Financials

Total Properties	Total Units	Underwritten Value	Underwritten NCF	Economic Vacancy	Go to Combined Rollup
1	400		\$0.00		

Property Financials

Filter Property By Name or Type

Property Name	Property Type	City	State	# Units	DSCR	LTV	Economic Vacancy	Underwritten NCF	Underwritten Val...
Property 1	Conventional Mu...	MC LEAN	VA	400				0	

- c. Select **Edit**

Back to Deal | Back to Property List | Edit

**Property Information**

Number of Units

Underwritten Physical Occupancy (%)

City State

MSA Name

Property Type  
**Conventional Multifamily**

% of Units <= 50% of AMI

% of Units <= 80% of AMI

MAH  
**No**

Green Building Certification

Year Built  
**1**

**Underwritten Net Cash Flow**

Property Financial As Of Date

Gross Potential Rent Amount

Less Vacancy

Less Bad Debt

Less Concessions

Economic Vacancy Amount \$0.00

**Net Rental Income Amount \$0.00**

Laundry / Vending Income

Parking Income

Commercial Income

Property Medicare and Medicaid Income Amount

Property Nursing Medical Income Amount

Property Secondary Residential Income Amount

Property Meal Income Amount



d. Enter Property Financials values

e. Select Save and Close

## API Communication

If you are an API developer, you can view the API communication information below in the [API \(For Developers\)](#) section in the Appendix.

## D. Upload Loan Options as Usual

## E. Edit Facility Details (New)

1. Go to the **Facility Options** tab
2. Here you have the option to **Edit Facility Details** as all the fields are required and automatically populated to Yes
3. Click on the **Edit Facility Details** button
4. Please edit fields as needed
5. Select Save Facility Details



Preliminary Underwriting Loan Options **Facility Options**

[Back to Deal](#) [Add Facility Option](#)

**Facility Details** [Edit Facility Details](#)

Facility Name  Facility ID  Fannie Mae Seller Number

\* Loan Cross Collateralized?  \* Loan Cross Defaulted?  \* Additional Collateral Allowed Indicator?

\* Collateral Release Allowed Indicator?  \* Substitution Allowed Indicator?  \* Additional Loan Allowed Indicator?

## F. Add Facility Options (New)

This is where you can enter data for Facility Options on Credit Facility (CF) Initial Advance deals.

1. Select the **Add Facility Option** button

Credit Facility Deal X  
Credit Facility

Preliminary Underwriting Loan Options **Facility Options**

[Back to Deal](#) [Add Facility Option](#)

You currently have no facility options

2. You will see the Loan Options you loaded earlier at the bottom of the screen.
3. You will enter the following fields:
  - a. Facility Requested Amount
  - b. Facility Minimum DSCR (Fixed)
  - c. Facility Minimum DSCR (Variable)
  - d. Facility Maximum LTV – *must be greater or equal to the associated Loan Options LTV* (i.e. Facility Tier)
  - f. Facility Term (Months)
  - g. Financial Covenants

**Note:** For field descriptions, go to [Facility Options Field Descriptions](#) in the Appendix.





Preliminary Underwriting   Loan Options   **Facility Options**

[Back to Deal](#) [Add Facility Option](#)

**Facility Details** [Edit Facility Details](#)

Facility Name    Facility ID    Fannie Mae Seller Number

\* Loan Cross Collateralized?    \* Loan Cross Defaulted?    \* Additional Collateral Allowed Indicator?

\* Collateral Release Allowed Indicator?    \* Substitution Allowed Indicator?    \* Additional Loan Allowed Indicator?

**Facility Options**

FO-9047

Facility Amount	Facility LTV	Facility DSCR, fixed	Facility DSCR, variable	Facility Tier	Facility Term (Months)
\$20,000.00	80%	1.25	1.25	Tier 2	120

[Edit Facility Option](#)

Loan Options (1)

Loan Option	Status	Loan Term	IO Period	Interest Rate	DSCR	LTV	Prepayment	Maximum Constraint Loan Amount
LO748616	Draft	120	0	4.48% Variable Rate	1.25	80%	Declining Premium	\$5,309,090.40

### Additional Notes for Facility Options

- Users will be able to enter up to three **Facility Options** for each Initial Advance Credit Facility deal.
  - Users must associate at least one or more Loan Option(s) for each Facility Option they are requesting.
4. Save

## G. Submit for Review as Usual

## H. Decision the Deal to Won (New)

1. Click on the Record the Decision.

Deal **Credit Facility Deal X** [+ Follow](#) [Printable View](#)

Deal Amount	Originator	Lender Contact	Deal Status	Submission Type	Loan Purpose
\$500,000,000.00	<a href="#">LenderUserA</a>	<a href="#">LenderUser1</a>	Quoted	Pre-Review	Acquisition

[Credit Facility Module](#)   Ready to proceed   2 warning(s)   [Record Deal Decision](#)   [Resubmit](#)

*You have confirmed receipt of Borrower's authorization to request pricing from Fannie Mae on this deal.*

**Deal Detail**   Chatter   Properties   Deal Participants   Loan Options   Additional Lender Contacts   Pre-Review and/or Waivers   Deal Documents   More

Deal Overview

Account Name	Deal ID
<a href="#">CBRE Multifamily Capital, Inc.</a>	239865



2. The system will require these added items when the Deal is decided to Won.
  - a. Executed Term Sheet
  - b. Valid Facility Option
  - c. Fannie Mae Seller Number
3. Save

The screenshot shows a web form with the following fields and options:

- Decision:** Won (dropdown)
- Decision Details:**
  - Deal Competitor: Bank (dropdown)
  - Won/Lost Due to IO Structure: --None-- (dropdown)
  - Won/Lost Due to Other Structure: --None-- (dropdown)
  - Won/Lost Due to Pricing: --None-- (dropdown)
  - Won/Lost Due to Other Reason: (text input with dropdown arrow)
  - Won/Lost Due to Proceeds: --None-- (dropdown)
  - Won/Lost Due to Certainty of Execution: --None-- (dropdown)
- Credit Facility Details:**
  - Select Facility Option: N/A (dropdown)
  - Fannie Mae Seller Number: (dropdown menu open showing options: 111111111, 222222222, 333333333, 444444444)
  - Choose File: No file chosen (button)
  - Save (button)
  - Cancel (button)

## I. Resubmission as Usual

1. Do the resubmission as usual
2. After you have saved & resubmitted, you can edit property finance and facility option as usual



## J. Appendix

### 1. Property Financials Field Descriptions

Go back to [Populate Property Financial Data \(New\)](#) section.

Property Financials	Property Type	Description	Notes
Financial as of Date	Conventional	The end date of the underwritten or ongoing financial operating statement.	MM/DD/YYYY
Underwritten Value as of Date	Conventional	The date on which the collateral event valuation is effective.	MM/DD/YYYY
Gross Potential Rent	Conventional	The underwritten rental income, including subsidies, should be received if all occupied units were rented at their current actual rents.	Positive Value
Less Vacancy	Conventional	The underwritten dollar amount of lost income associated with losses from physical vacancy.	Negative Value
Less Bad Debt	Conventional	The underwritten dollar amount of foregone residential income due to non-paying tenants or physical vacancy.	Negative Value
Less Concessions	Conventional	The underwritten dollar amount of the foregone residential income due to rental concessions (e.g., free rent for one or more months, a move-in allowance, etc.).	Negative Value
Laundry / Vending Income	Conventional	The underwritten dollar amount of laundry and vending income for the property.	Positive Value
Parking Income	Conventional	The underwritten dollar amount of net parking income generated by the parking facilities at the property.	Positive Value
Commercial Income	Conventional	The underwritten gross dollar amount of income (net any vacancies) received from commercial tenants.	Positive Value
Medicare and Medicaid Income (Seniors)	Seniors	The underwritten dollar amount from state or federal agencies for medical assistance.	Positive Value
Nursing Medical Income (Seniors)	Seniors	The underwritten annual dollar amount of income derived from residents that require additional medical services.	Positive Value
Secondary Residential Income (Seniors)	Seniors	The underwritten annual dollar amount of income generated by a second or additional resident occupying the same unit.	Positive Value



Property Financials	Property Type	Description	Notes
Meal Income (Seniors)	Seniors	The underwritten dollar amount representing the income provided when tenants utilize on site meal service for the property	Positive Value
Cooperative Maintenance Fee Arrears (Cooperatives)	Cooperative	The ratio of total amount of maintenance arrears to the gross annual maintenance amount for the cooperative property, expressed as a percentage	Positive Value
Other Income Amount	Conventional	The underwritten dollar amount of other income for the property.	Positive Value
Management Expense	Conventional	The underwritten dollar amount for on-site management and leasing expenses for the property.	Positive Value
General & Administrative	Conventional	The underwritten dollar amount of general and administrative expenses associated with the property.	Positive Value
Payroll & Benefits	Conventional	The total underwritten dollar amount of employee salaries, benefits, and payroll taxes as allowed in the applicable Fannie Mae Guide.	Positive Value
Utilities	Conventional	The underwritten dollar amount of current expense related to fuel, gas and electricity paid for by the property owner (net of any rebates) for the property.	Positive Value
Water & Sewer	Conventional	The underwritten total dollar amount of expense related to water and sewer.	Positive Value
Advertising & Marketing	Conventional	The underwritten dollar amount of expense associated with marketing and advertising.	Positive Value
Professional Fees	Conventional	The dollar amount of underwritten expenses associated with legal, audit and other services by licensed individuals performed on the property for the reporting period.	Positive Value
Ground Rent	Conventional	The dollar amount of underwritten expenses associated with the property's land lease only, for the reporting period.	Positive Value
Repairs & Maintenance	Conventional	The underwritten dollar amount of annual current expense for trash removal, pest control, interior and exterior decorating, cleaning, supplies, routine building, elevator, pool and parking area maintenance and repair, snow removal and gardening (not classified as Capital Expenditures) for the property.	Positive Value



Property Financials	Property Type	Description	Notes
Repairs & Maintenance	Conventional	The underwritten dollar amount of annual current expense for trash removal, pest control, interior and exterior decorating, cleaning, supplies, routine building, elevator, pool and parking area maintenance and repair, snow removal and gardening (not classified as Capital Expenditures) for the property.	Positive Value
Insurance Expense	Conventional	The underwritten dollar amount of insurance premiums, whether escrowed by lender or paid directly by Borrower to the insurance provider.	Positive Value
Real Estate Tax Expense	Conventional	The underwritten dollar amount of annual actual real estate taxes either escrowed on a monthly basis or paid directly to all taxing authorities for the property.	Positive Value
Other Expense	Conventional	The underwritten dollar amount of expenses associated with the property, which are not incurred in the ordinary course of business.	Positive Value
Annual Capital Expenditures (Replacement Reserves)	Conventional		Positive Value
Annual Cap Exp Replace Reserve	Conventional	The dollar amount deposited for capital expenditure (replacement reserves).	Positive Value
Loan Allocation	Conventional	The dollar amount of the structured facility unpaid principal balance (UPB) allocated to the collateral property at the time of underwriting.	Positive Value
Actual Cooperative Net Cash Flow	Conventional	The maintenance fees received by the cooperative corporation plus other income, if any, generated by the property less the operating expenses (such as utilities, general administrative expenses, management fees, advertising, repairs and maintenance) per Fannie Mae Underwriting requirements. <i>(Only required when property type is Market-Rate Cooperative or Limited Equity Cooperative).</i>	Positive Value



Property Financials	Property Type	Description	Notes
Purchase Price	Conventional	The dollar amount of the purchase contract price not including the soft cost (e.g., legal fees, financing fees, appraisal fees, etc.) paid by the participant (i.e., borrower) for the property. <i>(Only required when Loan Purpose is Assumption with Supplemental or Acquisition).</i>	Positive Value
Built-Up Cost	Conventional	The dollar amount of acquisition price including the soft costs (e.g., legal fees, financing fees and taxes) and hard costs (e.g., labor and material capital improvements) paid by the participant (i.e., borrower) for the property. <i>(Only required when Loan Purpose is Assumption with Supplemental or Acquisition).</i>	Positive Value
Underwritten Value	Conventional	The estimated value of the related mortgaged property as reported to Fannie Mae by the Lender, which value may equal either the appraised value (based on the third-party appraisal) or the Lender's underwriting value (based on the Lender's evaluation of the mortgaged property and the Lender's analysis of market rent, sales comparable, and projected market trends). The property value will never exceed the appraised value.	Positive Value
Req Min Amort UW NCF DSCR Loan Size	Conventional	The minimum amortizing underwritten Net  Cash Flow (NCF) Debt Service Coverage Ratio (DSCR) which is calculated from the actual interest rate and an amortizing payment schedule. This factor is used for individual property test of supportable loan amount.	Positive Value



Requested Maximum LTV	Conventional	The maximum underwritten Loan-to-Value (LTV) ratio to be used for individual property test of supportable loan amount, expressed as a percentage. It is a ratio of the estimated loan unpaid principal balance (UPB) to the property underwritten value.	Cannot be greater than 100%
Requested Maximum LTC	Conventional	The maximum Loan-to-Cost (LTC) ratio to be used for individual property test of supportable loan amount, expressed as a percentage. It is a ratio of the estimated loan unpaid principal balance (UPB) to the property underwritten construction cost. <i>(Only required when Loan Purpose is Acquisition).</i>	Cannot be greater than 100%



Trailing Fields	Description	Notes
Trailing One Month Net Rental Income	The dollar amount of annualized net rental income calculated based on the average monthly rental income collected in the month immediately prior to underwriting for a property	Positive Value
Trailing Three Month Net Rental Income	The dollar amount of annualized net rental income calculated based on the average monthly rental income collected in the 3 months immediately prior to underwriting for a property	Positive Value
Trailing Six Month Net Rental Income	The dollar amount of annualized net rental income calculated based on the average monthly rental income collected in the 6 months immediately prior to underwriting for a property.	Positive Value
Trailing Twelve Month Net Rental Income	The dollar amount of annualized net rental income calculated based on the average monthly rental income collected in the 12 months immediately prior to underwriting for a property.	Positive Value





## 2. Facility Options Field Descriptions

Go back to [Add Facility Options \(New\)](#) section.

Facility Details	Description	Notes
Loan Cross Collateralized?	An indicator identifying whether the mortgage loan is cross collateralized with another mortgage.	Defaulted to Yes Yes/No field
Loan Cross Defaulted?	An indicator identifying whether the mortgage loan is cross defaulted with another mortgage loan.	Defaulted to Yes Yes/No field
Additional Collateral Allowed Indicator?	An indicator identifying whether the borrower is allowed to add additional properties as collaterals to the Credit Facility.	Defaulted to Yes Yes/No field
Collateral Release Allowed Indicator?	An indicator identifying whether properties may be released from the collateral pool for a Structured facility deal.	Defaulted to Yes Yes/No field
Substitution Allowed Indicator?	An indicator identifying whether it is permissible to substitute existing properties with new properties for a structured Facility deal.	Defaulted to Yes Yes/No field
Additional Loan Allowed Indicator?	For Credit Facilities, an indicator identifying whether any additional borrowings are permitted.	Defaulted to Yes Yes/No field



Facility Options	Description
Facility Requested Amount	The total dollar amount of a credit facility option.
Facility Maximum LTV	The maximum Loan-to-Value (LTV) ratio defined for a credit facility option. This is calculated as the ratio of the unpaid principal balance to the value of all underlying properties ( <i>Required – must be greater or equal to the associated Loan Options LTV</i> )).
Facility Minimum DSCR (Fixed)	The minimum debt service coverage ratio (DSCR) factor for fixed-rate loans within a credit facility option ( <i>Required – must be less than or equal to the associated fixed rate Loan Options DCSR</i> )).
Facility Minimum DSCR (Variable)	The minimum debt service coverage ratio (DSCR) factor for variable-rate loans within a credit facility option ( <i>Required – must be less than or equal to the associated variable rate Loan Options (DCSR)</i> )).
Facility Tier	A code indicating the pricing and underwriting tier applicable to a credit facility ( <i>Required</i> ).
Facility Term (Months)	The number of months between the effective date and the latest termination date of a structured transaction contract as recorded in the agreement (e.g., Master Credit Facility Agreement (MCFA)).
Financial Covenants	An indicator identifying whether a structured transaction contains special financial covenants that the borrower is required to comply with.



### 3. API (For Developers)

Go back to the [API Communication](#) section.

API	
<p>29 fields for Credit Facilities Property Financials. You can use the Property POST API to provide the Property Financials when you are creating the Property:</p>	<p>grossPotentialRentAmount lessVacancy lessBadDebt lessConcessions laundryVendingIncome parkingIncome commercialIncome otherIncomeAmount managementExpenseAmount generalAdministrative payrollBenefits utilities waterSewer advertisingMarketing professionalFees groundRent repairsMaintenance realEstateTaxExpenseAmount insuranceExpenseAmount otherExpenseAmount annualCapExpReplaceReservAmount actualCooperativeNetCashFlowAmount purchasePriceAmount builtUpCostAmount underwrittenValueAmount reqMinAmortUWNCFDSCRLoanSize requestedMaximumLTV  requestedMaximumLTC  loanAllocation</p>