



Job Aid for DUS Gateway® Credit Facility Initial Advance Commitments – Change Requests

This guide highlights enhancements made to DUS Gateway® to enable Commitment functionality for Multifamily Credit Facility Initial Advance deals. This step-by-step guide is designed to help you understand the data correction and withdrawal process via case management (performed between the Lender and Fannie Mae) within DUS Gateway. The case management process will allow you to submit a case for a data correction and/or withdrawal of a Commitment request for Mortgage Loans in a Credit Facility.

Contents

Case Management Overview	2
Data Corrections	3
Data Correction Review and Submit	12
Withdrawal	14
Show Open Cases	15
Appendix.....	16



Case Management Overview

Case Management functionality will appear when the status of at least one Mortgage Loan's Rate Lock is "Accepted". The "Request Data Change", "Show Open Cases", and "Request Withdrawal" buttons will then be displayed on the top right banner.

- These buttons will remain present thereafter as you progress the Mortgage Loan through the Commitment process.
- Lender will receive notification as the case is processed by Fannie Mae.
- Lender can review submitted cases by clicking the "**Show Open Cases**" Button.

The screenshot displays the 'Credit Facility' management interface. At the top, there are navigation tabs: 'Preliminary Underwriting', 'Loan Options', 'Facility Options', 'Rate Lock/Commitment' (highlighted), 'Final Underwriting', 'Credit Facility Checks', and 'Authorization to Close'. On the right, there are buttons for 'Show Open Cases' and 'Request Data Change'. Below the tabs, there is a 'Back to Deal' button and a 'Ready to proceed' indicator with '0 issue(s)'. A 'Request Withdrawal' button is highlighted, along with a 'Finish Rate Lock/Commitment' button. A table lists facility options, with 'FO-9702' having a Max Quoted Credit Facility Amount of \$268,188,000, Facility Max LTV of 75%, Facility Min DSCR (Fixed) of 1.25, Facility Min DSCR (Variable) of 1.00, and Facility Tier of Tier 3. Below this, there is a section for 'Available Loan Option (2)' with a 'Log Rate Lock/Commitment' button. A table lists loan options for 'LO680490', with '84Mo.' having an Interest Type of 'Fixed Rate', DSCR of 1.35, LTV of 65%, Max Constrained Loan Amount of \$317.5MM, and Loss Sharing of 100%. At the bottom, there is a section for 'Rate Locks/Commitments (1)' with a table showing a rate lock for 'RL00942-600074' with a status of 'Accepted' (highlighted) and a 'Go to Rate Lock/Commitment' button.

Facility Option	Max Quoted Credit Facility Amount	Facility Max LTV	Facility Min DSCR (Fixed)	Facility Min DSCR (Variable)	Facility Tier
FO-9702	\$268,188,000	75%	1.25	1.00	Tier 3

Loan Term	IO Period	Interest Type	DSCR	LTV	Max Constrained Loan Amount	Loss Sharing
84Mo.	84Mo.	Fixed Rate	1.35	65%	\$317.5MM	100%

Rate Lock/Commitment ID	Amount	Interest Rate	Rate Lock Date	Book Entry Date	Status
RL00942-600074	\$214,713,000	2.6099%	11/14/2023	11/30/2023	Accepted



Data Corrections

This section provides step-by-step guidance on how to make data corrections in DUS Gateway. Data Correction inputs will vary depending on the type of data change you are requesting.

- For any **numerical or qualitative data information**, you will enter either:
 - an original value and the requested new value; or
 - an original date and the requested new date.
- For any **Final Underwriting financial data**, you will need to upload a new Property financial file.

Example: To request a change for Rate Lock/Commitment details:

- Click the **“Request Data Change”** button to begin submitting a data correction.
- A new Case window will appear.

The screenshot shows the 'Credit Facility' page in DUS Gateway. The 'Request Data Change' button is highlighted in the top right. The 'Rate Lock/Commitment' tab is selected and highlighted. Below the tabs, there are buttons for 'Back to Deal', 'Ready to proceed', '0 issue(s)', 'Request Withdrawal', and 'Finish Rate Lock/Commitment'. A table displays facility details:

Facility Option	Max Quoted Credit Facility Amount	Facility Max LTV	Facility Min DSCR (Fixed)	Facility Min DSCR (Variable)	Facility Tier
FO-9702	\$268,188,000	75%	1.25	1.00	Tier 3

Below the table, there is a section for 'Available Loan Option (2)' with a description: 'Allocate proceeds across any number of loan options by clicking the 'Log Rate Lock/Commitment' button on the loan option.' A table shows loan option details:

Loan Term	IO Period	Interest Type	DSCR	LTV	Max Constrained Loan Amount	Loss Sharing
84Mo.	84Mo.	Fixed Rate	1.35	65%	\$317.5MM	100%

At the bottom, there is a section for 'Rate Locks/Commitments (1)' with a table showing details for 'RL00942-600074' and an 'Accepted' button.

Example: To select **“Rate Lock/Commitment”** as a **“Change Type”**:

- Lender will select the type of data correction from the **“Change Type”** required drop-down.

The screenshot shows the 'New Case' window in DUS Gateway. The 'Change Type' dropdown menu is open, showing the following options: '-- none selected --', '-- none selected --', 'Rate Lock/Commitment', 'Final Underwriting', 'Credit Facility Checks', and 'Authorization to Close'. The 'Rate Lock/Commitment' option is highlighted. The background shows the same facility details as the previous screenshot.



Example: To select “Rate Lock/Commitment Details” as the “Change Type Section”:

- Gateway will automatically cascade down to the “Change Type Section” required drop-down.
- Lender will select the specific area where the data correction needs to be made.

The screenshot shows a 'New Case' form with the following fields:

- Change Type:** Rate Lock/Commitment
- Change Type Section:** -- none selected -- (dropdown menu is open, showing options: Rate Lock/Commitment Details, Pricing, Prepayment, Rate Lock/ Commitment Certification, General Comments)

Example: To select “Guaranty Fee Added (+/-)” as “Change Type Details”:

- Gateway will automatically cascade down to the “Change Type Details” required drop-down.
- Lender will select the data element needing to be corrected.

The screenshot shows a 'New Case' form with the following fields:

- Change Type:** Rate Lock/Commitment
- Change Type Section:** Pricing
- Change Type Details:** -- none selected -- (dropdown menu is open, showing options: Guaranty Fee Adder (+/-), Guaranty Fee Adder Reason, Servicing Fee Adder (+/-), Servicing Fee Adder Reason)

At the bottom of the form, there is a 'Cancel' button and a 'Save & Review' button.

Loan Term	IO Period	Interest Type	DSCR	LTV	Max Constrained Loan Amount	Loss Sharing
84Mo.	84Mo.	Variable Rate	1.35	65%	\$317.5MM	100%

Log Rate Lock/Commitment



Example: To enter the “**Rate Lock/Commitment ID**” that is associated with the required data correction:

- Gateway will display a picklist of all available Rate Lock/Commitment IDs that are available for data corrections.
- Rate Lock/Commitment ID begins with “RL” followed by five numbers, then a dash with five more numbers (e.g., “RL00942-60074”).

The screenshot shows a 'New Case' form with several dropdown menus. The 'Rate Lock/Commitment ID' field is highlighted with a blue border and contains a search icon. Below it, a dropdown menu is open, showing two options: 'RL01998-601130' and 'RL01997-601129'. The form also includes a 'Lender Request Change Comments' text area and 'Cancel' and 'Save & Review' buttons.

Example: To enter the “**Original Value**” and “**Requested Value**” that is associated with the required data correction:

- Lender must manually enter the current value needing to be changed and the value to which the data must be changed.
- For data corrections on the “**Book Entry Date**”, the Lender must enter the original date and requested date from the calendar date picker.

The screenshot shows a 'New Case' form with several dropdown menus. The 'Rate Lock/Commitment ID' field is filled with 'RL00942-60074'. Below it, there are two input fields: 'Original Value' and 'Requested Value'. The 'Original Value' field contains the number '3' and the 'Requested Value' field contains the number '2'. The form also includes a 'Lender Request Change Comments' text area and 'Cancel' and 'Save & Review' buttons.



Example: To enter “**Lender Request Change Comments**”:

- Lender should enter context regarding the reason for submitting the change request.
- Lender should enter any additional information that is needed to review the case.

Credit Facility

New Case

* Change Type
Rate Lock/Commitment

* Change Type Section
Pricing

* Change Type Details
Guaranty Fee Adder (+/-)

* Rate Lock/Commitment ID
RL00942-60074

Original Value
3

Requested Value
2

Lender Request Change Comments

Cancel Save & Review

Example: To “**Save & Review**” a Request or “**Cancel**”:

- Lender will click on “Save & Review” to proceed to Case Submission.
- Lender will click “Cancel” to exit the case without saving.

Credit Facility

New Case

* Change Type
Rate Lock/Commitment

* Change Type Section
Pricing

* Change Type Details
Guaranty Fee Adder (+/-)

* Rate Lock/Commitment ID
RL00942-60074

Original Value
3

Requested Value
2

Lender Request Change Comments

Cancel Save & Review



Credit Facility

New Case

* Change Type
Final Underwriting

* Change Type Section
Upload Final Underwriting

* Change Type Details
Update the Final Underwriting Spreadsheet

* Property
Property 3

File Upload
Upload Files Or drop files

Lender Request Change Comments

Cancel Save & Review

Example: To submit a Data Correction for Final Underwriting:

- Lender will select the “**Change Type**” as “**Final Underwriting**”.
- Lender will select “**Change Type Section**” as “**Final Underwriting Spreadsheet**”.
- Lender will select “**Change Type Details**” as “**Update Final Underwriting Spreadsheet**”.
- Lender will select the associated “**Rate Lock/Commitment ID**”.

Facility Option Max Quoted Credit Facility Amount Facility Max LTV Facility Min DSCR (Fixed) Facility Min DSCR (Variable) Facility Tier

New Case

* Change Type
-- none selected --

Rate Lock/Commitment
Final Underwriting
Credit Facility Checks
Authorization to Close

Rate Lock/Commitments (1)
RL00942-600074 | \$214,713,000 | Interest Rate 2.609% | Rate Lock on 11/14/2023 | Book Entry 11/30/2023 | Standard Accepted

Go to Rate Lock/Commitment

New Case

* Change Type
Final Underwriting

Change type section
-- none selected --

* Rate Lock/Commitment ID

Cancel Save & Review



Fannie Mae | DOS Gateway Home Deal List Reports API Tracker Dashboard Cases Useful Links

New Case

* Change Type
Final Underwriting

* Change Type Section
Upload Final Underwriting

* Change Type Details
Update the Final Underwriting Spreadsheet

* Rate Lock/Commitment ID

* Property

File Upload
Upload Files Or drop files

Lender Request Change Comments

Cancel Save & Review

Fannie Mae | DOS Gateway Home Deal List Reports API Tracker Dashboard Cases Useful Links

New Case

* Change Type
Final Underwriting

* Change Type Section
Upload Final Underwriting

* Change Type Details
Update the Final Underwriting Spreadsheet

* Rate Lock/Commitment ID

RL02998-011130
RL02997-011129

File Upload
Upload Files Or drop files

Lender Request Change Comments

Cancel Save & Review

This web browser application is a tool provided by Fannie Mae that is used to submit data to Fannie Mae. Use of this application is governed by the terms of your company's Software Subscription Agreement (SSA) with Fannie Mae, which is a part of the SSA. Terms & Conditions and applicable Applicable Software. Current versions of Public Comments are provided in the "Public Comments" section of the SSA. © 2024 Fannie Mae



Example: To select the Property for which the Final Underwriting data correction is being requested:

- Gateway will automatically list the Properties associated with the Mortgage Loan in a drop-down menu.

The screenshot shows a 'New Case' form with several fields. A green box highlights a dropdown menu for 'Property' which is open, showing three options: 'Property 1', 'Property 2', and 'Property 3'. The dropdown is currently empty, indicating that a selection has not yet been made. The form also includes fields for 'Change Type', 'Change Type Section', 'Change Type Details', and 'Rate Lock/Commitment ID'.

Example: To upload new final underwriting file and save:

- Lender will **upload** or **drop** a file.
- Lender will select “**Done**” once the file shows it has been successfully attached.
- Lender will receive a “**File Uploaded Successfully**” message.
- Lender will click “**Save & Review**” or “**Cancel**”.

The screenshot shows the 'New Case' form with the 'File Upload' section highlighted by a green box. This section contains two buttons: 'Upload Files' and 'Or drop files'. Below the buttons is a text area for 'Lender Request Change Comments'. The form also shows the 'Property' dropdown menu with 'Property 1' selected. The 'Rate Lock/Commitment ID' field contains the value 'RL01998-601130'.



New Case

Upload Files

MicrosoftTeams-image (2).png
519 KB

1 of 1 file uploaded

Done

This screenshot shows a modal window titled "Upload Files" overlaid on a "New Case" page. The modal displays a file named "MicrosoftTeams-image (2).png" with a size of 519 KB. A blue progress bar is shown next to the file name, and a green checkmark icon indicates successful upload. At the bottom left of the modal, it says "1 of 1 file uploaded". A blue "Done" button is highlighted with a green border at the bottom right of the modal.

New Case

* Change Type
Final Underwriting

* Change Type Section
Upload Final Underwriting

* Change Type Details
Update the Final Underwriting Spreadsheet

* Property

File Upload
Upload Files Or drop files

MicrosoftTeams-image (2).png
File Uploaded Successfully

Lender Request Change Comments

Cancel Save & Review

This screenshot shows the "New Case" page with several dropdown menus and a file upload section. The dropdown menus are labeled "Change Type", "Change Type Section", "Change Type Details", and "Property". The "File Upload" section includes a button for "Upload Files" and a text input field for "Lender Request Change Comments". A green box highlights the text "File Uploaded Successfully" below the file name "MicrosoftTeams-image (2).png". At the bottom of the page, there are "Cancel" and "Save & Review" buttons.



New Case

* Change Type
Final Underwriting

* Change Type Section
Upload Final Underwriting

* Change Type Details
Update the Final Underwriting Spreadsheet

* Property
[Redacted]

File Upload
[Upload Files](#) Or drop files

MicrosoftTeams-image (2).png
File Uploaded Successfully

Lender Request Change Comments

[Cancel](#) [Save & Review](#)

New Case

* Change Type
Final Underwriting

* Change Type Section
Upload Final Underwriting

* Change Type Details
Update the Final Underwriting Spreadsheet

* Property
[Redacted]

File Upload
[Upload Files](#) Or drop files

MicrosoftTeams-image (2).png
File Uploaded Successfully

Lender Request Change Comments

[Cancel](#) [Save & Review](#)



Data Correction Review and Submit

Example: To review the data correction entered in the case “**Change Request Summary**” window:

- Lender will review the data correction entered on the case.
- Lender has the option to “**Edit**” or “**Delete**” the entered data correction.
 - The “**Edit**” button will take you back to your entered data correction line item to modify your entry.
 - No additional edits or deletions can be made once the case has been submitted.
- Lender has the option to “**Submit Change Request**” with the current entered data correction. Upon submission, the Lender will see the success message “**Case is created successfully!**”
- Lender has the option to “**Request Another Data Change**” to add multiple data corrections to one case.
 - After clicking “**Request Another Data Change**”, the Lender will be able to enter the additional data correction using the same process .

New Case

Change Request Summary

Showing 1 of 1 item • 1 item selected

<input type="checkbox"/>	Rate Lock/Commit...	Change Type	Change Type Section	Change Type Details	Requested Value	Requested Date
<input checked="" type="checkbox"/>	RL00942-60074	Rate Lock/Commitment	Pricing	Guaranty Fee Adder (+/-)	2	

New Case

Change Request Summary

Showing 1 of 1 item • 1 item selected

<input type="checkbox"/>	Rate Lock/Commit...	Change Type	Change Type Section	Change Type Details	Requested Value	Requested Date
<input checked="" type="checkbox"/>	RL00942-60074	Rate Lock/Commitment	Pricing	Guaranty Fee Adder (+/-)	2	



New Case

Change Request Summary

Showing 1 of 1 item

Change Type	Change Type Section	Change Type Details
<input type="radio"/> Rate Lock/Commitment	Pricing	Guaranty Fee Adder (+/-)

Buttons: Cancel, Edit, Delete, Submit Change Request, Request Another Data Change

New Case

Change Request Summary

Showing 1 of 1 item

Change Type	Change Type Section	Change Type Details
<input type="radio"/> Rate Lock/Commitment	Pricing	Guaranty Fee Adder (+/-)

Buttons: Cancel, Edit, Delete, Submit Change Request, Request Another Data Change

New Case

Case is created successfully!

New Case

Change Request Summary

Showing 1 of 1 item

Rate Lock/Commit...	Change Type	Change Type Section	Change Type Details	Requested Value	Requested Date
<input type="radio"/> RL00942-60074	Rate Lock/Commitment	Pricing	Guaranty Fee Adder (+/-)	2	

Buttons: Cancel, Edit, Delete, Submit Change Request, Request Another Data Change



Withdrawal

This section provides step-by-step guidance for how to withdraw a previously entered Commitment request. Data Correction inputs will vary depending on the type of data you are requesting to change.

Example: To request the withdrawal of a Rate Lock/ Commitment:

- The “**Request Withdrawal**” button will be available when the status of at least one Mortgage Loan’s Lock/Commitment is “Accepted” and will appear in the top right corner on the “Rate Lock/Commitment” tab.

Navigation: Preliminary Underwriting | Loan Options | Facility Options | **Rate Lock/Commitment** | Final Underwriting | Credit Facility Checks | Authorization to Close

Buttons: Back to Deal | Ready to proceed | 0 issue(s) | **Request Withdrawal** | Finish Rate Lock/Commitment

Facility Option	Max Quoted Credit Facility Amount	Facility Max LTV	Facility Min DSCR (Fixed)	Facility Min DSCR (Variable)	Facility Tier
FO-9702	\$268,188,000	75%	1.25	1.00	Tier 3

Available Loan Option (2)
Allocate proceeds across any number of loan options by clicking the 'Log Rate Lock/Commitment' button on the loan option.

Loan Term	IO Period	Interest Type	DSCR	LTV	Max Constrained Loan Amount	Loss Sharing
84Mo.	84Mo.	Fixed Rate	1.35	65%	\$317.5MM	100%

Rate Locks/Commitments (1)

RL00942-600074	\$214,713,000	Interest Rate 2.609%	Rate Lock on 11/14/2023	Book Entry 11/30/2023	Standard	Accepted	Go to Rate Lock/Commitment
----------------	---------------	----------------------	-------------------------	-----------------------	----------	-----------------	----------------------------

Example: To select associated “**Rate Lock/Commitment ID**” and add “**Lender Comments**”:

- Lender will pick from the list of the Rate Lock/Commitments that are available to be withdrawn.
- Lender will enter the reason for the withdrawal, justification, and any additional information needed to process the withdrawal.

New Case

* Rate Lock/Commitment ID
RL00942-60074

* Lender Comments
TEST

Submit

New Case

Case is created successfully!



Show Open Cases

This section provides step-by-step guidance for viewing open cases for which data corrections or withdrawals have been submitted.

Example: To review submitted cases to Fannie Mae:

- Lender will select “**Show Open Cases**”, select the case, and click “**Show Details**”.
- Lender will select “**Go Back**” to return to the list of open cases.

Avni- Case Management Testing
Credit Facility

Buttons: Show Open Cases, Request Data Change

Navigation: Preliminary Underwriting, Loan Options, Facility Options, Rate Lock/Commitment, Final Underwriting, Credit Facility Checks, Authorization to Close

Buttons: Back to Deal, Add Property, Download Template, Upload Financials

Total Properties	Total Units	Underwritten Value	Underwritten NCF	Economic Vacancy
1	30	\$54,900,000.00	\$2,470,842.49	5%

Buttons: Go to Combined Rollup

Property Financials

Filter Property By Name or Type

Property Name	Property Type	City	State	# Units	Requested Individ...	Requested Individ...	Underwritten NCF	Underwritten Value
Avni- Manual Quote	Conventional Multi...	NOTTINGHAM	MD	30	1.25	75%	\$2,470,842.49	\$54,900,000.00

Footer: Fannie Mae Home, Legal, Privacy Policy, Contact Us

© 2024 Fannie Mae
Fannie Mae Application powered by Salesforce

Open Cases
Showing 1 of 1 item • 1 item selected

Case Number	Case Subject	Case Type	Case Status	Last Modified Date	Created Date
00061254	Rate Lock Withdrawal	Withdrawal	Submitted	2/5/2024, 09:56 PM	2/5/2024, 09:56 PM

Buttons: Show Details

Case # : 00061254

Data Change Requests
Showing 1 of 1 item

Rate Lock/Commitment ID	Change Type	Change Type Section	Change Type Details	Accepted?
RL00942-60074	Rate Lock/Commitment			

Buttons: Go Back



Appendix

These tables show the different options for each data value that may be used.

Change Type	Change Type Section	Change Type Details
Rate Lock/ Commitment	Rate Lock Commitment Details	<ul style="list-style-type: none">• Book Entry Date• Rate Lock /Commitment Type• Rate Lock/Commitment Amount (\$)• Investor Price (%)• Rate Lock/ Commitment Date• Interest Rate Buydown (%)• MSB Investor• Other Investor• Index rate type• Index rate (%)• Investor Spread
	Pricing	<ul style="list-style-type: none">• Guaranty Fee Adder (+/-)• Guaranty Fee Adder• Servicing Fee Adder (+/-)• Servicing Fee Adder Reason
	Prepayment	<ul style="list-style-type: none">• End Month (1)• End Month (2)• End Month (3)
	Rate Lock/ Commitment Certification	<ul style="list-style-type: none">• Update Rate Lock/ Commitment Certification
	General Comments	<ul style="list-style-type: none">• Lender Comments



Change Type	Change Type Section	Change Type Details	Property	Upload the file or Drag and Drop files	Lender request Change Comments
Final Underwriting	Upload Final Underwriting	<ul style="list-style-type: none"> Upload the Final Underwriting Spreadsheet 	Select a Property from the drop down		Enter any additional comments in this area

Change Type	Change Type Section	Change Type Details	Original Value	Requested Value	Lender Request Change Comments
Credit Facility Checks	Rate Lock/ Commitment CF Checks	<ul style="list-style-type: none"> Final loan Amount (\$) Final Fixed Rate Equivalent Interest Rate (%) Final Structured ARM Principal Payment 	Enter the Original data value that was submitted	Enter the Requested data value that you would like to change to	Add any addition comments in this area

Change Type	Change Type Section	Change Type Details	Rate Lock/ Commitment ID	Original Value	Requested Value	Lender Request Change Comments
Authorization to Close	Fannie Mae Seller Details	Update Fannie Mae Seller Number				