



Rent Roll Digitizer™ Training

December 2021



Agenda

- Introducing Digitized Rent Roll Collection
- Obtaining Access to the Rent Roll Digitizer
- Using Rent Roll Digitizer
- Live Demo



Introducing Digitized Rent Roll Collection

A digitized and nimble future is on the way

Digitized Rent Roll Collection

We're delivering capabilities to bring a digital system to life for rent rolls and operating statements.

Digital submission of monthly rent rolls beginning now.

- Standardized Rent Roll includes CMISMO data, currently required at acquisition, plus new payment deferral data.
- Once onboarded to Rent Roll Digitizer™, borrowers can digitally transfer required data straight to Fannie Mae and their corresponding lenders either via API or SFTP.
- Borrowers will be contacted by their lenders and Fannie Mae for onboarding to Rent Roll Digitizer.



Benefits

Digitization isn't just a goal – it's a necessity

The benefits will be extensive – saved time, less complexity, greater consistency, and more up-to-date information.

“You’re giving us a glimpse into the future. This will be phenomenal!”

DUS Lender CEO

“I don't know why you [Fannie Mae] wouldn't get data on the properties as soon as I get it.”

Apartment Owner CEO

Questions and Comments:

Please email us at

rent_roll_digitizer@fanniemae.com





Obtaining Access to the Rent Roll Digitizer™

Step 1: Lender contacts borrowers

Lenders will contact their borrowers and ask them to submit rent roll data digitally to Fannie Mae.

As adoption ramps up, existing loans will also be onboarded.

Borrowers should expect to receive from lenders:

- The mortgaged property address
- The Fannie Mae mortgage loan identifier

Pre-requisite:

- Borrowers need to work with property managers and property management software vendors to fulfill digital submissions of rent rolls.



Step 2: Fannie Mae contacts borrowers

Fannie Mae will ask borrowers to provide information for onboarding. Borrowers will notify Fannie Mae who and from which organization will fulfill rent roll data submissions, i.e., the borrowers, property managers or software vendors.

Initial Onboarding Information: Borrowers fill out an [online form](#) including,

- The mortgaged property address
- The name, type and mailing address of the **organization** that will fulfill the rent roll data submissions
 - Type: Borrower, Property Manager, Property Management Software Vendor
- The name, job title, email address, and phone number of the point of contact
- The name, email address, phone number of the application **users**
- The submission channel of election: API or SFTP
- A temporary PIN number that should be updated later in the onboarding process



Step 2: Fannie Mae contacts borrowers (cont'd)

Managing Users: If application **users** need to be updated, organizations submit the aforementioned online form including,

- The name, type and mailing address of the organization
- The name, email address, phone number of the application **users** that need updating

Software Subscription Agreement (SSA): Organizations execute the SSA before gaining access to the Rent Roll Digitizer

- Organizations receive,
 - The Consolidated Technology Guide from rent_roll_digitizer@fanniemae.com
 - The Software Subscription License via **DocuSign** from Fannie Mae for execution
- The organization's point of contact executes the SSA
- Fannie Mae approves access within 72 hours of receipt of the executed SSA



Step 3: Organizations set up credentials

Organizations will receive an email from Fannie Mae asking them to set up their user credentials, i.e., system identifiers, user identifiers and passwords.

- Expect email from development_technology_admin@fanniemae.com

Upon setup of user credentials, borrowers, property managers and software vendors will be ready to submit monthly rent roll data through Rent Roll Digitizer.

- The Rent Roll Digitizer team will work with the various organizations to ensure that they are able to submit data through the submission channel of their selection.
- Rent roll data is expected within 10 business days after the end of each month, until the end of the loan term.



Reminders for Borrowers

Borrowers must comply with privacy law

- Rent rolls contain personal identifiable information hence borrowers must comply with applicable privacy law
- Borrowers must obtain tenant consents where applicable
- Borrowers must secure the data

Limited data sharing

- Fannie Mae will share rent roll data only with your lender
- Fannie Mae will not share tenant name or mailing address for California properties with your lender
- Once history is built, Fannie Mae will aggregate and anonymize rent roll data before sharing with others





Using Rent Roll Digitizer™

Submitting Rent Roll Data via API

Submit Rent Roll Data in JSON format using the API channel

- Review the DUS Rent Roll Swagger file on the [Fannie Mae Developer Portal](#)
- Use your User ID and Password to log in
- Create an App and name it
- Using your System ID, select the following APIs:
 - MF Rent Roll Service
 - Gateway Services API
- Generate API credentials, i.e., API Key, Client ID and Client Secret
- Obtain Auth token
- Make API call



Submitting Rent Roll Data via SFTP

Submit Rent Roll Data in XLSX format using the SFTP channel

- Review the [DUS Rent Roll Standard](#) on the DUS Data Digitizer™ website
- Use your User ID and Password for SFTP submissions
- Submit rent roll data to the Fannie Mae SFTP host





Live Demo

Useful Links

The live demo includes the below Fannie Mae websites.

Consolidated Technology Guide

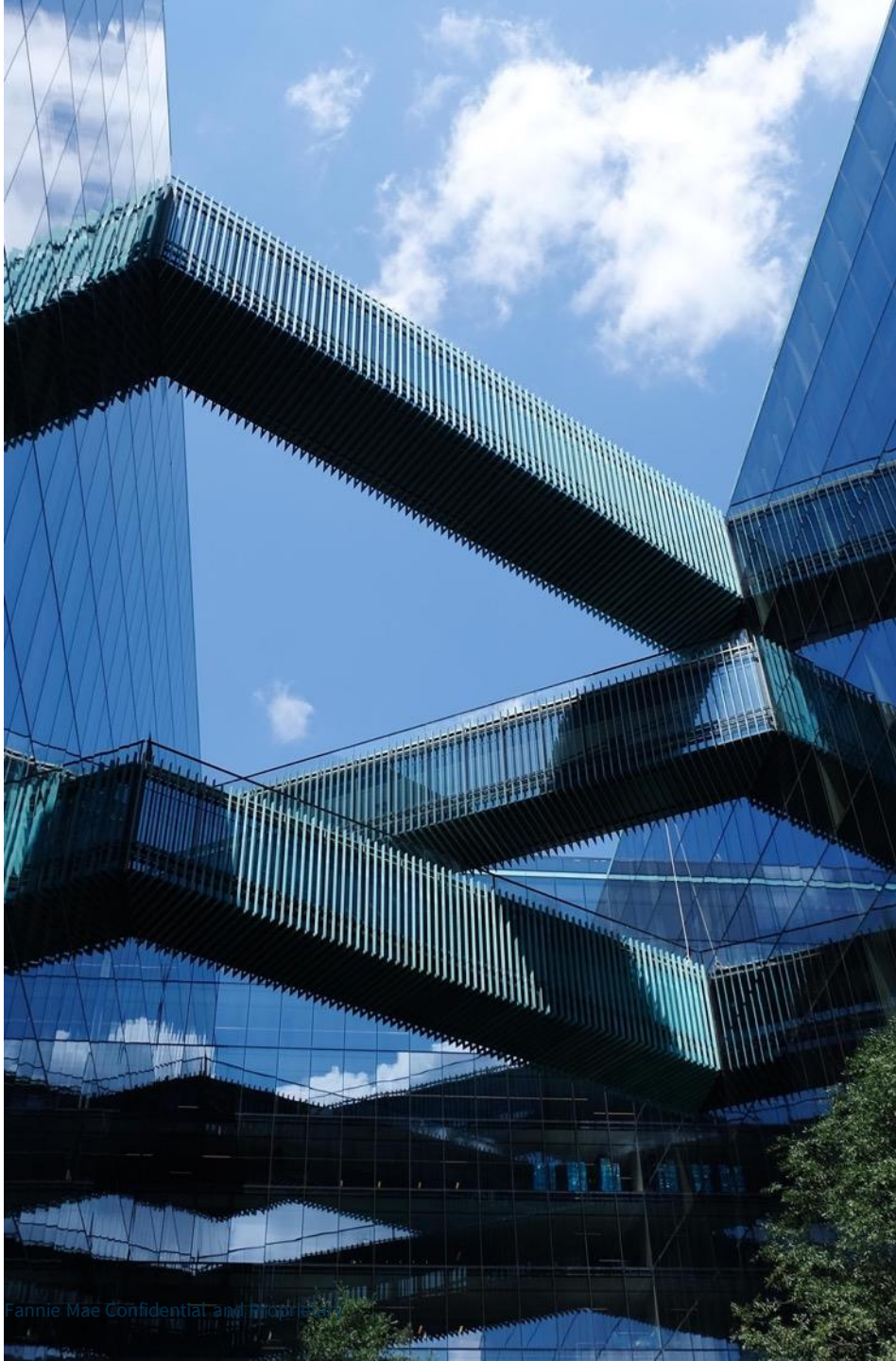
- <https://www.fanniemae.com/tech-guide>

Data Standardization Website

- <https://multifamily.fanniemae.com/applications-technology/dus-data-digitizer>

Developer Portal

- <https://developer.fanniemae.com>



Contact Us

Questions?
Please Contact:

rent_roll_digitizer@fanniemae.com





Fannie Mae[®]



Q&A