Fannie Mae®

Multifamily Selling and Servicing Guide

Effective as of October 26, 2026

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☑ Requirements

Using your Negotiated Seller Number, you must register each Structured Transaction in DUS Gateway.

For Delivery of a Structured Transaction, you must use

- DUS Deliver per the DUS Deliver Credit Facility Job Aid, and
- MSFMS per the MSFMS Job Aid for a Bulk Delivery.

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Glossary

B

Bulk Delivery	Structured Transaction governed by a Bulk Delivery Agreement that allows future: • Mortgage Loan additions; and/or • Property substitutions. **Synonyms** • Bulk Deliveries

C

Credit Facility	Structured Transaction governed by a Master Credit Facility Agreement requiring Mortgage Loans and Properties to be • cross-defaulted, and • cross-collateralized. **Synonyms** • Credit Facilities • Credit Facility's

D

Delivery	Submission of all correct, accurate, and certifiable documents, data, and information with all applicable documents properly completed, executed, and recorded as needed, and any deficiencies resolved to Fannie Maes satisfaction. **Synonyms** • Deliver • Delivered • Deliveries
DUS	Delegated Underwriting and Servicing

DUS Deliver	Multifamily acquisition system used, for Mortgage Loans in a Credit Facility, to submit Mortgage Loan and Property data for: • Delivery and securitization; and • after the Mortgage Loan Origination Date, any - collateral release or substitution, - future advance or conversion, or - other asset management action permitted by the Master Credit Facility Agreement.
DUS Gateway	Multifamily pre-acquisition system, or any successor systems, recording deal registration, Pre-Review and/or waiver tracking, Mortgage Loan Commitments, and decision records.

G

Guide	Multifamily Selling and Servicing Guide controlling all Lender and Servicer requirements unless a Lender Contract specifies otherwise. **Synonyms** • DUS Guide

M

MSFMS	Multifamily Structured Facilities Management System used, for Mortgage Loans in a Bulk Delivery, to submit Mortgage Loan and Property data for: • Delivery and securitization; and • any Property substitution occurring after the Mortgage Loan Origination Date.

N

Negotiated Seller Number	Number assigned by Fannie Mae identifying the Person currently servicing a Structured Transaction.

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