



Fannie Mae®

---

# Multifamily Selling and Servicing Guide

Effective as of September 30, 2020

No portion of this Multifamily Selling and Servicing Guide may be reproduced in any form or by any means without Fannie Mae's prior written permission, except as may be provided herein or unless otherwise permitted by law. Limited permission to reproduce this Multifamily Selling and Servicing Guide in print, in whole or in part, and limited permission to distribute electronically parts of this Multifamily Selling and Servicing Guide, are granted to Fannie Mae-approved Lenders strictly for their own use in originating and selling multifamily Mortgage Loans to, and servicing multifamily Mortgage Loans for, Fannie Mae. Fannie Mae may revoke this limited permission by sending 60 days advance written notice to any or all Fannie Mae-approved Lenders.



## **TABLE OF CONTENTS**

---

Part IV Section 601 Registration .....	3
GLOSSARY .....	4



## Section 601 Registration

---

### Requirements

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

- DUS Gateway, and
- MSFMS per the [MSFMS Job Aid](#).



## Glossary

### D

**DUS Gateway** Multifamily pre-acquisition system including deal registration, Pre-Review and/or waiver tracking, decision records, or any successor systems.

### M

**MSFMS** Multifamily Structured Facilities Management System performing collateral delivery and securitization functions for Structured Transactions.

### N

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