



# Job Aid: Guidance for Entering Multiple Property Addresses in C&D™ Acquisition Systems

## Multifamily Acquisitions





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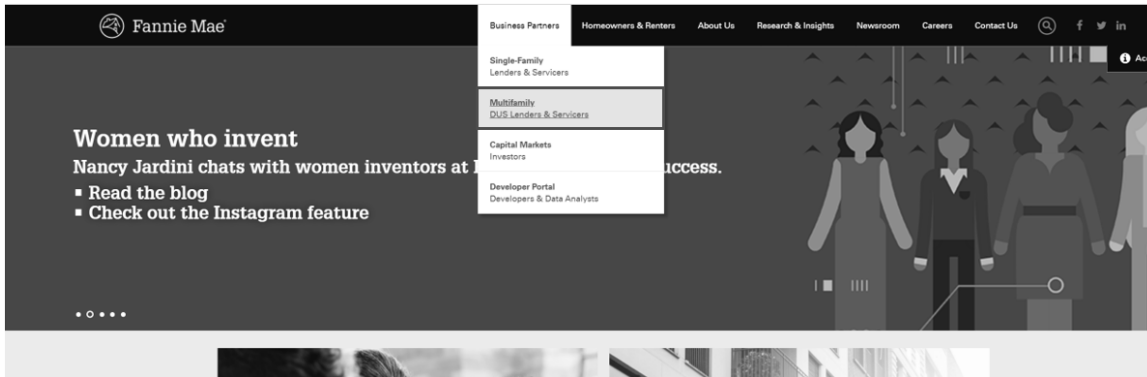
Note: Click on the relevant section in the Contents table above to be navigated there.



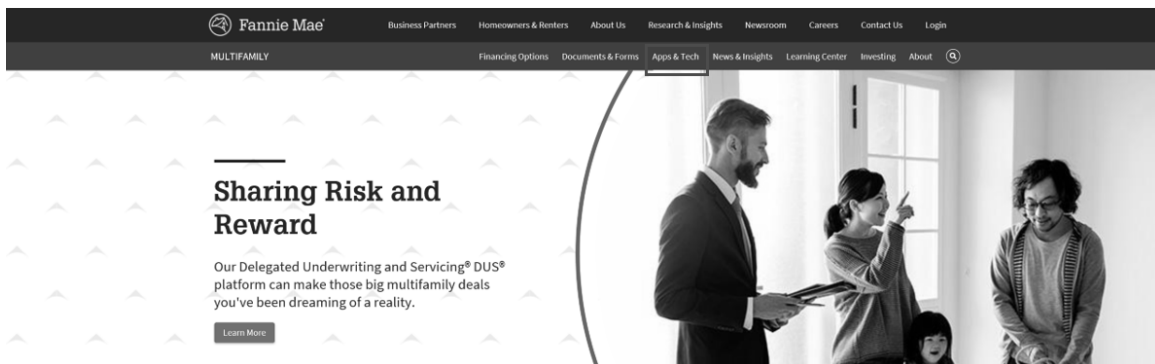


## Navigating to C&D

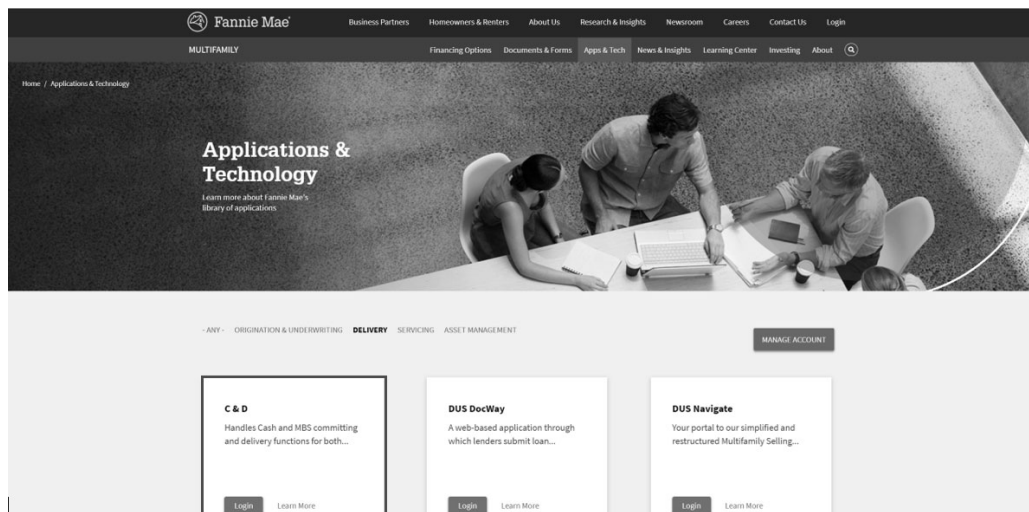
1. Go to Fannie Mae's website: <http://www.fanniemae.com/portal/index.html>.
2. Click on the "Business Partners" dropdown; then select "Multifamily".



3. Click on the "Apps & Tech" link.



4. Under Applications, click on the "C&D" link.







5. Select "Create New Deal."

Transaction Listing: By Deal

By Deal | By Funding | By Commitment

Summary By Deal

What do you want to do? **Create New Deal** | [Printer Friendly Report](#)

Deal Pipeline

Primary sort by 'Deal Last Updated Date' descending, 1 - 25 of 1745 total | list

| Delete Select               | Deal Name | Fannie Mae Seller | Total Funding in Deal (\$) | # Commitments | Deal Last Updated |
|-----------------------------|-----------|-------------------|----------------------------|---------------|-------------------|
| 1 - 25 of 1745 total   list |           |                   |                            |               |                   |

What do you want to do?

6. Click on "Register Deal."

Registration/Contacts

Registration / Contacts information

**Register Deal** | [Reset](#) | [Cancel](#)

Deal Information

Date Registered

Deal ID

Fannie Mae Seller Name & Number

Deal Name

Registration Information

Seller Contact Name

Seller Contact Phone

FINA Information

NAM Name

NAM E-mail

Deal Last Updated

Seller Deal ID

Seller Contact E-mail

Seller Contact Fax

NAM Phone

[Register Deal](#) | [Reset](#) | [Cancel](#)

7. Click on "By Deal" to select desired deal.

Transaction Listing: By Deal

By Deal | By Funding | By Commitment | Seller Profile

Summary By Deal

What do you want to do?  | [Delete Deal](#) | [Printer Friendly Report](#)

Deal Pipeline

Primary sort by 'Deal Last Updated Date' descending, 1 - 25 of 1744 total | list

| Delete Select         | Deal Name                     | Fannie Mae Seller              | Total Funding in Deal (\$) | # Commitments | Deal Last Updated  |
|-----------------------|-------------------------------|--------------------------------|----------------------------|---------------|--------------------|
| <input type="radio"/> | <b>Main Circle Apartments</b> | PHC Bank, National Association | 0.00                       | 0             | 09/30/2019 3:56 PM |

8. Select "Collateral," then click on the collateral reference number.

Collateral

Deal Name: Main Circle Apartments Deal ID: 40348

Register | **Comments** | **Collateral** | Participants | Hedges | Loans | Bonds | Financing Options | Change Requests

Collateral

| Delete Select         | Collateral Reference Number | Collateral Name / ID   | Collateral Type | Collateral Value (\$) | Association Type | Collateral Last Updated              | Redeliver Select |
|-----------------------|-----------------------------|------------------------|-----------------|-----------------------|------------------|--------------------------------------|------------------|
| <input type="radio"/> | <b>856092593</b>            | Main Circle Apartments | Property        |                       |                  | 09/30/2019 3:56 PM<br>MF Test User 8 |                  |

Add New  | [Delete Collateral](#)



# General Guidance for Entering Property Addresses in Acquisition Systems

- A Property securing a Mortgage Loan will often consist of multiple parcels of real estate (as indicated on the legal description describing the Property). The parcels will either be contiguous (i.e., adjacent to each other within a larger plat of real estate) or non-contiguous (i.e., parcels of land that do not share common boundaries).
- Each unique property entered in DUS Gateway and listed in the Fannie Mae Response Letter (Quote) must be entered as a separate Property Collateral record in the Acquisition system.
  - ~~The short property description for each collateral record must be associated to the commitment at the time of commitment submission.~~ Each Property Collateral record must be associated to the Commitment at the time of submission.
- ~~The Property Name provided for each Property Collateral record entered~~ A “Property Name” must uniquely identify each that parcel of the Property ~~submitted as a separate Collateral record and it should be consistently displayed in all documentation and systems (e.g., systems, such as DUS Gateway and C&D, the Underwriter’s Narrative, Form 4662, Schedule 2 to Multifamily Loan Agreement – Summary of Loan Terms, etc.).~~
- If the street address is used as the Property Name in the Collateral record for any parcel, the designation “Apartments/Townhomes/Cooperatives/Building” as applicable, should follow the address (e.g., 101 Main Street Apartments).
- Do not use any variation of the name of the Borrower for ~~any~~ the “Property Name” (e.g., John Jones or Jones Trust). No names related to “natural persons” should be delivered as the “Property Name.”
- Do not use the Portfolio Name as the Property Name ~~in cases where~~ when the Property is included in a portfolio of Mortgage Loans; ~~please use the Property’s commonly known name.~~
- Supplemental Mortgage Loans must be delivered in the same manner as the Pre-Existing Mortgage Loan (both on the Collateral screen and in Schedule 2 to the Multifamily Loan Agreement). **The addresses for both Pre-Existing Mortgage Loans and Supplemental Mortgage Loans should be the same addresses and count of collateral records.** Please work with your Analyst if the address needs to be modified for any Pre-Existing Mortgage Loan (i.e., data in C&D and/or data on Form 4662).
- ~~No punctuation is permitted in either the Property Name or the Primary Address section. No punctuation other than hyphens is permitted in the Property Name or Additional Property Address section.~~ No punctuation is permitted in the Property Name or the Primary Property Address.
  - No punctuation is permitted in the Additional Property Address(es) except for hyphens used to specify ranges of contiguous parcels.
- The primary property address and ~~any~~ all additional property addresses, if applicable, ~~for any parcel~~ entered on the Property Collateral screen in C&D for each parcel needs to be included in the Loan Agreement.
- All addresses must be correct and should conform to **USPS Postal Addressing Standards**, including the use of abbreviations. The **ZIP Code Lookup Tool** can verify whether an address is a deliverable address having a valid city name and postal code.
- A singular address (i.e., not a range of addresses) should be entered as the primary address.
  - This singular address may be the management office if it is part of the collateral securing the Mortgage Loan.
  - For phased properties, if different phases of the same property secure different Mortgage Loans each collateral record must use a unique address.
  - If no management office exists, or if the management office is not located on the Property securing the Mortgage Loan, then the Lender must select a singular address other than the management office address.
- The word “County” should not be included in the “County” data field ~~as~~ because it is redundant (e.g., enter “George” instead of “George County”). If there is no County, please enter “N/A.”



## Specific Guidance for entering property addresses

For each unique property entered in DUS Gateway and listed on the Fannie Mae Response Letter (Quote) create separate Property Collateral records in the Acquisition system.

### For each Property Collateral record:

#### Primary Address Section:

- Lender selects a singular property address (not a range of addresses such as 100-201 Oak Street) that is part of the collateral securing the Mortgage Loan and enters it in the Primary Address Section on the Collateral Page.
- Address Line 2 must no longer be used for additional addresses.
- Follow General Guidance for entering addresses.

#### Additional Property Address Section:

- If the property collateral record is comprised of non-contiguous parcels, additional addresses should be used to describe the property more accurately.
- Additional addresses should not be used to represent separate properties.
- Additional property addresses should be added to the Additional Property Address section when applicable.
- Address Line 2 should not be used for additional addresses.
  - \_\_\_\_\_Ranges can be used in the Additional Property Address section. Please see the guidance provided below.





Examples  
Additional Addresses  
DUS Gateway

Deal **The Lofts at SoDoSoPa**

Deal Amount    Originator    Lender Contact    Workflow Status    Deal Status    Submission Type

**Properties**   Details   Participants   Pre-review/Waiver   Deal Documents   Loan Options   Pricing   More

Open in New Tab

**Properties (1)**       New Deal Analytics

1 item • Sorted by Property Name • Updated a minute ago

| <input type="checkbox"/> | Property Name ↑                                | Property Type            | MAH | Number of... | Address                              | Year Built /... | PDR F |
|--------------------------|--|--------------------------|-----|--------------|--------------------------------------|-----------------|-------|
| 1                        | <input type="checkbox"/> The Lofts at SoDoSoPa | Conventional Multifamily | No  | 86           | 1903 SOUTH ST<br>SOUTH PARK CO 80440 | 2020 /          |       |

View All

Fannie Mae Response Letter (Quote)

**Properties:**

| Property Name         | Property Address                    |
|-----------------------|-------------------------------------|
| The Lofts at SoDoSoPa | 1903 SOUTH ST, SOUTHPARK, CO, 80440 |



# C&D Property Collateral Short Property Section

Property Collateral Deal Name: The Lofts at SoDoSoPa Deal ID: Upload

Register | Commitments | **Collateral** | Participants | Hedges | Loans | Bonds | Financing Options | Change Requests

**Property Collateral**

Collateral

Validate Property Collateral | Reset

---

**Association**

| Loans | Seller Loan Number | Commitment Expiration Date | Commitment Amount (\$) | Actual UPB (\$) at Acquisition (Per Fannie Mae Participation) | Note Date (mm/dd/yyyy) | Maturity Date (mm/dd/yyyy) |
|-------|--------------------|----------------------------|------------------------|---|------------------------|----------------------------|
|       |                    |                            |                        |   |                        |                            |

| Commitments | Commitment Number | Execution Type | Commitment Amount (\$) | Commitment Expiration Date |
|-------------|-------------------|----------------|------------------------|----------------------------|
|             |                   | MBS            |                        |                            |

**Property References**

| Collateral Reference Number | Property ID |
|-----------------------------|-------------|
|                             |             |

**Short Property**

|                              |   |  |           |
|------------------------------|---|--|-----------|
| Property Name                | + The Lofts at SoDoSoPa   | Property Financial Type  | + Base    |
| Property Type (Definition)   | + Multifamily   | Age Restricted (as defined in the Housing for Older Persons Act (HOPA))? | + No      |
| Green Building Certification | + Organization : Not Applicable<br>Certification :<br>Version :<br>Level :<br>Select...   | Is Green Building Certification Final?                                   | Select... |
| Primary Property Address     | Address 1 : 1903 South Street<br>Address 2 :<br>Lot & Block Description :<br>City : South Park<br>State & Postal Code : CO 80440<br>County : Park | Continuum of Care Residential Community Property?                        | Select... |

**Additional Property Addresses**

| Delete                   | Property ID | Address 1              | Address 2 | Lot & Block Description | City       | State & Postal Code | County |
|--------------------------|-------------|------------------------|-----------|-------------------------|------------|---------------------|--------|
| <input type="checkbox"/> |             | 1905-1907 South Street |           |                         | South Park | CO 80440            | Park   |

Add New Row | Delete Selected

# C&D Commitment Property Association Section

**Property Association**

| Select                              | Collateral Reference Number | Collateral Name/ID    | Address 1/Lot & Block Description | City, State & Zip    |
|-------------------------------------|-----------------------------|-----------------------|-----------------------------------|----------------------|
| <input checked="" type="checkbox"/> |                             | The Lofts at SoDoSoPa | 1903 South Street                 | South Park, CO 80440 |

Property Collateral Deal Name: Main Circle Apartments Deal ID: 40348 MV Test User 8 [Lender Manager, Lenc

Register | Commitments | **Collateral** | Participants | Hedges | Loans | Bonds | Financing Options | Change Requests

**Property Collateral**

Collateral

Save Successful

Save | Validate Property Collateral | Validate Short Property Collateral | Reset

---

**Association**

**Property References**

| Collateral Reference Number | Property ID |
|-----------------------------|-------------|
| 9996092563                  | 512307      |

**Short Property**

|                              |   |  |             |
|------------------------------|---|--|-------------|
| Property Name                | + Main Circle Apartments  | Property Financial Type  | + Base      |
| Property Type (Definition)   | + Multifamily   | Age Restricted (as defined in the Housing for Older Persons Act (HOPA))? | + Select... |
| Green Building Certification | Select...   | Is Green Building Certification Final?                                   | Select...   |
| Primary Property Address     | Address 1 : 10 Main Circle<br>Address 2 :<br>Lot & Block Description :<br>City : Beverly Hills<br>State & Postal Code : CA 12345<br>County : Denton | Continuum of Care Residential Community Property?                        | Select...   |

**Additional Property Addresses**

| Delete                   | Property ID | Address 1         | Address 2 | Lot & Block Description | City          | State & Postal Code | County |
|--------------------------|-------------|-------------------|-----------|-------------------------|---------------|---------------------|--------|
| <input type="checkbox"/> | 512308      | 11-14 Main Circle |           |                         | Beverly Hills | CA 12345            | Denton |

Add New Row | Delete Selected



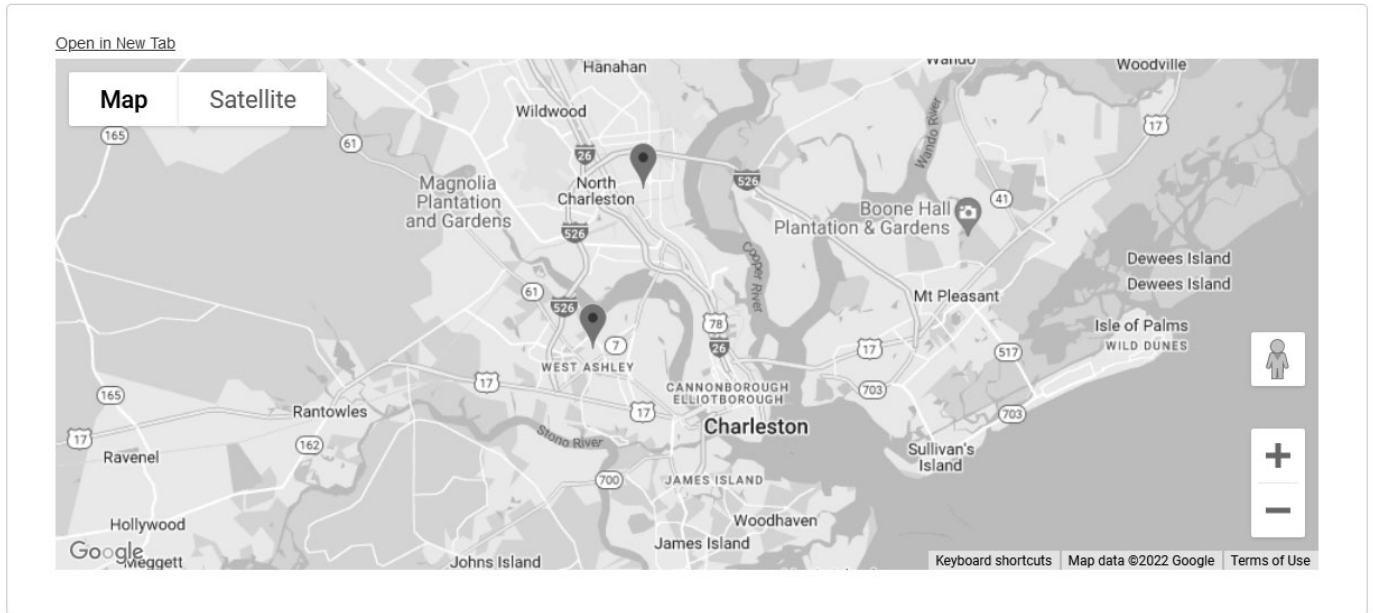
# Non-Contiguous Parcels

## DUS Gateway

**Deal**  
**North Charleston and West Ashley**

Deal Amount    Originator    Lender Contact    Workflow Status    Deal Status    Submission Type

- Properties**
- Details
- Participants
- Pre-review/Waiver
- Deal Documents
- Loan Options
- Pricing
- More



**Properties (2)**    Settings    Refresh    New Deal Analytics

2 items • Sorted by Property Name • Updated 36 minutes ago

| <input type="checkbox"/> | Property Name ↑                          | Property Type            | MAH | Number of... | Address                                     | Year Built /... | PDR Flag /... |
|--------------------------|--|--------------------------|-----|--------------|---|-----------------|---------------|
| <input type="checkbox"/> | <a href="#">North Charleston Village</a> | Conventional Multifamily | Yes | 40           | 457 NORTH BLVD<br>NORTH CHARLESTON SC 29405 | 1998 /          |               |
| <input type="checkbox"/> | <a href="#">West Ashley Apartments</a>   | Conventional Multifamily | Yes | 40           | 632 PALMETTO DR<br>CHARLESTON SC 29407      | 1998 /          |               |

[View All](#)

## Fannie Mae Response Letter (Quote)

### Properties:

| Property Name            | Property Address                            |
|--------------------------|---|
| North Charleston Village | 457 NORTH BLVD, NORTH CHARLESTON, SC, 29405 |
| West Ashley Apartments   | 632 PALMETTO DR, CHARLESTON, SC, 29407      |



# C&D Collateral Summary

Multifamily C & D™

Menu Contact MF

### Collateral

Deal Name: North Charleston and West Ashley Deal ID:

Upload

| Register      | Commitments                 | Collateral               | Participants | Hedges | Loans           | Bonds                 | Financing Options                   | Change Requests         |                          |
|---------------|-----------------------------|--------------------------|--------------|--------|-----------------|-----------------------|-------------------------------------|-------------------------|--------------------------|
| Collateral    |                             |                          |              |        |                 |                       |                                     |                         |                          |
| Delete Select | Collateral Reference Number | Collateral Name / ID     |              |        | Collateral Type | Collateral Value (\$) | Association Type                    | Collateral Last Updated | Redeliver Select         |
|               | 9000000001                  | North Charleston Village |              |        | Property        | 2,000,000.00          | Commitment - 000001<br>Loan - 12345 |                         | <input type="checkbox"/> |
|               | 9000000002                  | West Ashley Apartments   |              |        | Property        | 3,000,000.00          | Commitment - 000001<br>Loan - 12345 |                         | <input type="checkbox"/> |

Add New

# C&D Property Collateral Short Property Section

### Property Collateral

Deal Name: North Charleston and West Ashley Deal ID:

Upload

| Register   | Commitments  | Collateral                 | Participants           | Hedges  | Loans                  | Bonds                      | Financing Options | Change Requests |
|--|--|----------------------------|------------------------|---|------------------------|----------------------------|-------------------|-----------------|
| Property Collateral  |  |                            |                        |   |                        |                            |                   |                 |
| Collateral   |  |                            |                        |   |                        |                            |                   |                 |
| <input type="button" value="Validate Property Collateral"/> <input type="button" value="Reset"/> |  |                            |                        |   |                        |                            |                   |                 |
| Association  |  |                            |                        |   |                        |                            |                   |                 |
| Loans  | Seller Loan Number   | Commitment Expiration Date | Commitment Amount (\$) | Actual UPB (\$) at Acquisition (Per Fannie Mae Participation) | Note Date (mm/dd/yyyy) | Maturity Date (mm/dd/yyyy) |                   |                 |
|  | 12345  | mm/dd/yyyy                 | 3,000,000.00           | 3,000,000.00  | mm/dd/yyyy             | mm/dd/yyyy                 |                   |                 |
| Commitments  | Commitment Number  | Execution Type             | Commitment Amount (\$) | Commitment Expiration Date                                    |                        |                            |                   |                 |
|  | 000001   | MBS                        | 3,000,000.00           | mm/dd/yyyy  |                        |                            |                   |                 |
| Property References  |  |                            |                        |   |                        |                            |                   |                 |
| Collateral Reference Number  | Property ID  |                            |                        |   |                        |                            |                   |                 |
| 9000000001   |  |                            |                        |   |                        |                            |                   |                 |
| Short Property   |  |                            |                        |   |                        |                            |                   |                 |
| Property Name  | Property Financial Type  |                            |                        |   |                        |                            |                   |                 |
| + North Charleston Village   | + Base   |                            |                        |   |                        |                            |                   |                 |
| Property Type (Definition)   | Age Restricted (as defined in the Housing for Older Persons Act (HOPA))? |                            |                        |   |                        |                            |                   |                 |
| + Multifamily  | + No   |                            |                        |   |                        |                            |                   |                 |
| Green Building Certification   | Is Green Building Certification Final?                                   |                            |                        |   |                        |                            |                   |                 |
| + Organization :<br>Not Applicable   | Select...  |                            |                        |   |                        |                            |                   |                 |
| Certification :<br>Select...   |  |                            |                        |   |                        |                            |                   |                 |
| Version :<br>Select...   |  |                            |                        |   |                        |                            |                   |                 |
| Level :<br>Select...   |  |                            |                        |   |                        |                            |                   |                 |
| Primary Property Address   | Continuum of Care Residential Community Property?                        |                            |                        |   |                        |                            |                   |                 |
| Address 1 :<br>Address 2 :<br>Lot & Block Description  | Select...  |                            |                        |   |                        |                            |                   |                 |
| + City :<br>+ State & Postal Code :<br>+ County :  | NORTH CHARLESTON<br>SC 29405<br>CHARLESTON                               |                            |                        |   |                        |                            |                   |                 |
| Additional Property Addresses  |  |                            |                        |   |                        |                            |                   |                 |
| Delete   | Property ID  | Address 1                  | Address 2              | Lot & Block Description                                       | + City                 | + State & Postal Code      | + County          |                 |
|  |  |                            |                        |   |                        |                            |                   |                 |
| <input type="button" value="Add New Row"/> <input type="button" value="Delete Selected"/>        |  |                            |                        |   |                        |                            |                   |                 |



Property Collateral

Deal Name: North Charleston and West Ashley Deal ID:

Upload

Register | Commitments | Collateral | Participants | Hedges | Loans | Bonds | Financing Options | Change Requests

Property Collateral

Collateral

Validate Property Collateral | Reset

Association

| Loans | Seller Loan Number | Commitment Expiration Date | Commitment Amount (\$) | Actual UPB (\$) at Acquisition (Per Fannie Mae Participation) | Note Date (mm/dd/yyyy) | Maturity Date (mm/dd/yyyy) |
|-------|--------------------|----------------------------|------------------------|---|------------------------|----------------------------|
|       | 12345              | mm/dd/yyyy                 | 3,000,000.00           | 3,000,000.00  | mm/dd/yyyy             | mm/dd/yyyy                 |

| Commitments | Commitment Number | Execution Type | Commitment Amount (\$) | Commitment Expiration Date |
|-------------|-------------------|----------------|------------------------|----------------------------|
|             | 000001            | MBS            | 3,000,000.00           | mm/dd/yyyy                 |

Property References

|                              |  |  |           |
|------------------------------|--|--|-----------|
| Collateral Reference Number  | 900000002  | Property ID  |           |
| Short Property               |  | Property Financial Type  |           |
| Property Name                | + West Ashley Apartments   |  | + Base    |
| Property Type (Definition)   | + Multifamily  | Age Restricted (as defined in the Housing for Older Persons Act (HOPA))? | + No      |
| Green Building Certification | + Organization :<br>Not Applicable   | Is Green Building Certification Final?                                   | Select... |
| Primary Property Address     | Address 1 : 632 PALMETTO DR<br>Address 2 :<br>Lot & Block Description:<br>+ City : CHARLESTON<br>+ State & Postal Code : SC 29407<br>+ County : CHARLESTON | Continuum of Care Residential Community Property?                        | Select... |

| Delete | Property ID | Address 1 | Address 2 | Lot & Block Description | + City | + State & Postal Code | + County |
|--------|-------------|-----------|-----------|-------------------------|--------|-----------------------|----------|
|        |             |           |           |                         |        |                       |          |

Add New Row | Delete Selected

Property Collateral

Deal Name: Main Circle Apartments Deal ID: 1026

Upload

Register | Commitments | Collateral | Participants | Hedges | Loans | Bonds | Financing Options | Change Requests

Property Collateral

Collateral

Validate Property Collateral | Validate Short Property Collateral | Reset

Association

|                              |  |  |           |
|------------------------------|--|--|-----------|
| Collateral Reference Number  | 999002500  | Property ID  | 503102    |
| Short Property               |  | Property Financial Type  |           |
| Property Name                | + Main Circle Apartments   | Age Restricted (as defined in the Housing for Older Persons Act (HOPA))? | + Senior  |
| Property Type (Definition)   | + Multifamily  | Is Green Building Certification Final?                                   | + No      |
| Green Building Certification | + Organization :<br>Select...  | Continuum of Care Residential Community Property?                        | Select... |
| Primary Property Address     | Address 1 : 58 Jones Drive<br>Address 2 :<br>Lot & Block Description:<br>+ City : Beverly Hills<br>+ State & Postal Code : CA 12345<br>+ County : Denton |  |           |

| Delete                   | Property ID | Address 1         | Address 2 | Lot & Block Description | + City        | + State & Postal Code | + County |
|--------------------------|-------------|-------------------|-----------|-------------------------|---------------|-----------------------|----------|
| <input type="checkbox"/> |             | 10-11 Main Circle |           |                         | Beverly Hills | CA 12345              | Denton   |
| <input type="checkbox"/> |             | 13-15 Main Circle |           |                         | Beverly Hills | CA 12345              | Denton   |
| <input type="checkbox"/> |             | 33-39 Jones Drive |           |                         | Beverly Hills | CA 12345              | Denton   |

Add New Row | Delete Selected



**C&D Commitment**  
**Property Association Section**

| Property Association                |                             |                          |                                   |                            |
|-------------------------------------|-----------------------------|--------------------------|-----------------------------------|----------------------------|
| Select                              | Collateral Reference Number | Collateral Name/ID       | Address 1/Lot & Block Description | City, State & Zip          |
| <input checked="" type="checkbox"/> | 9000000001                  | North Charleston Village | 457 NORTH BLVD                    | NORTH CHARLESTON, SC 29405 |
| <input checked="" type="checkbox"/> | 9000000002                  | West Ashley Apartments   | 632 PALMETTO DR                   | CHARLESTON, SC 29407       |

**Contact Information**

| Team   | Email  |
|--|--|
| Multifamily Acquisitions (Conventional & Affordable) | mf_acquisitions_lenderservice@fanniemae.com      |
| Data Change Team                                     | mf_acquisitions_lenderservice @fanniemae.com     |
| Certification & Custody Team                         | MultifamilyCertification-Group-FWD@fanniemae.com |
| Multifamily Disclosure                               | mfmbs_disclosureqa@fanniemae.com                 |
| DUS DocWay   | DUSDocWay_Support@fanniemae.com                  |
| DUS Gateway  | DUSGateway_Support@fanniemae.com                 |
| Technology Support Center Assistance                 | 1-800-2FANNIE, press 1 then 1                    |