Multifamily Mortgage Business Lender Letter 15-14

September 17, 2015

To: Multifamily Lenders
From: Hilary Provinse, Senior Vice President, Multifamily Customer Engagement
Subject: Lender Letter 15-14 | Lender Pipeline Reporting Through DUS Gateway™

HIGHLIGHTS

Effective with the Pipeline Management Report due October 19, 2015, Lenders will be required to use DUS Gateway to manage and report their Fannie Mae pipeline.

Overview

Fannie Mae is issuing Lender Letter 15-14 to announce several required changes related to pipeline management activities within DUS Gateway. Fannie Mae remains committed to providing liquidity in the Multifamily market while effectively managing to the FHFA Cap. Pipeline management through DUS Gateway is critical to helping Fannie Mae and Lenders monitor our progress and ensuring liquidity in the market.

Pipeline Management through DUS Gateway

DUS Gateway provides Fannie Mae and Lenders with an integrated transactions management system that supports the management of deals throughout the loan processing lifecycle. One of the many benefits achieved through DUS Gateway is the automation of pipeline reporting, including the Multifamily Lender Pipeline Report (Form 4096). Form 4096 provides details on all Mortgage Loans in a Lender’s active pipeline within DUS Gateway, including Deal Status, Estimated Delivery Date, and percent excluded from the FHFA Scorecard Cap.

Pipeline Certification and Delivery

Effective October 19, 2015, the current Excel based Form 4096 will no longer be available for submission. Lenders will be required to use the 4096 Report in DUS Gateway. Additionally, Lenders will be required to conduct a detailed review and validation of key information produced in the Form 4096 for accuracy and completeness. Fannie Mae has developed a job aid, “How to Generate a Form 4096 Multifamily Lender Pipeline Report in DUS Gateway”, to assist Lenders in identifying pipeline management responsibilities and to facilitate the transition to DUS Gateway in creating the 4096 Report.

Submission

The 4096 Report must be emailed to each Lender’s National Account Manager and, by 5:00 pm Eastern Time each Monday, to:

multifamily_pipelinemanagement@fanniemae.com.
Superseded Lender Letter

- Lender Letter 15-10: Submission of Lender Pipelines

Effective Date

This Lender Letter is effective for the Multifamily Lender Pipeline Monitoring Report due on Monday, October 19, 2015.

Contact Us

Please contact your Fannie Mae National Account Manager, or multifamily_pipelinemanagement@fanniemae.com with any questions.

Associated Documents

- [How to Generate a Form 4096 Multifamily Lender Pipeline Report in DUS Gateway™](#)