

Rent Roll Digitizer Registration

Follow the steps below to complete the Rent Roll Digitizer Registration:

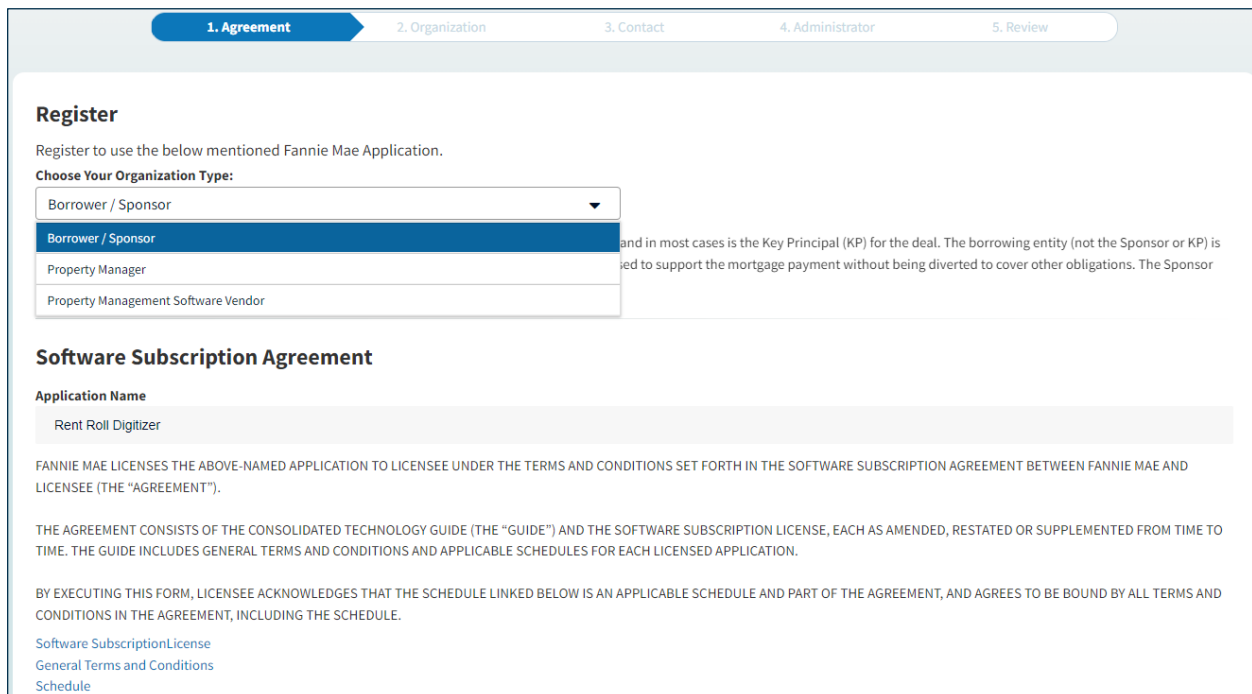
1. Select your **Organization Type** from the drop-down. Once you select your organization type, you will see the following options and their descriptions:

Borrower / Sponsor: Sponsor is the principal equity owner of a multifamily loan and/or is authorized to make decisions regarding the loan. In most cases is the Key Principal (KP) for the deal. The borrowing entity (not the Sponsor or KP) is typically structured as a single-asset LLC so that the income generated from the property is solely used to support the mortgage payment without being diverted to cover other obligations. A Sponsor may invest in many multifamily properties and have multiple mortgages with Fannie Mae.

Property Manager: The third-party professional or owner that manages the multifamily asset.

Property Management Software Vendor: The name of the specialized software company whose systems collect and store property operating systems.

2. Verify the **Application Name** and click on check box at bottom of page. (Note a reCAPTCHA challenge will appear, which the user is required to complete). Licensee must **click** the checkbox to acknowledge its agreement with the linked terms and conditions and must **enter** the name of the Authorized User or Delegate who is providing consent on behalf of the Licensee in the signature field. Click **Continue**.



The screenshot shows a registration form with a progress bar at the top containing five steps: 1. Agreement (highlighted), 2. Organization, 3. Contact, 4. Administrator, and 5. Review. The main content area is titled "Register" and includes the following elements:

- A heading "Register" followed by the text: "Register to use the below mentioned Fannie Mae Application."
- A section titled "Choose Your Organization Type:" with a dropdown menu. The menu is open, showing three options: "Borrower / Sponsor" (selected), "Property Manager", and "Property Management Software Vendor".
- A section titled "Software Subscription Agreement" with a text input field for "Application Name" containing the text "Rent Roll Digitizer".
- Below the input field, there is a paragraph of legal text: "FANNIE MAE LICENSES THE ABOVE-NAMED APPLICATION TO LICENSEE UNDER THE TERMS AND CONDITIONS SET FORTH IN THE SOFTWARE SUBSCRIPTION AGREEMENT BETWEEN FANNIE MAE AND LICENSEE (THE 'AGREEMENT')."
- Another paragraph: "THE AGREEMENT CONSISTS OF THE CONSOLIDATED TECHNOLOGY GUIDE (THE 'GUIDE') AND THE SOFTWARE SUBSCRIPTION LICENSE, EACH AS AMENDED, RESTATED OR SUPPLEMENTED FROM TIME TO TIME. THE GUIDE INCLUDES GENERAL TERMS AND CONDITIONS AND APPLICABLE SCHEDULES FOR EACH LICENSED APPLICATION."
- A final paragraph: "BY EXECUTING THIS FORM, LICENSEE ACKNOWLEDGES THAT THE SCHEDULE LINKED BELOW IS AN APPLICABLE SCHEDULE AND PART OF THE AGREEMENT, AND AGREES TO BE BOUND BY ALL TERMS AND CONDITIONS IN THE AGREEMENT, INCLUDING THE SCHEDULE."
- At the bottom, there are three links: "Software SubscriptionLicense", "General Terms and Conditions", and "Schedule".



I understand and agree that, by clicking on this check-box and entering my name in the space below, I am indicating that: (a) I am a duly authorized officer or delegate of the company associated with this request, (b) the company represents and warrants that the information in this form is complete and accurate and Fannie Mae is entitled to rely on it and (c) the company intends to be bound by my electronic signature just as if it were an ink signature on paper.

Signed by:
Name of Authorized Officer / Delegate **Date**

[Continue](#)

3. On the **Organization Information** screen, enter the requested information about your company then click **Continue**.

Note: All fields are required unless indicated as "Optional".

1. Agreement **2. Organization** 3. Contact 4. Administrator 5. Review

Organization Information

Provide information about your company/organization.

Organization Name

Address

City

Address 2 (Optional)

State

Zip

[Back](#) [Continue](#)

4. On the **Point of Contact** screen, enter the requested information about the contact person who is authorized to receive status updates regarding this request. Click **Continue**.



1. Agreement 2. Organization 3. Contact 4. Administrator 5. Review

Point of Contact

This user will get status updates regarding this registration request.

First Name Tester1	MI (Optional) 	Last Name Tester
Address 12000 Sunrise Valley Drive		Address 2 (Optional)
City Reston	State VA	Zip 20191
Phone (703) 123-4567	Email Tester_1@fanniemae.com	

Back Continue

5. If the **Point of Contact** will also be the **User Administrator**, click **Yes** to proceed.

1. Agreement 2. Organization 3. Contact 4. Administrator 5. Review

Point of Contact

Would you like **Tester1 Tester** to be the **User Administrator** as well?

User Administrators will have the ability to set up and manage users, profiles, passwords and access to Fannie Mae technology applications.

Back No Yes

6. Each **User Administrator** is required to provide a PIN. Enter chosen **PIN**, then click **Continue**.

Note: Store your PIN in a safe place. The Technology Support Center will ask for the PIN should you need to call with questions regarding registration.



1. Agreement 2. Organization 3. Contact 4. Administrator 5. Review

User Administrator

User Administrators will have the ability to set up and manage users, profiles, passwords and access to Fannie Mae technology applications.

First Name **MI (Optional)** **Last Name**

Address **Address 2 (Optional)**

City **State** **Zip**

Phone **Email**

PIN

[Back](#) [Continue](#)

7. **Review** all information to ensure accuracy. If incorrect, click **Back** to edit. If correct, click **Submit**.

1. Agreement 2. Organization 3. Contact 4. Administrator 5. Review

Review

Review your company, point of contact, and administrator information below.

Organization [Edit](#)

Name	Fannie Mae
Address	12000 Sunrise Valley Drive Reston, VA 20191

Point Of Contact [Edit](#)

Name	Tester1 Tester
Phone	(703) 123-4567
Email	Tester_1@fanniema.com

User Administrator [Edit](#)

Name	Tester1 Tester
Address	12000 Sunrise Valley Drive Reston, VA 20191
Phone	(703) 123-4567
Email	Tester_1@fanniema.com
PIN	1234

[Back](#) [Submit](#)

8. A **Tracking Key** is provided, and a confirmation will be emailed to your designated Point of Contact. Click **Print** to print a copy of the registration submission for your records.



- 1. Agreement
- 2. Organization
- 3. Contact
- 4. Administrator
- 5. Review

Thank you

We have received your registration request. Confirmation regarding your registration request along with the tracking key will be emailed to the point of contact.

Tracking Key: HQWVPM-3948

[Print](#)

Fannie Mae
Technology

Thank you for submitting your Rent Roll registration request. You will receive another email notification once your request has been approved or denied. A copy of your request is provided below:

Organization Information	
Type:	Borrower / Sponsor
Name:	Fannie Mae
Address:	12000 Sunrise Valley Drive, Reston, VA, 20191
Point Of Contact	
Name:	Tester1
Email:	Test@Fanniemae.com
Phone:	(703) 123-4567
User Administrator Information	
Name:	Tester Admin
Email:	TestAdmin@Fanniemae.com
Phone:	(703) 123-4567
Address:	12000 Sunrise Valley Drive, Reston, VA, 20191
PIN:	1234

Authorized Representative Information	
Signed By:	Tester1
Date:	03/09/2022
Tracking Key:	HQWVPM-3948



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