PRS 5.1: Seller/Servicer User Guide

Table of contents

Introduction

Welcome

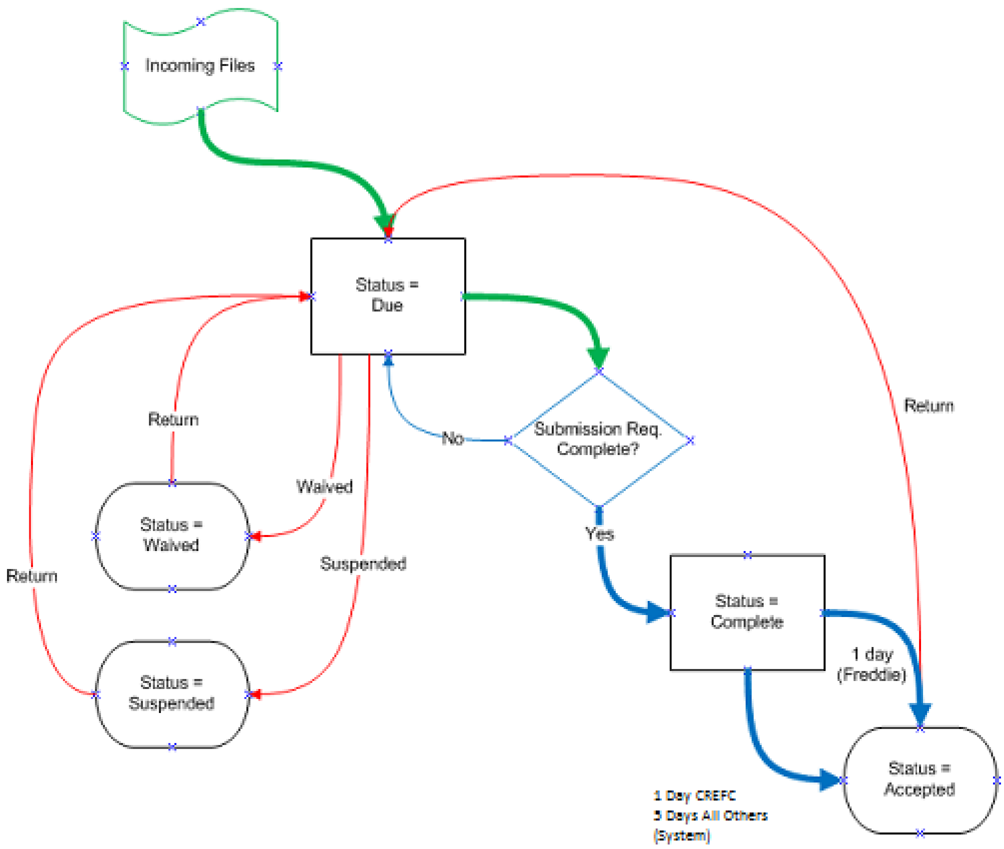
Freddie Mac's Property Reporting System (PRS) has been developed to facilitate the workflow process of collecting and validating each of the following assessment files for each of its multi-family loans: Loan Management, Inspection, Annual Financial and Quarterly Financial. PRS employs Excel to perform assessment validation and provides immediate feedback to the user. Completed assessment and attachment files are submitted to Freddie Mac via PRS.

Assessments move through the following workflow statuses:

1. **Due:** Assessment is due from Seller/Servicer
2. **Suspended**: Assessment is currently suspended
3. **Waived**: Assessment has been waived by Freddie Mac
4. **Completed**: Assessment and Required Attachments have been submitted and validated by PRS. Assessments will remain available to be updated by the Seller/Servicer for 5 days.
5. **Accepted**: Assessment has been accepted by Freddie Mac, can be viewed/downloaded from within the system, but can no longer be submitted by the Seller/Servicer

Workflow Process

The chart below represents the flow of Assessments and Attachments through PRS.



Getting Started

System requirements

Computer/Processor

- Computer with a 233 megahertz (MHz) processor or higher (Pentium processor recommended) Operating System
- Windows 7
- Windows XP 32-bit with Service Pack 2 (SP2) or higher
- Windows XP Professional x64 Edition
- Windows Vista 32-bit
- Windows Vista 64-bit
- Windows Vista with Service Pack 1 (SP1) or higher
- Windows Server 2003 32-bit with Service Pack 2 (SP2) or higher
- Windows Server 2003 64-bit with Service Pack 2 (SP2) or higher
- Windows Server 2008 32-bit or higher
- Windows Server 2008 64-bit or higher
- Internet Explorer v9 or higher

Memory

- Windows 7 - 128MB
- Windows XP 32-bit with Service Pack 2 (SP2) or higher—64 MB
- Windows XP Professional x64 Edition—128 MB
- Windows Vista 32-bit—512 MB
- Windows Vista 64-bit—512 MB
- Windows Server 2003 32-bit with Service Pack 2 (SP2) or higher—64 MB
- Windows Server 2003 64-bit with Service Pack 2 (SP2) or higher—128 MB
- Windows Server 2008 32-bit—512 MB
- Windows Server 2008 64-bit—512 MB

Hard Disk Space

- Windows 7 - 150MB
- Windows XP 32-bit with Service Pack 2 (SP2) or higher—150 MB
- Windows XP Professional x64 Edition—200 MB
- Windows Vista 32-bit—70 MB
- Windows Vista 64-bit—120 MB
- Windows Server 2003 32-bit with Service Pack 2 (SP2) or higher—150 MB
- Windows Server 2003 64-bit with Service Pack 2 (SP2) or higher—200 MB
- Windows Server 2008 32-bit—150 MB
- Windows Server 2008 64-bit—200 MB

Drive

- CD-ROM drive (if installation is done from a CD-ROM)

Display

- Super VGA (800 x 600) or higher-resolution monitor with 256 colors

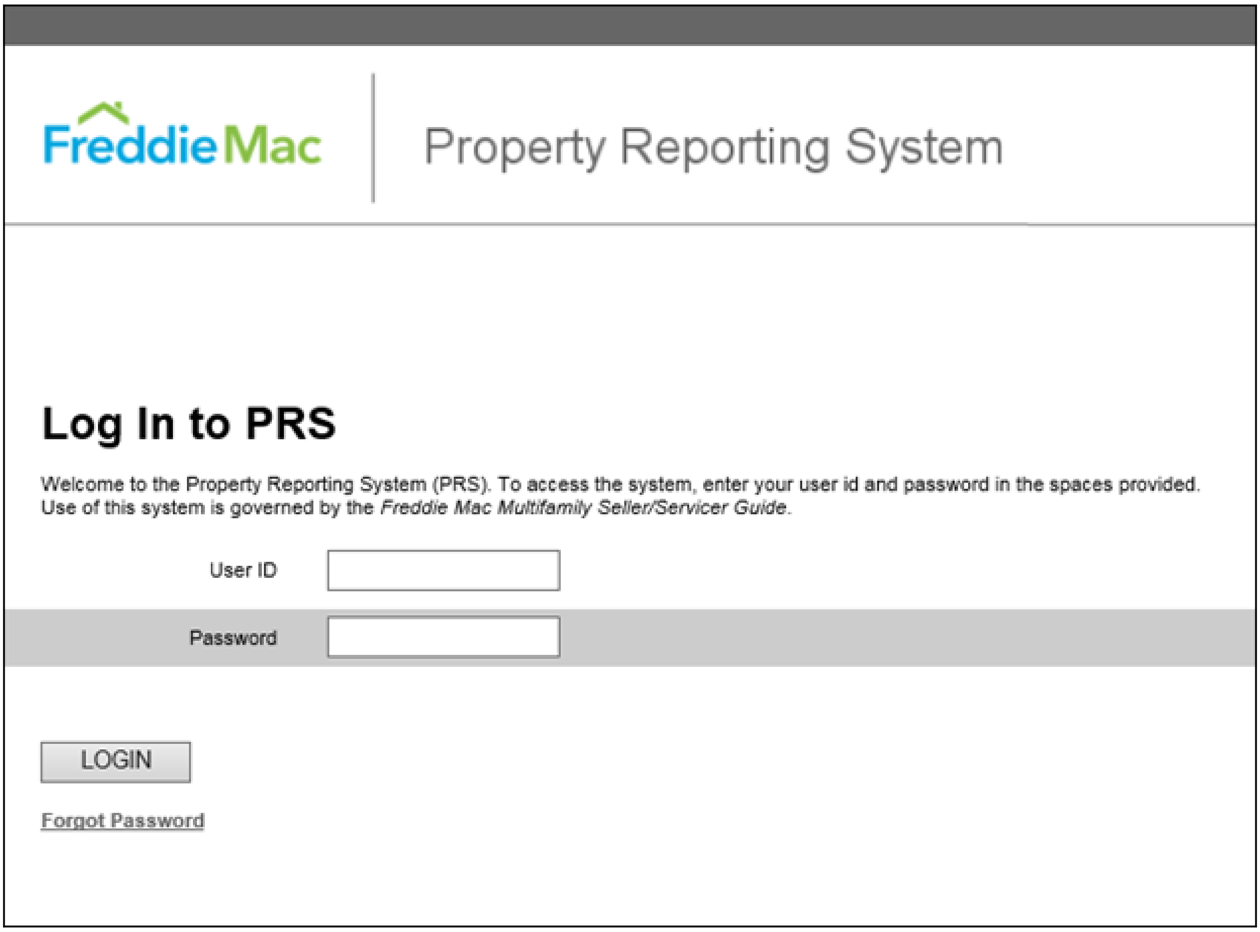
Peripherals

- Modem or Internet connection
- Microsoft Mouse, Microsoft IntelliMouse, or compatible pointing device

Log In

You must have a valid PRS user account to access the PRS application.

The PRS login is located at https://multifamily-prs.covius.com. On the sign-in screen, enter your supplied Username and Password.

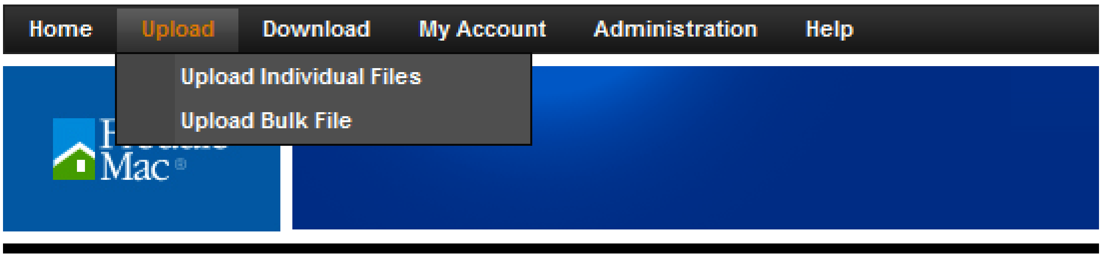


Upload Files

How to Upload one or more files

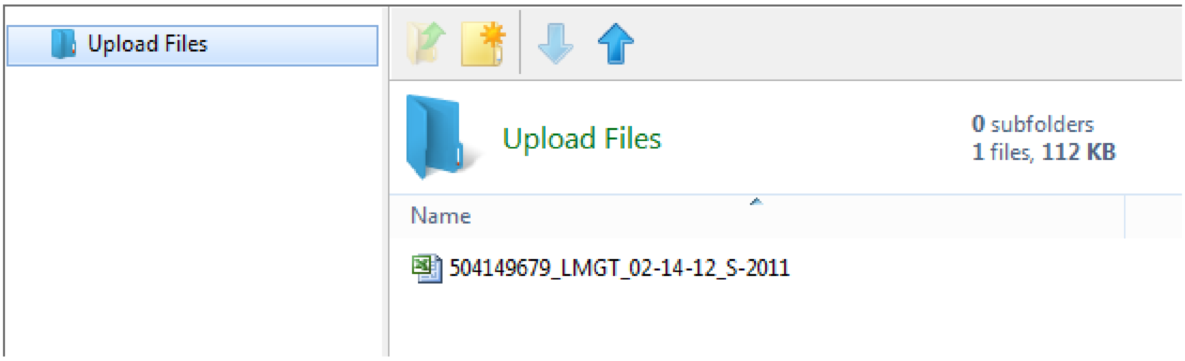
To upload one or more Assessment or Attachment files, perform the following functions:

1. On the Main Menu, go to the Upload drop down menu and select "Upload Individual Files".

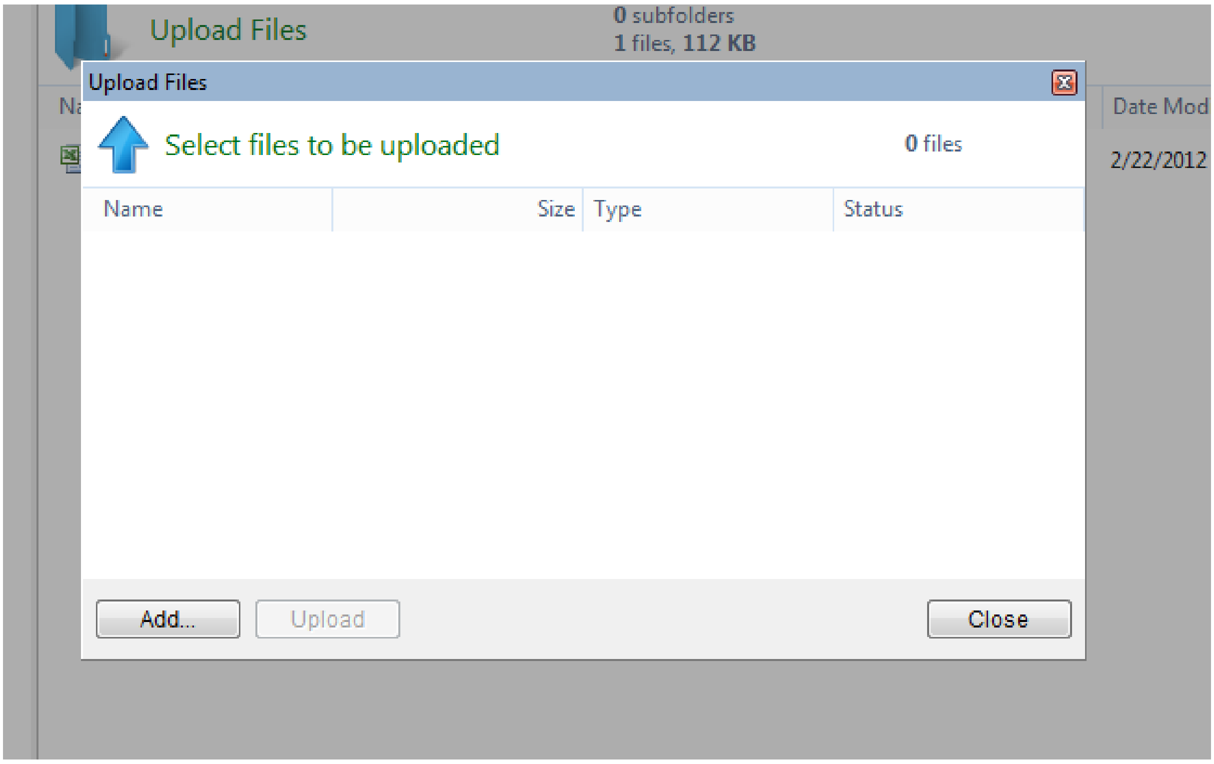


2. This will open the "Assessments and Attachments" upload page.

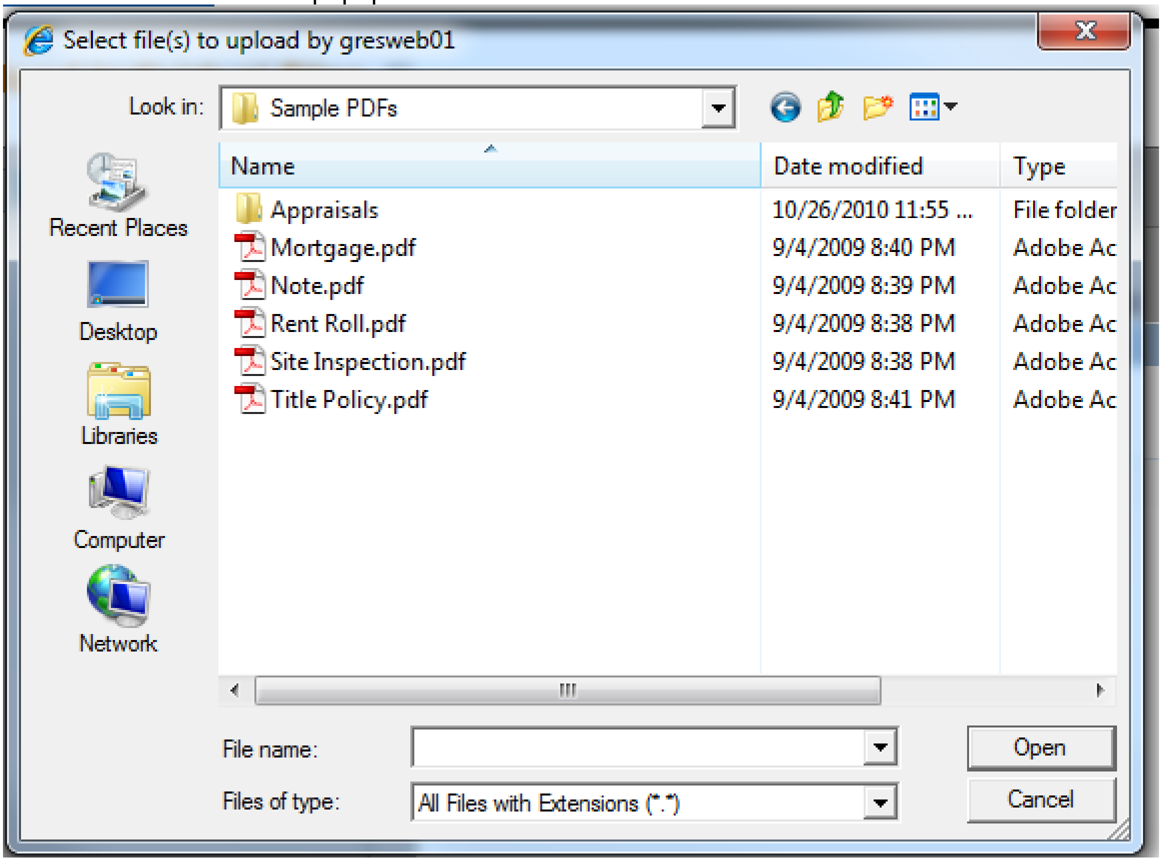
3. On the menu, click on the blue UP arrow (Upload Files).



4. The Upload Files window will pop-up.



5. Click "Add..."
6. The Select Files window will popup.



7. Navigate to the appropriate folder and select the files you wish to upload and click Open. You may select one or more files for upload.

8. The file(s) you selected will appear in the Upload Files window. If you would like to add more files, repeat steps 3 through 5. If you would like to clear a file, right-click on that file and select "Clear".

9. Once you are ready to complete the upload, click "Upload".

10. Your documents will be immediately processed by the system.

    - If successful, the documents will be immediately moved to the proper Assessment folder and will not appear on this page.
    - If unsuccessful, the files will remain on this page and will be added to the Upload Failures list (accessible by clicking the "View Upload Failures" button below the document window, which provides feedback on the reason for failure. Failures must be corrected and re-uploaded.

Upload Failures Pop Up

Drag a column header and drop it here to group by that column

Output to Excel

File Name	Upload Date	Error Description
487796659_Inspection_12-31-13_S-2013.xlsm	1/6/2014 3:32:24 PM	Invalid Version of the Template
504133373_Inspection_03-31-14_S-2014.xlsm	12/30/2013 7:48:53 AM	File date does not match assessment due date
504134515_Inspection_03-31-14_S-2014.xlsm	12/30/2013 7:44:45 AM	Assessment has been waived
504134515_Inspection_3-31-14_S-2014.xlsm	12/30/2013 7:43:05 AM	Incorrect File Naming Convention
948815892_Inspection_3-31-14_S-2014.xlsm	12/30/2013 7:35:28 AM	Incorrect File Naming Convention
968705219_Inspection_03-31-14_S-2014.xlsm	12/26/2013 8:15:01 PM	Invalid data found while processing the spreadsheet

    - In addition, when uploading an Inspection and/or CREFC form, users may be guided in the Upload failures screen to check the "Validation Failures" via the following message:

Invalid data found while processing the spreadsheet. Please refer to Validation Failures list.

- To view a file's specific validation failures, close the "Upload Failures" pop-up screen to return to the "Assessment and Attachment Uploads" screen
- Then, click the "View Validation Failures" button at the bottom of the screen to pop-up the validation failures screen:

Validation Failures

Output to Excel

File Name	Upload Date	Error Description	Error Field	Value
968705219_Inspection_03-31-14_S-2014.xlsm	12/26/13 8:15:01 PM	Blank value in required field	PropertyComponentDetailTrendDownSpaceType	
968705219_Inspection_03-31-14_S-2014.xlsm	12/26/13 8:15:01 PM	Blank value in required field	PropertyComponentDetailTrendEnvironmentalType	
968705219_Inspection_03-31-14_S-2014.xlsm	12/26/13 8:15:01 PM	Blank value in required field	SiteAssessmentDate	
968705219_Inspection_03-31-14_S-2014.xlsm	12/26/13 8:15:01 PM	Data invalid for date type column	SiteAssessmentDate	

The Validation Failures screen shows each individual field-level validation that failed while attempting to upload the CREFC or Inspection form. Users can look at each validation failure and address each one in their source file, or click the "Output to Excel" button at the top of the Validation Failures display grid to export all validation failures to Microsoft Excel. Once in Excel, users can sort/filter as desired, while still addressing each validation failure in their source Inspection file. Once all validation failures are addressed, the file can be re-uploaded via the same procedures as described above.

Note: For the files to properly process in PRS, the document naming convention rules must be followed:

File Type	Document Naming Convention	Notes
Annual Income and Expense	xxxxxxxxx_AIE_Form_MM-DD-YY_S-YYYY.xls	xxxxxxxxx = loan number; MM-DD-YY = due date of financials; YYYY = Submission Period Year
AIE - Other Attachments	xxxxxxxxx_AIE_Other_MM-DD-YY_S-YYYY.xls	xxxxxxxxx = loan number ; MM-DD-YY = due date of financials; YYYY = Submission Period Year
AIE - Borrower Operating Statement	xxxxxxxxx_AIE_FS_MM-DD-YY_S-YYYY.xls	xxxxxxxxx = loan number; MM-DD-YY = end date of statement; YYYY = Submission Period Year
AIE - Rent Roll	xxxxxxxxx_AIE_RR_MM-DD-YY_S-YYYY.xls	xxxxxxxxx = loan number; MM-DD-YY = date of Rent Roll; YYYY = Submission Period Year
Annual - CREFC - MF	xxxxxxxxx_A-CREFC-MF_MM-DD-YY_S-YYYY.xls	xxxxxxxxx = loan number; MM-DD-YY = due date of financials; YYYY = Submission Period Year
A-CREFC-MF - Other Attachments	xxxxxxxxx_A-CREFC-MF_Other_MM-DD-YY_S-YYYY	xxxxxxxxx = loan number; MM-DD-YY = due date of financials; YYYY = Submission Period Year
A-CREFC-MF - Borrower Operating Statement	xxxxxxxxx_A-CFEFC-MF_FS_MM-DD-YY_S-YYYY	xxxxxxxxx = loan number; MM-DD-YY = due date of financials; YYYY = Submission Period Year
A-CREFC-MF - Rent Roll	xxxxxxxxx_A-CREFC-MF_RR_MM-DD-YY_S-YYYY	xxxxxxxxx = loan number; MM-DD-YY = date of Rent Roll; YYYY = Submission Period Year

Annual - CREFC - HC	xxxxxxxxx_A-CREFC-HC_MM-DD-YY_S-YYYY.xls	xxxxxxxxx = loan number; MM-DD-YY = due date of financials; YYYY = Submission Period Year
A-CREFC-HC - Other Attachments	xxxxxxxxx_A-CREFC-HC_Other_MM-DD-YY_S-YYYY	xxxxxxxxx = loan number; MM-DD-YY = due date of financials; YYYY = Submission Period Year
A-CREFC-HC - Borrower Operating Statement	xxxxxxxxx_A-CFEFC-HC_FS_MM-DD-YY_S-YYYY	xxxxxxxxx = loan number; MM-DD-YY = due date of financials; YYYY = Submission Period Year
A-CREFC-HC - Rent Roll	xxxxxxxxx_A-CREFC-HC_RR_MM-DD-YY_S-YYYY	xxxxxxxxx = loan number; MM-DD-YY = date of Rent Roll; YYYY = Submission Period Year
Quarterly Detailed/Abbreviated Income & Expense	xxxxxxxx_QIE_Form_MM-DD-YY_S-YYYYQn.xls	xxxxxxxxx = loan number; MM-DD-YY = due date of QIE; YYYY = Submission Period Year; n=Quarter(1,2 or 3)
QIE - Other Attachments	xxxxxxxxx_QIE_Other_MM-DD-YY_S-YYYYQn.xls	xxxxxxxxx = loan number; MM-DD-YY = due date of QIE; YYYY = Submission Period Year; n=Quarter(1,2 or 3)
QIE - Borrower Operating Statement	xxxxxxxxx_QIE_FS_MM-DD-YY_S-YYYYQn.xls	xxxxxxxxx = loan number; MM-DD-YY = due date of QIE; YYYY = Submission Period Year; n=Quarter(1,2 or 3)
QIE - Rent Roll	xxxxxxxxx_QIE_RR_MM-DD-YY_S-YYYYQn.xls	xxxxxxxxx = loan number; MM-DD-YY = Date of Rent Roll; YYYY = Submission Period Year; n=Quarter(1,2 or 3)
Quarterly CREFC - MF	xxxxxxxx_Q-CREFC-MF_MM-DD-YY_S-YYYYQn.xls	xxxxxxxxx = loan number; MM-DD-YY = due date of Q - CREFC - MF; YYYY = Submission Period Year; n=Quarter(1,2 or 3)
Q CREFC - MF - Other Attachments	xxxxxxxxx_Q-CREFC-MF_Other_MM-DD-YY_S-YYYYQn	xxxxxxxxx = loan number; MM-DD-YY = due date of Q - CREFC - MF; YYYY = Submission Period Year; n=Quarter(1,2 or 3)
Q CREFC - MF - Borrower Operating Statement	xxxxxxxxx_Q-CFEFC-MF_FS_MM-DD-YY_S-YYYYQn	xxxxxxxxx = loan number; MM-DD-YY = due date of Q - CREFC - MF; YYYY = Submission Period Year; n=Quarter(1,2 or 3)
Q CREFC - MF - Rent Roll	xxxxxxxxx_Q-CREFC-MF_RR_MM-DD-YY_S-YYYYQn	xxxxxxxxx = loan number; MM-DD-YY = due date of Rent Roll; YYYY = Submission Period Year; n=Quarter(1,2 o r3)
Quarterly CREFC - HC	xxxxxxxx_Q-CREFC-HC_MM-DD-YY_S-YYYYQn.xls	xxxxxxxxx = loan number; MM-DD-YY = due date of Q - CREFC - HC; YYYY = Submission Period Year; n=Quarter(1,2 or 3)
Q CREFC - MF - Other Attachments	xxxxxxxxx_Q-CREFC-HC_Other_MM-DD-YY_S-YYYYQn	xxxxxxxxx = loan number; MM-DD-YY = due date of Q - CREFC - HC; YYYY = Submission Period Year; n=Quarter(1,2 or 3)

Q CREFC - MF - Borrower Operating Statement	xxxxxxxxx_Q-CFEFC-HC_FS_MM-DD-YY_S-YYYYQn	xxxxxxxxx = loan number; MM-DD-YY = due date of Q - CREFC - HC; YYYY = Submission Period Year; n=Quarter(1,2 or 3)
Q CREFC - MF - Rent Roll	xxxxxxxxx_Q-CREFC-HC_RR_MM-DD-YY_S-YYYYQn	xxxxxxxxx = loan number; MM-DD-YY = due date of Rent Roll; YYYY = Submission Period Year; n=Quarter(1,2 or 3)
Inspection	xxxxxxxxx_Inspection_MM-DD-YY_S-YYYY.xls	xxxxxxxxx = loan number; MM-DD-YY = due date of Inspection; YYYY = Submission Period Year
Inspection - Other Attachments	xxxxxxxxx_ALI_Other_MM-DD-YY_S-YYYY.xls	xxxxxxxxx = loan number; MM-DD-YY = due date of Inspection; YYYY = Submission Period Year
Inspection - Rent Roll	xxxxxxxxx_ALI_RR_MM-DD-YY_S-YYYY.xls	xxxxxxxxx = loan number; MM-DD-YY = date of Rent Roll; YYYY = Submission Period Year
Inspection - Photo Attachment	xxxxxxxxx_ALI_Photos_MM-DD-YY_S-YYYY	xxxxxxxxx = loan number; MM-DD-YY = date of Photo Attachment; YYYY = Submission Period Year
Loan Management	xxxxxxxxx_LMGT_MM-DD-YY_S-YYYY.xls	xxxxxxxxx = loan number; MM-DD-YY = due date of Inspection; YYYY = Submission Period Year

If the proper file naming convention has not been followed, an upload error will be encountered and the Upload Failures page will provide error descriptions as shown below.

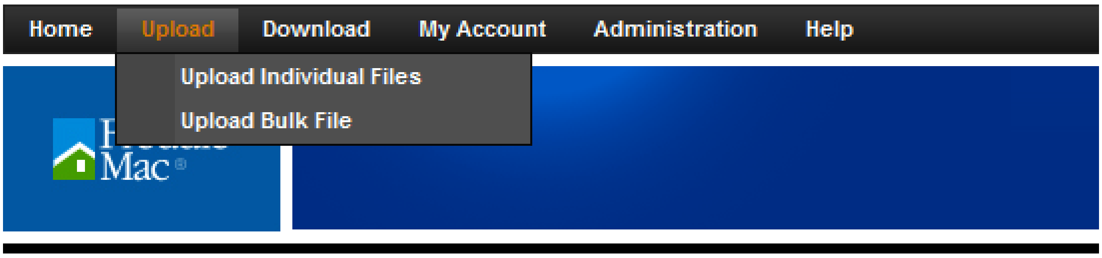
Output To Excel

File Name	Upload DateTime (CST)	Error Description	Error Field	Value
[redacted]Inspection_09-30-14_S-2014.xlsm	4/29/2014 4:29:55 PM	Data invalid for date type column	SHSComplianceLicenseExpDate	Sept 30 2013
[redacted]Inspection_09-30-14_S-2014.xlsm	4/29/2014 4:29:55 PM	Site (supplemental items) – Patio-Porch-Terrace Area- – Repair Cost cannot be blank	SHSInspectionAreaPatioRepairCost	
[redacted]Inspection_09-30-14_S-2014.xlsm	4/29/2014 4:29:55 PM	Major Components (Supplemental items) – Beauty/Barber Shop – Repair Cost cannot be blank	SHSInspectionBarberShopRepairCost	
[redacted]Inspection_06-30-14_S-2014.xlsm	4/17/2014 3:06:31 PM	***TEST*** Management Company Name cannot be blank	PartyRoleManagementCompanyName	
[redacted]Inspection_03-31-14_S-2014.xlsm	4/7/2014 3:05:40 PM	Overall Rating -Building Exteriors cannot be blank	PropertyComponentDetailConditionRatingBuildingExteriorsType	
[redacted]Inspection_03-31-14_S-2014.xlsm	4/7/2014 3:05:40 PM	Trend - Curb Appeal cannot be blank when Curb Appeal Overall Rating is equal to 1 to 5	PropertyComponentDetailTrendCurbAppealType	

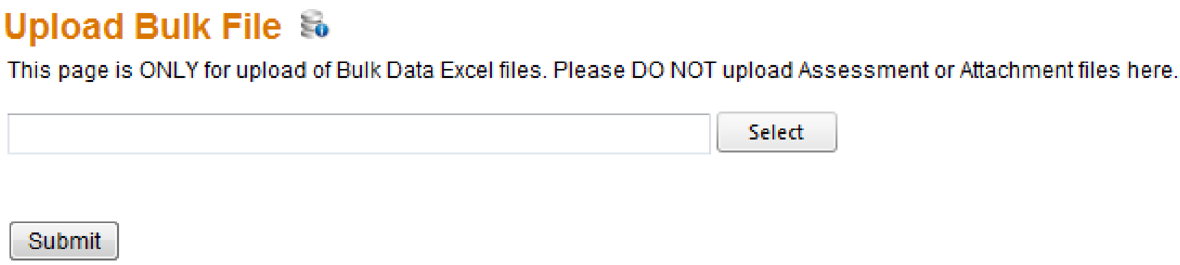
How to Upload a Bulk File

To upload a bulk Loan Management, Annual Financial or Quarterly Financial file (Excel format), perform the following functions:

1. On the Main Menu, go to the Upload drop down menu and select "Upload Bulk File".



2. This will take you to the Upload Bulk File page.



3. Either the file path or click Select and locate your Excel file that is ready for upload. Once you have entered the path, click Submit.

   - The filename of any bulk file must begin with one of the following file naming convention prefixes:
     a) Bulk_AIE
     b) Bulk_HC
     c) Bulk_LMGT
     d) Bulk_MF
     e) Bulk_QIE

4. The bulk file will upload and you will be provided with a report outlining any errors.

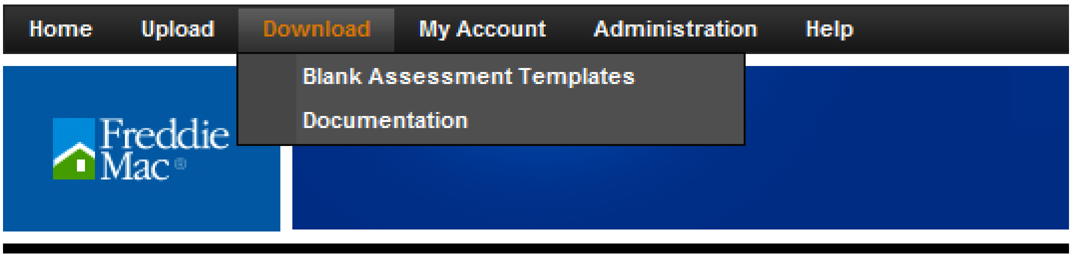
Note: Bulk Annual Financial and Quarterly Financial templates may be downloaded from the Blank Assessment Templates page of PRS under the Downloads on the main menu. The downloaded file will have an .xlsm (Microsoft Excel 2007) file extension which is necessary for all macros to work correctly during template completion.

Download Files

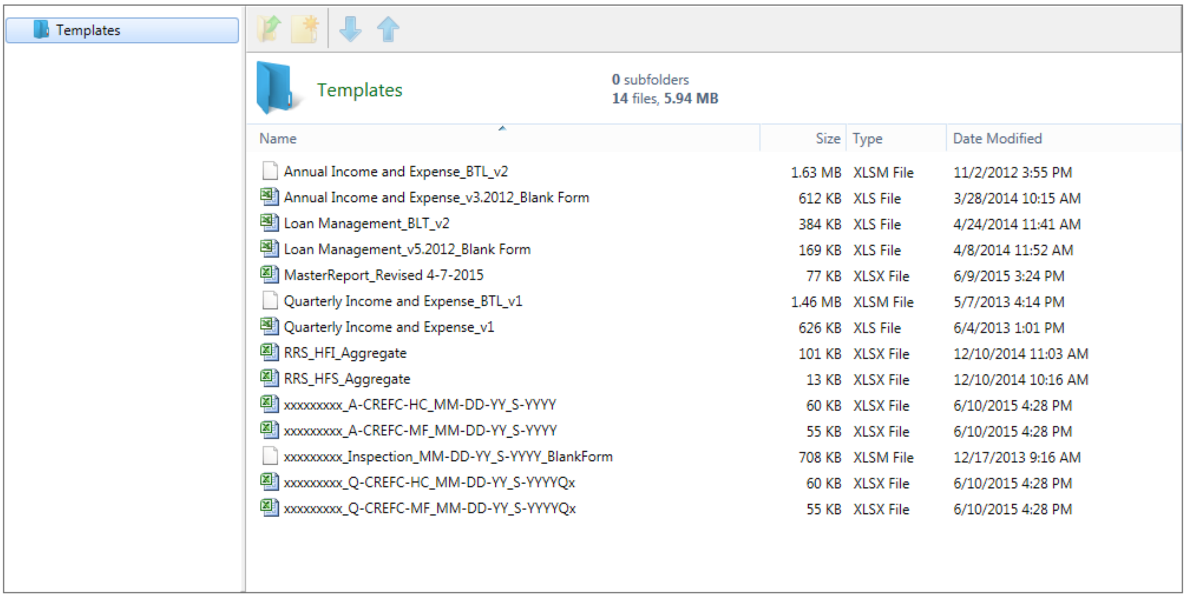
Download Blank Templates

To download one or more Assessment or Attachment files, perform the following functions:

1. On the Main Menu, go to the "Download" drop down menu and select "Blank Assessment Templates".



2. The following page will appear with the latest Assessment templates for download.

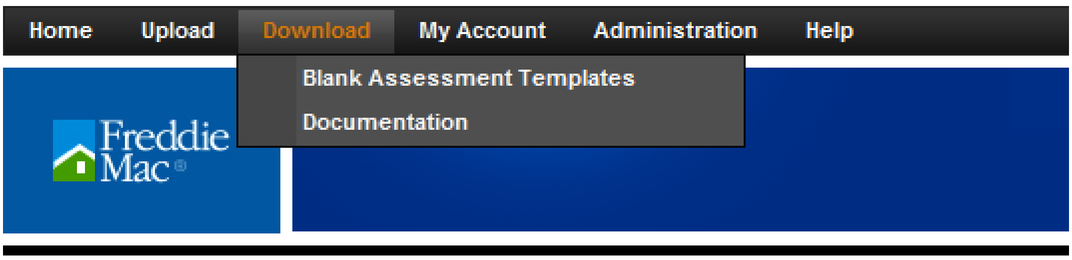


3. Right-click on the file you would like to download and select Download.

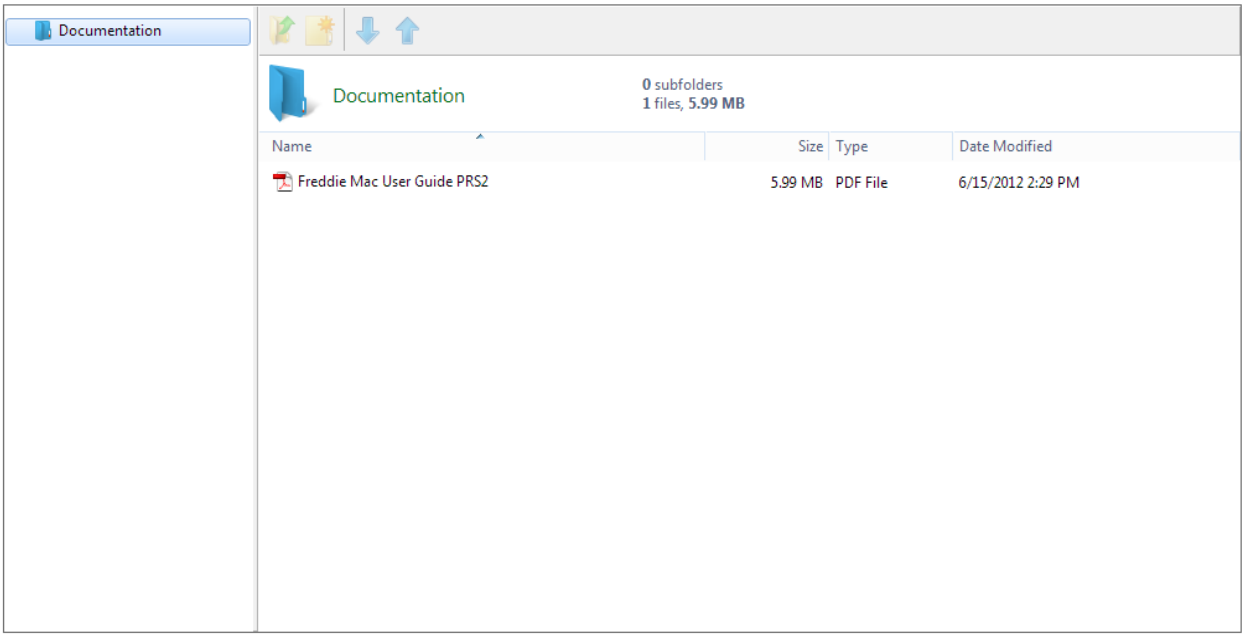
Download Documentation

To download the latest system documentation, perform the following functions:

1. On the Main Menu, go to the "Download" drop down menu and select "Documentation".



2. The following page will appear with the latest system documentation available for download (specific filenames may vary).



Download Pre-populated Templates

Pre-populated templates can be downloaded from the Due queue menus in the system.

To download an individual assessment:

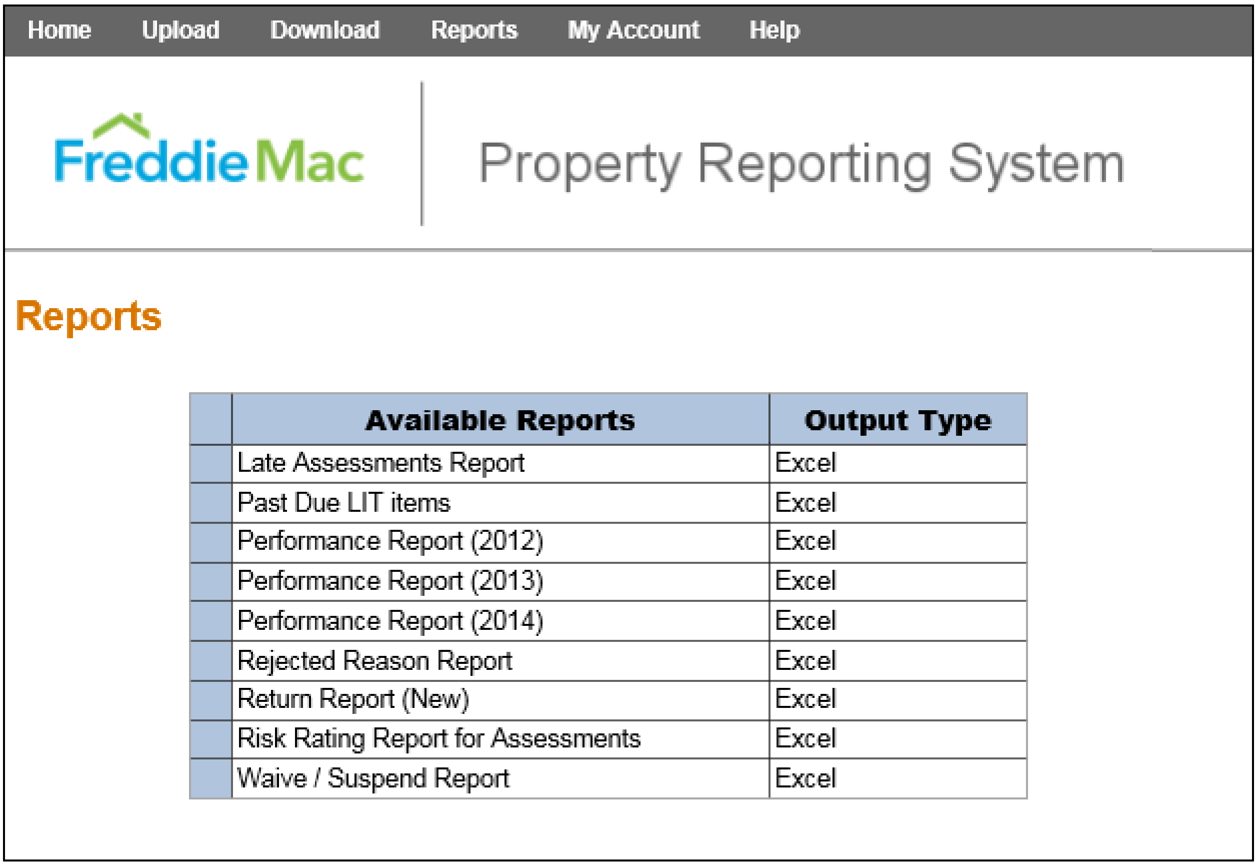
1. On the Due queue grids, hover over the row of the particular Assessment
2. Right-click to open the Context menu
3. Select "Download Template"
4. A document interface window will open with the file you've requested ready for download

To download multiple assessments:

1. On the Due queue grids, select the desired Assessments by clicking the check-box next to each assessment that you'd like to download
2. On the Grid Menu, select "Download Selected Templates"
3. A document interface window will open with the files you've requested ready for download
4. Hold shift and select the requested files, then click the down-arrow to begin the download

Reports

The reports menu shows the list of available reports that can be previewed/printed.



	Available Reports	Output Type
	Late Assessments Report	Excel
	Past Due LIT items	Excel
	Performance Report (2012)	Excel
	Performance Report (2013)	Excel
	Performance Report (2014)	Excel
	Rejected Reason Report	Excel
	Return Report (New)	Excel
	Risk Rating Report for Assessments	Excel
	Waive / Suspend Report	Excel

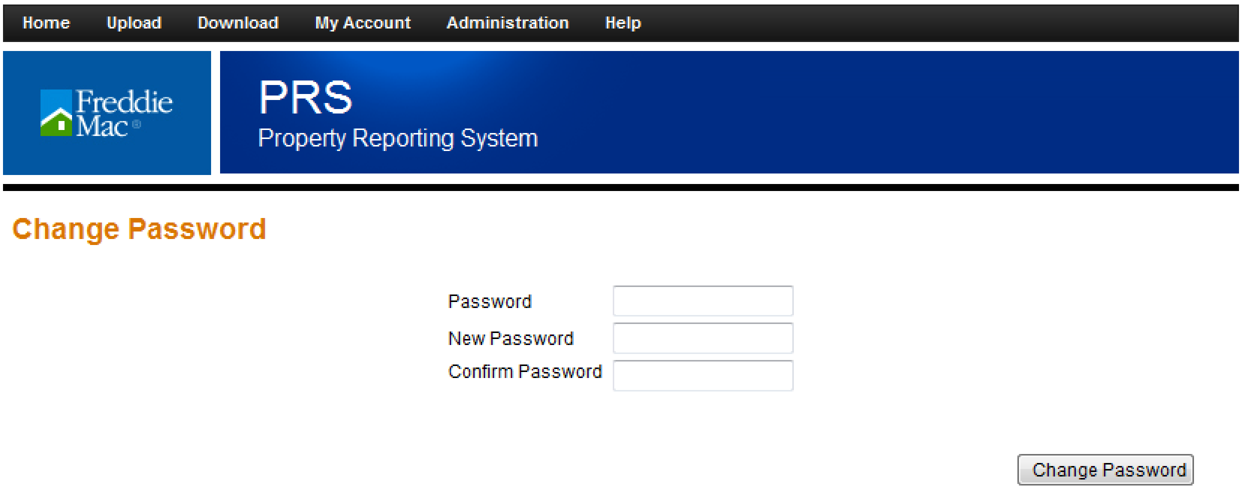
My Account

Change Password

To view or update your User Profile, perform the following functions:

1. On the Main Menu, go to the "My Account" drop down menu and select "Change Password".

2. Enter your current password, and new password twice. Click "Change Password"



Forgotten Password

1. Go to the Login page
2. Click **Forgot your password?**
3. Enter your username
4. Click **Change Forgotten Password.**
5. An email will be sent to the address associated with your account that includes a temporary password.
6. Use this temporary password to log into the system. If the temporary password is accepted, you will be immediately asked to provide a new password.

If you have forgotten your username or are unable to access your login page, please contact your administrator.

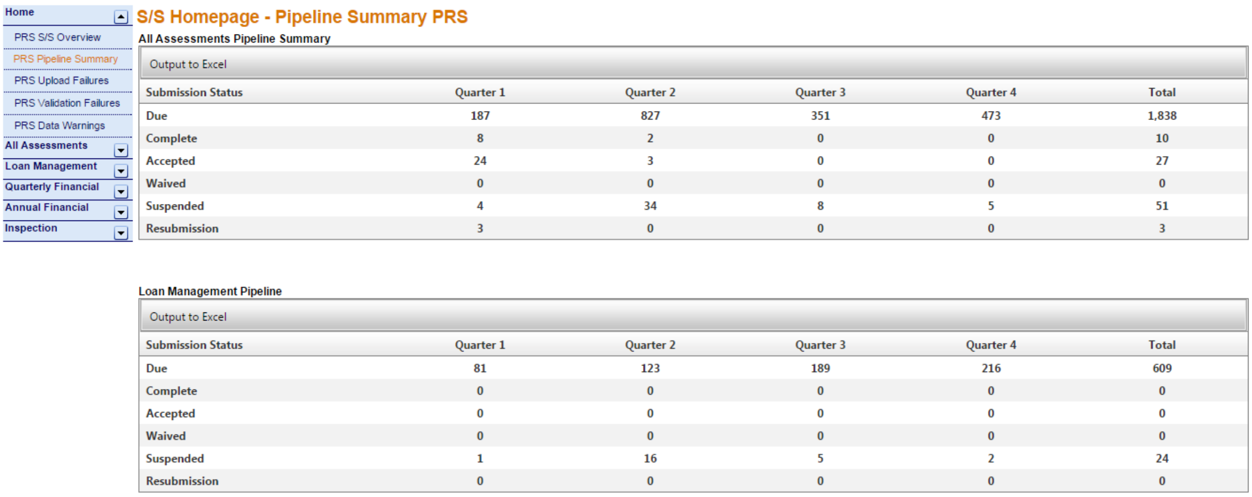
Home

S/S Overview

The Seller/Servicer Overview provides a summary of information regarding the Seller/Servicer, including any current/meaningful system notifications. Click Add New on the respective grid to add new Office Locations or Contacts.

S/S Pipeline Summary

The S/S Pipeline Summary provides a summary of the Assessment status totals by type, status and quarter.



All Assessments Pipeline Summary

Output to Excel

Submission Status	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Due	187	827	351	473	1,838
Complete	8	2	0	0	10
Accepted	24	3	0	0	27
Waived	0	0	0	0	0
Suspended	4	34	8	5	51
Resubmission	3	0	0	0	3

Loan Management Pipeline

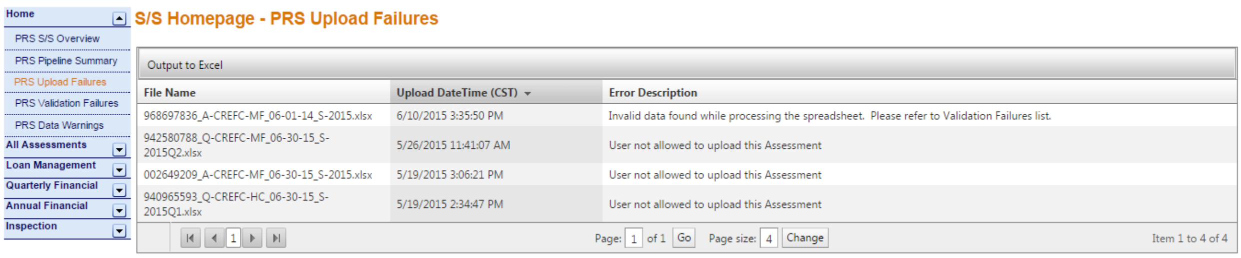
Output to Excel

Submission Status	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Due	81	123	189	216	609
Complete	0	0	0	0	0
Accepted	0	0	0	0	0
Waived	0	0	0	0	0
Suspended	1	16	5	2	24
Resubmission	0	0	0	0	0

In addition to the above, Quarterly Financial, Annual Financial, and Inspection pipelines would be shown below the Loan Management pipeline

Upload Failures

The Upload Failures page provides a list of uploads that have failed during the upload process, and includes a description of the error.



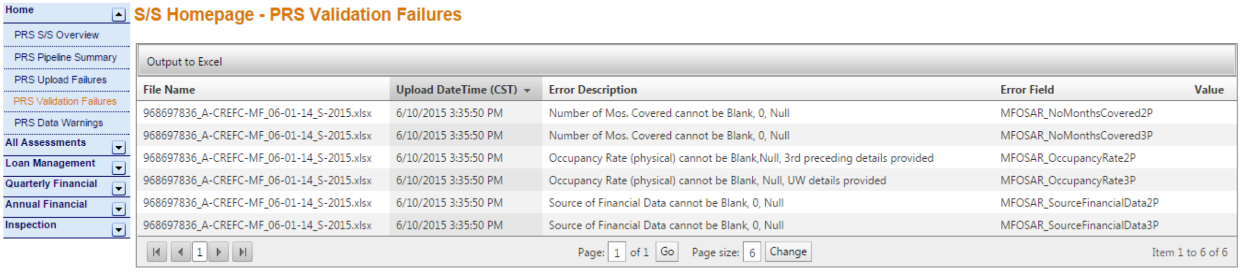
Output to Excel

File Name	Upload DateTime (CST)	Error Description
968697836_A-CREFC-MF_06-01-14_S-2015.xlsx	6/10/2015 3:35:50 PM	Invalid data found while processing the spreadsheet. Please refer to Validation Failures list.
942580788_Q-CREFC-MF_06-30-15_S-2015Q2.xlsx	5/26/2015 11:41:07 AM	User not allowed to upload this Assessment
002649209_A-CREFC-MF_06-30-15_S-2015.xlsx	5/19/2015 3:06:21 PM	User not allowed to upload this Assessment
940965593_Q-CREFC-HC_06-30-15_S-2015Q1.xlsx	5/19/2015 2:34:47 PM	User not allowed to upload this Assessment

Page: 1 of 1 Go Page size: 4 Change Item 1 to 4 of 4

Validation Failures

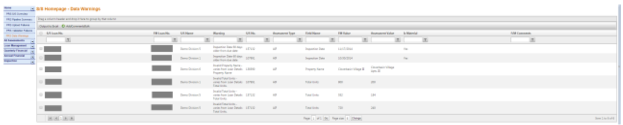
The Validation Failures page provides a list of field-level validations that failed during Inspection or CREFC form upload process, and includes a description each validation failure.



File Name	Upload DateTime (CST)	Error Description	Error Field	Value
968697836_A-CREFC-MF_06-01-14_S-2015.xlsx	6/10/2015 3:35:50 PM	Number of Mos. Covered cannot be Blank, 0, Null	MFOSAR_NoMonthsCovered2P	
968697836_A-CREFC-MF_06-01-14_S-2015.xlsx	6/10/2015 3:35:50 PM	Number of Mos. Covered cannot be Blank, 0, Null	MFOSAR_NoMonthsCovered3P	
968697836_A-CREFC-MF_06-01-14_S-2015.xlsx	6/10/2015 3:35:50 PM	Occupancy Rate (physical) cannot be Blank,Null, 3rd preceding details provided	MFOSAR_OccupancyRate2P	
968697836_A-CREFC-MF_06-01-14_S-2015.xlsx	6/10/2015 3:35:50 PM	Occupancy Rate (physical) cannot be Blank, Null, UW details provided	MFOSAR_OccupancyRate3P	
968697836_A-CREFC-MF_06-01-14_S-2015.xlsx	6/10/2015 3:35:50 PM	Source of Financial Data cannot be Blank, 0, Null	MFOSAR_SourceFinancialData2P	
968697836_A-CREFC-MF_06-01-14_S-2015.xlsx	6/10/2015 3:35:50 PM	Source of Financial Data cannot be Blank, 0, Null	MFOSAR_SourceFinancialData3P	

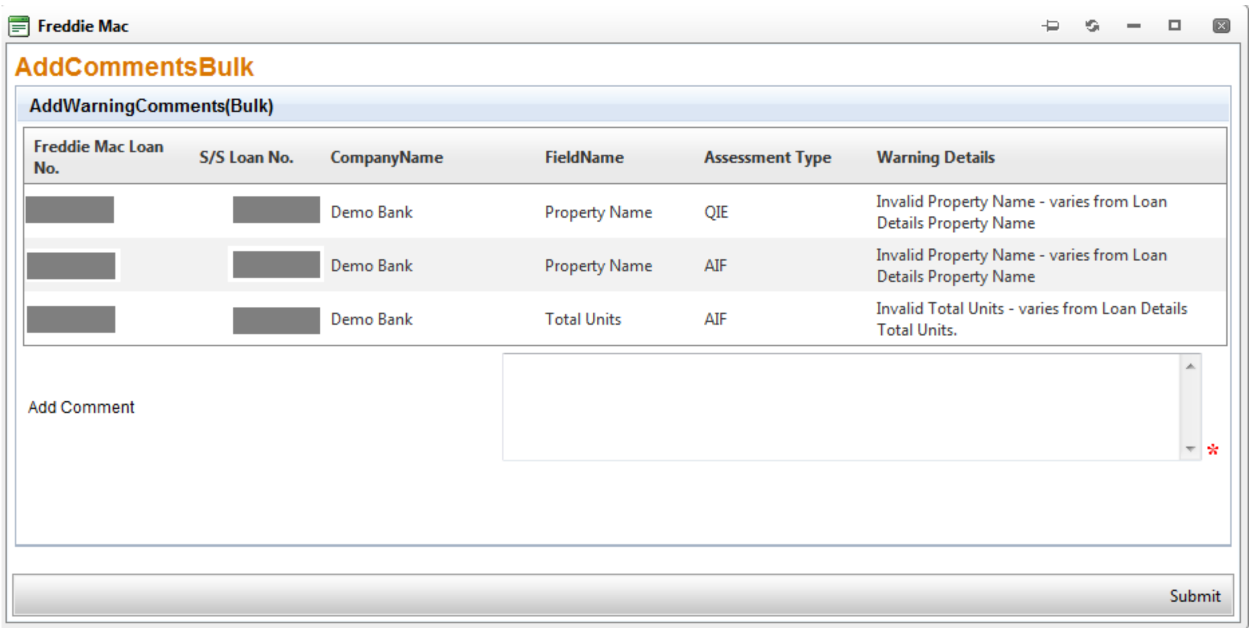
Data Warnings

The Data Warnings screen allows Seller / Servicers to view individual file upload warnings generated by the system due to data discrepancies within the incoming assessment template vs. data that exists in PRS (by Assessment type). Users have the ability to add comments to a given warning for interaction with Freddie Mac.



Grid Menu Items (these apply to items selected on the Grid):

1. **Output To Excel**: Click this button to output the Grid to Excel
2. **Add Comments Bulk**: Click this button after selecting 1 or more warnings within the grid. Users will be presented with the following screen to enter a comment to all selected warnings in the "Add Comment" field:



Freddie Mac Loan No.	S/S Loan No.	CompanyName	FieldName	Assessment Type	Warning Details
[redacted]	[redacted]	Demo Bank	Property Name	QIE	Invalid Property Name - varies from Loan Details Property Name
[redacted]	[redacted]	Demo Bank	Property Name	AIF	Invalid Property Name - varies from Loan Details Property Name
[redacted]	[redacted]	Demo Bank	Total Units	AIF	Invalid Total Units - varies from Loan Details Total Units.

Context Menu Items (these apply only to a single selected Assessment):

1. **View Seller/Servicer Details**: Opens a popup with details about the Seller/Servicer, including office locations and contacts
2. **View Loan Details**: Opens a popup with details about the Loan with which this Assessment is associated, including previous Assessments
3. **View/Add Comments**: Opens the "Comments View/Add" pop-up screen where users can add a comment to the selected warning

Assessment Queues

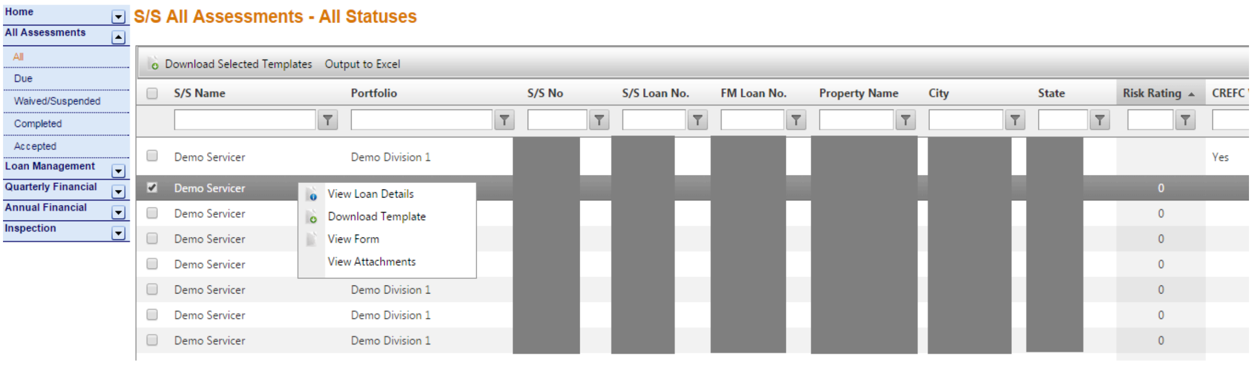
All Assessment Queues in the system use the Grid control. Basic functionality of the Grids is described in the Common Controls section of this User Manual. Functionality specific to each page is described below.

For your convenience, the Assessment Queues are grouped by Assessment Type (All, Loan Management, Quarterly Financial, Annual Financial and Inspection). The All Assessments queue contains the same assessment from the subsequent queues.

1. **Due:** The Due queue includes all Assessments that are in Due status. This includes assessments that are due, late, don't have the necessary documentation, have been returned by Freddie Mac and have a Waiver or Extension request pending with Freddie Mac. The sub-statuses are indicated in the grid.
2. **Waived/Suspended:** The Waived queue includes all Assessments that have been waived or suspended by Freddie Mac.
3. **Complete:** The Complete queue includes Assessments that meet all submission requirements and are waiting to be finalized.
4. **Accepted**: The Accepted queue includes Assessments that are being reviewed by Freddie Mac. These assessments are no longer available for upload.

All

The All queue includes all Assessments regardless of its status.



Grid Menu Items (these apply to items selected on the Grid):

1. Download Selected Templates: To download multiple pre-populated templates, Select the Assessments using the checkbox, click the Download Assessment Templates and PRS will place a pre-populated version of the selected templates in a Document Interface popup window. To download these files as a zip, selected all files, right-click and select "Download as Zip".
2. Output To Excel: Click this button to output the Grid to Excel

Context Menu Items (these apply only to a single selected Assessment):

1. View Loan Details: Opens a popup with details about the Loan with which this Assessment is associated, including previous Assessments
2. Download Template: To retrieve a pre-populated template for this Assessment, click this button and PRS will place the pre-populated version of the selected templates in a Document Interface popup window. To download this file, right click on it and select "Download".
3. View Form: To view the form on-screen, click View Form. This will open a popup window with the associated Assessment. Note: The Inspection form cannot be viewed on-screen due to the size of the form.
4. View Attachments: To view the attachments, click View Attachments. Provides a popup with a Document Interface window to the documents (Attachments) for the Assessment. You cannot upload documents directly to this page, all uploads should be done through the Upload: Upload Individual Files item on the Main Menu.

Due

The Due queue includes all Assessments that are in Due status. This includes assessments that are due, late, don't have the necessary documentation, have been returned by Freddie Mac and have a Waiver or Extension request pending with Freddie Mac. The sub-statuses are indicated in the grid.

Grid Menu Items (these apply to items selected on the Grid):

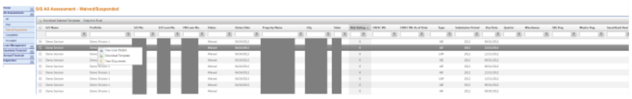
1. Download Selected Templates: To download multiple pre-populated templates, Select the Assessments using the checkbox, click the Download Assessment Templates and PRS will place a pre-populated version of the selected templates in a Document Interface popup window. To download these files as a zip, selected all files, right-click and select "Download as Zip".
2. Output To Excel: Click this button to output the Grid to Excel

Context Menu Items (these apply only to a single selected Assessment):

1. View Loan Details: Opens a popup with details about the Loan with which this Assessment is associated, including previous Assessments
2. Download Template: To retrieve a pre-populated template for this Assessment, click this button and PRS will place the pre-populated version of the selected templates in a Document Interface popup window. To download this file, right click on it and select "Download".
3. View Form: To view the form on-screen, click View Form. This will open a popup window with the associated Assessment. Note: The Inspection form cannot be viewed on-screen due to the size of the form.
4. View Documents: Provides a popup with a Document Interface window to the documents (Assessments and Attachments) for the Assessment. You cannot upload documents directly to this page, all uploads should be done through the Upload: Upload Individual Files item on the Main Menu.
5. Due Date Change Request: If you would like to request a due date change for this Assessment: Click "Due Date Change Request", complete the pop-up and click Submit (sample shown above).
6. Waiver Request: If you would like to request a waiver for this Assessment: click "Waiver Request", complete the pop-up and click Submit (sample shown above).

Waived/Suspended

The Waived/Suspended queue includes all Assessments that have been waived or suspended by Freddie Mac.



Grid Menu Items (these apply to items selected on the Grid):

1. Download Selected Templates: To download multiple pre-populated templates, Select the Assessments using the checkbox, click the Download Assessment Templates and PRS will place a pre-populated version of the selected templates in a Document Interface popup window. To download these files as a zip, selected all files, right-click and select "Download as Zip".
2. Output To Excel: Click this button to output the Grid to Excel

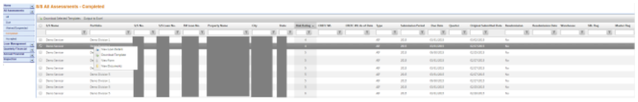
Context Menu Items (these apply only to a single selected Assessment):

1. View Loan Details: Opens a popup with details about the Loan with which this Assessment is associated, including previous Assessments
2. Download Template: To retrieve a pre-populated template for this Assessment, click this button and PRS will place the pre-populated version of the selected templates in a Document Interface popup window.To download this file, right click on it and select "Download".
3. View Documents: Provides a popup with a Document Interface window to the documents (Assessments and Attachments) for the Assessment. You cannot upload documents directly to this

page, all uploads should be done through the Upload: Upload Individual Files item on the Main Menu.

Completed

The Completed queue includes assessments that have met all submission requirements and are waiting to be processed. At this point, PRS holds the Assessment files for 5 business days before moving the files to Accepted status in order to allow Seller/Servicers the opportunity to provide any updates or make any corrections.



Grid Menu Items (these apply to items selected on the Grid):

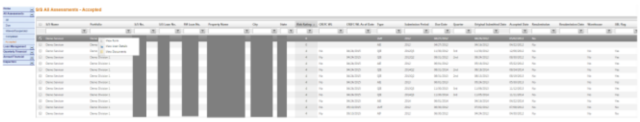
1. Download Selected Templates: To download multiple pre-populated templates, Select the Assessments using the checkbox, click the Download Assessment Templates and PRS will place a pre-populated version of the selected templates in a Document Interface popup window. To download these files as a zip, selected all files, right-click and select "Download as Zip".
2. Output To Excel: Click this button to output the Grid to Excel

Context Menu Items (these apply only to a single selected Assessment):

1. View Loan Details: Opens a popup with details about the Loan with which this Assessment is associated, including previous Assessments.
2. Download Template: To retrieve a pre-populated template for this Assessment, click this button and PRS will place the pre-populated version of the selected templates in a Document Interface popup window. To download this file, right click on it and select "Download".
3. View Form: To view the form on-screen, click View Form. This will open a popup window with the associates Assessment.
4. View Documents: Provides a popup with a Document Interface window to the documents (Assessments and Attachments) for the Assessment. You cannot upload documents directly to this page, all uploads should be done through the Upload: Upload Individual Files item on the Main Menu.

Accepted

The Accepted queue includes Assessments that are being reviewed by Freddie Mac. Document uploaded to these assessments is not available and will fail. If you need to re-upload a file to any Assessment in the Accepted queue, please contact your Freddie Mac representative.



Context Menu Items (these apply only to a single selected Assessment):

1. View Form. To view the form on-screen, click View Form. This will open a pop-up window with the associated Assessment.
2. View Loan Details: Opens a popup with details about the Loan with which this Assessment is associated, including previous Assessments.
3. View Documents: Provides a popup with a Document Interface window to the documents (Assessments and Attachments) for the Assessment. You cannot upload documents directly to this page, all uploads should be done through the Upload: Upload Individual Files item on the Main Menu.

Loan Management, Quarterly Financial, Annual Financial and Inspection Queues

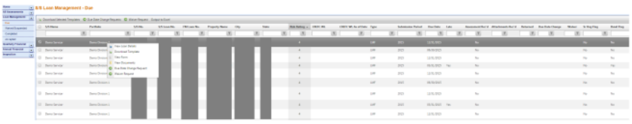
As with all other queues in the system, the Loan Management Assessment Queues use the Grid control. Basic functionality of the Grids is described in the Common Controls section of this User Manual. Functionality specific to each page is described below.

For your convenience, the Loan Management Assessment Queues are grouped by status of Due, Waived/Suspended, Completed, and Accepted, and are described below:

1. **Due:** The Due queue includes all Loan Management Assessments that are in Due status. This includes assessments that are due, late, don't have the necessary documentation, have been returned by Freddie Mac and have a Waiver or Extension request pending with Freddie Mac. The sub-statuses are indicated in the grid.
2. **Waived / Suspended:** The Waived / Suspended queue includes all Loan Management Assessments that have been waived by Freddie Mac.
3. **Complete:** The Complete queue includes all Loan Management Assessments that have met all submission requirements and are waiting to be finalized.
4. **Accepted**: The Accepted queue includes Assessments that are being reviewed by Freddie Mac. These assessments are no longer available for upload.

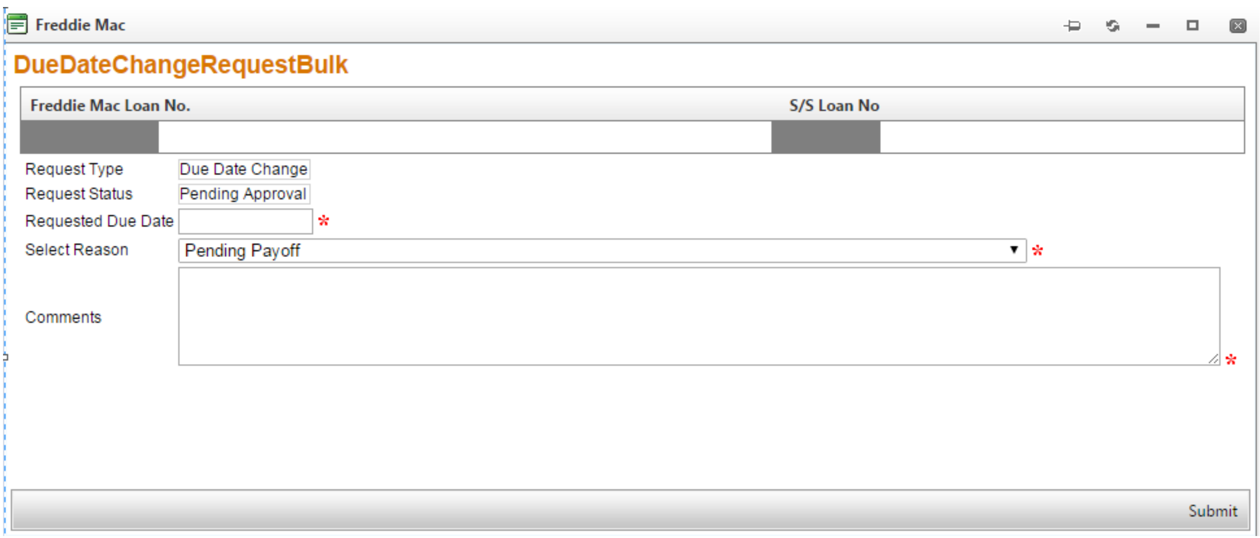
Due

The Loan Management, Quarterly Financial, Annual Financial, and Inspection Due queue includes all Assessments that are in Due statuses of the selected assessment type. This includes assessments that are due, late, don't have the necessary documentation, have been returned by Freddie Mac and have a Waiver or Extension request pending with Freddie Mac. The sub-statuses are indicated in the grid.

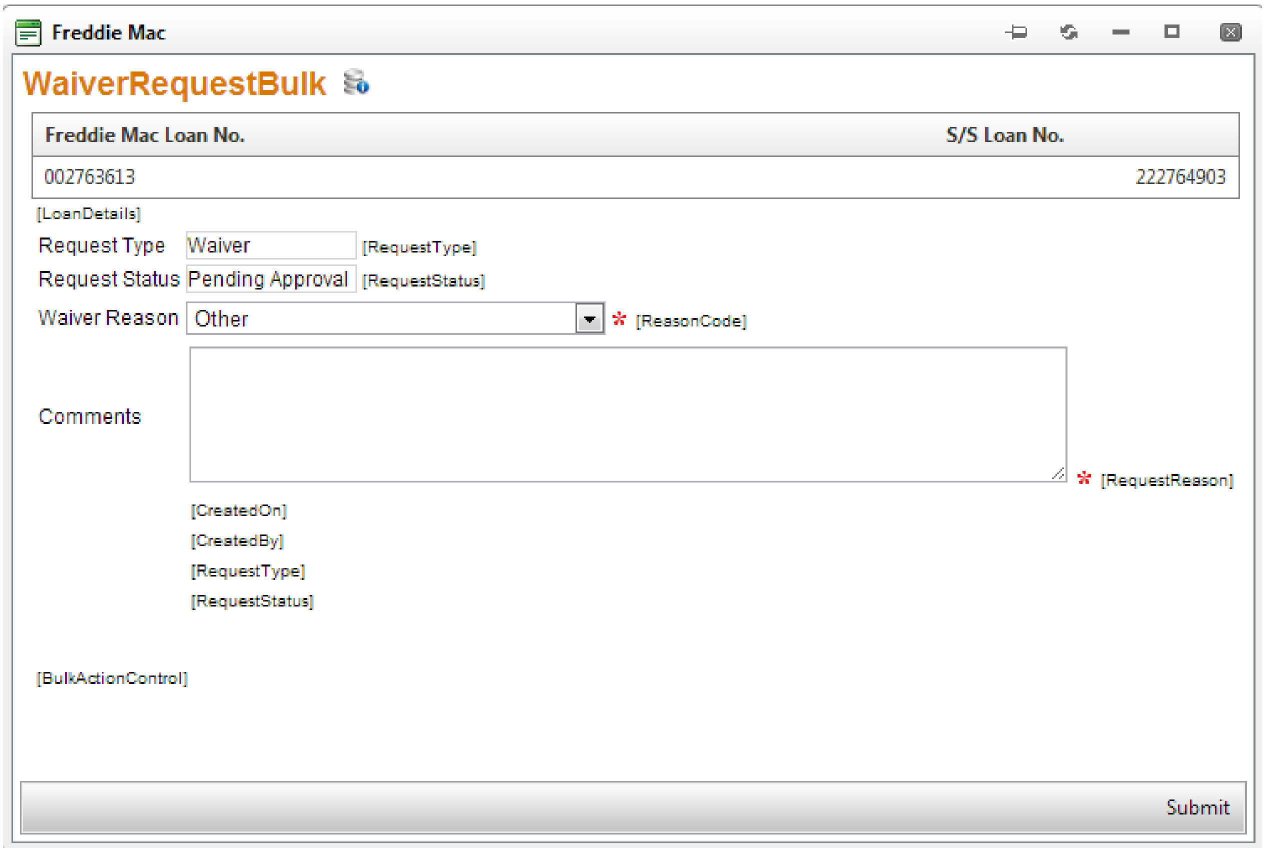


Grid Menu Items (these apply to items selected on the Grid):

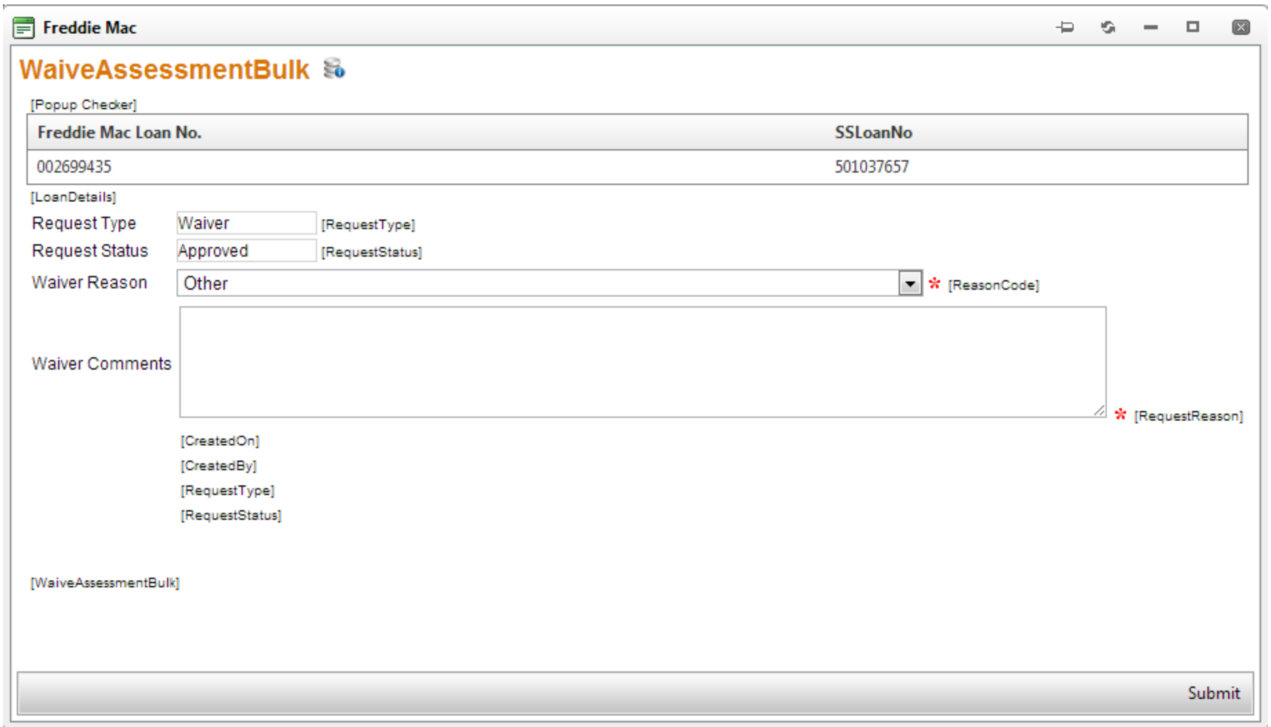
1. Download Selected Templates: To download multiple pre-populated templates, select the Assessments using the check box, click the Download Assessment Templates and PRS will place a pre-populated version of the selected templates in a Document Interface pop-up window. To download these files as a zip, selected all files, right-click and select "Download as Zip".
2. Due Date Change Request: Allows users to request a Due Date change for the selected assessments.



3. Waiver Request: Allows users to submit a bulk Waiver request for the selected assessments

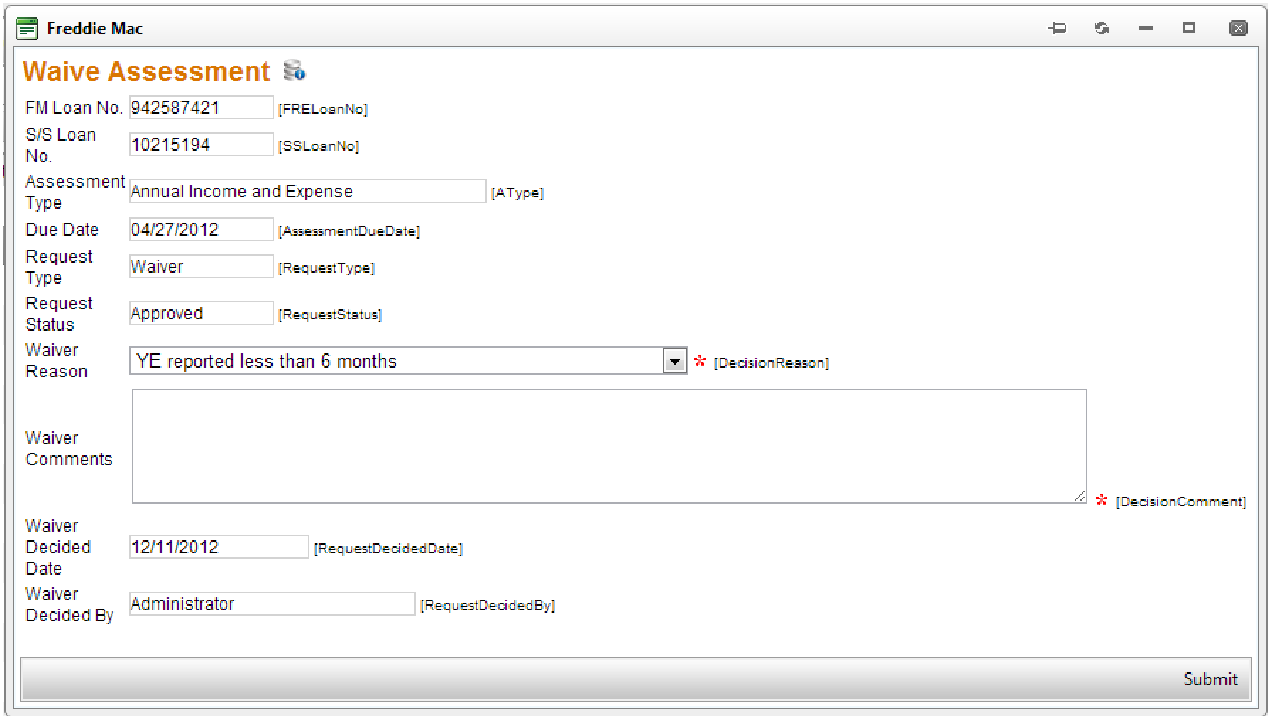


4. Output To Excel: Click this button to output the Grid to Excel



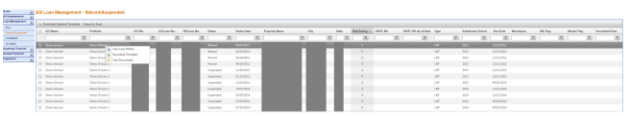
Context Menu Items (these apply only to a single selected Assessment):

1. View Loan Details: Opens a popup with details about the Loan with which this Assessment is associated, including previous Assessments
2. Download Template: To retrieve a pre-populated template for this Assessment, click this button and PRS will place the pre-populated version of the selected templates in a Document Interface popup window. To download this file, right click on it and select "Download".
3. View Form. To view the form on-screen, click View Form. This will open a popup window with the associates Assessment.
4. View Documents: Provides a popup with a Document Interface window to the documents (Assessments and Attachments) for the Assessment. You cannot upload documents directly to this page, all uploads should be done through the Upload: Upload Individual Files item on the Main Menu.
5. Due Date Change Request: If you would like to request an extension for this Assessment: click "Request Extension", complete the popup and click Submit (sample shown above).
6. Waiver Request: If you would like to request an extension for this Assessment: click "Request Extension", complete the popup and click Submit (sample shown above).



Waived / Suspended

The Loan Management, Quarterly Financial, Annual Financial, and Inspection Waived / Suspended queue includes all Assessments that have been waived or suspended by Freddie Mac for the selected assessment type.



Grid Menu Items (these apply to items selected on the Grid):

1. Download Selected Templates: To download multiple pre-populated templates, Select the Assessments using the checkbox, click the Download Assessment Templates and PRS will place a pre-populated version of the selected templates in a Document Interface popup window.To download

these files as a zip, selected all files, right-click and select "Download as Zip".
2. Output To Excel: Click this button to output the Grid to Excel

Context Menu Items (these apply only to a single selected Assessment):

1. View Loan Details: Opens a popup with details about the Loan with which this Assessment is associated, including previous Assessments
2. Download Template: To retrieve a pre-populated template for this Assessment, click this button and PRS will place the pre-populated version of the selected templates in a Document Interface popup window. To download this file, right click on it and select "Download".
3. View Documents: Provides a popup with a Document Interface window to the documents (Assessments and Attachments) for the Assessment. You cannot upload documents directly to this page, all uploads should be done through the Upload: Upload Individual Files item on the Main Menu.

Complete

The Loan Management, Quarterly Financial, Annual Financial, and Inspection Complete queue includes assessments that have met all submission requirements and are waiting to be processed. At this point, PRS holds the Assessment files for 5 business days before moving them to Accepted status in order to allow Seller/Servicers the opportunity to provide any updates or make any corrections.

Grid Menu Items (these apply to items selected on the Grid):

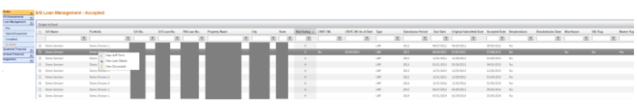
1. Download Selected Templates: To download multiple pre-populated templates, Select the Assessments using the checkbox, click the Download Assessment Templates and PRS will place a pre-populated version of the selected templates in a Document Interface popup window. To download these files as a zip, selected all files, right-click and select "Download as Zip".
2. Output To Excel: Click this button to output the Grid to Excel

Context Menu Items (these apply only to a single selected Assessment):

1. View Loan Details: Opens a popup with details about the Loan with which this Assessment is associated, including previous Assessments
2. Download Template: To retrieve a pre-populated template for this Assessment, click this button and PRS will place the pre-populated version of the selected templates in a Document Interface popup window. To download this file, right click on it and select "Download".
3. View LMF (Loan Management) Form: Provides a popup with a Document Interface window to the documents (Assessments and Attachments) for the Assessment. You cannot upload documents directly to this page, all uploads should be done through the Upload: Upload Individual Files item on the Main Menu.
4. View Documents: Provides a popup with a Document Interface window to the documents (Assessments and Attachments) for the Assessment. You cannot upload documents directly to this page, all uploads should be done through the Upload: Upload Individual Files item on the Main Menu.

Accepted

The Loan Management, Quarterly Financial, Annual Financial, and Inspection Accepted queue includes Assessments that are being reviewed by Freddie Mac. Document uploads of assessments in Accepted status is not available and will fail. If you need to re-upload a file to any Assessment in the Accepted queue, please contact your Freddie Mac representative.



Grid Menu Items (these apply to items selected on the Grid):

1. Output To Excel: Click this button to output the Grid to Excel

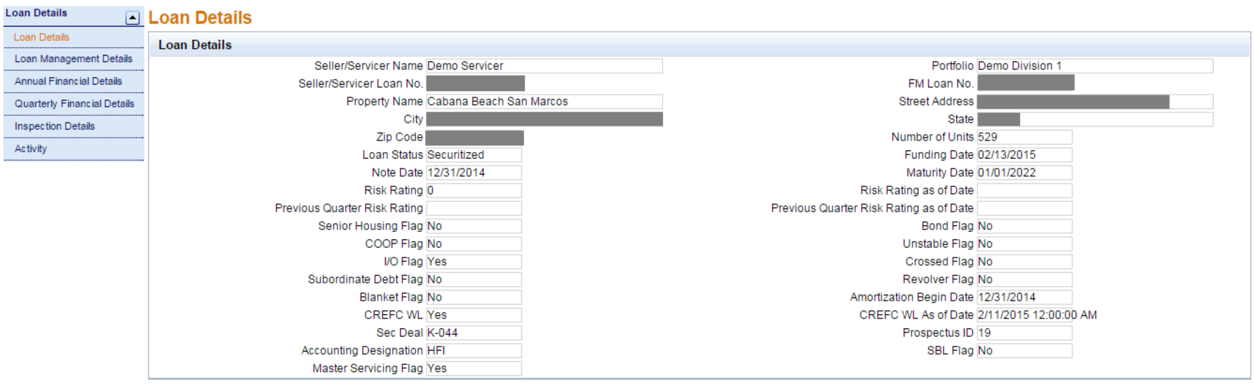
Context Menu Items (these apply only to a single selected Assessment):

1. View LMF (Loan Management) Form. To view the form on-screen, click View Form. This will open a popup window with the associates Assessment.
2. View Loan Details: Opens a popup with details about the Loan with which this Assessment is associated, including previous Assessments.
3. View Documents: Provides a popup with a Document Interface window to the documents (Assessments and Attachments) for the Assessment. You cannot upload documents directly to this page, all uploads should be done through the Upload: Upload Individual Files item on the Main Menu.

Loan Details

Loan Details

Loan Details provides information regarding the loan. Data on this page is being populated from the Population File.



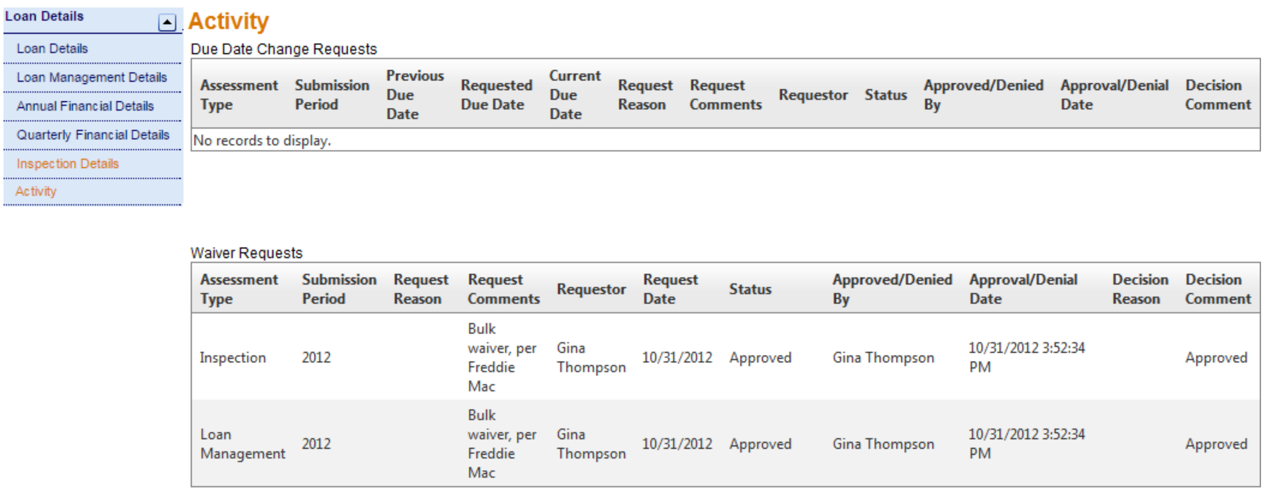
Loan Details

Loan Details | Loan Management Details | Annual Financial Details | Quarterly Financial Details | Inspection Details | Activity

Loan Details

Seller/Servicer Name	Demo Servicer	Portfolio	Demo Division 1
Seller/Servicer Loan No.	[redacted]	FM Loan No.	[redacted]
Property Name	Cabana Beach San Marcos	Street Address	[redacted]
City	[redacted]	State	[redacted]
Zip Code	[redacted]	Number of Units	529
Loan Status	Securitized	Funding Date	02/13/2015
Note Date	12/31/2014	Maturity Date	01/01/2022
Risk Rating	0	Risk Rating as of Date	
Previous Quarter Risk Rating		Previous Quarter Risk Rating as of Date	
Senior Housing Flag	No	Bond Flag	No
COOP Flag	No	Unstable Flag	No
I/O Flag	Yes	Crossed Flag	No
Subordinate Debt Flag	No	Revolver Flag	No
Blanket Flag	No	Amortization Begin Date	12/31/2014
CREFC WL	Yes	CREFC WL As of Date	2/11/2015 12:00:00 AM
Sec Deal	K-044	Prospectus ID	19
Accounting Designation	HFI	SBL Flag	No
Master Servicing Flag	Yes		

Upon opening the Loan Details screen, users can view details for individual Loan Management, Annual Financial, Quarterly Financial, and Inspection records. In addition, users can view the activity (i.e., Due Date changes, Waiver requests, suspensions, and assessment returns) that's occurred on the selected loan.



Loan Details

Loan Details | Loan Management Details | Annual Financial Details | Quarterly Financial Details | Inspection Details | Activity

Activity

Due Date Change Requests

Assessment Type	Submission Period	Previous Due Date	Requested Due Date	Current Due Date	Request Reason	Request Comments	Requestor	Status	Approved/Denied By	Approval/Denial Date	Decision Comment
No records to display.											

Waiver Requests

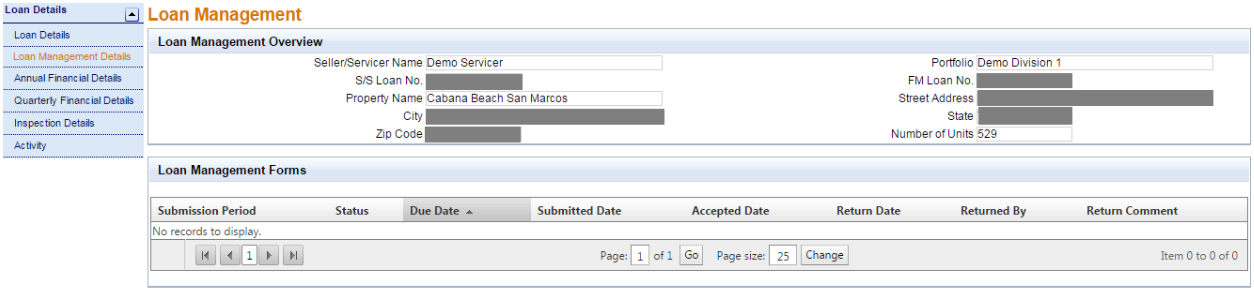
Assessment Type	Submission Period	Request Reason	Request Comments	Requestor	Request Date	Status	Approved/Denied By	Approval/Denial Date	Decision Reason	Decision Comment
Inspection	2012		Bulk waiver, per Freddie Mac	Gina Thompson	10/31/2012	Approved	Gina Thompson	10/31/2012 3:52:34 PM		Approved
Loan Management	2012		Bulk waiver, per Freddie Mac	Gina Thompson	10/31/2012	Approved	Gina Thompson	10/31/2012 3:52:34 PM		Approved

Assessment Details

Loan Management Details, Annual Financial Details, Quarterly Financial Details and Inspection Details pages include the following sections:

- Overview section: Data from the Population upload
- Forms: List of forms for this Assessment

Example:



Activity

Summary of Waiver and Due Date Change Requests for this particular assessment are listed on this page.

Common Controls

Grids

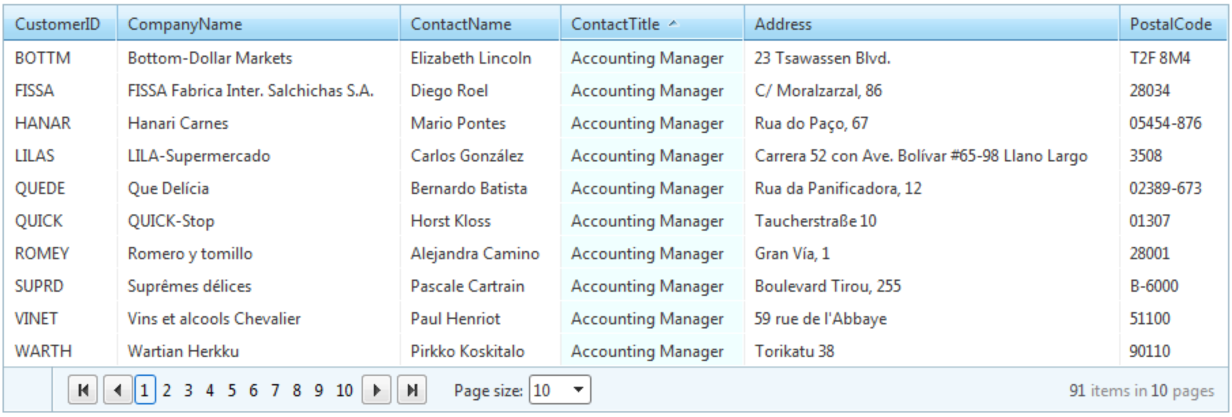
Many screens in PRS are grid based that include similar functionality. This functionality is enabled as needed on each grid and is not be available on all pages depending on required functionality. This section reviews the basic functionality of the grids that applies across the system.

Sorting

If sorting is enabled, users are able to sort the grid by any column by clicking on the column header.

The sorting function toggles between three modes:

- ascending
- descending
- no sort



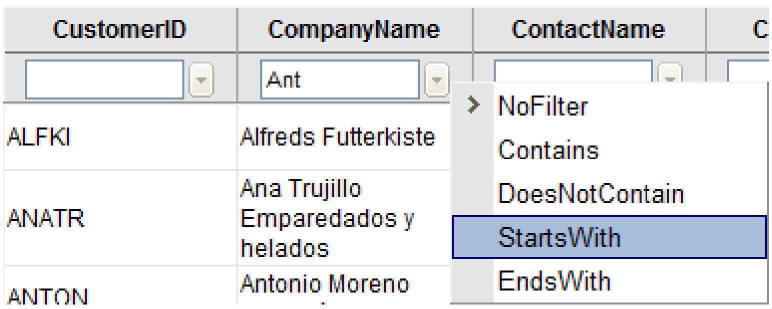
CustomerID	CompanyName	ContactName	ContactTitle	Address	PostalCode
BOTTM	Bottom-Dollar Markets	Elizabeth Lincoln	Accounting Manager	23 Tsawassen Blvd.	T2F 8M4
FISSA	FISSA Fabrica Inter. Salchichas S.A.	Diego Roel	Accounting Manager	C/ Moralzarzal, 86	28034
HANAR	Hanari Carnes	Mario Pontes	Accounting Manager	Rua do Paço, 67	05454-876
LILAS	LILA-Supermercado	Carlos González	Accounting Manager	Carrera 52 con Ave. Bolívar #65-98 Llano Largo	3508
QUEDE	Que Delícia	Bernardo Batista	Accounting Manager	Rua da Panificadora, 12	02389-673
QUICK	QUICK-Stop	Horst Kloss	Accounting Manager	Taucherstraße 10	01307
ROMEY	Romero y tomillo	Alejandra Camino	Accounting Manager	Gran Vía, 1	28001
SUPRD	Suprêmes délices	Pascale Cartrain	Accounting Manager	Boulevard Tirou, 255	B-6000
VINET	Vins et alcools Chevalier	Paul Henriot	Accounting Manager	59 rue de l'Abbaye	51100
WARTH	Wartian Herkku	Pirkko Koskitalo	Accounting Manager	Torikatu 38	90110

1 2 3 4 5 6 7 8 9 10 Page size: 10 91 items in 10 pages

Some grids have a default sort enabled and the user is able to override this default by clicking the header to sort by a different column. If the user leaves the page and returns, the grid will return to the default sort.

Filtering

When filtering is enabled, a filtering item appears below the column header. The user can enter a filter criterion in the filter box. A drop-down list allows the user to select a filter expression that is applied to the criterion for the column. When the user presses the filter button (next to the filter box), the grid displays only the records matching the filter criteria specified using the filter boxes:



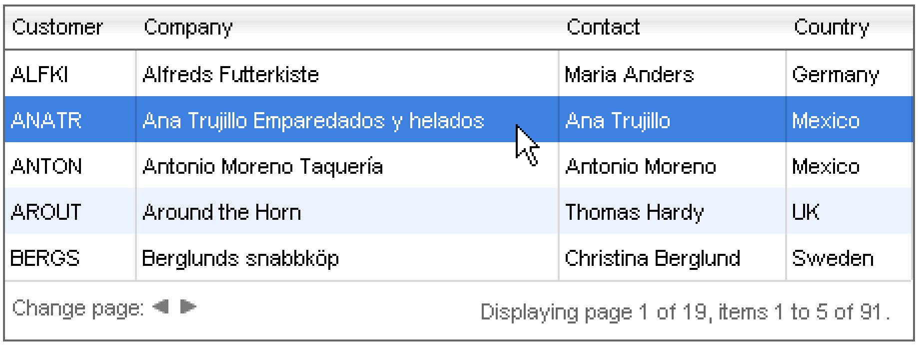
All filters in a single table are applied using AND operator. That is, only items (grid rows) that comply with all filters are displayed.

Note: When you have more than one value to filter on, values should be entered separated by a space.

Row Selection

Selecting a Row with a Click

Users can select a single data row in the grid by left clicking anywhere within the row:

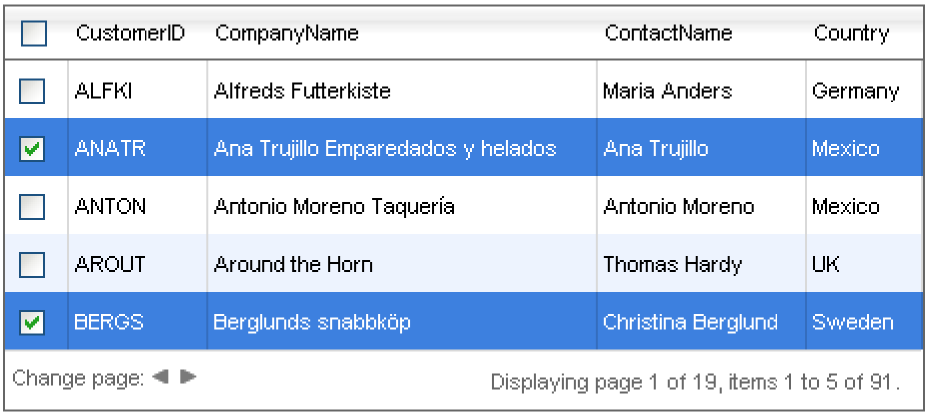


Customer	Company	Contact	Country
ALFKI	Alfreds Futterkiste	Maria Anders	Germany
ANATR	Ana Trujillo Emparedados y helados	Ana Trujillo	Mexico
ANTON	Antonio Moreno Taquería	Antonio Moreno	Mexico
AROUT	Around the Horn	Thomas Hardy	UK
BERGS	Berglunds snabbköp	Christina Berglund	Sweden

Change page: ◀ ▶ Displaying page 1 of 19, items 1 to 5 of 91.

Selecting a Row with a Checkbox

If available, users can select one or more data rows in the grid by clicking the checkbox within the row:

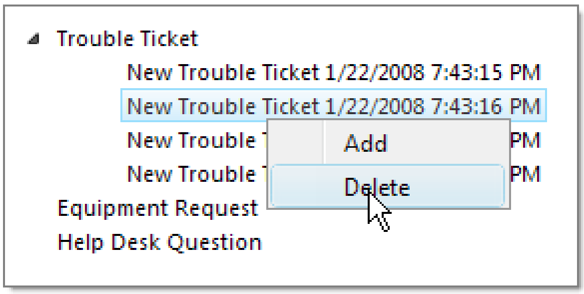


☐	CustomerID	CompanyName	ContactName	Country
☐	ALFKI	Alfreds Futterkiste	Maria Anders	Germany
☑	ANATR	Ana Trujillo Emparedados y helados	Ana Trujillo	Mexico
☐	ANTON	Antonio Moreno Taquería	Antonio Moreno	Mexico
☐	AROUT	Around the Horn	Thomas Hardy	UK
☑	BERGS	Berglunds snabbköp	Christina Berglund	Sweden

Change page: ◀ ▶ Displaying page 1 of 19, items 1 to 5 of 91.

Context Menu

The Context Menu or Right-click Menu is used to perform an action on a single record. While hovering over a row on a grid, click the right button on the mouse to bring up the Context menu. The Context Menu offers a limited set of choices that are available in the current state, or context, of the items on the grid.



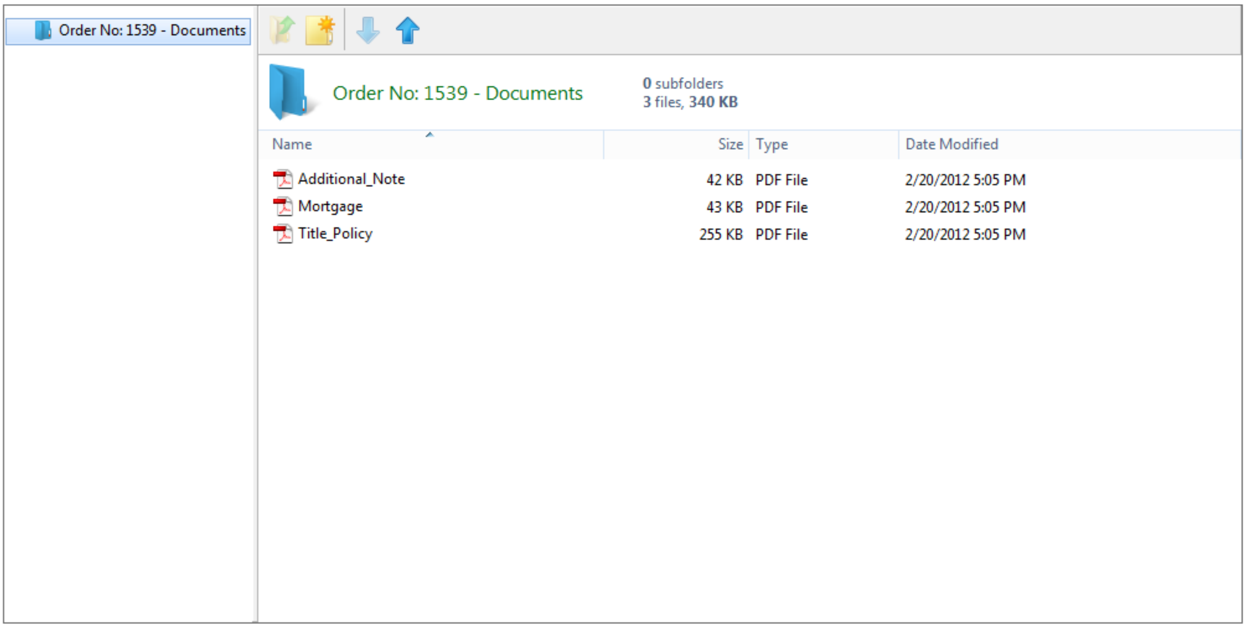
Grid Menu

The Grid Menu is used to perform an action on multiple records. To select multiple rows, check the box on the left side of each row. To perform an action on these rows, click the appropriate button on the Grid Menu.

Document Interface

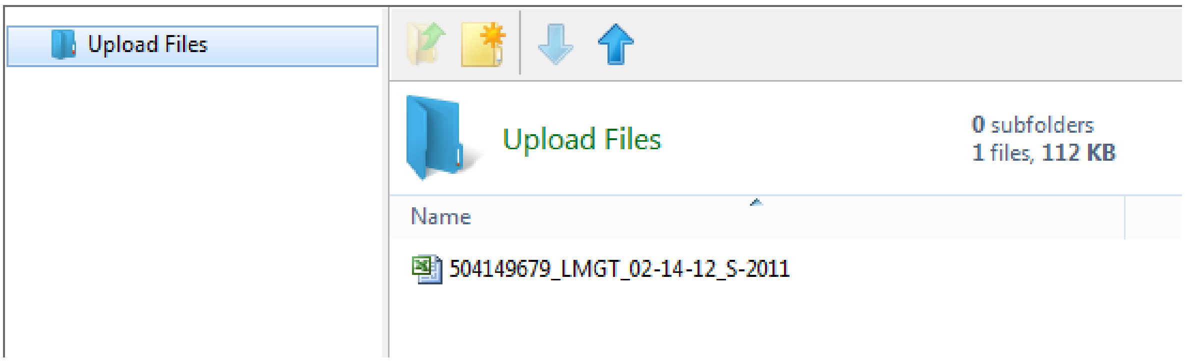
PRS utilized a standard document interface to manage all document repositories within the system. The basic functionality includes the following:

- Menu Items: Up One Level, Create New Folder, Download and Upload
- Left Panel: Tree view showing the folder structure
- Main Window: Listing of documents in the repository

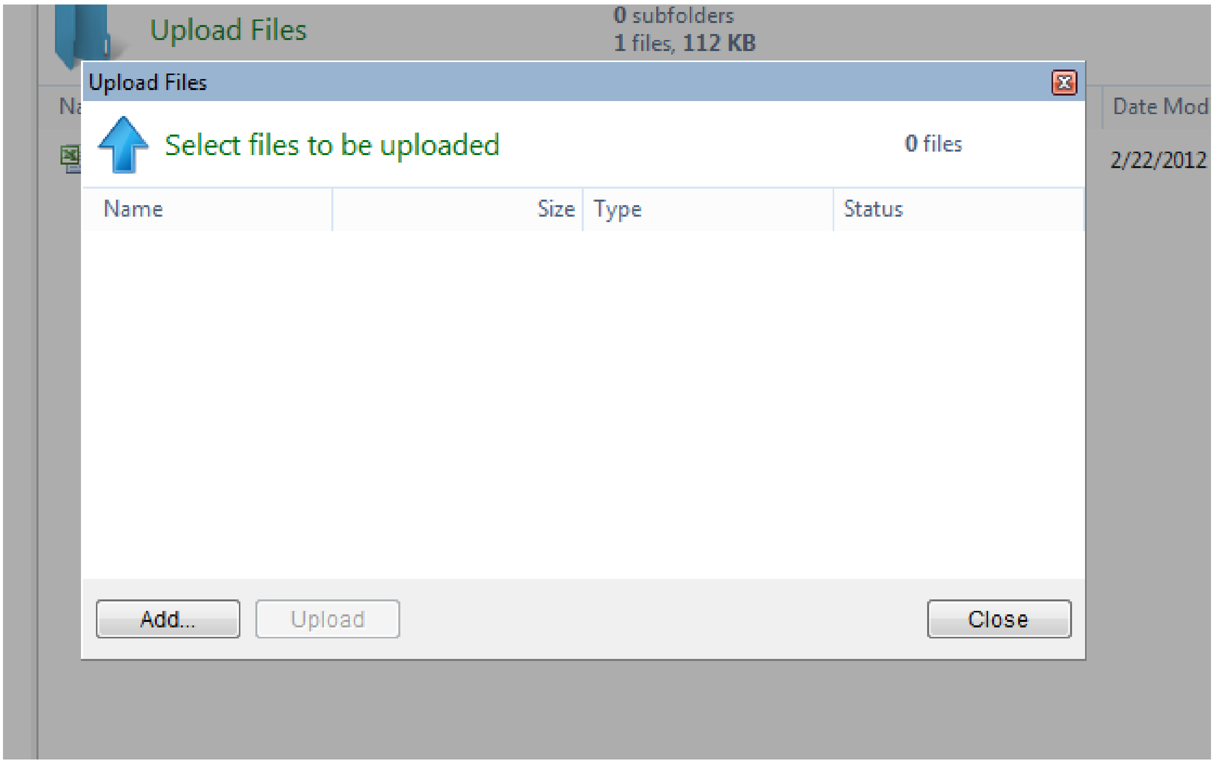


Upload Files

1. On the menu, click on the blue UP arrow (Upload Files).

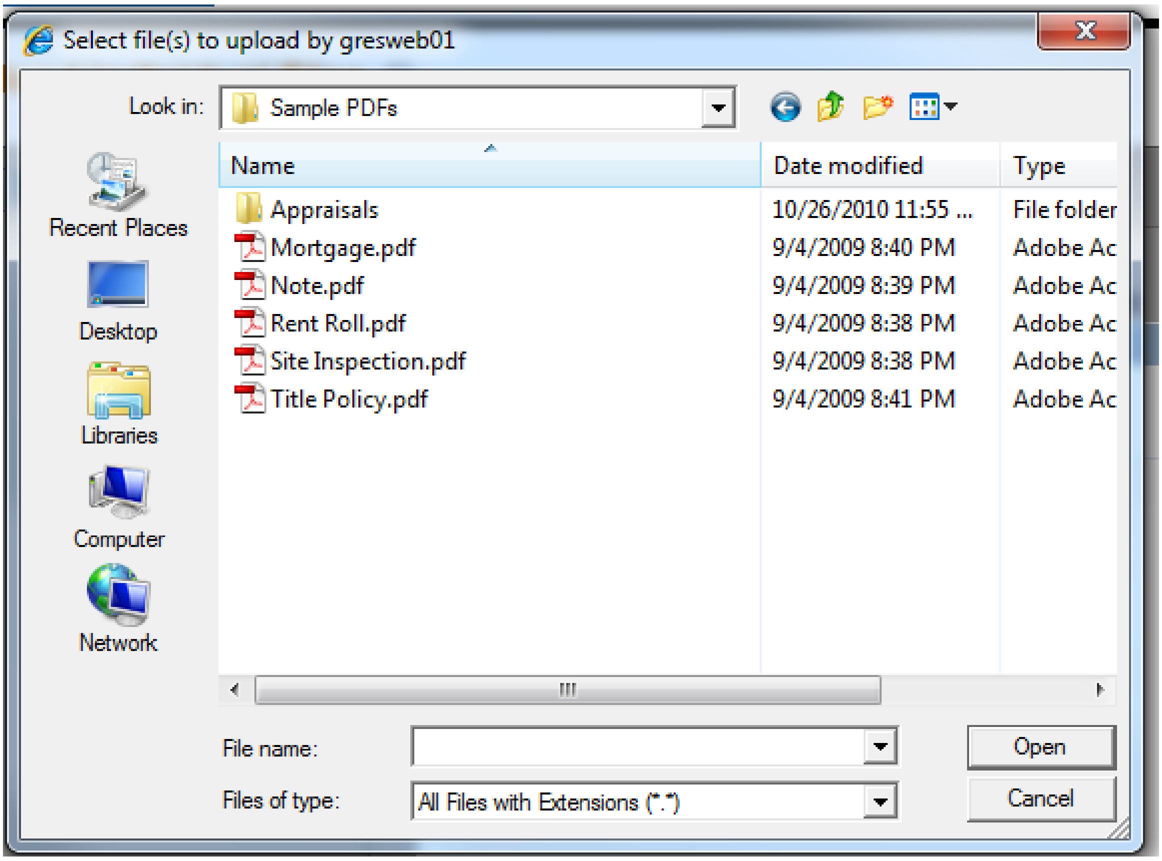


2. The Upload Files window will pop-up.



3. Click "Add..."

4. The Select Files window will popup.



5. Navigate to the appropriate folder and select the files you wish to upload and click Open.

6. The file(s) you selected will appear in the Upload Files window. If you would like to add more files, repeat steps 3 through 5. If you would like to clear a file, right-click on that file and select "Clear".

7. Once you are ready to complete the upload, click "Upload".

8. If successful, your document will appear in the Document Interface.

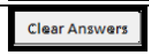
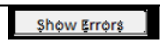
Excel Assessment Templates

The Assessment forms are in Microsoft Excel 2003 format and can be downloaded via the Download menu from within PRS (http://multifamily-prs.rrd.com/). Once downloaded, users must enable Macros in Excel for all validations and conditional formatting to work properly (see instructions for Excel 2007 here: http://office.microsoft.com/en-us/help/enable-or-disable-macros-in-office-documents-HA010031071.aspx). Assessments are to be completed and stored on your local machine, file server, or document management system (depending upon local IT policies and procedures). Upon successful completion and validation that all fields have been correctly entered by the user, the Excel Assessment file will indicate a status of “Complete” on the Progress Bar (as shown below).

Once the status of the Assessment form indicates “Complete”, the completed form can be uploaded into the PRS system, where any Assessment(s) with a status of “Incomplete” will be automatically “Rejected” by the system, for the user to correct any critical issues.

Additional Excel Functionality

The following validation functionality is included in each Excel version of the Assessment file (except for CREFC and Inspection forms):

Name	Description	Example
Progress Bar	Indicates % of required fields that are complete. PRS will not accept incomplete assessments.	
Required Field	Red outline on field indicates a response is required. Once data is entered into the field, the red outline is removed. Please note that the requirement criteria for certain fields is dependent on the response to other questions and will automatically change based on those responses.	
Validate	Runs the field formatting validation	
Clear Answers	Delete all data on the worksheet	
Show Errors	Shows all Errors on a worksheet. This is helpful if there are incomplete fields or other errors that are hard to find with the red outline indicator.	
Hide Error	Hides all Error comment boxes on a worksheet.	

Upload Criteria

Checklist for successful upload of an Assessment form to PRS:

1. File Name per file naming convention
2. All Required Fields are complete
3. Version is active in PRS
4. Freddie Mac Loan number is available in PRS
5. Effective Period is available in PRS