

This Reference Guide introduces the Multifamily Annual Income and Analysis (AIE) form that will be used in the Property Reporting System (PRS). It replaces the MultiSuite AIE form effective 1/1/2012. After this time, the MultiSuite AIE form will no longer be accepted. This document highlights the new submission protocols, provides guidelines on how to complete the revised AIE form and provides updated line item guidance on major income/expense category fields.

## NEW SUBMISSION PROTOCOL AND REQUIREMENTS

This table lists the new submission and protocol requirements effective 1/1/2012.

STEPS	COMMENTS
<b>Quick Start Guide</b>	<p>For successful completion of the AIE Form and submission to PRS, observe the following quick start guide:</p> <ul style="list-style-type: none"> <li>▪ The AIE template is in Microsoft Excel 2003 format and can be downloaded from PRS. Once downloaded, users must enable Macros in Excel for all validations and conditional formatting to work properly. (See instructions for Excel 2007 here: <a href="http://office.microsoft.com/en-us/help/enable-or-disable-macros-in-office-documents-HA010031071.aspx">http://office.microsoft.com/en-us/help/enable-or-disable-macros-in-office-documents-HA010031071.aspx</a>)</li> <li>▪ AIE template is 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 AIE template file will indicate a status of “Complete”.</li> <li>▪ Once the status of the AIE indicates “Complete”, the completed form can be uploaded into the PRS system. Any Assessment(s) with a status of “Incomplete” will be automatically “Rejected” by the system, for the user to correct and attempt upload again.</li> </ul>
<b>Retrieve the AIE Form</b>	<p>Within PRS, you have the option of downloading a blank AIE form or a pre-populated form. When you download a pre-populated form, the system will populate the following data fields across the top of the Property and Loan Overview section for you:</p> <ul style="list-style-type: none"> <li>▪ Freddie Mac Loan Number</li> <li>▪ Property Name</li> <li>▪ City</li> <li>▪ State</li> <li>▪ Servicer Loan Number</li> <li>▪ Servicer Name</li> <li>▪ Applicable characteristics of a loan (Senior Housing, Bond, Unstabilized, and/or Cooperative)</li> </ul>

**NEW SUBMISSION PROTOCOL AND REQUIREMENTS cont'd**

STEPS	COMMENTS
<p><b>Complete the Annual Income and Expense Form—General Guidance</b></p>	<ul style="list-style-type: none"> <li>▪ Always enable the macro and Active X controls before using the template</li> <li>▪ Required worksheets will display when relevant characteristics are selected</li> <li>▪ Required inputs are denoted by red borders; some cells become required inputs depending on responses from preceding cells</li> <li>▪ Formula driven cells are protected and grayed out</li> <li>▪ Comments boxes describe data validation rules</li> </ul>
<p><b>Complete the Annual Income and Expense Form</b></p>	<p>The AIE form is an Excel based workbook that contains an income and expense analysis worksheet, addendums required based on loan characteristics, and the AIE comment page. Additional reporting is required on:</p> <ul style="list-style-type: none"> <li>▪ <b>Senior Housing loans:</b> You are required to complete additional, senior housing specific, income and expense line items within the Income and Expense Analysis worksheet when the borrower’s operating statement provides the details</li> <li>▪ <b>Bonds:</b> The Freddie Mac Bond Supplement is now part of the AIE form and you are required to complete the Bond Supplement for all bonds</li> <li>▪ <b>Unstabilized Loans:</b> For unstabilized loans you are required to complete the Unstabilized Comments form</li> <li>▪ <b>Cooperative Properties:</b> The Cooperatives Assessment Schedule is required to be completed for all Cooperative properties</li> </ul>
<p><b>Enter the Submission Period</b></p>	<p>Enter the <b>Submission Period</b>, which is the year in which you are submitting the information, i.e., 2013.</p>
<p><b>Provide the Preparer Contact Information</b></p>	<p>Provide the contact information for the primary preparer of the AIE Form.</p>
<p><b>Verify the Template for Completeness— Submitting the AIE Package</b></p>	<p>The AIE Form has a series of validation points to assist you in completing the form:</p> <ul style="list-style-type: none"> <li>▪ <b>Completion Status:</b> Provides a status of “Complete” or “Incomplete”. The AIE form needs to have a “complete” status to be submitted</li> <li>▪ <b>Required Fields:</b> Fields requiring user input will include a red border around them. All red borders within the form need to be cleared before an AIE can have a “Complete” status</li> <li>▪ <b>Valid Data Format:</b> Certain fields contain validation rules that check whether or not the value entered into the field is correctly formatted. Such fields contain comments regarding the format rule. You will have to meet all format rules for the AIE form to have a “Complete” status</li> </ul> <p>Forms that do not pass the completeness verification will not be accepted and will be rejected for submission. Only completed forms will be accepted by Freddie Mac.</p> <p>Incomplete forms or forms with bad data will be rejected by Freddie Mac and Servicers will be notified at the time of submission.</p>

**FINANCIAL STATEMENT — MASTER WORKSHEET**

There are two sections under the Financial Statement—Master Worksheet that requires special focus: *Property and Loan Overview* and *Income Expense and Analysis*.

***Property and Loan Overview***

The Property and Loan Overview section of the worksheet provides brief property and loan specific information. Some data fields from this section will populate other fields within the worksheet.

DATA FIELDS	GUIDANCE
<p><b>Summary of Freddie Mac Provided Debt</b></p>	<ul style="list-style-type: none"> <li>▪ List all <b>Freddie Mac provided debt</b> in lien priority order on the subject property including Freddie Mac Loan Numbers, UPB, and Annual Debt Service (ADS). Always use 12 months of debt service for the first mortgage regardless of funding date</li> <li>▪ For subordinate debt, use actual debt service paid during the time period covered by Operating Statement</li> <li>▪ If the subordinate debt funding occurred recently such that debt service was not paid during the reporting period, do not report the subordinate debt</li> <li>▪ For non-Bond loans with SWAP agreements, include fixed rate debt service and fee stack (Freddie Mac net spread + Servicing fee). Any cap/swap escrow payments should be entered in Miscellaneous Expense. Explain I&amp;E entries in comments when necessary</li> <li>▪ For variable rate bonds, continue to complete the Freddie Mac Bond Supplement.</li> <li>▪ For securitized supplemental loans with Freddie Mac                         <ul style="list-style-type: none"> <li>• Include the Freddie Mac Loan Number and debt service on the loan included in the K deal as well as outstanding UPB of the loan in the K deal as an additional Freddie Mac lien in the Freddie Mac debt stack (i.e., add as a 2nd or 3rd lien in the left hand table of the template). The total Freddie Mac debt service should include both the debt service for the K-deal loan as well as debt service for the supplemental.</li> <li>• Enter actual debt service paid for K supplemental during the reporting period (i.e., do not annualize debt service on supplemental loan funded in mid-2012).</li> </ul> </li> </ul>
<p><b>Property, Size, Age and Replacement Reserve</b></p>	<ul style="list-style-type: none"> <li>▪ The <b>Total Number of Units</b> in this section will populate from the Income Analysis section. Check that the number of units has not changed since origination. Notify Freddie Mac of any changes</li> <li>▪ Enter <b>Year Built</b> and <b>Year Renovated</b> (as applicable)</li> <li>▪ Enter the <b>Replacement Reserve</b> amount per the Replacement Reserve Agreement; check for step up clauses. If the loan doesn't have a Replacement Reserve Agreement, estimate the amount based on the age and condition of the property</li> </ul>

<p><b>Reporting Period Details</b></p>	<ul style="list-style-type: none"> <li>▪ The <b>Statement Beginning and Ending Date</b> fields must be completed. These are the beginning and end dates from the Borrower’s Operating Statement</li> <li>▪ Enter the <b>Number of Months Reported</b> in the operating statement, which is typically between six to twelve months. If the borrower cannot provide at least six months of operating data due to acquisition, request a waiver</li> </ul>
<p><b>Occupancy Information</b></p>	<ul style="list-style-type: none"> <li>▪ The <b>Occupancy Rate field</b> will be populated from the income analysis section of the form</li> <li>▪ Enter the <b>Occupancy – Rent Roll Date</b> of the rent roll that you have obtained</li> </ul>
<p><b>Summary of Other subordinate Financing</b></p>	<ul style="list-style-type: none"> <li>▪ Additional details of Other Subordinate Financing become required inputs once a Name of Lender is entered</li> </ul>
<p><b>Income Analysis</b></p>	<ul style="list-style-type: none"> <li>▪ Perform <b>Income Analysis</b> based on the most recent Rent Roll information you have obtained.</li> <li>▪ Rent Rolls must be no older than six months from AIE submission date</li> </ul>

**Income and Expense Analysis**

The Income and Expense Analysis section of the worksheet contains a three-column format to easily identify adjustments made to the borrower’s actual I&E amounts. It also annualizes operating statements that cover less than a 12-month period.

COLUMN	GUIDANCE
<p><b>Borrower Actual</b></p>	<ul style="list-style-type: none"> <li>▪ Complete the Borrower Actual column of the form per the borrower’s operating statement except for fields that are formula driven and do not require entry. Utilize the AIE Reference Guide for Coding (Exhibit B)</li> <li>▪ Enter Senior Housing specific Income and Expense line items where applicable and available                             <ul style="list-style-type: none"> <li>– If the borrower’s operating statement does not provide detailed senior housing specific line items for a Senior Housing property, enter total Miscellaneous Income and Expense amounts in the Other Miscellaneous Income/Expense data fields</li> </ul> </li> </ul>
<p><b>Adjustment</b></p>	<ul style="list-style-type: none"> <li>▪ Utilize the adjustment column provided in the AIE Form to normalize income and expense amounts as appropriate. Show Income and expense line item <b>omissions</b> and <b>additions</b> in the Adjustment column. For example:                             <ul style="list-style-type: none"> <li>– \$10,000 of the total \$1,000,000 coded as Residential Rent was applicable to Prepaid Rent. Enter +\$1,000,000 in the Borrower Actual Column and a -\$10,000 in the Adjustment Column to denote that this income is omitted</li> <li>– \$5,000 of the 15,000 Office Expense is detailed as Borrower’s travel expense (non-property related). Enter +\$15,000 in the Borrower Actual Column and a -\$5,000 in the adjustment column to denote that this expenses is omitted</li> </ul> </li> <li>▪ Use AIE coding guidelines to categorize income and expenses items. Coding adjustments that do not need to be reflected in the Adjustment Column. For example:                             <ul style="list-style-type: none"> <li>– \$5,000 of the total \$9,000 coded as Recreation Amenities was related to retiling the pool (capital expense). Enter +\$4,000 in Recreation Amenities line in the Borrower Actual Column and a +\$5,000 in Capital Expenditures line in the Borrower Actual Column</li> </ul> </li> </ul>

**Income and Expense Analysis, cont'd**

COLUMN	GUIDANCE
	<p>– \$120,000 of utility expenses included a netted amount of \$70,000 in utility reimbursements. Enter +\$190,000 in Total Utilities line item and +\$70,000 in Miscellaneous Income</p> <p><b>Note:</b> None of the cells are required inputs.</p>
<p><b>YE Normalized/YTD Annualized*</b></p>	<ul style="list-style-type: none"> <li>▪ Enter Actual Annual Real Estate Tax and Insurance Expense in this column. These two data fields are required inputs. The tax reported can be based on the tax Bill or Escrow disbursement records. Similar to RE Taxes, enter the annualized actual amount paid per the insurance policy.</li> <li>▪ Enter annualized Unsubordinated Ground Rent in this column if applicable</li> <li>▪ Enter annualized Capital Expenditure amount in this column</li> </ul> <p>*This is a formula driven column (with noted exception on real estate taxes and insurance, unsubordinated ground rent, and capital expenditure) that will normalize income and expense line items per adjustments and annualize income and expense items based on number of months reported (as indicated in the Property &amp; Loan Overview section).</p>

**AIE LINE ITEM GUIDANCE**

AIE line items are cross-referenced to the number of chart of accounts on the Income and Expense form.

AIE LINE ITEM	SOURCE	GUIDANCE
<b>Gross Potential Income (9)</b>	Actual amount reported on the Operating Statement	<ul style="list-style-type: none"> <li>▪ If borrower does not detail vacancy, do not derive any details in the income section. Insert the total of all income on the EGI line</li> <li>▪ Loss to Lease or Gain to Lease should be netted against Gross Potential Income with a comment detailing action</li> <li>▪ Do not net Apartment Allowance and non-revenue units against Gross potential income:                             <ul style="list-style-type: none"> <li>– Employee apartment expense or contra income amount should be entered in the Apartment Allowance line in the Payroll section</li> <li>– Office, Model or Down units expense or contra income amount should be entered in the G&amp;A section on the Office/Model/Down units line</li> </ul> </li> </ul>
<b>Residential Concessions (2)</b>	Actual amount reported on the Operating Statement	<ul style="list-style-type: none"> <li>▪ Report actual from Operating Statement</li> </ul>
<b>Short Term Premiums (3)</b>	Actual amount reported on the Operating Statement	<ul style="list-style-type: none"> <li>▪ Report actual from Operating Statement</li> </ul>
<b>Cooperative Maintenance Fees (4)</b>	Actual amount reported on the Operating Statement	<ul style="list-style-type: none"> <li>▪ It is important to read the Notes to Financial Statement as they contain information critical to the treatment of tax abatements, cash and cash equivalents, reserves held by the co-op, treatment of units owned by the corporation, sponsor-owned units and more</li> <li>▪ Do NOT deduct amortization from maintenance fees</li> <li>▪ If the cooperative owns units that are rented, the rents are entered in the rental income line</li> </ul>

**AIE LINE ITEM GUIDANCE, cont'd**

AIE LINE ITEM	SOURCE	GUIDANCE
Adjusted Commercial Income (5)	Actual amount reported on the Operating Statement	<ul style="list-style-type: none"> <li>▪ If commercial income &amp; expense information is detailed in borrower operating statements, use it to calculate Adjusted Commercial Income</li> <li>▪ If commercial income data is provided by the borrower, but commercial expenses are not identified, enter commercial income on Adjusted Commercial Income line</li> <li>▪ Enter commercial vacancy and collection loss on the Commercial Vacancy/Collection Loss line. Do not net against income in Adjusted Commercial Income</li> </ul>
Laundry (6)	Actual amount reported on the Operating Statement	<ul style="list-style-type: none"> <li>▪ Report actual from Operating Statement</li> </ul>
Parking (7)	Actual amount reported on the Operating Statement	<ul style="list-style-type: none"> <li>▪ Report actual from Operating Statement</li> </ul>
Miscellaneous Income (8)	Actual amount reported on the Operating Statement	<ul style="list-style-type: none"> <li>▪ Other income should be likely to continue, common in the market, legal and related to property operations</li> <li>▪ Do not include delinquent rent outstanding or paid</li> <li>▪ Include reimbursed expenses such as heat, water and sewer, electric, and maintenance and repairs</li> <li>▪ Please note that for senior housing properties, additional senior housing specific income line items will display below the Miscellaneous Income line item</li> <li>▪ In the Miscellaneous Income Subcategory Line Items, detail specific revenue/fees related to Senior Housing properties</li> </ul>
Residential Vacancy (10)	Actual amount reported on the Operating Statement	<ul style="list-style-type: none"> <li>▪ Report actual from Operating Statement</li> </ul>

**AIE LINE ITEM GUIDANCE, cont'd**

AIE LINE ITEM	SOURCE	GUIDANCE
Residential Collection Loss (11)	Actual amount reported on the Operating Statement	<ul style="list-style-type: none"> <li>▪ Include lost and recovered rental income. If the resulting amount is a positive number, move this positive number to Other Income and include detail in comments</li> <li>▪ Do not include legal costs associated with evictions. These should be entered on the Legal and Audit line in the G&amp;A section</li> <li>▪ Remember that collection expense is not necessarily collection loss</li> <li>▪ If only residential collection loss is reported without residential vacancy, enter the total of all income on the EGI line and do not include any detail in the income or residential vacancy/collection section</li> </ul>
Effective Gross Income (15)	Actual amount reported on the Operating Statement	<ul style="list-style-type: none"> <li>▪ If borrower does not report vacancy, enter the total of all income on the EGI line and do not include any detail in the income section</li> </ul>
Real Estate Taxes (16)	Actual Bill or Escrow disbursement records. County/City/Town Tax Office, which can be located through an internet search	<ul style="list-style-type: none"> <li>▪ Use the amount that was due for the calendar year (fiscal year if appropriate). This amount is not always the amount disbursed in the calendar year</li> <li>▪ Enter the taxes paid on the Real Estate Tax line of the YE Normalized/YTD Annualized column</li> <li>▪ If taxes are abated, enter the taxes paid</li> </ul>
Insurance (17)	Annual Policy Premiums	<ul style="list-style-type: none"> <li>▪ Review the actual amount of insurance premiums paid during the time period covered by the Operating Statement, and enter the amount that covers a full 12 month period</li> <li>▪ Enter the amount paid during the reporting period in the Insurance Expense line YE Normalized/YTD Annualized column</li> <li>▪ Include all property-related insurance premium amounts (for example, fire, boiler, windstorm, earthquake, flood and all relevant liability coverage)</li> <li>▪ If insurance is not escrowed, obtain actual receipt from borrowing entity</li> <li>▪ Note that seniors housing premiums will generally be higher</li> </ul>

**AIE LINE ITEM GUIDANCE, cont'd**

AIE LINE ITEM	SOURCE	GUIDANCE
<b>Utilities (22)</b>	Actual amount reported on the Operating Statement	<ul style="list-style-type: none"> <li>▪ Show full amount paid for all utilities</li> <li>▪ Do not deduct tenant utility reimbursements - these should be included in Miscellaneous Income</li> <li>▪ If water and sewer expenses are escrowed, be sure to use the actual amount of expense paid during the time period covered by the Operating Statement</li> </ul>
<b>Maintenance and Repairs (32)</b>	Actual amount as reported on the Operating Statement	<ul style="list-style-type: none"> <li>▪ Exclude readily identifiable capital expenditures (Cap Ex) and enter on the Capital Expenditures line of the AIE form</li> <li>▪ Be careful to exclude personal expenses and non-property related expenses, which are often detailed in the M&amp;R section</li> <li>▪ If M&amp;R is excessive in comparison to historical or to comparables that are similar in size, type, and condition of the subject, contact the borrower to discern if Cap Ex are included and adjusted amount if warranted by entering your adjustment in the Adjustment column of the AIE form</li> <li>▪ Payroll for maintenance employees and labor costs associated with M&amp;R should be classified in Payroll, not in M&amp;R</li> </ul>
<b>Non-resident Management Fee (33)</b>	Operating Statement and/or Management Agreement	<ul style="list-style-type: none"> <li>▪ Enter actual amount reported in Operating Statement (Adjusting to contractual amount is no longer required). Explain in Financial Performance section if reported amounts are excessive or abnormally low and/or noteworthy</li> </ul>

**AIE LINE ITEM GUIDANCE, cont'd**

AIE LINE ITEM	SOURCE	GUIDANCE
<b>Payroll (39)</b>	Actual amount reported on the Operating Statement	<ul style="list-style-type: none"> <li>▪ Include all sources of property-related salaries including resident management, leasing, administrative, maintenance, and security</li> <li>▪ Determine if any payroll charges are related to Cap Ex and, if so, omit the charges from Payroll by entering your adjustment in the Adjustment column of the AIE form</li> </ul>
<b>General &amp; Administrative (48)</b>	Actual amount reported on the Operating Statement	<ul style="list-style-type: none"> <li>▪ Enter any lost income from office, model, down units in this section</li> <li>▪ Detail advertising, office expenses, legal, accounting, leased furniture, license, permits, other taxes and corporate unit expenses</li> </ul>
<b>Miscellaneous Expenses (49)</b>	Actual amount reported on the Operating Statement	<ul style="list-style-type: none"> <li>▪ Miscellaneous Expenses must be directly related to the operation of the property AND expected to recur</li> <li>▪ Please note that for senior housing properties, additional senior housing specific expense line items will display below the Miscellaneous Expense line item</li> <li>▪ In the Miscellaneous Expense Subcategory Line Items, detail specific fee/expenses related to Senior Housing properties</li> </ul>
<b>Replacement Reserves (51)</b>	Actual per the Replacement Reserve Agreement	<ul style="list-style-type: none"> <li>▪ Report amount in the Property and Loan Overview section of the AIE form</li> </ul>
<b>Unsubordinated Ground Rents (54)</b>	Annual Unsubordinated Ground Rents	<ul style="list-style-type: none"> <li>▪ Enter annual amount in the YE Normalized/YTD Annualized column</li> </ul>
<b>Freddie Mac Debt Service (56)</b>	Exact Principal & Interest (P&I) amount due per the Note	<ul style="list-style-type: none"> <li>▪ Report amount in the Property and Loan Overview section of the AIE form</li> </ul>
<b>Capital Expenditures (60)</b>	Operating Statement	<ul style="list-style-type: none"> <li>▪ Enter the amount in the YE Normalized/YTD Annualized column</li> </ul>

**ANNUAL I&E COMMENTS WORKSHEET**

The AIE Comments worksheet provides relevant information that can explain property performance.

<b>DATA FIELD (Required/Optional Input)</b>	<b>GUIDANCE</b>
<b>Overall Risk Trend (Required)</b>	Assess the overall risk trend of the subject property and describe noteworthy changes in risk
<b>Property Condition (Required)</b>	Include updates on deferred maintenance, Cap Ex plan, repair agreement or other significant property changes
<b>Financial Performance (Required)</b>	Include updates on payment history, Debt Service adjustments, property performance or other significant financial changes
<b>Market/Submarket Analysis (Optional)</b>	Include new concerns or improvements related to market/submarket and property's performance relative to competition
<b>Borrower/Key Principal (Optional)</b>	Include new information on financial strength, intentions and responsiveness
<b>Property Management Company (Optional)</b>	Address any meaningful changes in property management
<b>Legal Issues (Optional)</b>	Include new legal concerns or improvements [e.g., evictions, liens, significant code violations, lawsuits etc.]
<b>Other Issues (Optional)</b>	Include new information about accounts payable, escrow issues, etc.
<b>Risk Mitigants (Optional)</b>	Include updates about risk mitigants [cross collateralized/defaulted, LOCs (expiration dates), escrows, guarantees etc.]

**ADDITIONAL REPORTING REQUIREMENTS**

Additional Income and Expense line items will display if the Senior Housing characteristic is selected in the Property and Loan Overview section. Additional worksheets will display if the remaining three characteristics (Bonds, Unstabilized and Co-op) are updated to Yes. Key Data Fields entered in one worksheet will populate other worksheets.

**Freddie Bond ADS**

Debt service entered in Bond ADS will populate in the Financial Statement Master worksheet. Refer to instructions provided within the bond supplement on how to complete the form.

DATA FIELDS	GUIDANCE
"A" Piece	<ul style="list-style-type: none"> <li>▪ Required inputs:                             <ul style="list-style-type: none"> <li>– Interest Payments*</li> </ul> </li> <li>▪ Total debt service will populate in to the Financial Statement Master</li> </ul> <p>*While Interest Payments is the only required input to complete the worksheet, details of the Principal Reserve Fund Payments, fees, escrow and other payments must be detailed as applicable</p>
"B" & "C" Pieces*	<ul style="list-style-type: none"> <li>▪ Enter details only if applicable                             <ul style="list-style-type: none"> <li>– If the Financing type is Bond, please provide line item details as applicable and ensure total debt service is entered in to the Financial Statement Master</li> <li>– If the Financing type is cash, only the TOTAL debt service needs to be entered, which will be populated in to the Financial Statement Master worksheet</li> </ul> </li> </ul> <p>*Freddie Mac loan numbers and UPB must be entered in the Financial Statement Master page</p>

**Unstabilized Comments Forms**

Refer to instructions in the template comment guideline to complete the Unstabilized Comments forms.

DATA FIELDS	GUIDANCE
Risk Trend	<ul style="list-style-type: none"> <li>▪ Trend/Update and Describe Noteworthy Changes comment boxes are required inputs for:                             <ul style="list-style-type: none"> <li>– Property Condition</li> <li>– Financial Performance</li> <li>– Are Reporting requirements Met</li> </ul> </li> </ul>
Immediate Repairs	<ul style="list-style-type: none"> <li>▪ Update status based on most recent inspection and/or monitoring report. Where applicable, provide inspection dates, outstanding repair items and expected date of completion in the Comments section</li> <li>▪ Required inputs are highlighted with red borders</li> </ul>
Repair/Rehab/ Renovation	<ul style="list-style-type: none"> <li>▪ Update status based on most recent inspection and/or monitoring report. Where applicable, provide inspection dates, outstanding repair items and expected date of completion in the Comments section</li> <li>▪ Required inputs are highlighted with red borders</li> </ul>

**Co-op Assessment Schedule**

Refer to instructions in the template to complete the Co-op Assessment schedule.

DATA FIELDS	GUIDANCE
Co-op Assessment	<ul style="list-style-type: none"> <li>▪ Required inputs are highlighted with red borders</li> <li>▪ Look out for cells becoming required inputs depending on answers to the preceding question. For example: A “Yes” response to a question on “Proposed Increase in Maintenance Fees/Special Assessments in the Next 12 Months” will require percentage increase information.</li> </ul>
Delinquent Maintenance Fees and Special Assessments, Unit Sales Activity, Unit Sales Price	<ul style="list-style-type: none"> <li>▪ All required inputs</li> <li>▪ When there is no Delinquent Maintenance Fees and Special Assessments to report, enter 0% for question number 1 and “N/A” for questions 2 and 3</li> </ul>
Identify Subject Property’s Last Six Sales	<ul style="list-style-type: none"> <li>▪ Provide where available</li> </ul>

**ASSESSMENT TYPE/ATTACHMENT REQUIREMENTS/NAMING CONVENTIONS/DUE DATES**

The AIE form and attachments must be submitted prior to the Due Date or they will be considered late. Only completed AIE forms will be accepted by Freddie Mac.

Assessment Type	Required Submissions	Naming Convention	Due Dates
Annual Operating Statement	1. AIE Form includes: <ul style="list-style-type: none"> <li>a. Financial Stmt – Master</li> <li>b. Annual I&amp;E Comments Form                             <ul style="list-style-type: none"> <li>i. Senior Housing (F/S Master w/ senior I&amp;E line items)</li> <li>ii. Freddie Bond ADS</li> <li>iii. Unstabilized Comments Form</li> <li>iv. Co-op Assessment Schedule</li> </ul> </li> </ul>	1. XXXXXXXXX_AIE_Form_MM-DD-YY_S-YYYY <ul style="list-style-type: none"> <li>a. XXXXXXXXX is Freddie Mac 9 digit loan number</li> <li>b. MM-DD-YYYY is due date of AIE</li> <li>c. S-YYYY is the Submission Year (i.e., 2013)</li> </ul>	<ul style="list-style-type: none"> <li>▪ 3/31 for Moderate, High and Critical Loans; all others 6/1</li> </ul>
	2. Rent Roll (commercial units details should be included where applicable)	2. XXXXXXXXX_AIE_RR_MM-DD-YY_S-YYYY <ul style="list-style-type: none"> <li>a. XXXXXXXXX is Freddie Mac 9 digit loan number</li> <li>b. MM-DD-YY is date of rent roll</li> <li>c. S-YYYY is the Submission Year (i.e., 2013)</li> </ul>	
	3. Borrower’s operating statement	3. XXXXXXXXX_AIE_FS_MM-DD-YY_S-YYYY <ul style="list-style-type: none"> <li>a. XXXXXXXXX is Freddie Mac 9 digit loan number</li> <li>b. MM-DD-YY is end date of statement</li> <li>c. S-YYYY is the Submission Year (i.e., 2013)</li> </ul>	

**ASSESSMENT TYPE/ATTACHMENT REQUIREMENTS/NAMING CONVENTIONS/DUE DATES, cont'd**

Assessment Type	Required Submissions	Naming Convention	Due Dates
	4. Other attachments (optional) including <ul style="list-style-type: none"> <li>▪ Balance Sheet</li> <li>▪ Annual minimum net worth/liquidity requirements</li> <li>▪ Payment history</li> </ul>	4. XXXXXXXX_AIE_Other_MM-DD-YY_S-YYYY <ul style="list-style-type: none"> <li>a. XXXXXXXXX is Freddie Mac 9 digit loan number</li> <li>b. MM-DD-YY is due date of AIE</li> <li>c. S-YYYY is the Submission Year (i.e., 2013)</li> </ul>	