



INCOME/CREDIT TO OFFSET EXPENSES		
Income Code	Description of Income	Less Income
811000	Escrow balance at DDLPI (positive balance only)	( )
812000	Subsidy Fund (buydown account)	( )
814000	Rental income	( )
815000	Other: specify	( )
815050	Mortgage insurance premium refund	( )
815060	Property insurance premium refund	( )
815061	Flood insurance premium refund	( )
815062	Force placed insurance premium refund	( )
815070	County tax refund	( )
815071	Municipal, Borough, Town, Village tax refunds	( )
815072	School tax refund	( )
815073	Sewer tax refund	( )
815074	Supplemental tax refund	( )
815065	Interest on Escrow	( )
901	SUBTOTAL OF INCOME	( )
902	SUBTOTAL OF NET EXPENSE/INCOME	\$
903	Freddie Mac ownership percentage	%
904	REIMBURSABLE NET EXPENSE/(NET INCOME)	\$
905	NET INCOME REMITTED TO FREDDIE MAC (attach check made payable to Federal Home Loan Mortgage Corp)	\$
906	REIMBURSABLE EXPENSES	\$
Non-reimbursable Items*		
Property inspections (for more than \$16)		\$
Penalties & interest (taxes)		\$
Administrative costs (copies, photos, postage, etc.)		\$
BPOs		\$
Other:		\$
*Amount should not be included as part of the reimbursable expenses. This section is for Seller/Servicer accounting.		
Servicer Comments		
Certification		
I hereby certify that the information contained herein is true to the best of my knowledge and belief, and that all eligible amounts have been included on the claim for insurance or guaranty. Documentation supporting the expenses is attached to this form.		
Preparer's name (type or print): _____ Telephone number: _____ Date: ___/___/___		
For Freddie Mac Use Only:		
F104 Submission Number: _____ F104 Log Number: _____ Date: ___/___/___		
Mailing Address		
Submit Form 104SF with the appropriate supporting documentation to the following address for regular, overnight or messenger:	When income is due to Freddie Mac, submit Form 104SF together with a check and any supporting documentation to:	For all FHA/VA/RHS claims, submit Form 104SF with the appropriate supporting documentation to:
FREDDIE MAC 1 FIRST AMERICAN WAY DFW 4-5 WESTLAKE, TX 76262	JP MORGAN CHASE BANK <u>131 S. DEARBORN – 6th FLOOR</u> CHICAGO, IL 60603 ATTN: FREDDIE MAC #93434	ATTN GOVERNMENT 104SF CLAIMS DEPT FREDDIE MAC 8200 JONES BRANCH DRIVE MAIL STOP #124 MCLEAN VA 22102

## Instructions for Form 104SF, Statement of Loan, Workout, REO Expenses and Income

We recommend you perform an audit of the expenses for which you are requesting reimbursement to ensure they are within the allowable expense reimbursement limits and submissions are within the required time frame.

If we did not pre-approve an expense that exceeds our reimbursement limits or if any of the information on this form is not complete and accurate, we will adjust or deny your request for reimbursement.

### PAYEE INFORMATION

Complete this section with the following information:

- **Servicer Number** – The Freddie Mac assigned six-digit identification number for your organization.
- **Payee/Vendor Number** – The Freddie Mac assigned nine-digit identification number for your organization.
- **Servicer Loan Number** – The loan number assigned to the Mortgage by your organization.
- **Servicer Name** – The complete name of your organization.
- **Address, City, State, Zip** – Your organization's complete mailing address.
- **MI Claim Filed** – Indicate the appropriate response (“Yes,” “No,” “N/A” – N/A applies to FHA/VA/RHS Mortgages only).

### MORTGAGE / PROPERTY INFORMATION

Complete this section with the following information:

- **Freddie Mac Loan Number** – The Freddie Mac assigned nine-digit loan number.
- **Borrower Name and Property Address** – The Borrower's name and exact property address, including street, city, State and zip.

### CLAIM TYPES

Select the appropriate claim type(s):

- **Deed in Lieu (DIL)** – A Mortgage with respect to which the Borrower has voluntarily conveyed clear title to the property to Freddie Mac in exchange for a discharge of the debt in order to avoid foreclosure.
- **Foreclosure** – Any Mortgage that has been approved to begin the action necessary to acquire marketable title.
- **Short Payoff** – The sale of a property for less than the total amount necessary to satisfy the Mortgage obligation.
- **Rejected Workout** – Any workout recommendation you have submitted to Freddie Mac that has been rejected.
- **3<sup>rd</sup> Party Purchase at Foreclosure Sale for Less than Total Debt** – The purchase of the Mortgaged Premises at Foreclosure sale where the purchaser is not Freddie Mac and the sales price is less than the total Mortgage indebtedness.
- **Charge off** – Any Mortgage debt that has been deemed uncollectible and for which all collection efforts have ceased.
- **Full Reinstatement** – A Mortgage that has been restored to current status due to the payment of the total delinquent amount by the Borrower. (Reimbursement applies only for those expenses associated with the reinstatement of a Mortgage in foreclosure status).
- **FHA/VA/ RHS Mortgage** – A Mortgage that is insured by the Federal Housing Administration, guaranteed by the Department of Veteran Affairs, or guaranteed by the Rural Housing Service.
- **Other Expenses** – Any other Non-REO associated expense. Specify the expense type.

### ESCROWED MORTGAGE

Indicate whether the Mortgage was subject to the collection of escrows at the time of the due date of the last paid installment (DDLPI).

### SUBMISSION TYPE

**Important: You must check one box. If a submission type box is not checked and the form is not submitted within the appropriate time frame we cannot process your reimbursement.**

Below are definitions of the type of 104SF that can be submitted to Freddie Mac. Refer to Section 71.7 of the *Single-Family Seller/Servicer Guide* (Guide) for more information.

Submission Type	Type of Expense
Initial	Acquisition expenses incurred from DDLPI to acquisition date Bankruptcy
Supplemental	Non-reimbursable, but paid in the mortgage insurance settlement. Include MI advice. Previously omitted from the "final" Form 104SF
Final	Expenses incurred during the REO holding period Expenses incurred for rejected workouts after you receive the rejection letter

## EXPENSE SECTION

Provide the following information for reasonable and customary costs incurred as a direct result of the property/Mortgage status:

- **Expense Code** – Group similar income and expenses (i.e., same code, same vendor and consecutive billing period date(s), except for real estate taxes) on one line. The codes and descriptions are located in Exhibit 74 of the Guide.
- **Number of Actions** – Indicate the number of occurrences included in the total for this expense.
- **Vendor Name** – The name of the payee/vendor that provided the service. The vendor name is required when reporting expenses.
- **Billing Period** – This is the period for which the service was rendered by the vendor. The “from” and “to” dates are required for each code.
- **Date Paid** – The date the tax or insurance expense listed was paid by your organization.
- **Requested Expense Amount:** Enter the dollar amount requested for reimbursement.

## INCOME/CREDIT TO OFFSET EXPENSES

Use the income/credit codes, descriptions and amount of income/credit to complete this section. The codes and descriptions are pre-printed on Form 104SF as follows:

- **Code 811000 – Escrow balance at DDLPI** – Indicate only the positive balance if any of the Borrower’s escrow account at the time of default.
- **Code 812000 – Subsidy Fund (buydown account)** – Indicate the positive balance in the temporary subsidy/buydown account that existed before the foreclosure action was started.
- **Code 814000 – Rental Income** – Indicate the amount received from tenants on rental property occupied during the foreclosure period or period pending disposition. This code requires billing period from and to dates. Please indicate dates on line provided.
- **Code 815000 – Other** – Provide a specific description of any miscellaneous income/credit amounts.
- **Codes 815050 and 815060—815062 – Insurance refunds** – Indicate the amount received for insurance refunds.
- **Codes 815070 – 815074 – Tax refunds** – Indicate the amount received for tax refunds.
- **Code 815065 – Interest on Escrow** – Indicate the amount paid for interest on Escrow.

If the net income/credit exceeds net expenses incurred, a check for the appropriate amount, made payable to Federal Home Loan Mortgage Corporation, must accompany this form.

## NON-REIMBURSABLE ITEMS

This section should be used when your internal accounting practices dictates reporting of expenses customarily deemed non-reimbursable by Freddie Mac (e.g., property inspections, appraisals not legally required or approved by Freddie Mac, etc.). The amounts related to non-reimbursable expenses should in no way figure into the request for reimbursement. If the form includes non-reimbursable items, your request for reimbursement will be immediately denied and returned to you.

## SERVICER COMMENTS

Enter comments or detail any pertinent information that is not already included on the form in the comment area.

## CERTIFICATION

Please read the certification paragraph and provide the typed or printed name and telephone number of the preparer of Form 104SF. The form should also include the preparation date.

## BEFORE MAILING, DID YOU...

- Check to make sure all the expenses on which you are requesting reimbursement are reimbursable? Are the expenses within the allowable limits and submissions within the time frames?
- Fill in all the required fields (e.g., payee/vendor number, submission type, FHLMC number)?
- Attach the required documentation (e.g., invoices, approval letters, loan histories, etc.) as per Section 71.26 and Exhibits 74 and 75 of the Guide?
- Attach supporting documentation in the same order as listed on Form 104SF?
- Indicate the number of actions for the particular expense items?
- Include service period dates?
- Attach a check made payable to Federal Home Loan Mortgage Corporation (only if net income/credit exceeds net expenses)?
- Keep a copy for your records?