



Seller Instructions

Purpose The purpose of this document is to provide you with instructions on how to submit bulk portfolios to Freddie Mac’s Portfolio Analysis Group (PAG) for analysis. The document guide was designed as a reference containing valuable information about file layouts and valid codes for selected fields. Failure to submit data as requested may result in delays in processing your data. Our preferred format is:

- ❖ Excel Spreadsheet, containing the fields listed on the attached pages

Via Email: To protect the privacy of the borrower information provided on your file, Password protect and use WINZIP before submitting through email. *Please send the password in a separate email than the data file.* The Freddie Mac firewall accepts encrypted files only to pag@freddiemac.com. Please do not copy any other address on the e-mail, else the transmission will be delayed.

OR

Via Secure Website: Our secured website can be found at

<http://www.freddiemac.com/sell/secmktg/portfolio.html>

Go to Portfolio Loan Data Submission. If your password has expired or you need to set up a User ID, please contact a PAG analyst or email PAG at the address below.

PAG Contacts If you have a question, please contact a PAG analyst.

Analysts:

- Shawn Link (571) 382-3328
- Donna Brown (571) 382-3343
- Sonny Gupta (571) 382-3721
- James Warner (571) 382-4361
- Kevin Long (571) 382-3231

Fax: (571) 382-3185

Our Address Email: Pag@freddiemac.com (For Electronic files – password protected and zipped.)

Or [Freddie Mac](#)
Attn: Susan Fraser
1551 Park Run Drive, MS D2D
McLean, VA 22102

(571) 382-3339

IMPORTANT INFORMATION

- Please see the attached list of required fields. **Shaded fields** are mandatory fields. If mandatory fields are missing the data file will be returned. Re-submissions are required to be in the same format as the originally submitted file with missing fields appended to end of the file. We cannot accept partial resubmissions of data.
- Include names and phone numbers for all data contacts.
- Include a code translate sheet for any seller-unique data elements such as property type, purpose code, occupancy, documentation codes, ARM index codes, etc.

<u>FIELD NAME</u>	<u>SAMPLE DESCRIPTION</u>
Loan Number	Uniquely identify each loan
Property Type Code	SF = Single Family 2f = Two Family 3f = Three Family 4f = Four Family PU = PUD CO = Condo CHT = Condotel (Condo Hotel) CM = Commercial TH = Town House COOP = Coop MANU = Manufactured Housing MF = Multifamily
Owner Occupied Code	OOC = Owner Occupied 2HM = Second Home INV = Investor
Purpose Code	PUR = Purchase REFI = No Cash Out Refinance COR = Cash Out Refinance CNST = Construction Permanent REHI = Home Improvement Refinance COR = Debt Consolidation Cash Out Refi
Number of Units	Number of Units
Seller Product Type	Identify the following: -Fixed Rate Loan-15, 20, 30 YR -ARM, please specify origination product. Please specify fixed and adjustmer period (ie: 1/1, 3/1, 3/6, 7/1, or 10/6 year ARM.) -Bi-weekly 15 or 30 yr fixed -Balloon, ie: 5,7 yr, 40 amortization due in 30 yrs. - Interest Only products, Simple Interest Product, Negam Feature - Specify if FHV/VA loan Please specify product type at time of origination.
Lien Position	Specify if loan is a first mortgage or second mortgage.
MI Flag	Y or N
MI Coverage Percentage	Percentage of mortgage insurance coverage on the loan.
Loan Origination Date	MM/DD/YYYY
First Payment date	MM/DD/YYYY
Maturity Date	MM/DD/YYYY
Modified Date	MM/DD/YYYY – date loan modified; use update mod terms for these loans
Modification Reason	Reason loan modified – modified rate, workout, curtailment and recast payment
Interest Paid to Date	MM/DD/YYYY
Original Term	Original term of the loan in months. (Number of months between the first payment due date and the maturity date).
Amortization Term	Amortization term of the loan in months.
Original Loan to Value Ratio	Original balance divided by the lesser of Purchase price or Appraised value.
Total or Combined Loan to Value Ratio	Original Balance + Secondary/Other Financing \$ amount divided by the lesser of Purchase price or Appraised Value.
Current Interest Rate	Current Interest Rate
Fully Indexed Rate	The fully indexed rate, computed by using the loan's margin and the appropriate index at the date of the loan's origination.
Original Loan Balance	Original loan amount

<u>FIELD NAME</u>	<u>SAMPLE DESCRIPTION</u>
Current Loan Balance	Current unpaid principal balance
Current Monthly Principal and Interest	Principal and interest only, please do not include taxes or insurance
Number Times 30 or More Days Delinquent	Number of times at least 30 days delinquent in the past 12 months.
Number Times 60 or More Days Delinquent	Number of times at least 60 days delinquent in the past 12 months.
Number Times 90 or More Days Delinquent	Number of times at least 90 days delinquent in the past 12 months.
Borrower Count	Number of Borrowers on loan 1, 2, 3, 4, 5 and up (i.e: 1=Primary borrower only, 2=Primary borrower with co-borrower)
Borrower Name	Please separate First Name and Last Name to individual fields.
Borrower SSN	Borrower Social Security Number
Co-borrower Name	Please separate Co-borrower First Name and Last Name to individual fields.
Co-borrower SSN	Co-Borrower Social Security Number
Address	Street address of property
City	City of property
State	State (USPS abbreviation) of property
Zip Code	Zip code of property (5 digits)
Total Monthly Income	The gross monthly income of the borrower or combined if there is a co-borrower used to qualify the loan.
Total Debt Ratio	Total monthly debt / total monthly income.
Appraised Value	Original property appraised value
Sales Price/Purchase Price	Original purchase price
Appraisal Type	Appraisal used. (ie: URAR, Drive By, AVM) MANDATORY for Subprime.
Prepayment Penalty Flag	Was loan originated as Prepayment Penalty Mortgage – Y or N? (Even if it has expired still =Y)
Prepayment Penalty Period	Prepayment lockout period in months. (i.e: 24, 36, 60)
Prepayment Penalty Hard/Soft Flag	Hard or Soft Flag for Prepayment Penalty Loans
Documentation Indicator	Full documentation, Stated Income/Verified Assets (SIVA), Stated Income/Stated Assets (SISA), No Ratio (NINA), Business Bank Statements, Personal Bank Statements
Origination Channel	Origination Source ie: Retail or Wholesale/Correspondent.
Servicer	Name of current Servicer
Originator	Name of institution that originated the loan.
Self Employment Flag	Y or N for a self-employed borrower MANDATORY for Subprime
Interest Only Flag	Y or N
Interest Only Term	The Interest Only term in number of months
Lender Paid MI Flag	Y or N
Lender Paid MI Fee	Lender Paid MI monthly fee (eg: .730)
Servicing fee	Servicing fee (i.e. .250, .375) For ARMs: Servicing fee of the fixed period
Servicing fee tail	For ARMs: Servicing fee once adjusted to the ARM phase.
FICO Score for loans seasoned <120 days	Credit score used to qualify the loan.
Relocation Flag	

<u>Subprime Fields Only</u>	<u>SAMPLE DESCRIPTION</u>
Previous Mortgage Lates	Number of late payments on the previous mortgage (not subject mortgage). Please split out the counter into 3 fields # times 30 days late # times 60 days late # times 90 days late
Residual Income Amount	Amount of gross income left after debts have been removed
Cash Out Amount	Cash in hand to borrower(s)
Non-Occupant Co-borrower	Y/N, Indicate Y if one or more co-borrower is a non-occupant
Bankruptcy/Foreclosure Flag	Indicate 'B' or 'F' for applicable loans
Bankruptcy Date	Indicate date of dismissal
Prepayment Penalty Assessment	Description of how penalty assessed is determined. (i.e.:# of months interest, percentage of UPB.)

Fields for ARM loans only:	
Index Code	ARM index code. (i.e., 1-year weekly treasury, 3-year weekly treasury, 1 Year MTA, 6 Month LIBOR) Provide definitions with data file.
Margin	Gross mortgage margin
Original Interest Rate	Original Note Rate – Mandatory if already adjusted
First Rate Change Date	First Interest Rate Change Date – MM/YY
Next Interest Rate Change Date	Next Interest Rate Change Date
Interest Rate Adjustment Frequency	Interest Rate adjustment frequency in months (i.e., 12, 36, 60)
Initial Periodic Rate Cap	Provide the initial periodic rate cap. (I.e., 5.00% cap at the initial interest change date) If different between up or down please provide separately.
Periodic Rate Cap	Periodic rate cap at the subsequent scheduled interest change date. (i.e., 2.000, 1.000) The maximum allowable increment by which ARM rate can increase. If different between up or down please provide separately.
Lifetime Maximum Interest Rate	Lifetime Ceiling rate for the mortgage - Mandatory PC/Cash Path Only
Lifetime Rate Floor	Minimum coupon for the mortgage
Lookback Period	Number of days preceding change date used to determine index value used in calculating the interest rate (i.e., 45 days) – Mandatory PC /Cash Path Only
ARM Convertibility Code	Y or N - Mandatory PC/Cash Path Only

Additional Fields for MTA/Option ARMs only:	
Option ARM Category	1 -Pay Capped ARMs 2 - Hybrid Option ARMs 3 - Interest Only Hybrid Option ARMs 4 - Hybrid Option ARM using % of fully Amortizing Payment 99 - Other – please describe
Intro Rate Flag	Y or N
Periodic Payment Cap Percentage	Provide the payment cap if applicable (i.e., 7.5%)
First Payment Change Date	First Payment Change Date
Next Payment Change Date	Next Payment Change Date
Initial Teaser Term	The fixed period in months for the teaser rate period.
Initial Fixed Payment Term	The fixed period in months between the first payment due date and the first payment adjustment date.
Current Accrual Rate	Rate used to determine the Fully Amortizing P&I Payment.
Teaser Rate or Minimum Payment Rate	Rate used to calculate minimum payment. If the minimum payment is derived as a % of fully amortizing payment, calculate the implied rate
Full amortizing P&I payment	Fully amortized Principal and Interest payment using current accrual rate.
Minimum Payment Amount	The amount paid when exercising the minimum payment option.

% of Fully Amortizing Payment	For loans where minimum payment is derived as a % of fully amortizing payment.
Negam Limit	A number amount that the loan is allowed to negatively amortize (110 or 115). If the loan is \$100,000 and the negam limit is 115 - the most the loan balance can be is \$115,000
Negam Balance	A dollar amount that the loan has negatively amortized since origination.
Recast Term	The frequency, in months, with which the payment on the loan can be reset to an unlimited amount. (i.e. – when the negam limit is reached)
Current Amortized LTV	Current Amortized LTV of the loan
Scheduled Amortized Current LTV	Scheduled Amortized Current LTV at time of delivery
Scheduled Balance	Scheduled Unpaid Principal Balance at time of delivery
Next Interest Rate	Interest Rate at next change.

Additional Fields that are required at time of delivery for settlement:

HMDA Fields for Final File:	
Monthly Housing Expense	Total Monthly Housing Expense Payment (include secondary financing payment)
Total Monthly Debt	Total monthly debt payments including housing expenses.
Borrower Race	Numeric Race Delivery Codes for Borrower and Co-borrower. Note: If applicable, please provide up to 5 race codes for each Borrower and Co-borrower.
Co-borrower Race	Numeric Race Delivery Codes for Borrower and Co-borrower. Note: If applicable, please provide up to 5 race codes for each Borrower and Co-borrower.
Borrower Ethnicity	Ethnicity Codes for the Borrower
Co-borrower Ethnicity	Ethnicity Codes Co-borrower
Borrower Gender	Numeric Gender Delivery Codes for Borrower and Co-borrower
Borrower Age	Age (in years) of Borrower
Co-borrower Age	Age (in years) of Co-borrower
First Time Homebuyer Flag	Y/N flag if borrower is first time homebuyer
Borrower DOB	Date of Birth For Borrower
Co-borrower DOB	Date of Birth For Co-borrower
Bedroom1	Number of bedrooms to correspond to unit 1 rent.
Bedroom2	Number of bedrooms to correspond to unit 2 rent.
Bedroom3	Number of bedrooms to correspond to unit 3 rent.
Bedroom4	Number of bedrooms to correspond to unit 3 rent.
Rent1	Gross monthly income rent (in whole dollars) for unit 1.
Rent2	Gross monthly income rent (in whole dollars) for unit 2.
Rent3	Gross monthly income rent (in whole dollars) for unit 3.
Rent4	Gross monthly income rent (in whole dollars) for unit 4.
Treasury Rate Spread	The reported rate spread or difference between the APR including annualized points and fees, for the mortgage note rate and the market yield for the treasury security of comparable maturity to the mortgage, as of the time the mortgage note rate was locked
HOEPA	A flag that indicates whether or not the mortgage is subject to the terms of the Home Ownership Equity Protection Act