

**Ginnie Mae Single Family Reporting Instructions -  
Requirements for Accounting Report Forms**

**Purpose of the SFAP -1 Report:** This report is to identify all Ginnie Mae single family acquired properties (Real Estate Owned) presently managed by the subservicers. The subservicers should report a property on the single family acquired properties (SFAP) reports when Ginnie Mae acquires a property through either a (1) VA “No Bid”, (2) FHA’s denial to accept the property, or (3) when a whole loan (conventional loan) is foreclosed on. In situations (1) and (2), the subservicers should transfer the loan (property) from the Single Family Foreclosed Loans (SFFL-2) reports to the SFAP-2 and SFAP-1 reports. In situation (3), the subservicers should transfer the loan (property) from the Single Family Whole Loan (SFWL-2) reports to the SFAP-2 and SFAP-1 reports. Transactions involving receipt or disbursement of funds should be reported in the month that the funds were actually wired to or from the subservicers.

**Preparation Instructions:**

1. Ginnie Mae Pool Number - enter the Ginnie Mae pool number assigned to the loan.
2. Subservicers Loan Number - enter the loan number of assigned by subservicers.
3. Loan Type - enter the loan type whether the loan is a VA, FHA or a RHS loan
4. State Location of Property - enter the state in which the property is located. Use the two letter state abbreviation, e.g. OK = Oklahoma, TX = Texas, etc.
5. Date of Acquisition - enter the date property became a Real Estate Owned property.
6. Purchase Price - enter the amount of principal and interest paid by Ginnie Mae to security holders to purchase the loan out of the Ginnie Mae MBS servicing pool. The purchase price should include all unreimbursed principal and interest payments made by Ginnie Mae to the security holders while the loan was delinquent.
7. Claim proceeds - enter the total amount of claim proceeds received from FHA, VA and RHS during the reporting month. This amount should reflect all claim proceeds received, including claim proceeds received in prior months.
8. Date Funds Sent to Ginnie Mae - enter the date the claims proceeds were sent to Ginnie Mae.
9. Sales Proceeds - enter the gross proceeds from the sale of the single family acquired property.
10. Date Funds Sent to Ginnie Mae - enter the date the sales proceeds were sent to Ginnie Mae.
11. Adjustment - enter a correction to a prior month’s report to the purchase price, claim or sales proceeds so that they agree with funds actually received or wired. This amount should agree with the SFAP-2, line 6, column 1b.
12. Write-offs - enter the dollar amount necessary to reduce the property’s balance carry over to zero. Note: Properties should be removed from the SFAP 1 report after all claim or sale proceeds have been received. This amount should agree with the SFAP-2, line 7, column 1b.
13. Balance Carryover - enter the property’s net balance at the reporting month’s end. This amount is the purchase price less any sale proceeds or claim receipts. This amount should agree with the SFAP-2, line 8, column 1b.

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**Purpose of the SFAP-2 Report:** This report summarizes all activity on Ginnie Mae's acquired single family properties (real estate owned) by defaulted issuer.

**Preparation Instructions:**

Line 1 - Beginning Inventory - enter the number and dollar amount of single family properties owned by Ginnie Mae at the beginning of the reporting period. The number and dollar amount should agree with the prior month's ending balance. Note: The government's fiscal year end is September 30 and the beginning fiscal inventory balance should be as of October 1st. The cumulative to date column is the beginning at the time of the portfolio's transfer to the subservicers.

Line 2 -Purchases - enter the number and amount of principal and interest paid by Ginnie Mae to the security holder to purchase the properties out of the Ginnie Mae MBS pool. The purchase price should include all unreimbursed principal and interest payments made by Ginnie Mae to the security holder while the loan was delinquent. This amount should equal the SFAP-3, line 6 and the SFPR-1 and/or 2 line 8. Update the fiscal year to date and cumulative columns to reflect the monthly purchases.

Line 3- Transfers from - enter the number and dollar amount of single family properties transferred in from the single family foreclosure reports (SFFL-2) or the single family whole loan (SFWL-2) reports. Update the fiscal year to date and cumulative columns to reflect monthly transfer in from the SFFL or SFWL reports.

Line 4 - Sales (Gross Proceeds) (-) enter the number and dollar amount of single family properties sold by the subservicers during the reporting month. This amount will equal the total of SFAP-4, column 9. Update the fiscal year to date and cumulative columns to reflect any proceeds received.

Line 5 - Claim Proceeds (-) enter the number and dollar amount of claims proceeds received for the single family properties by the subservicers during the reporting month. Record the loan reduction on the SFAP-1, column 7 for partial payments. If the claim payment is a final the amount goes on the SFAP-4, column 4. The sum of the SFAP-1 column 7 and the SFAP-4 column 4 should equal this month total, line 4 SFAP-2 column 1b. Update the fiscal year to date and cumulative columns to reflect any proceeds received.

Line 6 - Adjustments (+,-) enter the dollar amount of adjustments during the reporting month. Update the fiscal year to date and cumulative columns to reflect any changes. Include details in the footnote.

Line 7 - Write-offs (-) enter the number and dollar amount of write-offs during the reporting month. Update the fiscal year to date and cumulative columns to reflect any changes. This amount should agree with write-offs reported on SFAP-4 column 10.

Line 8 - Ending Inventory - enter the number and dollar amount of single family acquired properties held at the end of the month. Update the fiscal year to date and cumulative columns to reflect any changes. The Ending Inventory should agree to the SFAP-1 column 13.

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**Purpose of the SFAP-3 Report:** This report is used to collect detailed information, by defaulted issuer, on the purchase of single family acquired properties by Ginnie Mae out of the MBS servicing portfolio serviced by the subservicers. This should match the SFPR-1 and/or 2 line 8.

**Preparation Instructions:**

1. Ginnie Mae Pool Number - enter the Ginnie Mae pool number assigned to the loan.
2. Subservicers Loan Number - enter the loan number of mortgage assigned by subservicers and related Ginnie Mae pool number.
3. Number of Loans - number of properties purchase. This should agree with the SFAP-2, line 2, column 1a.
4. Payment to Security Holders - enter the amount of principal and interest passed through to security holders to purchase single family acquired properties out of the MBS pools. Column 4a plus 4b should match the SFPR-1 and/or 2 line 8.
  - 4a. Principal - enter the principal portion of pass-through payment to security holders to purchase the acquired property .
  - 4b. Interest - enter the interest portion of pass-through payment to security holders to purchase the property.
5. Prior Advancements by Ginnie Mae - enter the amount of principal and interest payments to security holders made by Ginnie Mae on the delinquent loan prior to the purchase of the property by Ginnie Mae from the security holder pool.
  - 5a. Prior Advancements by Ginnie Mae - Principal - enter the principal portion of payments to security holders made by Ginnie Mae on the delinquent loan prior to the purchase of the property by Ginnie Mae from the security holder pool.
  - 5b. Prior Advancements by Ginnie Mae - Interest - enter the interest portion of payments to security holders made by Ginnie Mae on the delinquent loan prior to the purchase of the property by Ginnie Mae from the security holder pool.
6. Total Purchase Price - enter the calculated amount by summing the above items (4a+4b+5a+5b). The total purchase price amount should the SFAP-2 line 2, column 1b.

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**Purpose of the SFAP-4 Report:** This report is to collect detailed sales information, by defaulted issuer, on the sales of Ginnie Mae acquired properties (real estate owned) being managed by the subservicers.

**Preparation Instructions:**

1. Ginnie Mae Pool Number - enter the Ginnie Mae pool number assigned to the loan.
2. Subservicers Loan Number - enter the loan number assigned by subservicers.
3. Purchase Price - enter the amount of principal and interest paid by Ginnie Mae to the security holders to purchase the acquired property out of the Ginnie Mae MBS pool. The amount should also include all unreimbursed principal and interest payments made by Ginnie Mae to the security holders when the loan was in delinquency status. The purchase price should not include service fees.
4. Expenses Paid By GNMA - enter the dollar amount of expenses paid by Ginnie Mae, taxes and insurance from the Escrow Shortfalls Report, SFAP-7 and the SFPR-6 billing for the Extraordinary Expenses.
5. Claims Paid - All claims checks from FHA, VA and/or RHS must be deposited into the Ginnie Mae claim check account and wire transferred to Ginnie Mae on the 3<sup>rd</sup> business day of the month following receipt on the SFPR-7 detail wire support form. The Master Subservicers is not to reimburse itself from the claim check proceeds, but should wire transfer these funds to Ginnie Mae and invoice Ginnie Mae for monies due to the subservicers.
  - 5a. Principal & Interest Portion - enter the principal and interest amount of the claim proceeds received.
  - 5b. Date Sent to Ginnie Mae - enter the date the principal and interest claim proceeds were wire transferred to Ginnie Mae.
  - 5c. Taxes & Insurance Portion - enter the taxes and insurance portion of the claim proceeds received.
  - 5d. Date Sent to Ginnie Mae - enter the date the principal and interest claim proceeds were wire transferred to Ginnie Mae.
6. Broker Price Opinion ( BPO ) - enter the BPO value of the REO property at the time of the sale.
7. Gross Sales Proceeds - enter the gross sales proceeds received on the sale of the single family REO. This amount should agree with SFAP-2, line 4.
8. Net Gain/(Loss) - Columns ( 3-5a-5c-7=8 ). The total of this column should equal SFAP-2, line 7.

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**Purpose of the SFAP-5 Report:** This report is to provide summary information by defaulted issuer to Ginnie Mae on the activities related to the collection of escrow funds and the disbursement of those funds for the payment of taxes and insurance on Ginnie Mae Real Estate Owned Properties loans. The report will also reflect any reimbursement requests by the subservicers for escrow (number 3 below) or the repayment of escrow monies to Ginnie Mae (number 5 below) during the reporting month.

**Preparation Instructions:**

1. Escrow Beginning Balance: enter the amount of monies on deposit at the beginning of the reporting period to pay taxes and insurance due on Ginnie Mae REO loans. The beginning balance should agree to the prior month's ending balance. Update the fiscal year to date and cumulative columns.
2. Transfer-In - enter the escrow balance transferred in from the Foreclosure and Whole Loan account. Update the fiscal-year-to-date and cumulative columns to reflect the total of escrow amount.
3. Funding By Ginnie Mae - enter the funds provided by Ginnie Mae to make-up shortfall in the escrow accounts needed to pay taxes and insurance on Ginnie Mae REO's. Update the fiscal year to date and cumulative columns.
4. Disbursements - enter the amount of escrow monies paid out during the reporting month for the payment of taxes and insurance. Update the fiscal year to date and cumulative columns.
5. Transfer-Out - enter the escrow balance amount transferred out of the REO account. Once a loan is sold the remaining escrow balance is removed from the T&I account. Update the fiscal year to date and cumulative columns to reflect the total of T&I funds removed.
6. Escrow Ending Balance - enter the amount of monies on deposit at the end of the reporting period for taxes and insurance due on Ginnie Mae REO loans. Update the fiscal year to date and cumulative columns.

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**Purpose of the SFAP-6 Report:** This report is to request information on outstanding FHA, VA and RHS claims receivable due Ginnie Mae on a loan level detail. As a general rule, this report will reflect only the principal, interest, taxes and insurance portion of FHA/VA/RHS claims receivable outstanding on acquired properties (real estate owned) due to Ginnie Mae.

**Preparation Instructions:**

1. Ginnie Mae Pool Number - enter the Ginnie Mae pool number assigned to the loan.
2. Subservicers Loan Number - enter the loan number assigned by subservicers.
3. Claim Type - enter the claims field with either the Federal Housing Administration(FHA), the Veterans Administration (VA), or the Rural Housing Services (RHS) by type.
4. Date Filed - enter the date the claim was filed.
5. Total Debt - enter the dollar amount of claims filed to FHA, VA and RHS during the current month. This column must be filled in if there are any collections.
6. Claims Collected - enter the dollar amount of claims received during the reporting month.
  - 6a. Principal & Interest Collections - enter the principal and interest amount of the claim collected.
  - 6b. Date Principal and Interest Received - enter the date the principal and interest was received by the subservicers.
  - 6c. Taxes and Insurance Collections - enter the taxes and insurance amount of the claims collected.
  - 6d. Date Taxes and Insurance Received - enter the date the taxes and insurance was received by the subservicers.
  - 6e. Other Funds Collections - enter the amount of supplemental claims collected.
  - 6f. Date Other Funds Received - enter the date the supplemental claims were received by the subservicers.
7. Claim Write-offs and Adjustments - enter the write-offs and adjustments on Ginnie Mae, FHA, VA and RHS claims receivable during the reporting month. After all claims proceeds have been received for a given loan, the remaining receivable should be written off.
8. Ending Claims Receivable Balance - enter the outstanding claims receivable balance due to Ginnie Mae at the end of the reporting month. The ending balance should reflect claims filed, claim receipts and write-offs during the reporting period.

**Aging of Outstanding Claims**

Complete the aging schedule of claims by recording the number and dollar amount of FHA, VA, and RHS claims outstanding in column 7, by the appropriate days outstanding category.

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**Purpose of the SFAP-7 Report:** This report is to request cumulative information at a summary level from the SFAP-6 report on outstanding FHA and VA claims receivable due to Ginnie Mae.

**Preparation Instructions:**

Line 1 - Beginning Balance - record the beginning claims receivable balance. This amount should be the prior month's ending receivable balance. Note: The government's fiscal year end is September 30th and the beginning fiscal inventory balance should be as of October 1st. This should equal the SFAP-6, column 4.

Line 2 - Claims Filed - enter the total claims filed during the reporting period. This amount should agree with SFAP-6, column 5. Update the fiscal year to date and cumulative amount columns for current month activity.

Line 3 - Claims Collected - enter the dollar amount of claim receipts during the reporting month. This amount should equal claim receipts reported on SFAP-2, line 5 and the SFAP 6, column 6. Update the fiscal year to date and cumulative amount columns for current month activity.

Line 4 - Claims Written Off - enter the dollar amount of claim write-offs during the reporting month. This amount should equal claim write-offs reported on SFAP 6, column 7. Update the fiscal year to date and cumulative amount columns for current month activity.

Line 5 - Claim Adjustments - enter the dollar amount of claim adjustment during the reporting month. Any adjustments should be noted in a footnote below.

Line 6 - Ending Balance - enter the dollar amount of claims due Ginnie Mae outstanding at the end of the reporting period. This amount should agree with the SFAP-6, column 8.

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**Purpose of the SFWL-1 Report:** This report is to identify all Ginnie Mae single family whole loans (conventional) presently being serviced by the subservicers. A loan is a whole loan when (1) the loan is not insured by FHA, VA and/ or RHS and then must be purchase out of the MBS pools on the SFPR-1or 2 line 7 or (2) a loan was in foreclosure on the SFFL-2 report and mortgagee started to make payments again, after the security holder was paid in full the loan would be transfer to SFWL. Any collections received during the reporting month should be wired to Ginnie Mae on the second business day of the month following receipt.

**Preparation Instructions**

1. Ginnie Mae Pool Number - enter the Ginnie Mae pool number assigned to the loan.
2. Subservicers Loan Number - enter the loan number assigned by subservicers.
3. Date Acquired - enter the date the property was transfer to whole or purchased out of the MBS pool.
4. Ginnie Mae I or II - enter the loan's portfolio type.
5. Loan Type - enter the FHA, VA, RHS, or Conv. (conventional)
6. State Location of Property - state in which property is located. Use the letter state abbreviation, e.g. OK = Oklahoma, TX = Texas, etc.
7. Interest Rate - enter the rate of interest charged borrower on the outstanding loan amount.
8. Remaining Term - enter the number of months remaining on loan term and in parenthesis enter the last payment date ( month/year ) made by the mortgagee.
9. Unpaid Principal Balance - enter the amount of principal balance remaining on the loan. This amount should agree with SFWL-2, Section I, line 8 columns 2, 4, and 6 . Also, total number of loans should agree with line 8 columns 1, 3, and 5 of SFWL-2 report.
10. Current Accrued Interest - calculate 30 days of accrued interest on loans that are current or less than one month delinquent in this column. This amount should agree with Section II on the SFWL-2 item 9.
11. Delinquent Accrued Interest - enter the accrued interest on loans that are more than 60 days delinquent (two or more payments delinquent) in this column.

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**Purpose of the SFWL-2 Report:** This report is to identify all Ginnie Mae acquired single family whole loans (conventional) by defaulted issuer. A loan is a whole loan when (1) the loan is not insured by FHA, VA and / or RHS and must be purchase out of the MBS pools on the SFPR-1 or 2, line 7 or (2) a loan was in foreclosure on the SFFL-2 report and the mortgagee started to make payments again, after the security holder was paid in full, then the loan would be transfer to the SFWL-2. Any collection received during the month should be wired to Ginnie Mae on the second business day of the month following receipt.

**Preparation Instructions:**

**SECTION I -**

Line 1 - Beginning Inventory - enter the number and dollar amount of single family whole loans held by Ginnie Mae at the beginning of the reporting period. The number and dollar amount should agree with the prior month's ending balance. Note: The government's fiscal year end is September 30 and the beginning fiscal inventory balance should be as of October 1st. The cumulative to date column is the beginning balance at the time the portfolio's transfer to the subservicers.

Line 2 - Purchases (+) - enter the number and dollar amount of single family conventional loans purchased from a Ginnie Mae MBS pools because these loans not insured by FHA, VA and or RHS .This should agree with the SFPR-1 and/or 2 line 7, and the SFWL-3, column 7. Update the fiscal year to date and cumulative columns to reflect monthly transfers from the SFFL reports.

Line 3 - Transfer In/Out - enter the number and dollar amount of whole loan being transfer into the SFWL-2 from the SFFL-2 for where the mortgagee loan was in foreclosure and the mortgagee started making payments again after the security holder has been paid in full by Ginnie Mae. A loan is transfer-out for two reasons (1) when a FHA, VA and/or RHS mortgagee defaults on their loan, and Ginnie Mae acquires title of the property, then the loan can be transfer out of whole loans (SFWL-2) to REO's (SFAP-2) and (2) a conventional loan is foreclosure on and then transfer-out to REO's on the SFAP-2. Update the fiscal year to date and cumulative columns to reflect monthly transfers from the SFFL reports.

Line 4 - Sales (Gross Proceeds) (-) - enter the number and dollar amount of single family conventional loans sales sold during the reporting month by Ginnie Mae. This amount will equal the SFWL-4, Column 4. Update the fiscal year to date and cumulative columns to reflect any proceeds received.

Line 5 - Principal Repayments (-) enter the number and dollar amount of single family whole loans principal repayments during the reporting month. The mortgagee payment will lower the unpaid principal balance on the SFWL-1, column 8. These collections should be wire transferred to Ginnie Mae on the second day of the month following receipt. Update the fiscal year to date and cumulative columns to reflect any principal repayments received.

Line 6 - Paid in Full (-) - enter the dollar amount of principal repayments collected on single family whole loans paid in full during the reporting month. These loans are paid in full by the mortgagee due to paying off their loans balance. These collections should be wire transferred to Ginnie Mae by the second business day of the month following receipt. Update the fiscal year to date and cumulative columns to reflect any changes.

Line 7 - Write-offs (-) enter the number and dollar amount of single family conventional loans write-offs from Ginnie Mae's sale of the loans and/or servicing rights during the reporting month. This should agree with the SFWL-4, column 6. Update the fiscal year to date and cumulative columns to reflect any changes.

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Line 8 - Ending Inventory - enter the number and dollar amount of single family whole loans at the end of the month. This amount should agree with the SFWL-1, line 8. Update the fiscal year to date and cumulative columns to reflect any changes.

**SECTION II - BREAKOUT OF COLLECTIONS RECEIVED**

1. Principal Payments - enter the total payments applied to reduce the unpaid principal balance of the loan (Principal Repayments and Paid-in-Full).
2. Interest Payments - enter the interest collected on Ginnie Mae whole loans.
3. Escrow Payments - enter the monies collected and held on deposit to pay taxes, insurance, etc. This amount should agree with the SFWL-5, line 2.
4. Delinquent Interest - enter the collection of interest on delinquent loans.
5. Penalty Charge Payment - enter the collection of penalty fee charged on the delinquent loans.
6. Total Collections - enter the total collections on whole loans during the reporting month.

**Accrued Interest on Whole Loans**

7. Beginning Accrued Interest - enter the balance of accrued interest on whole loans at the beginning of the reporting month. This amount should agree with the prior month's ending balance.
8. Interest Collected - enter the collection of accrued interest on whole loans during the reporting month.
9. Interest Accrued for This Reporting Period - enter the interest earned on whole loans during the reporting period.
10. Interest Prepaid for This Reporting Period - enter the interest prepaid on whole loans during the reporting period.
11. Interest transferred In - enter the interest accrued and earned when the loan was purchased from the Ginnie Mae defaulted issuer pool.
12. Interest Transferred Out - enter the accrued interest that was lost during the loan's sale or foreclosure.
13. Ending Accrued Interest - enter the ending accrued interest for Ginnie Mae whole loans.

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**Purpose of the SFWL-3 Report:** This report is used to collect detailed information, by defaulted issuer, on loans purchased by Ginnie Mae on the SFPR-1 and /or 2 on line 7, out of the MBS pools due to the whole loan (conventional) are not insured by FHA, VA and/or RHS .

**Preparation Instructions:**

1. Ginnie Mae Pool Number - enter the Ginnie Mae pool number assigned to the loan.
2. Subservicers Loan Number - enter the loan number assigned by subservicers.
3. GNMA I or II - enter the loan's portfolio's type, GNMA I or GNMA II.
4. Loan Type - enter the loan's type, FHA, VA, RHS, or CONV (conventional).
5. Payment to Security Holders - enter the amount of principal and interest passed through to the security holder to purchase single family conventional loan out of Ginnie Mae's defaulted issuer portfolio. Line 5a & 5b should agree with the SFPR-1 and/ or 2 line 7.
- 5a. Principal - enter the principal portion of pass-through payment to security holders to purchase the conventional loan out of the pool.
- 5b. Interest - enter the interest portion of pass-through payment to security holders to purchase the conventional loan out of the pool .
6. Prior Advancements by Ginnie Mae - enter the amount of principal and interest payments to security holders made by Ginnie Mae on the delinquent loan prior to the purchase of the conventional loan by Ginnie Mae from the security holder pool.
- 6a. Prior Advancements by Ginnie Mae - Principal - enter the principal portion of payments to security holders made by Ginnie Mae on the delinquent loan prior to the purchase of the conventional loan by Ginnie Mae from the security holder pool.
- 6b. Prior Advancements by Ginnie Mae - Interest - enter the interest portion of payments to security holders made by Ginnie Mae on the delinquent loan prior to the purchase of the conventional loan by Ginnie Mae from the security holder pool.
7. Total Purchase Price - enter the calculated amount by summing the above items (5a+5b+6a+6b).

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**Purpose of the SFWL-4 Report:** This report is to collect detailed sales information, by defaulted issuer, on the sales of Ginnie Mae whole loans being managed by the subservicers. Note: This report should only include sales of loans, not real estate owned properties (REO). Sales of REO properties should be reported on the Single Family Acquired Properties Detailed Sales Report, SFAP 4.

**Preparation Instructions:**

1. Ginnie Mae Pool Number - enter the Ginnie Mae pool number assigned to the loan.
2. Subservicers Loan Number - enter the loan number assigned by subservicers.
3. Purchase Price - enter the amount of principal and interest paid by Ginnie Mae to the security holders to purchase the acquired property out of the Ginnie Mae MBS servicing pool. The amount should also include all unreimbursed principal and interest payments made by Ginnie Mae to the security holders when the loan was in delinquency status. The purchase price should not include service fees.
4. Expenses Paid By GNMA - enter the dollar amount of expenses paid by Ginnie Mae, for taxes and insurance from the Escrow Shortfalls Report, SFWL-7 and the SFPR-6, billing for the Extraordinary Expenses.
5. Gross Sales Proceeds - enter the gross amount of monies received by Ginnie Mae on the sale of the loans. This amount should agree with the SFWL-2 line 4, Section I.
6. Broker Purchase Opinion - enter the BPO value of loan at the time of the sale.
7. Net Gain/(Loss) - subtract the sales proceeds from the purchase price and calculate Ginnie Mae's gain or loss. This amount should agree with the SFWL-2 line 7.

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**Purpose of the SFWL-5 Report:** This report is to provide summary information to Ginnie Mae on the activities related to the collection of escrow funds and the disbursement of those funds for the payment of taxes and insurance on Ginnie Mae single family whole loans during the reporting month.

**Preparation Instructions:**

1. Escrow Beginning Balance - enter the amount of monies on deposit at the beginning of the reporting period to pay taxes and insurance due on Ginnie Mae whole loans. The beginning balance should agree to the prior month's ending balance.
2. Collections - enter the amount of escrow monies collected during the reporting month for the payment of taxes and insurance. The amount reported as collected should not be netted against repayments of Ginnie Mae escrow advances or netted against current month disbursements. Collections reported on the SFWL 5 should agree with escrow collections reported on the SFWL-2, Section II, line 3.
3. Transfer-In - enter the escrow balance transferred in from the Foreclosure loan account. Update the fiscal-year-to-date and cumulative columns to reflect the total of escrow amount.
4. Funding By Ginnie Mae - enter the funds provided by GNMA to make-up short-falls in the escrow accounts needed to pay taxes and insurance on Ginnie Mae Whole Loans.
5. Disbursements - enter the amount of escrow monies paid out during the reporting month for the payment of taxes and insurance.
6. Transfer-Out - enter the escrow balance for loans being transferred to REO/Foreclosure accounts. Update the fiscal year to date and cumulative columns to reflect the total of T&I funds removed.
7. Repayments to Ginnie Mae - enter the repayments of funds to Ginnie Mae for prior funding of shortfalls in escrow accounts needed to pay for taxes and insurance on Ginnie Mae whole loans.
8. Escrow Ending Balance - enter the amount of monies on deposit at the end of the reporting period for taxes and insurance due on Ginnie Mae whole loans.

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**Purpose of the SFWL-6 Report:** This report is to collect delinquency and foreclosure information on Ginnie Mae's whole loans serviced by the subservicers. Ginnie Mae uses this report to calculate a loss reserve for financial statement purposes. For loans over 180 days delinquent and not in foreclosure, the subservicers should note the circumstances preventing foreclosure in a footnote. For loans over 1 year delinquent, the subservicers should note the loan's status (bankruptcy, foreclosure) and the anticipated date of sale in a footnote.

**Preparation Instructions:**

1. All Loans - applicable to all Ginnie Mae single family whole loans serviced by the subservicers.
  - 1a. Number of Loans - enter the total number of single family whole loans serviced by the subservicers.
  - 1b. UPB - enter the total unpaid principal balance of all single family whole loans serviced by the subservicers.
2. Days/Years Delinquent - enter the number of days/years loans(s) is/are delinquent
3. Delinquent Loans - enter all loans delinquent per terms of the loan contract including loans in foreclosure status.
  - 3a. Number of Loans Delinquent - enter the number of single family whole loans delinquent.
  - 3b. Unpaid Interest - enter the cumulative amount of interest that is delinquent.
  - 3c. Unpaid Principal - enter the cumulative amount of principal that is delinquent.
  - 3d. Delinquent Installments - enter the cumulative amount of delinquent unpaid interest and principal.
  - 3e. Delinquent UPB - enter the total unpaid principal balance of single family whole loans delinquent.
4. Number of Loans in Foreclosure - enter the total number of single family whole loans in foreclosure.
5. Dollar Amount of Foreclosed Loans - enter the total dollar amount of single family whole loans in foreclosure.

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**Purpose of the SFFL-1 Report:** This report is to identify all Ginnie Mae single family foreclosed loans presently being serviced by the subservicers. Foreclosed loans ( F/C ) are purchase out of the MBS pools on the SFPR-1 and/or 2 line 6. A loan will remain in F/C until (1) FHA and or VA paid claim proceeds, (2) FHA and/or VA does not accept the loan, then Ginnie Mae owns the property, (3) whole loan (conventional) a loan that was placed in the MBS pools in error, (4) a loan was paid in full to the security holder by Ginnie Mae and then the mortgagee starts to make mortgage payments again.

**Preparation Instructions:**

1. Ginnie Mae Pool Number - enter the Ginnie Mae pool number assigned to the loan.
2. Subservicers Loan Number - enter the loan number assigned by the subservicers.
3. Type of Loan - enter whether FHA, VA, RHS or (Con) conventional
4. Date Acquired - enter the date the property was purchase out of the MBS pool.
5. State Location of Property - enter the state which the property is located. Use the two letter state abbreviation, e.g. OK = Oklahoma, TX = Texas, etc.
6. Interest Rate - enter the rate of interest charged to the borrower on the outstanding loan amount.
7. Remaining Term - enter the number of months remaining on the loan term and in parenthesis enter the last payment date ( month/year) made by the mortgagee.
8. Purchase Price - enter the amount of principal and interest paid by Ginnie Mae to security holders to purchase the loan out of the Ginnie Mae MBS pool. The purchase price should include all unreimbursed principal and interest payments made by Ginnie Mae to the security holders while the loan was delinquent.
9. Claims Proceeds - enter the total amount of claims received from FHA and VA during the reporting month. This amount should reflect all claims proceeds received, including claim proceeds received in prior months.
10. Loan Balance - This is the total of column 7 ( purchase price ) minus column 8 ( claims) This should match SFFL-2 line 7 ending inventory.

**Ginnie Mae Single Family Reporting Instructions -  
Requirements for Accounting Report Forms**

**Purpose of the SFFL-2 Report:** This report summarizes all activity on Ginnie Mae's acquired single family foreclosed loans by defaulted issuer. This report should be updated for all purchases, transfers, and conveyances of single family foreclosed loans during the reporting month.

**Preparation Instructions:**

Line 1 - Beginning Inventory - enter the number and dollar amount of single family foreclosed loans at the beginning of the reporting period. The number and dollar amount should agree with the prior month's ending balance. Note: The government's fiscal year end is September 30 and the beginning fiscal inventory balance should be as of October 1st. The cumulative to date column is the beginning balance at the time of the portfolio's transfer to the subservicers.

Line 2 - Purchases (+) - enter the number and dollar amount of single family foreclosed loans purchased during the reporting month. This amount should agree with the SFPR-1 and/or 2 line 6 and the SFFL-3, column 7. Update the fiscal year to date and cumulative to date columns to reflect monthly purchases.

Line 3 - Transfers (to Acquired Properties or Whole Loans) (-) enter the number and dollar amount of single family foreclosed loans transferred to the Single Family Acquired Properties (SFAP-2 line 3 transfers) reports or the Single Family Whole Loan (SFWL-2 line 3 transfers) reports. When FHA and/or VA denies conveyance of a loan it is then transfer-in to REO's on the SFAP-2, line 3 column 1b. If a mortgagee start making payments after the security holder has been paid in full, by Ginnie Mae, the loan is then transfer-in to whole loans on SFWL-2, line 3 column 1b. Update the fiscal year to date and cumulative to date columns to reflect monthly transfers.

Line 4 - Claim Proceeds (-) enter the number and dollar amount of single family foreclosed loans claim proceeds paid during the reporting month. Record loan reduction on the (SFFL-1 column 8 for partial claim payments). If claim payment is final the amount goes on the (SFFL-4 column 4). The sum of SFFL-1 column 8 and the SFFL-4 column 5 should equal this month total, column 1b. This amount should also equal the SFPR-7 detail wire support form to Ginnie Mae. The claim proceeds received should agree to total Claims Collected on the SFFL-5 column 6. Update the fiscal year to date and cumulative to date columns to reflect any proceeds received.

Line 5 - Adjustments (+,-) enter the dollar amount of adjustments during the reporting month. Update the fiscal year to date and cumulative to date columns to reflect any changes. **Include details of the adjustment in a footnote on the bottom of the report.**

Line 6 - Gains/(Losses) (-) enter the number and dollar amount of gains/(losses) during the reporting month for the loans that were convey to FHA and/or VA. Update the fiscal year to date and cumulative to date columns to reflect any changes. The gains/(losses) reported on SFFL-2 should agree with gains/(losses) reported on the SFFL-4 column 6.

Line 7 - Ending Inventory - enter the number and dollar amount of single family foreclosed loans held at the end of the month. Update the fiscal year to date and cumulative to date columns to reflect any changes. Note: The Ending Inventory should agree to the SFFL-1 column 9.

**Ginnie Mae Single Family Reporting Instructions -  
Requirements for Accounting Report Forms**

**Purpose of the SFFL-3 Report:** This report is used to collect detailed information, by defaulted issuer, on loans purchased from Ginnie Mae's MBS servicing portfolio. Ginnie Mae utilizes this report as supporting documentation for the Single Family Principal Advance (SFPR) request for foreclosed loans.

**Preparation Instructions:**

1. Ginnie Mae Pool Number - enter the Ginnie Mae pool number assigned to the loan.
2. Subservicers Loan Number - enter the loan number assigned by subservicers.
3. GNMA I or II - enter the loan's portfolio type, GNMA I or GNMA II.
4. Loan Type - enter the loan's type FHA, VA, RHS, or CONV (conventional).
5. Payment to Security Holders - enter the amount of principal and interest passed through to security holders to purchase single family foreclosed loans out of the pool. Column 5a & 5b should equal the SFPR-1, line 6 and/or SFPR-2, line 6.
- 5a. Principal - enter the principal portion of pass-through payment to security holders to purchase the single family foreclosed loans.
- 5b. Interest - enter the interest portion of pass-through payment to security holders to purchase the single family foreclosed loans.
6. Prior Advancements by Ginnie Mae - enter the amount of principal and interest payments to security holders made by Ginnie Mae on the delinquent loan prior to the purchase of the property by Ginnie Mae from the security holder pool.
- 6a. Prior Advancements by Ginnie Mae - Principal - enter the principal portion of payments to security holders made by Ginnie Mae on the delinquent loan prior to the purchase of the property by Ginnie Mae from the security holder pool.
- 6b. Prior Advancements by Ginnie Mae - Interest - enter the interest portion of payments to security holders made by Ginnie Mae on the delinquent loan prior to the purchase of the property by Ginnie Mae from the security holder pool.
7. Total Purchase Price - enter the calculated amount by summing the above items (5a+5b+6a+6b). The total purchase price amount should equal the line 2 - Purchases on the SFFL-2 line 2, column 1b.

**Ginnie Mae Single Family Reporting Instructions -  
Requirements for Accounting Report Forms**

**Purpose of the SFFL-4 Report:** This report is to collect the detail conveyance of foreclosed loans to FHA and /or VA , by defaulted issuer.

**Preparation Instructions:**

1. Ginnie Mae Pool Number - enter the Ginnie Mae pool number assigned to the loan.
2. Subservicers Loan Number - enter the loan number assigned by subservicers.
3. Purchase Price - enter the amount of principal and interest paid by Ginnie Mae to the security holders to purchase the property out of the Ginnie Mae MBS pool. The amount should also include all unreimbursed principal and interest payments made by Ginnie Mae to the security holders when the loan was in delinquency status. The purchase price should not include service fees.
4. Expenses Paid By GNMA - enter any expenses paid by Ginnie Mae, taxes, insurance, and foreclosure costs.
5. Claims Paid - enter the gross amount of monies received by Ginnie Mae on the conveyance of the foreclosed loan. All claims checks from FHA or VA must be deposited into the Ginnie Mae claim check account and wire transferred to Ginnie Mae on the 3<sup>rd</sup> business day of the month following receipt on the SFPR-7 detail wire support form. The Master Subservicers is not to reimburse itself from the claim check proceeds, but should wire transfer these funds to Ginnie Mae and invoice Ginnie Mae for monies due to the subservicers. In accordance with the Master Subservicing Agreement, Ginnie Mae will be responsible for advances of principal and interest to the security holders. Except as otherwise provided in the contract, all additional expenses, costs and fees, including foreclosure expenses, legal fees, recording fees and curtailments not covered or reimbursed by FHA, or VA claims proceeds, will be absorbed by the Master Subservicing.
- 5a. Principal & Interest Portion - enter the principal and interest amount of the claim proceeds received.
- 5b. Date Sent to Ginnie Mae - enter the date the principal and interest claim proceeds were wire transferred to Ginnie Mae.
- 5c. Taxes & Insurance Portion - enter the taxes and insurance portion of the claim proceeds received.
- 5d. Date Sent to Ginnie Mae - enter the date the taxes and insurance portion of the claim proceeds were wire transferred to Ginnie Mae.
6. Gross Claims Proceeds - enter the gross claims proceeds received on the Conveyance of the single family foreclosed loan (columns 4a + 4c). The total should equal SFFL-2 line 4, column 1b.
7. Net Gain/(Loss) - subtract the claim proceeds from the purchase price and calculate Ginnie Mae's gain or loss. The total should equal SFFL-2 line 6, column 1b.

**Ginnie Mae Single Family Reporting Instructions -  
Requirements for Accounting Report Forms**

**Purpose of the SFFL-5 Report:** This report is to provide summary information by defaulted issuer to Ginnie Mae on the activities related to the collection of escrow funds and the disbursement of those funds for the payment of taxes and insurance on Ginnie Mae Foreclosed Loans.

**Preparation Instructions:**

1. Escrow Beginning Balance: enter the amount of monies on deposit at the beginning of the reporting period to pay taxes and insurance due on Ginnie Mae Foreclosed loans. The beginning balance should agree to the prior month's ending balance.
2. Collection - enter the amount of escrow monies collected during the reporting month for the payment of taxes and insurance. The amount reported as collected should not be netted against repayments of Ginnie Mae escrow advances or netted against current month disbursements.
3. Transfer-In - enter the escrow balance transferred into the Foreclosure loan account. Update the fiscal-year-to-date and cumulative columns to reflect the total of escrow amount.
4. Funding By Ginnie Mae - enter the funds provided by Ginnie Mae to make-up shortfall in the escrow accounts needed to pay taxes and insurance on Ginnie Mae Foreclosed loans.
5. Disbursements - enter the amount of escrow monies paid out during the reporting month for the payment of taxes and insurance.
6. Transfer-Out - enter the escrow balance amount transferred out to the Whole Loan/REO account. When a loan is transferred the T&I account balance should be moved. Update the fiscal year to date and cumulative columns to reflect the total of T&I funds moved.
7. Repayment to Ginnie Mae - enter the repayments of funds to Ginnie Mae for prior funding of shortfalls in escrow accounts needed to pay for taxes and insurance on Ginnie Mae Foreclosed loans.
8. Escrow Ending Balance - enter the amount of monies on deposit at the end of the reporting period for taxes and insurance due on Ginnie Mae Foreclosed loans.

**Ginnie Mae Single Family Reporting Instructions -  
Requirements for Accounting Report Forms**

**Purpose of the SFFL-6 Report:** This report is to request information on outstanding FHA, VA and RHS claims receivable due Ginnie Mae. As a general rule, this report will reflect only the principal, interest, taxes and insurance portion of FHA/VA/RHS claims receivable outstanding on foreclosed loans due to Ginnie Mae.

**Preparation Instructions:**

1. Ginnie Mae Pool Number - enter the Ginnie Mae pool number assigned to the loan.
2. Subservicers Loan Number - enter the loan number assigned by subservicers.
3. Claim Type - enter the claims field with either the Federal Housing Administration(FHA), the Veterans Administration (VA), or the Rural Housing Service (RHS) by type.
4. Date Filed - enter the date the claim was filed.
5. Total Debt - enter the dollar amount of claims filed to FHA, VA and RHS during the current month.
6. Claim Collections - enter the dollar amount of claims received during the reporting month.
  - 6a. Principal & Interest Collections- enter the principal and interest amount of the claim collected
  - 6b. Date Principal and Interest Received - enter the date the principal and interest was received by the subservicers.
  - 6c. Taxes and Insurance Collections - enter the taxes and insurance amount of the claims collected.
  - 6d. Date Taxes and Insurance Received - enter the date the taxes and insurance was received by the subservicers.
  - 6e. Other Funds Collections - enter the total amount of supplemental claims collected .
  - 6f. Date Other Funds Received - enter the date the supplemental claims were received by the subservicers.
7. Claim Write-offs and Adjustments - enter the write-offs and adjustments on Ginnie Mae, FHA, VA and RHS claims receivable during the reporting month. After all claims proceeds have been received for a given loan, the remaining receivable should be written off.
8. Ending Claims Receivable Balance - enter the outstanding claims receivable balance due to Ginnie Mae at the end of the reporting month. This total is columns (5- 6a, - 6c, -6e, -7 ).

**Aging of Outstanding Claims**

Complete the aging schedule of claims by recording the number and dollar amount of FHA, VA, and RHS claims outstanding in column 7, by the appropriate days outstanding per category.

**Ginnie Mae Single Family Reporting Instructions -  
Requirements for Accounting Report Forms**

**Purpose of the SFFL-7 Report:** This report is a summary of the SFFL-6 and also request cumulative information on outstanding FHA and VA claims receivable due to Ginnie Mae.

**Preparation Instructions:**

Line 1 - Beginning Balance - record the beginning claims receivable balance. This amount should be the prior month's ending receivable balance. Note: The government's fiscal year end is September 30th and the beginning fiscal inventory balance should be as of October 1st. The cumulative to date column should report balances since the portfolios transfer to the Master Subservicers. This line should match the prior month SFFL-7 line 6 and the SFFL-6, column 8.

Line 2 - Claims Filed - enter the total claims filed during the reporting period. This amount should agree with total claims filed in column 5 on SFFL 6. Update the fiscal year to date and cumulative to date columns for current month activity.

Line 3 - Claims Collected - enter the dollar amount of claim receipts during the reporting month. This amount should equal claim receipts reported on line 4 of SFFL 2 and the total amount reported on SFFL 6, column 6. Update the fiscal year to date and cumulative to date columns for current month activity.

Line 4 - Claims Written Off - enter the dollar amount of claim write-offs during the reporting month. This amount should equal claim write-offs reported on SFFL 6, column 7. Update the fiscal year to date and cumulative to date columns for current month activity.

Line 5 - Claim Adjustments - enter the dollar amount of claim adjustment during the reporting month. Any adjustments should be noted in a footnote below. Update the fiscal year to date and cumulative to date columns for current month activity.

Line 6 - Ending Balance - enter the dollar amount of claims due Ginnie Mae outstanding at the end of the reporting period. The ending claim receivable balance reported as of month end should agree to the fiscal year to date and cumulative to date amounts. This amount should match the SFFL-5, column 8.

**Ginnie Mae Single Family Reporting Instructions -  
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**Purpose of the SFFL-8 Report:** This report ages the outstanding balance of FHA, VA and RHS loans Ginnie Mae has repurchase from the pool. This report will reflect only the purchase price, FHA/VA/RHS claims received and the outstanding loan balance on foreclosed loans due to Ginnie Mae.

**Preparation Instructions:**

1. All Loans - applicable to all Ginnie Mae single-family foreclosed loans serviced by the subservicers.
  - 1a. Number of Loans - enter the total number of single-family foreclosed loans serviced by the subservicers.
  - 1b. Repurchase Balance - enter the total repurchased balance of all single-family foreclosed loans serviced by the subservicers.
2. Days/Years Foreclosed - enter the number of days/years loan(s) has been removed from the pool and place in foreclosed status.
3. Foreclosed Loans - enter all loans that were repurchased and placed in foreclosed status.
  - 3a. Purchase Price - enter the amount of principal and interest paid by Ginnie Mae to security holders to purchase the loan out of the Ginnie Mae MBS pool. The purchase price should include all unreimbursed principal and interest payments made by Ginnie Mae to the security holders while the loan was delinquent.
  - 3b. Claims Received - enter the total amount of claims received from FHA and VA during the reporting month. This amount should reflect all claims proceeds received, including claim proceeds received in prior months.
  - 3c. Remaining Loan Balance - This is the total of column 3a (purchase price) minus column 3b (claims).

**Ginnie Mae Single Family Reporting Instructions -  
Requirements for Accounting Report Forms**

**Purpose of the SFPR-1 Report:** This report is used to request monies from Ginnie Mae to cover anticipated shortfalls in monthly principal and interest payments due to security holders of Ginnie Mae I MBS portfolios. The SFPR-1 is a required form, even if there is no need for Ginnie Mae to advance funds, the SFPR-1 still provides Ginnie Mae monthly accounting data. The original report must be in Ginnie Mae's possession no later than the 12th day of the reporting month.

**Definition of Terms:**

1. Amount of Principal and Interest on Deposit at the End of the Reporting Month - Enter the balance of principal and interest on deposit at the end of the reporting month in the defaulted issuer's P&I custodial bank account.
2. Total Amount Collected Between the 1st and the 10th day of the Current Month - enter the total amount of principal and interest payments collected by the subservicers on Ginnie Mae MBS servicing portfolio from the 1st day of the month to the afternoon of the 10th day of the month, minus out the gross service fees wired to Ginnie Mae on the 2<sup>nd</sup> business day of the current month.
3. Estimated Collections of the 10th Day through the 15th Day of the Current Month - enter the estimated principal and interest payments to be collected by the subservicers on Ginnie Mae's MBS servicing portfolio between the 11th and 15th day of the reporting month. Ginnie Mae suggests that the subservicers use the following estimation methodology:
  1. Prepare a worksheet outlining daily collections for the period 10th to 15th for the past six months.
  2. Calculate an average daily collections by totaling collections for five day period over the past six months and dividing by the number of days. Note: The divisor, the number of days over the past six months, will change each reporting period as weekends and holidays often fall between the 10th and 15th of each month.
  3. Multiply the number of days collections will be deposited to issuer's P&I account times the average daily collection.
  4. From the amount calculated in step 3, subtract \$10,000 and record the difference as the estimated collections for the period 10th to the 15th.

The subservicers are encouraged to use the above estimation process, however the subservicers may deviate if its estimation process is more precise. For example, some subservicers loan servicing system provide information on deposits in transit as of the 10th of the reporting period, thus reducing the period of days necessary to estimate collections.

4. Self explanatory
5. Self explanatory
6. Purchase of Single Family Foreclosed Loans from MBS Servicing Pools - enter the (outstanding principal due the security holder plus one month interest) needed to pass-through to the security holders on the 15<sup>th</sup> day of the current month in order for Ginnie Mae's purchase of single family foreclosed loans.
7. Purchase of Single Family Whole Loans from MBS Servicing Pool - enter the (outstanding principal due the security holder plus one month interest) needed to pass-through to the security holders on the 15<sup>th</sup> day of the current month. in order for Ginnie Mae's purchase of single family whole loans.
8. Purchase of Single Family Properties from MBS Servicing Pool - enter the (outstanding

**Ginnie Mae Single Family Reporting Instructions -  
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principal due the security holder plus one month interest) needed to pass-through to the security holders on the 15<sup>th</sup> day of the current month. in order for Ginnie Mae's purchase of single family REO's loans.

9. Amount to Buydown VA Loans - enter the total amount of principal due security holders during the reporting month on VA loans going into foreclosure that are in Ginnie Mae I MBS servicing pools to avoid the VA no bid policy.
10. Purchase of Single Family Fraudulent Loans from MBS Servicing Pool - enter the (outstanding principal due the security holder plus one month interest) needed to pass-through to the security holders on the 15<sup>th</sup> day of the current month in order for Ginnie Mae's to buyout the single family fraudulent loans. A detail schedule listing loan level information must be attach and submitted with this form at the time of request.
11. Amount Due Investors on the 15th of the Month - enter the total amount of principal and interest due security holders during the current month ( add lines 5 through 9 ).
12. Self explanatory
13. Self explanatory
14. Service Fee Collected - enter the gross servicing fee spread between the interest rate on the mortgages and interest rate on the securities. Wire the gross amount of service fees collected along with claim proceeds, sales proceeds and Ginnie Mae whole loan collections to Ginnie Mae on the second business day of the month following receipt in one wire. Be sure to fax the SFRP 7, Detail Wire Support Form to Ginnie Mae.
15. Soldiers and Sailors Civil Relief Act (SSCRA)- enter the interest shortfall amount needed to make the SSCRA loans whole. The SSCRA permits a maximum interest rate of six percent on the mortgage debt incurred before entry into military service. The issuers must lower the interest rate to six percent during the borrower's active duty. Ginnie Mae will reimburse the interest shortfall payment for defaulted portfolios.

**Ginnie Mae Single Family Reporting Instructions -  
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**Purpose of the SFPR-2 Report:** This report is used to request monies from Ginnie Mae to cover anticipated shortfalls in monthly principal and interest payments due to security holders of Ginnie Mae II MBS portfolios. The SFPR-2 is a required form, even if there is no need for Ginnie Mae to advance funds, the SFPR-2 still provides Ginnie Mae monthly accounting data. The original report must be in Ginnie Mae's possession no later than the 16th day of the reporting month.

**Definition of Terms:**

1. Amount of Principal and Interest on Deposit at the End of the Reporting Month - Enter the balance of principal and interest on deposit at the end of the reporting month in the defaulted issuer's custodial P&I custodial bank account for Ginnie Mae II securities.
2. Total amount collected between the 1st and the 15th day of the current month - enter the total amount of principal and interest payments collected by the subservicers on Ginnie Mae MBS servicing portfolio from the 1st day of the month to the afternoon of the 15th day of the month, minus out the gross service fees wired to Ginnie Mae on the 2<sup>nd</sup> business day of the current month.
3. Estimated Collections of the 16th Day through the 20th Day of the Current Month - enter the estimated principal and interest payments to be collected by the subservicers on Ginnie Mae's MBS servicing portfolio between the 16th and 20th day of the reporting month. Ginnie Mae suggests that the subservicers use the following estimation methodology:
  1. Prepare a worksheet outlining daily collections for the period 16th to 20th for the past six months.
  2. Calculate an average daily collections by totaling collections for five day period over the past six months and dividing by the number of days. Note: The divisor, the number of days over the past six months, will change each reporting period as weekends and holidays often fall between the 16th and 20th of each month.
  3. Multiply the number of days collections will be deposited to issuer's P&I account times the average daily collection.
  4. From the amount calculated in step 3, subtract \$10,000 and record the difference as the estimated collections for the period 16th to the 20th.

The subservicers are encouraged to use the above estimation process, however the subservicers may deviate if its estimation process is more precise. For example, some subservicers loan servicing system provide information on deposits in transit as of the 16th of the reporting period, thus reducing the period of days necessary to estimate collections.

4. Self explanatory
5. Self explanatory
6. Purchase of Single Family Foreclosed Loans from MBS Servicing Pools - enter the (outstanding principal due the security holder plus one month interest) needed to pass-through to the security holders on the 20<sup>th</sup> day of the current month in order for Ginnie Mae II purchase of single family foreclosed loans.
7. Purchase of Single Family Whole Loans from MBS Servicing Pool - enter the (outstanding principal due the security holder plus one month interest) needed to pass-through to the security holders on the 20<sup>th</sup> day of the current month. in order for Ginnie Mae II purchase of single family whole loans.
8. Purchase of Single Family Properties from MBS Servicing Pool - enter the (outstanding

**Ginnie Mae Single Family Reporting Instructions -  
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principal due the security holder plus one month interest) needed to pass-through to the security holders on the 20<sup>th</sup> day of the current month. in order for Ginnie Mae II purchase of single family REO's loans.

9. Amount to Buydown VA Loans - enter the total amount of principal due security holders during the reporting month on VA loans going into foreclosure that are in Ginnie Mae II MBS servicing pools to avoid the VA no bid policy.
10. Purchase of Single Family Fraudulent Loans from MBS Servicing Pool - enter the (outstanding principal due the security holder plus one month interest) needed to pass-through to the security holders on the 20<sup>th</sup> day of the current month in order for Ginnie Mae's to buyout the single family fraudulent loans. A detail schedule listing loan level information must be attach and submitted with this form at the time of request.
11. Amount Due Investors on the 20th of the Month - enter the total amount of principal and interest due security holders during the current month ( add lines 5 through 9 ).
12. Self explanatory
13. Self explanatory
14. Service Fee Collected - enter the gross servicing fee spread between the interest rate on the mortgages and interest rate on the securities. Wire the gross amount of service fees collected along with claim proceeds, sales proceeds and Ginnie Mae whole loan collections to Ginnie Mae on the second business day of the month following receipt in one wire. Be sure to fax the SFRP 7, Detail Wire Support Form to Ginnie Mae.

**Ginnie Mae Single Family Reporting Instructions -  
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**Purpose of the SFPR-3 Report:** This report is to provide summary information by defaulted issuer to Ginnie Mae on the activities related to the collection of escrow funds and the disbursement of those funds for the payment of taxes and insurance on Ginnie Mae MBS pooled loans. The report will also reflect any reimbursement requests by the subservicers for escrow (number 3 below) or the repayment of escrow monies to Ginnie Mae (number 5 below) during the reporting month.

**Preparation Instructions:**

1. Escrow Beginning Balance: enter the bank statement balance of T&I custodial account at the beginning of the reporting period to pay taxes and insurance due on Ginnie Mae MBS pooled loans. This line should match prior month SFPR-3, line 6 ending balance.
2. Collections: - enter the amount of escrow monies collected during the reporting month for the payment of taxes and insurance.
3. Funding by Ginnie Mae - enter the funds provided by Ginnie Mae to makeup shortfalls in the escrow accounts needed to pay taxes and insurance on Ginnie Mae MBS pooled loans. This amount should match the SFPR-5, column 7 Disbursements by Ginnie Mae or line 5 below repayments to Ginnie Mae.
4. Disbursements - enter the amount of escrow monies paid during the reporting month for the payment of taxes and insurance. This amount should match the SFPR-5, column 5 Invoice amount.
5. Repayments to Ginnie Mae - enter the reimbursement of funds to Ginnie Mae for prior funding of shortfalls in escrow accounts needed to pay taxes and insurance on Ginnie Mae MBS pooled loans. This amount should match the SFPR-5, column 7 net repayment to Ginnie Mae or line 3 above Funding by Ginnie Mae.
6. Escrow Ending Balance - enter the amount of monies on deposit in the T&I custodial bank account, at the end of the reporting period to pay taxes and insurance due on Ginnie Mae MBS pooled loans.

**Ginnie Mae Single Family Reporting Instructions -  
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**Purpose of the SFPR-4 Report:** This report is to provide summary information by defaulted issuer to Ginnie Mae on the activities related to the collection of principal and interest and the disbursement of those funds for paying security holders of Ginnie Mae I and II pooled loans. The report will also reflect any reimbursement request(s) by the subservicers for principal and interest (number 3 below) or the repayment of principal and interest to Ginnie Mae (number 5 below).

**Preparation Instructions:**

1. Principal and Interest Account Beginning Balance - enter the amount of monies on deposit in the P & I custodial bank account at the beginning of the reporting period to pay security holders. This amount should match the prior month SFPR-4, line 6 ending balance.
2. Collections: - enter the amount of principal and interest collected during the reporting month to pay security holders.
3. Funding by Ginnie Mae - enter the funds provided by Ginnie Mae to makeup shortfalls in principal and interest needed to pay security holders. This amount should match the SFPR-1, line 12 and the SFPR-2, line 12.
4. Disbursements - enter the amount of principal and interest paid out during the reporting month to pay security holders. This amount should match the SFPR-1, line 10.
5. Repayments to Ginnie Mae - All collections, minus any outstanding checks, after providing for security holder payments are to be returned by wire using the SFPR-7, to Ginnie Mae as of the close of business on the 20th of each month for Ginnie Mae I and the 25th of each month for Ginnie Mae II.
6. Principal and Interest Account Ending Balance: - enter the amount of monies on deposit at the end of the reporting period to pay MBS security holders.

**Ginnie Mae Single Family Reporting Instructions -  
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**Purpose of SFPR-5 Report:** This report will be used to support any reimbursement requests by the subservicers for escrow advances and to provide loan level accounting for Ginnie Mae's advance receivable.

Due to the potentially large volume of advances and repayments occurring in a given month for a particular issuer, Ginnie Mae strongly suggests that the subservicers automate this report. One subservicer prepared this report utilizing the following process:

1. At month end, the subservicers loan servicing system generated a report listing corporate advances by issuer at the loan level. The report, in ASCII format, was converted into a dBASE file.
2. At month end, the subservicers loan system generated a report of repayments at the loan level by issuer. This report, in ASCII format, was converted into a dBASE file.
3. Both dBASE files were merged into a larger common file, listing advances and repays. The file was sorted first by loan number and second by the net amount owed to Ginnie Mae. Thus, the sorted file matched prior month advances with current month repays.
4. At a loan level when the net of advances and repays equaled zero, the loan number (i.e. . . record) was removed from the common dBASE file. This file was then printed and submitted to Ginnie Mae for payment if the advances exceeded repayments.

Any system generated report must provide loan level detail indicating the issuer's number, loan number, nature of the advance, the invoice amount, escrow balance at time of disbursement, the amount advanced and the net needed from Ginnie Mae. Since Ginnie Mae does not require the subservicers to submit copies of all invoices paid during the reporting month, the subservicers must maintain an audit trail for review by Ginnie Mae's auditors. Whether the subservicer utilizes an automated or manual report, it is imperative that the subservicer maintain the invoice supporting the required corporate advance.

**Preparation Instructions:**

1. Loan Number: enter the loan number the subservicer has assigned to the mortgage.
2. Borrower Name: enter the name of the mortgagor.
3. Escrow Type - enter the taxes, insurance and penalties amount. If requests for penalties such as late tax payment are submitted, maintain evidence in addition to the invoice that the error occurred because of the prior servicer's fault. If the mortgagor repays an advance, report escrow type as "Repayment."
4. Vendor: - enter the name of the vendor performing the service.
5. Invoice Amount: enter the amount the vendor is charging for services furnished (ie .. Billed amount and not estimated amount to be furnished). It is Ginnie Mae's policy not to prepay for any services, except when it is the industry practice (such as hazard insurance) to do so. Note: An invoice amount remains on the SFPR 5 report until it is repaid. If the mortgagor repays a prior advance, show the recovery as a negative invoice. On the following month, remove the loan from the schedule of Ginnie Mae Advances.
6. Date Incurred - record the date the expense was incurred or the period of time the service was provided.
7. Escrow Balance - enter the amount available in the escrow account of the borrower for this

**Ginnie Mae Single Family Reporting Instructions -  
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expense.

8. Advance Request/Refund: - calculate the difference between invoice amount and the escrow balance (ie .. Column 5 minus Column 7). Any repayments should be recorded as a negative amount in Column 7. Compare the month end totals of Column 8 with the prior month. If the advance balance increased over the prior month, bill Ginnie Mae for the difference. If the balance fell over the prior month, return this difference to Ginnie Mae. If the subservicers utilizes an automated database, the total advance balance reported on SFPR 5 must agree to the advance balance reported on the Month End Trial Balance.

**Ginnie Mae Single Family Reporting Instructions -  
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**Purpose of the SFPR-6 Report:** This report is used to wire all collections of funds to Ginnie Mae by identified the type of collections by defaulted issuer. This information is necessary to assist Ginnie Mae in it's allocation of bank accounts and in reconciling collections with the subservicers monthly accounting reports. It is imperative that this form be fax or e-mail on the same day, if not before, a wired is sent to Ginnie Mae. The subservicers must send Ginnie Mae a hard copy of this form and any other support that is required.

**Definition of Terms:**

1. Defaulted Issuer Name - The name of the defaulted issuer that the collections are for.
2. Issuer Number - The issuer assign 4 digit identification number at the time they enter Ginnie Mae program.
3. Portfolio Number - The defaulted issuer 4 digit portfolio number assign by Ginnie Mae at the time of default.
4. Undeliverable Escrow Funds - Funds that belong to the mortgagee for taxes and insurance but can not be delivered, or returned undelivered, or checks outstanding for a period of six months. These funds must be sent to Ginnie Mae's Office of Finance, in detail, pending a claim from the owner. The detail must include the issuer name, check number, check date, check amount and payee's name.
5. FHA/VA Claims Payments - Gross claims received from FHA, RHS and VA must be wired to Ginnie Mae by the 3<sup>rd</sup> business day of the month following receipt of the claim. Claims monies must be identify by principal and interest, taxes and insurance, and foreclosure (F/C) expenses. This amount should be reported on the SFFL-1, SFFL-2, SFFL-3, and the SFFL-7 accounting reports.
6. Taxes and Insurance Recovery - These funds are taxes and insurance payments that the mortgagee made to help bring their account whole, for which Ginnie Mae had prior advance on behalf of the mortgagee. This amount should be reported on the SFPR-3 line 5, SFAP-5 line 5, SFWL-5 line 5 and SFFL-5 line 5 (repayment to Ginnie Mae) accounting reports.
7. Whole Loan Collections - The monthly principal and interest payments that the mortgagee makes on their loans. This amount should be reported on the SFWL-1 and SFWL-2 line 4 (principal repayments) and interest payments on the breakout of collections (line 2) accounting reports.
8. Service Fees Collections - The gross service fees are wired to Ginnie Mae three times in a given month (3<sup>rd</sup>, 20<sup>th</sup> and 25<sup>th</sup>). The master subservicers must calculate the gross service fees for the prior month and remit the gross fees to Ginnie Mae on the 3<sup>rd</sup> business day of each month. Also on the sweep of the P&I custodial bank account on the 20<sup>th</sup> and 25<sup>th</sup> which includes service fees income must be calculate and submitted at the same time of the sweep of repayment of advances to Ginnie Mae.
9. Late Fees - Are collections of late fee payments for mortgage payment received after the grace period
10. 1/3 Cost and Interest Fees - These funds represent recoveries of loss interest, incurred cost and expense by Ginnie Mae when the Master Subsversicers fails to file claims in a timely fashion. Therefore, when Ginnie Mae is reimburse for these losses the funds must be broken down to offset the to P&I, T&I and Expense accounts.

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11. Miscellaneous Expenses Recovery - recovery of funds received from the mortgagee on extraordinary expenses per contract agreement.
12. REO Proceeds - REO sale proceeds must be wired to Ginnie Mae with the breakout of gross sales proceeds, sales commission and net proceeds on the business day following the receipt of sale. The subservicers must also submit along with the SFPR-7 a copy of the actual settlement work papers and a report (SFAP-4) showing Ginnie Mae gain/loss calculations on the REO sale. This amount should be reported on the SFAP-1, SFAP-2 and SFAP-4 accounting reports.
13. Repayment of Advances - All collection including advances, after providing for the security holder payments, must be returned to Ginnie Mae on the 20<sup>th</sup> and the 25<sup>th</sup> of each month from the P&I custodial bank account. This amount should be reported on the SFPR-4 accounting reports.
14. Total Cash - This is the total amount of the wire to Ginnie Mae and should equal the sum of columns 4 through 12.