

**Ginnie Mae Single Family Reporting Instructions**  
**Summary of Reporting Requirements**

Attached are the reporting requirements of Ginnie Mae MBS single family subservicers. **When subservicers are servicing more than one defaulted portfolio, both individual reports by defaulted issuer and consolidated reports of all defaulted issuers are required.** The subservicer is required to perform an inventory of Ginnie Mae single family acquired properties at the close of each fiscal year (September 30) and the actual inventory by October 15th following the end of the fiscal year. All accounting reports under Category I, II, III, and IV must be completed and sent to Ginnie Mae by the due date (see Page 5). All accounting reports under Category II, III, and IV must be submitted on a CD-R, in Excel format along with a cover letter certify that all the accounting reports are true and accurate to the best of my knowledge and signed by an authorize official. If there is no activity (NA) for a form, the report must still be submitted to Ginnie Mae with NA , this is for internal control purposes. The reports are broken down into four general categories as follows:

**Category I : Ginnie Mae Pool Loans Reporting**

1. Ginnie Mae I Monthly Advance Status Form by Defaulted Issuer - Form Number SFPR 1.
2. Ginnie Mae II Monthly Advance Status Form by Defaulted Issuer - Form Number SFPR 2.
3. Summary of Escrows Held on Ginnie Mae MBS Pooled Loans - Form Number SFPR 3.
4. Summary of Principal and Interest Accounts on Ginnie MBS Pooled Loan Form Number SFPR 4.
5. Detailed Report of T&I Escrow Shortfalls on Ginnie Mae MBS Pooled Loans - Form Number SFPR 5.
6. Billing for reimbursement of Extraordinary Expenses by Subservicer - Form Number SFPR 6.
7. Detail wire support for all collection sent to Ginnie Mae Form Number SFPR 7.

**Category II: Ginnie Mae Single Family Foreclosed Loans**

1. Inventory of Single Family Foreclosed Loan Portfolio Form Number SFFL 1.
2. Activity Report on Ginnie Mae Single Family Foreclosed Loan Portfolio by Defaulted Issuer- Form Number SFFL 2.
3. Detailed Purchases Report on Ginnie Mae Single Family Foreclosed Loans by Defaulted Issuer - Form Number SFFL 3.
4. Detailed Conveyances Report on Ginnie Mae Foreclosed Loans by Defaulted Issuer - Form Number SFFL 4.
5. Summary of T&I Escrow Held on Ginnie Mae MBS Foreclosed Loans - Form Number SFFL 5.
6. Detailed Outstanding Claims Receivable Report on Ginnie Mae Single Family Foreclosed Loans by Defaulted Issuer - Form Number SFFL 6.

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7. Summary of Claims Receivable on Ginnie Mae Foreclosed Loans by Defaulted Issuer - Form Number SFFL 7.

**Category III :       Ginnie Mae Single Family Acquired Properties**

1. Inventory of Single Family Acquired Properties - Form Number SFAP 1.
2. Activity Report on Ginnie Mae Acquired Single Family Properties by Defaulted Issuer - Form Number SFAP 2.
3. Detailed Purchases Report on Ginnie Mae Single Family Properties by Defaulted Issuer - Form Number SFAP 3.
4. Detailed Sales Report on Ginnie Mae Single Family Properties by Defaulted Issuer - Form Number SFAP 4.
5. Summary of T&I Escrow Held on Ginnie Mae Single Family Properties by Defaulted Issuer - Form Number SFAP 5.
6. Detailed Outstanding Claims Receivable Report on Ginnie Mae Acquired Single Family Properties by Defaulted Issuer - Form Number SFAP 6.
7. Summary Claims Receivable Report on Ginnie Mae Acquired Single Family Properties by Defaulted Issuer - Form Number SFAP 7.

**Category IV:       Ginnie Mae Single Family Whole Loans**

1. Inventory of Single Family Whole Loan Portfolio - Form Number SFWL 1.
2. Activity Report on Ginnie Mae Single Family Whole Loan Portfolio by Defaulted Issuer - Form Number SFWL 2.
3. Detailed Purchases Report on Ginnie Mae Single Family Whole Loans by Defaulted Issuer - Form Number SFWL 3.
4. Detailed Sales Report on Ginnie Mae Single Family Whole Loans By Defaulted Issuer - Form Number SFWL 4.
5. Summary of Escrows Held on Ginnie Mae Single Family Whole Loans - Form Number SFWL 5.
6. Delinquency Report on Ginnie Mae's Whole Loans Single Family Portfolio - Form Number SFWL 6.
7. Detailed Report of Escrow Shortfalls on Ginnie Mae Whole Loans - Form Number SFWL 7.

All monies that the subservicer receives must be reported in the month that they received the money, not when Ginnie Mae receives it.

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The subservicer must fax the SFRP-7, Detail Wire Support Form, accounting for all monies wired to Ginnie Mae on the day the wired is sent. It is imperative that the funds are identified by defaulted issuer and accounting reporting period.

The subservicer shall submit their P & I advances ( SFPR-1 & 2 ), T & I escrow shortfall ( SFPR-5 ) and billings for extraordinary expenses ( SFPR-6 ) accompany by a cover letter. The letter shall spell out clearly why funds are requested and to which defaulted issuer it applies to, and sign by an appropriate person.

When the subservicer sweeps the excess P & I balance in the Ginnie Mae Custodial account on the 20<sup>th</sup> and 25<sup>th</sup> calendar day, this sweeps is minus any outstanding checks, but does included the service fees income on the SFPR-7, Detail Wire Support Form.