

4330.1 REV-5

APPENDIX 16

A43 SINGLE FAMILY INSURANCE SYSTEM

TRANSACTION CODE 06

CHANGE OF MORTGAGOR

MORTGAGEE TAPE INPUT INSTRUCTIONS

DOCUMENT HUD-92080 (5/80)

Revised: May 1992

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APPENDIX 16

MORTGAGEE TAPE CHARACTERISTICS

DSN: GHAS.F22BAX.MTGEE

Record Format: Fixed unblocked

Record Length: 320 characters

Block Size: 320 characters

Density: 1600 BPI

Data Format: EBCDIC

Label: IBM standard label

Record Sequence:

- o Tape Header
- o Batch 1 Header
 - Batch 1 Detail Records
 - Batch 1 Trailer
 - .
 - .
 - .
- o Batch 35 Header
 - Batch 35 Detail Records
 - Batch 35 Trailer
- o Tape Trailer

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APPENDIX 16

Record Type - Tape Header

Transaction Code: 06
Transaction Name: Change of Mortgagor Source Document: None
For Use By: Mortgagee Tape Document Version Date: 06/90
Record Size: 320 Sequence: Page 1 of 6

SPECIAL INSTRUCTIONS: The tape header is always the first record on a mortgagee tape.

FIELD NO.	FIELD	LENGTH	POSITION FROM	THRU	DESCRIPTION
1	Tape ID	6	1	6	'MXXXXX' where 'XXXXX' equals the first 5 digits of the servicing mortgagee number.
2	Filler	1	7	7	Enter a space.
3	Date Tape Created	6	8	13	Format YYMMDD.
4	Record Type	2	14	15	Tape header ID.

Enter 'TH'.

5	Filler	305	16	320	Leave blank.
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APPENDIX 16

Record Type - Batch Header

Transaction Code: 06
Transaction Name: Change of Mortgagor Source Document: None
For Use By: Mortgagee Tape Document Version Date: 06/90
Record Size: 320 Sequence: Page 2 of 6

SPECIAL INSTRUCTIONS: The Batch Number (field 2) should be in ascending sequence from '1' through '9' and, if necessary, 'A' through 'Z'. This provides for a total of 35 batches per mortgagee per tape.

* *

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APPENDIX 16

Record Type - Detail Record

Transaction Code: 06
Transaction Name: Change of Mortgagor Source Document: HUD-92080 (5/80)
For Use By: Mortgagee Tape Document Version Date: 06/90
Record Size: 320 Sequence: Page 3 of 6

SPECIAL INSTRUCTIONS:

NEW CASE NUMBER (All Sections)	OLD CASE NUMBER (Section 203)	OLD CASE NUMBER (Sections 903, 213)	OLD CASE NUMBER (Sections 219,221 809,220,222,810)
1-3 State Off. 4 '-'	1-2 State Off. 3 '-'	1-3 State Off. 4 '-'	1-6 Serial No. 7 '-'
5-10 Serial No.	4-9 Serial No.	5-9 Serial No.	8-9 State Off.
11 Check Digit If none, punch 'X'	10-11 'XX'	10-11 'XX'	10-11 'XX'

FIELD NO.	DOCUMENT ITEM NO.	FIELD	LENGTH	POSITION FROM	THRU	DESCRIPTION
1	3	FHA Case Number	11	1	11	See special instructions above.
2		Filler		4	12	15 Leave blank.
3		Transaction Code		2	16	17 Enter '06'.
4		Filler		7	18	24 Leave blank.
5	2	Original Amount of Mortgage	6	25	30	Enter dollars only. Right justify.

Prefix with zeros.

If blank, skip.

6	8	Date of Transfer	6	31	36	Format MMDDYY. If
---	---	------------------	---	----	----	-------------------

Number blank use

date in block 7.

If blocks 7 and 8
are blank, enter
current date.

7 Filler 1 37 37 Enter space. If
blank, skip.

8 12 Servicer Mortgagee 5 38 42 If blank, skip.
Number

9 4 Name of New 22 43 64 Last name, first
name, Mortgagor
middle initial.
If blank, skip.

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APPENDIX 16

Record Type - Detail Record

Transaction Code: 06
Transaction Name: Change of Mortgagor Source Document: HUD-92080 (5/80)
For Use By: Mortgagee Tape Document Version Date: 05/92
Record Size: 320 Sequence: Page 4 of 6

FIELD NO.	DOCUMENT ITEM NO.	FIELD	LENGTH	POSITION FROM	POSITION THRU	DESCRIPTION
10		Social Security Number or EIN of New Mortgagor	11	65	75	Left justify. Key as is. Include hyphens.
11		Property Street	26	76	101	Left justify.
12		Property City	24	102	125	Left justify.
13		Property State	2	126	127	2-letter

abbreviation.

See attachment.

14 Property Zip 9 128 136 Left justify.

Ignore hyphen.

15	Institution	15	137	151	Left
justify.	Reference Number				
16	Filler	169	152	320	Leave blank.

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APPENDIX 16

UNITED STATES POSTAL SERVICE
STATE AND TERRITORY ABBREVIATIONS

Alabama	AL	North Carolina	NC
Alaska	AK	North Dakota	ND
Arizona	AZ	Ohio	
OH			
Arkansas	AR	Oklahoma	OK
California	CA	Oregon	
OR			
Colorado	CO	Pennsylvania	PA
Connecticut	CT	Rhode Island	RI
Delaware	DE	South Carolina	SC
District of Columbia	DC	South Dakota	SD
Florida	FL	Tennessee	TN
Georgia	GA	Texas	
TX			
Hawaii	HI	Utah	
UT			
Idaho	ID	Vermont	VT
Illinois	IL	Virginia	VA
Indiana	IN	Washington	WA
Iowa	IA	West Virginia	WV
Kansas	KS	Wisconsin	WI
Kentucky	KY	Wyoming	WY
Louisiana	LA		
Maine	ME	American Samoa	AS
Maryland	MD	Guam	
GU			
Massachusetts	MA	Marshall Islands	TT
Michigan	MI	Northern Mariana Islands	CM
Minnesota	MN	Palau	
TT			
Mississippi	MS	Puerto Rico	PR
Missouri	MO	Virgin Islands	VI
Montana	MT		
Nebraska	NE		
Nevada	NV		
New Hampshire	NH		
New Jersey	NJ		
New Mexico	NM		

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APPENDIX 16

Record Type - Batch Trailer

Transaction Code: 06
Transaction Name: Change of Mortgagor Source Document: None
For Use By: Mortgagee Tape Document Version Date: 06/90
Record Size: 320 Sequence: Page 5 of 6

FIELD NO.	FIELD	LENGTH	FROM	THRU	POSITION DESCRIPTION
1	Batch Trailer Indicator	6	1	6	'MXXXXX' where 'XXXXX' equals the first 5 digits of the servicing mortgagee number.
2	Batch Number	1	7	7	The same as the batch header number.
3	Date Created	6	8	13	Format YYMMDD.
4	Record Type	2	14	15	Batch trailer ID. Enter 'BT'.
5	Transaction Code	2	16	17	Enter '06'
6	Number of Records	7	18	24	Number of detail records per batch. Right justify with leading zeros.
7	Total Dollar Amount	11	25	35	Total original mortgage amount for each batch. Right justify with

leading zeros.

8 Filler 285 36 320 Leave blank.

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APPENDIX 16

Record Type - Tape Trailer

Transaction Code: 06
Transaction Name: Change of Mortgagor Source Document: None
For Use By: Mortgagee Tape Document Version Date: 06/90
Record Size: 320 Sequence: Page 6 of 6

SPECIAL INSTRUCTIONS: The tape trailer is always the last record on a mortgagee tape.

FIELD NO.	FIELD	LENGTH	FROM	THRU	POSITION DESCRIPTION
1	Tape ID	6	1	6	'MXXXXX' where 'XXXXX'

equals the first 5
digits of the
servicing
mortgagee number.

2	Filler		1	7	7	Enter a space.
---	--------	--	---	---	---	----------------

3	Date Tape Created		6	8	13	Format YYMMDD.
---	-------------------	--	---	---	----	----------------

4	Record Type	2	14	15		Tape trailer ID.
---	-------------	---	----	----	--	------------------

Enter 'TT'.

5	Filler		2	16	17	Leave blank.
---	--------	--	---	----	----	--------------

6	Number of Records	7	18	24		Number of detail
---	-------------------	---	----	----	--	------------------

records, excluding
tape and batch
headers and trailers.

Right justify with

leading zeros.

7 Total Dollar Amount 11 25 35 Total original
mortgage amount.

Integer field.

Right justify with

leading zeros.

8 Filler 285 36 320 Leave blank.

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APPENDIX 16

A43 SINGLE FAMILY INSURANCE SYSTEM

TRANSACTION CODE 05

CHANGE OF HOLDING MORTGAGEE OR SERVICER

MORTGAGEE TAPE INPUT INSTRUCTIONS

DOCUMENT HUD-92080 (5/80)

Revised: May 1992

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APPENDIX 16

MORTGAGEE TAPE CHARACTERISTICS

DSN: GHAS.F22BAX.MTGEE

Record Format: Fixed unblocked

Record Length: 320 characters

Block Size: 320 characters

Density: 1600 BPI

4 Record Type 2 14 15 Tape header ID.

Enter 'TH'.

5 Filler 305 16 320 Leave blank.

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APPENDIX 16

Record Type - Batch Header

Transaction Code: 05
Transaction Name: Change of Holding
Mortgagee or Servicer Source Document: None
For Use By: Mortgagee Tape Document Version Date: 06/90
Record Size: 320 Sequence: Page 2 of 6

SPECIAL INSTRUCTIONS: The Batch Number (field 2) should be in ascending sequence from '1' through '9' and, if necessary, 'A' through 'Z'. This provides for a total of 35 batches per mortgagee per tape.

FIELD NO.	FIELD	LENGTH	FROM	THRU	POSITION DESCRIPTION
1	Batch Header Indicator	6	1	6	'MXXXXX' where 'XXXXX' equals the first five digits of the servicing mortgagee number.
2	Batch Number	1	7	7	See special instructions above.
3	Date Created	6	8	13	Format YYMMDD.
4	Record Type	2	14	15	Batch header ID.
Enter 'BH'.					
5	Transaction Code	2	16	17	Enter '05'
6	Filler	303	18	320	Leave blank.

FIELD NO.	DOCUMENT ITEM NO.	FIELD	LENGTH	POSITION FROM	POSITION THRU	DESCRIPTION
1	3	FHA Case Number	11	1	11	See special instructions above.
2		Filler		4	12	15 Leave blank.
3		Transaction Code		2	16	17 Enter '05'.
4	1	Type of Action	2	18	19	If block 1, "SALE OF MORTGAGE" box is checked, punch '04'. If block 1, "CHANGE OF SERVICER" box is checked, punch '05'. If both boxes are checked in block 1, punch '04'. DO NOT leave this field blank; punch either '04' or '05'.
5	10	New Holding Mortgagee Number	5	20	24	Enter zeros if no code indicated.
6	2	Original Amount of Mortgage	6	25	30	Enter dollars only. Right justify. Prefix with zeros. If blank, skip.

Transaction Code: 05 Source Document: HUD-92080 (5/80)
 Transaction Name: Change of Holding Document Version Date: 5/92
 Mortgagee or Servicer Sequence: Page 4 of 6
 For Use By: Mortgagee Tape
 Record Size: 320

FIELD NO.	DOCUMENT ITEM NO.	FIELD	LENGTH	POSITION FROM	THRU	DESCRIPTION
7	8	Date of Transfer	6	31	36	Format MMDDYY. If blank, use date in block 7. If blocks 7 and 8 are blank, enter current date.
8		Filler		1	37	37 Enter space.
9	12	New Servicer Mortgagee Number	5	38	42	Enter zeros if no code indicated.
10		Property Street	26	43	68	Left justify.
11		Property City	24	69	92	Left justify.
12		Property State	2	93	94	2-letter abbreviation. See attachment.
13		Property Zip	9	95	103	Left justify; ignore hyphen.
14		Institution Reference Number		15	104	118 Left justify.
15		Filler	202	119	320	Leave blank.

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APPENDIX 16

UNITED STATES POSTAL SERVICE
 STATE AND TERRITORY ABBREVIATIONS

Alabama

AL

North Carolina

NC

Alaska	AK	North Dakota	ND
Arizona	AZ	Ohio	
OH			
Arkansas	AR	Oklahoma	OK
California	CA	Oregon	
OR			
Colorado	CO	Pennsylvania	PA
Connecticut	CT	Rhode Island	RI
Delaware	DE	South Carolina	SC
District of Columbia	DC	South Dakota	SD
Florida	FL	Tennessee	TN
Georgia	GA	Texas	
TX			
Hawaii	HI	Utah	
UT			
Idaho	ID	Vermont	VT
Illinois	IL	Virginia	VA
Indiana	IN	Washington	WA
Iowa	IA	West Virginia	WV
Kansas	KS	Wisconsin	WI
Kentucky	KY	Wyoming	WY
Louisiana	LA		
Maine	ME	American Samoa	AS
Maryland	MD	Guam	
GU			
Massachusetts	MA	Marshall Islands	TT
Michigan	MI	Northern Mariana Islands	CM
Minnesota	MN	Palau	
TT			
Mississippi	MS	Puerto Rico	PR
Missouri	MO	Virgin Islands	VI
Montana	MT		
Nebraska	NE		
Nevada	NV		
New Hampshire	NH		
New Jersey	NJ		
New Mexico	NM		
New York	NY		

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APPENDIX 16

Record Type - Batch Trailer

Transaction Code:	05		
Transaction Name:	Change of Holding		
	Mortgagee or Servicer	Source Document:	None
For Use By:	Mortgagee Tape	Document Version Date:	06/90
Record Size:	320	Sequence:	Page 5 of 6

POSITION

FIELD NO.	FIELD	LENGTH	FROM	THRU	DESCRIPTION
1	Batch Trailer Indicator	6	1	6	'MXXXXX' where 'XXXXX' equals the first 5 digits of the servicing mortgagee number.
2	Batch Number	1	7	7	The same as the batch header number.
3	Date Created	6	8	13	Format YYMMDD.
4	Record Type	2	14	15	Batch trailer ID. Enter 'BT'.
5	Transaction Code	2	16	17	Enter '05'.
6	Number of Records	7	18	24	Number of detail records per batch. Right justify with leading zeros.
7	Total Dollar Amount	11	25	35	Total original mortgage amount for each batch. Right justify with leading zeros.
8	Filler	285	36	320	Leave blank.

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APPENDIX 16

Record Type - Tape Trailer

Transaction Code: 05
Transaction Name: Change or Holding
Mortgagee or Servicer
For Use By: Mortgage Tape
Source Document: None
Document Version Date: 06/90

Record Size: 320

Sequence: Page 6 of 6

SPECIAL INSTRUCTIONS: The tape trailer is always the last record on a mortgagee tape.

FIELD NO.	FIELD	LENGTH	FROM	THRU	POSITION DESCRIPTION
1	Tape ID	6	1	6	'MXXXXX' where 'XXXXX' equals the first 5 digits of the servicing mortgagee number.
2	Filler	1	7	7	Enter a space.
3	Date Tape Created	6	8	13	Format YYMMDD.
4	Record Type	2	14	15	Tape trailer ID. Enter 'TT'.
5	Filler	2	16	17	Leave blank.
6	Number of Records	7	18	24	Number of detail records, excluding tape and batch headers and trailers. Right justify with leading zeros.
7	Total Dollar Amount	11	25	35	Total original mortgage amount. Integer field. Right justify with leading zeros.
8	Filler	285	36	320	Leave blank.

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APPENDIX 16

A43 SINGLE FAMILY INSURANCE SYSTEM

TRANSACTION CODE 07

TERMINATIONS

MORTGAGEE TAPE INPUT INSTRUCTIONS

DOCUMENT HUD-2344 (2/85)

Revised: June 1990

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APPENDIX 16

MORTGAGEE TAPE CHARACTERISTICS

DSN: GHAS.F22BAX.MTGEE

Record Format: Fixed unblocked

Record Length: 320 characters

Block Size: 320 characters

Density: 1600 BPI

Data Format: EBCDIC

Label: IBM standard label

Record Sequence:

- o Tape Header
- o Batch 1 Header
 - Batch 1 Detail Records
 - Batch 1 Trailer
 - .
 - .
 - .
- o Batch 35 Header
 - Batch 35 Detail Records
 - Batch 35 Trailer

10	1	Mortgagee's Reference ID	24	51	74	Left justify.
11	3	Property Street Address	26	75	100	Left justify. See attachment.
12	3	Property City	24	101	124	Left justify. See attachment.
13	3	Property State	2	125	126	2-letter abbreviation. See attachment.
14	3	Property Zip Code	9	127	135	Left justify. Ignore hyphen in 9-digit codes. With 5-digit codes, enter spaces positions 132 thru 135.
15	17	Mortgagor's Name	35	136	170	Left justify. See attachment.
16	17	Attention Line	26	171	196	If none, skip. If present, left justify. Key 'c/o' in positions 171-174. See attachment.
17	17	Mortgagor's Street Address	26	197	222	Left justify. If none, leave blank.
18	17	Mortgagor's City	24	223	246	Left justify. If none, leave blank.

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APPENDIX 16

Record Type - Detail Record

Transaction Code: 07
Transaction Name: Terminations

Source Document: HUD-2344 (2/85)
Document Version Date: 06/90

FIELD NO.	DOCUMENT ITEM NO.	FIELD	LENGTH	POSITION		DESCRIPTION
				FROM	THRU	
19	17	Mortgagor's State	2	247	248	2-letter abbreviation. If none, leave blank.
20	17	Mortgagor's Zip Code	9	249	257	Left justify. Ignore hyphen in 9-digit codes. With 5-digit codes, enter spaces in positions 254 thru 257. If none, leave blank.
21	18	1st Mortgagor's SSN	9	258	266	Enter numerics only. If none, enter spaces.
22	18	2nd Mortgagor's SSN	9	267	275	Enter numerics only. If none, enter spaces.
23		Filler	1	276	276	Enter space.
24	8	Interest Rate	5	277	281	Right justify. Prefix with zeros. Format 99.999.
25	9	Due Date of First Payment to Interest and Principal	4	282	285	Format MMY.
26	11	Maturity Date	4	286	289	Format MMY.
27		Filler	31	290	320	Leave blank.

Listed below are examples of how names and addresses might appear on Form HUD-2344, blocks 3 and 17, and how they should be formatted:

NOTES: * All names should be formatted first name, middle initial, last name.

If the full mortgagor name(s) exceed 35 positions, abbreviate as necessary. Try to keep as much of the primary mortgagor's name as possible.

*If full street address exceeds 26 positions, abbreviate as necessary, e.g., Drive = Dr, Street = St, etc. Try to keep all pertinent address details, such as apartment number, rural route number, etc.

NAMES APPEARING IN BLOCK 17	SHOULD BE FORMATTED
THOMAS, Samuel S.	Samuel S Thomas
Charles E. Mill Jr. & Rosielee B., h/w	Charles E Jr & Rosielee B Mill
John Smith and Jane Doe c/o Maxwell Davis	John Smith & Jane Doe c/o Maxwell Davis
Pearson Jr., Phillip C and Wilson, Leitha D	Phillip C Pearson Jr & L D Wilson
Charles E. Mill & Rosielee B., h/w c/o Samuel S. Thomas	Charles E Jr & Rosielee B Mill c/o Samuel S Thomas
Smith, John & Mary c/o Samuel S. Thomas	John & Mary Smith c/o Samuel S Thomas
ADDRESSES APPEARING IN BLOCKS 3 AND 17	SHOULD BE FORMATTED
15 Fleming Dr., Apt. 5 Hampton, Virginia 23471	15 Fleming Dr Apt 5 Hampton Va 23471
P.O. Box 1224-C Dayton, Oh. 41447-1224	PO Box 1224-C Dayton Oh 414471224
104-02 N. 215th St. Baltimore, Md. 19876	104-02 N 215th St Baltimore Md 19876

UNITED STATES POSTAL SERVICE
STATE AND TERRITORY ABBREVIATIONS

Alabama

AL

North Carolina

NC

Alaska	AK	North Dakota	ND
Arizona	AZ	Ohio	
OH			
Arkansas	AR	Oklahoma	OK
California	CA	Oregon	
OR			
Colorado	CO	Pennsylvania	PA
Connecticut	CT	Rhode Island	RI
Delaware	DE	South Carolina	SC
District of Columbia	DC	South Dakota	SD
Florida	FL	Tennessee	TN
Georgia	GA	Texas	
TX			
Hawaii	HI	Utah	
UT			
Idaho	ID	Vermont	VT
Illinois	IL	Virginia	VA
Indiana	IN	Washington	WA
Iowa	IA	West Virginia	WV
Kansas	KS	Wisconsin	WI
Kentucky	KY	Wyoming	WY
Louisiana	LA		
Maine	ME	American Samoa	AS
Maryland	MD	Guam	
GU			
Massachusetts	MA	Marshall Islands	TT
Michigan	MI	Northern Mariana Islands	CM
Minnesota	MN	Palau	
TT			
Mississippi	MS	Puerto Rico	PR
Missouri	MO	Virgin Islands	VI
Montana	MT		
Nebraska	NE		
Nevada	NV		
New Hampshire	NH		
New Jersey	NJ		
New Mexico	NM		
New York	NY		

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APPENDIX 16

Record Type - Batch Trailer

Transaction Code: 07	Source Document: None
Transaction Name: Terminations	Document Version Date: 06/90
For Use By: Mortgagee Tape	Sequence: Page 6 of 7
Record Size: 320	

FIELD NO.	FIELD	LENGTH	FROM	THRU	POSITION DESCRIPTION
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1	Batch Trailer Indicator	6	1	6	'MXXXXX' where 'XXXXX' equals
---	-------------------------	---	---	---	-------------------------------

first 5 digits of the servicing mortgagee number.

2	Batch Number	1	7	7	The same as the batch header number.
---	--------------	---	---	---	--------------------------------------

3	Date Created	6	8	13	Format YYMMDD.
---	--------------	---	---	----	----------------

4	Record Type	2	14	15	Batch trailer ID. Enter 'BT'.
---	-------------	---	----	----	-------------------------------

5	Transaction Code	2	16	17	Enter '07'.
---	------------------	---	----	----	-------------

6	Number of Records	7	18	24	Number of detail records per batch. Right justify with leading zeros.
---	-------------------	---	----	----	---

7	Total Dollar Amount	11	25	35	Total original mortgage amount for each batch. Right justify with leading zeros.
---	---------------------	----	----	----	--

8	Filler	285	36	320	Leave blank.
---	--------	-----	----	-----	--------------

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APPENDIX 16

Record Type - Batch Trailer

Transaction Code: 07
Transaction Name: Terminations
For Use By: Mortgagee Tape
Record Size: 320

Source Document: None
Document Version Date: 06/90
Sequence: Page 7 of 7

SPECIAL INSTRUCTIONS: The tape trailer is always the last record on a mortgagee tape.

FIELD NO.	FIELD	LENGTH	FROM	THRU	POSITION DESCRIPTION
1	Tape ID	6	1	6	'MXXXXX' where 'XXXXX' equals first 5 digits of servicing mortgagee number.
2	Filler	1	7	7	Enter a space.
3	Date Tape Created	6	8	13	Format YYMMDD.
4	Record Type	2	14	15	Tape trailer ID. Enter 'TT'.
5	Filler	2	16	17	Leave blank.
6	Number of Records	7	18	24	Number of detail records, excluding tape and batch headers and trailers. Right justify with leading zeros.
7	Total Dollar Amount	11	25	35	Total original mortgage amount. Integer field. Right justify with leading zeros.
8	Filler	285	36	320	Leave blank.