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APPENDIX 20

Monthly Delinquent Loan Report  
on Loans that are 90 or More Days Delinquent

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APPENDIX 20A

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KEYPUNCH/VERIFY INSTRUCTIONS

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F42 Consolidated Single Family Statistical System

Single Family Default Monitoring Data

Source Document(s): form HUD-92068-A (6/93)

Instructions:

Document form HUD-92068-A (6/93) contains keypunch data for individual default cases. All data are contained in the top section of the form. Use trailing blanks in Alpha/Numeric fields. Use a blocking factor of 128.

Punch (Cols.)	Data Fields	Key Points	Verify (Cols.)
1- 30	Mortgagee Name	Box 1 Alpha/Numeric Left justify	1- 30
31- 50	Contact Person Last Name	Box 3a Last Name of Contact Person Alpha/Numeric Left justify	31- 50
51- 80	Mortgagee Street Address	Box 2a Number and Street Alpha/Numeric Left justify	51- 80
81- 90	Contact Person First Name	Box 3b First Name Alpha/Numeric Left justify	81- 90
91-111	Servicing Area	Box 4a Principal HUD Servicing Office, City Alpha/Numeric Left justify	91-111
112-130	Mortgagee City	Box 2b City Alpha/Numeric Left justify	112-130

131-132	Mortgagee State	Box 2c State Alpha/Numeric	131-132 *
133-141	Mortgagee Zip Code	Box 2d Zip Code Alpha/Numeric-Left justify	133-141
142-151	Contact Telephone Number	Box 3c Telephone Numeric	142-151
152-153	Servicing Area State	Box 4b State Alpha/Numeric	152-153
154-162	Servicing Zip Code	Box 4c Zip Code Alpha/Numeric-Left justify	154-162
163-164	Mortgagee Status	Box 5 Alpha/Numeric	163-164

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Source Document(s): form HUD-92068-A (6/93)

Instructions:

(Refer to Page 1)

Punch (Cols.)	Data Fields	Key Points	Verify (Cols.)
165-170	Period Ending Date	Box 6 Period Ending Date Date format YYMMDD	165-170
171-180	Mortgagee ID Number	Box 7 Ten-Digit Mortgagee	171-180 ** No. Assigned by HUD Alpha/Numeric
181-200	Mortgage Loan Number	Box 8 Mortgagee Loan Number	181-200 Alpha/Numeric include hyphens Left justify
201-209	FHA Case Number	Box 9 FHA Case Number Alpha/Numeric Left justify	201-209***
210-212	ADP Code	Box 10 ADP Code (3 digits)	210-212 Alpha/Numeric
213-232	Mortgagor's Last Name	Box 11a Mortgagor's Last	213-232

			Name Alpha/Numeric Left justify
233-234	Mortgagor's Initials	Box 11b Initials (1st, Mid)	233-234 Alpha/Numeric
235-254	Co-Mortgagor's Last Name	Box 12a Co-Mortgagor's Last	235-254 Name Alpha/Numeric Left justify
255-256	Co-Mortgagor's Initials	Box 12b Initials (1st, Mid)	255-256 Alpha/Numeric
257-261	Property Street Number	Box 13a Property Street No.	257-261 Alpha/Numeric Leave blank if no number given

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Single Family Default Monitoring Data

Source Document(s): form HUD-92068-A (6/93)

Instructions:

(Refer to Page 1)

Punch (Cols.)	Data Fields	Key Points	Verify (Cols.)
262-275	Property Street Name	Box 13b Property Street	262-275 Name Alpha/Numeric Left justify
276-284	Mortgagor's SSN	Box 11c Mortgagor's Soc.	276-284 Sec. No. Alpha/Numeric No Hyphens Leave blank if no number given
285-293	Co-Mortgagor's SSN	Box 12c Co-Mortgagor's	285-293 Soc. Sec. No.-Alpha Numeric

if No Hyphens Leave blank  
no number given

294-311	Property City Name	Box 13c City	294-311 Alpha/Numeric
312-313	Property State Name	Box 13d State	312-313 * Alpha/Numeric
314-318	Property Zip Code	Box 13e Zip	Alpha/Numeric 314-318
319-324	Due Date of First Payment	Box 14 Due Date 1st Pmt.	319-324 Date format YYMMDD
325-330	Oldest Unpaid Installment	Box 15 Date Oldest Unpd Installment Date	325-330 YYMMDD
331-331	Status of Mortgage	Box 16a Mort. Status	331-331 Alpha/Numeric
332-337	Status Date	Box 16b Mort. Status Date	332-337 Date format YYMMDD

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Source Document(s): form HUD-92068-A (6/93)

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Instructions:

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Punch (Cols.)	Data Fields	Key Points	Verify (Cols.)
338-338	Occupancy Status	Box 17 Occup. Status	338-338 Alpha/Numeric Codes 1, 2, 3, 4, or 5
339-339	Case in Bankruptcy	Box 18a Bkrptcy Status	339-339 Numeric Codes 1, 2, 3, or 4 Leave blank if not filled



ERROR CODES FOR HUD-92068-A

I.Fatal or "Hard" errors. Where one of the following errors is found, no further search is made for additional errors. All processing on that case is stopped.

R1 Servicing Mortgagee:

This error identifies that an incorrect or missing ten-digit HUD identification number was reported for the servicing mortgagee (in Block 7). The mortgagee ID is a key index for the SFDMS database and must be valid. Without a correct HUD identification number for the servicing mortgagee, HUD cannot reference where to send the error report and as a result, an error report will not be sent.

RECOMMENDATION: Prior to submission of each monthly report, ensure the correct ten-digit ID has been provided.

R2 FHA Case Number:

In most situations the FHA Case number is either missing or incorrect.

Note:HUD's verification process will check only for FHA Case numbers where the mortgage insurance is still in force. In addition to identifying cases where the FHA Case number is either missing or incomplete, this error code will also identify those cases where a claim for insurance benefits or mortgage termination (form HUD-27050A), was submitted by the mortgagee and processed by HUD.

RECOMMENDATION: Prior to submission of each monthly report, ensure that the correct FHA Case numbers have been provided for each account.

ERROR CODE	FIELD NAME
A1	Street Name
A2	City Name
A3	State Name

A4	Zip Code
B1	Submitting Agency
B2	Mortgage Loan No.
B3	Unpaid Balance
B4	Mortgagor Name
B5	Mortgagor SSN
B6	Co-mortgagor Name
B7	Co-mortgagor SSN
C1	Section of the Act (ADP Code)
C2	Occupancy Status
C3	Bankruptcy Status
C4	Cause of Default
D1	Due Date of First Payment
D2	Oldest Unpaid Installment
D3	Mortgage Status Date
D4	Bankruptcy Status Date

NOTE: Any case processed where no errors are detected will be identified as a line item on the error report as Z\*. An alpha character will be shown in lieu of the "\*" representing the last status reported by the mortgagee. Therefore if the mortgagee reported a case as Status B, the line item would show the case as "ZB". This will allow mortgagee to reconcile their reports.

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ERROR CODE	FIELD NAME
A1	Street Name
A2	City Name
A3	State Name
A4	Zip code
B1	Submitting Agency
B2	Mortgage Loan No.
B3	Unpaid Balance
B4	Mortgagor Name
B5	Mortgagor SSN
B6	Co-mortgagor Name
B7	Co-mortgagor SSN
C1	Section of the Act (APP Code)
C2	Occupancy Status
C3	Bankruptcy Status
C4	Cause of Default

D1	Due Date of First Payment
D2	Oldest Unpaid Installment
D3	Mortgage Status Date
D4	Bankruptcy Status Date

NOTE: Any case processed where no errors are detected will be identified as a line item on the error report as Z\*. An alpha character will be shown in lieu of the "\*" representing the last status reported by the mortgagee. Therefore if the mortgagee reported a case as Status B, the line item would show the case as "ZB". This will allow mortgagee to reconcile their reports.

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KEY ITEMS FOR REVIEW PRIOR TO SUBMISSION OF  
FORM HUD-92068-A

(1) Block 7 - Mortgagee Identification. The 10 digit HUD assigned mortgagee number and the name of the mortgagee must be provided. The 10-digit mortgagee number must be entered in Item 7 and must be entered on each page of a hard copy report if that page is to be accepted by the system.

(2) Blocks 3a, 3b & 3c - Mortgagee Contact Person. The name and telephone number of a contact person responsible for completing the report is required.

(3) Block 9 - FHA/HUD Case Number. The FHA/HUD case number must be entered correctly in Block 9. This is necessary for the exact identification of the mortgage, for the correct organization and distribution of HUD's SFDMS reports by HUD Field Office, and for accurate default statistics which would otherwise be distorted.

All FHA/HUD case numbers are entirely numeric. Hyphens or dashes must not be shown in the FHA case number field. Do not report the check digit.

The first 3 digits of all FHA/HUD case numbers assigned since January 1, 1962, represent the HUD Field Office having jurisdiction over that mortgage. If a leading zero digit is dropped or, if the numbers are transposed, a case will be shown in, and reported to, an incorrect Field Office jurisdiction. For example, a California case should be 041003217, not 41003217.

Also, if any of the digits in a FHA/HUD case number are reported differently in different months, that new number will be reported as a new case and the default rate for both the mortgagee and the HUD Field Office of jurisdiction will reflect an inflated default

rate.

A mortgagee may request the local HUD Field Office to supply a copy of the HUD Field Office Codes list to check the accuracy of the first 3 digits, and a copy of the Home Mortgage ADP Codes Chart to check the accuracy of the last 3 digits which represent the Section of the Act under which the insurance was issued. (See Appendix 21.)

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(4)Block (4A) - Principal HUD Servicing Office, City Identifies the HUD Office having jurisdiction where the mortgagee's office responsible for servicing is located.

NOTE:A mortgagee whose office is located in Raleigh, North Carolina, would indicate Greensboro, North Carolina, as the HUD Office having jurisdiction for the entire state. Where HUD has more than one office within a state consider the following example; a mortgagee whose principal office was in Miami, Florida, would indicate Coral Gables, Florida, as that HUD Office has jurisdiction over the Miami area.

(5)Block (5) - Mortgagee Status. If there has been a change in the servicing mortgagee since the account was reported in the previous cycle, identify the type of change. If nothing has changed, indicate "NC" for no change.

(6)Blocks (12a) & (12b) - Bankruptcy Status and Date. Identify the last name and initials of the co-mortgagor. Leave blank if there is no co-mortgagor.

(7)Blocks (18a) & (18b) - Bankruptcy Status and Date. This field reports the type of bankruptcy filed as well as the date the bankruptcy action was initiated. Date is to be entered as YYYYMMDD.

(8)Block 19 - Unpaid Principal Balance. Round to the next dollar and enter the unpaid principal balance in whole dollars. Do not enter comas or other punctuation. Six positions maximum. Always right justify.

(9)Block 20 - Cause of Default. Enter the appropriate three digit code. Enter all three digits.

(10)Blocks 11c & 12c - Social Security Numbers. Social Security numbers are important and must be reported for both the borrower and co-borrower (if applicable). They are used to gain access into HUD's CAIVRS System in order to determine a mortgagor's

eligibility for new FHA/HUD-insured mortgages and/or assumptions of existing mortgages.

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(11)Blocks 16a & 16b - Status of Mortgage. An entry in Block 16a is required before a defaulted case can be accepted in the SFDMS. To be accepted, the status must be reported in the exact format required in the instructions on the front of the Form.

NOTE:If an original report of a mortgage as 90 days or more delinquent is not updated to a subsequent code for over a year, this is usually a sign of poor servicing and/or failure to update the report. An exception to this, is when Items 18a 18b identify the account is in bankruptcy.

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