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

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U.S. Department of Housing and Urban Development  
KEYPUNCH/VERIFY INSTRUCTIONS

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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.

<table>
<thead>
<tr>
<th>Punch (Cols.)</th>
<th>Data Fields</th>
<th>Key Points</th>
<th>Verify (Cols.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1- 30</td>
<td>Mortgagee Name</td>
<td>Box 1 Alpha/Numeric Left justify</td>
<td>1- 30</td>
</tr>
<tr>
<td>31- 50</td>
<td>Contact Person Last Name</td>
<td>Box 3a Last Name of Contact Person Alpha/Numeric Left justify</td>
<td>31- 50</td>
</tr>
<tr>
<td>51- 80</td>
<td>Mortgagee Street Address</td>
<td>Box 2a Number and Street Alpha/Numeric Left justify</td>
<td>51- 80</td>
</tr>
<tr>
<td>81- 90</td>
<td>Contact Person First Name</td>
<td>Box 3b First Name Alpha/Numeric Left justify</td>
<td>81- 90</td>
</tr>
<tr>
<td>91-111</td>
<td>Servicing Area</td>
<td>Box 4a Principal HUD Servicing Office, City Alpha/Numeric Left justify</td>
<td>91-111</td>
</tr>
<tr>
<td>112-130</td>
<td>Mortgagee City</td>
<td>Box 2b City Alpha/Numeric Left justify</td>
<td>112-130</td>
</tr>
<tr>
<td>Field</td>
<td>Box</td>
<td>Alpha/Numeric</td>
<td>Left justify</td>
</tr>
<tr>
<td>---------------------------</td>
<td>-------</td>
<td>--------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>Mortgagee State</td>
<td>2c</td>
<td>State Alpha/Numeric</td>
<td></td>
</tr>
<tr>
<td>Mortgagee Zip Code</td>
<td>2d</td>
<td>Zip Code</td>
<td></td>
</tr>
<tr>
<td>Contact Telephone Number</td>
<td>3c</td>
<td>Telephone Numeric</td>
<td></td>
</tr>
<tr>
<td>Servicing Area State</td>
<td>4b</td>
<td>State Alpha/Numeric</td>
<td></td>
</tr>
<tr>
<td>Servicing Zip Code</td>
<td>4c</td>
<td>Zip Code</td>
<td></td>
</tr>
<tr>
<td>Mortgagee Status</td>
<td>5</td>
<td>Alpha/Numeric</td>
<td></td>
</tr>
</tbody>
</table>

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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: (Refer to Page 1)

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

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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:  
(Refer to Page 1)

Punch         Data Fields               Key Points                  Verify
(Cols.)                                                             (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

285-293   Co-Mortgagor's SSN         Box 12c Co-Mortgagor's      285-293
Soc. Sec. No.-Alpha
Numeric
No Hyphens Leave blank
no number given

<table>
<thead>
<tr>
<th>Field Description</th>
<th>Key Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property City Name</td>
<td>Box 13c City 294-311 Property City Name Alpha/Numeric</td>
</tr>
<tr>
<td>Property State Name</td>
<td>Box 13d State 312-313 Property State Name * Alpha/Numeric</td>
</tr>
<tr>
<td>Property Zip Code</td>
<td>Box 13e Zip 314-318 Property Zip Code Alpha/Numeric</td>
</tr>
<tr>
<td>Due Date of First Payment</td>
<td>Box 14 Due Date 319-324 Due Date of First Payment Date format YYMMDD</td>
</tr>
<tr>
<td>Oldest Unpaid Installment</td>
<td>Box 15 Date Oldest Unpd 325-330 Oldest Unpaid Installment Date YYMMDD</td>
</tr>
<tr>
<td>Status of Mortgage</td>
<td>Box 16a Mort. Status 331-331 Status of Mortgage Alpha/Numeric</td>
</tr>
<tr>
<td>Status Date</td>
<td>Box 16b Mort. Status Date 332-337 Status Date Date format YYMMDD</td>
</tr>
<tr>
<td>Occupancy Status</td>
<td>Box 17 Occup. Status 338-338 Occupancy Status Alpha/Numeric Codes 1, 2, 3, 4, or 5</td>
</tr>
<tr>
<td>Case in Bankruptcy</td>
<td>Box 18a Bkrptcy Status 339-339 Case in Bankruptcy Numeric Codes 1, 2, 3, or 4 Leave blank if not filled</td>
</tr>
</tbody>
</table>
340-345  Bankruptcy Date
Box 18b Bankruptcy Date
340-345
Date format YYMMDD
Leave blank if not filled

346-351  Unpaid Balance
Box 19 Unpaid Balance
346-351
Numeric only/Dollars
only

352-354  Reason for Default
Box 20 Cause of Default
352-354
Alpha/Numeric
Leave Blank

** Correct State code must be used. See attached list.
*** If blank, do not key record.
**** If blank, do not key record.

TRANSACTION ERROR REPORT

************** GRAPHICS MATERIAL IN ORIGINAL DOCUMENT OMITTED ******

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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.

<table>
<thead>
<tr>
<th>ERROR CODE</th>
<th>FIELD NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1</td>
<td>Street Name</td>
</tr>
<tr>
<td>A2</td>
<td>City Name</td>
</tr>
<tr>
<td>A3</td>
<td>State Name</td>
</tr>
</tbody>
</table>
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.

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
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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APPENDIX 20D

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 SFDMIS 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.)

(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 YYMMDD.

(8) Block 19 - Unpaid Principal Balance. Round to the next dollar and enter the unpaid principal balance in whole dollars. Do not enter commas 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.

(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.