

Title I New Loan Reporting Manifest

U.S. Department of Housing and Urban Development
Office of Housing
Federal Housing Commissioner

OMB Approval No. 2502-0328
(exp. 08/31/2009)

1. Contract Number of Lending Institution	Notice. Loans reported on this form are not insured until they appear on your monthly statement and charges are paid as billed. Before submitting this report, verify that your contract number entered in block 1 is correct.	From (name & address of lending institution)	To: U.S. Department of Housing and Urban Development Albany Financial Operations, Premium Branch 52 Corporate Circle Albany, NY 12203
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Code Code 2.	Names of Borrowers Last Name, First Names 3.	Institution Loan Number for Borrower (Optional) 11 Characters max. 4.	Enter Code Numbers				Date of Loan Disbursement			Enter Pay. Mode Code 10.	No. of Pay's. to Maturity 11.	Loan Amount 12.	Date of First Payment			Enter Code Numbers		Code 16.	If Dealer Loan, Name of Dealer If Direct Loan, leave blank 17.
			Type of Prop. 5.	Improv. 6.	Location of Prop. State 7.	County 8.	Mo. 9.	Day 9.	Year 9.				Mo. 13.	Day 13.	Year 13.	Race 14.	Ethnicity 15.		
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Mark the applicable box. All loans on this form are being reported within 31 days after the date of disbursement of the loan proceeds. This form contains one or more loans that are being reported more than 31 days after the date of disbursement of the loan proceeds. **I certify that these loans are not in default.** I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements; conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Date Submitted	Signature of Authorized Official	Name of Authorized Official	Title of Authorized Official	Telephone Number
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Public reporting burden for this collection of information is estimated to average 6 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is being collected to permit more efficient risk management of the Title I loan portfolio as well as facilitate claims processing for loan defaults. The information provides a more comprehensive basis for evaluating Title I lender underwriting practices and thereby improving risk management of the loan portfolio and also enhances management's ability to determine appropriate policy changes affecting the Title I portfolio as a whole. Responses are required in order to obtain benefits. No assurance of confidentiality is provided.

Privacy Act Statement: The information collected on this form is considered sensitive and is protected by the Privacy Act. The Privacy Act requires that these records be maintained with appropriate administrative, technical, and physical safeguards to ensure their security and confidentiality. In addition, these records should be protected against any anticipated threats or hazards to their security or integrity which could result in substantial harm, embarrassment, inconvenience, or unfairness to any individual on whom the information is maintained.

Instructions: This form is for reporting new loans for Title I insurance coverage. State and county codes for blocks 7 and 8 are found in the *HUD/FHA Title I Property Location Codes by State and County*. Codes for blocks 5, 6, 10, 14, 15, 16, and 17 are given below.

Block 5: Type of Property Code

- O New Manufactured Home - Single Module Structure
- A Existing Manufactured Home - Single Module Structure
- B New Manufactured Home - Double Module Structure
- C Existing Manufactured Home - Double Module Structure
- D New Manufactured Home - Triple Module Structure
- E Existing Manufactured Home - Triple Module Structure
- H Manufactured Home Lot
- 1 Single Family Residence (including a manufactured home that qualifies as real property)
- R Single Family Residence with Business
- 2 Multifamily Residence
- T Multifamily Residence with Business
- 4 Retail Store
- S Service Shop, Automobile Repair, Filling Station
- 5 Commercial other than Retail, Office Building, Hotel, Restaurant, Theatre
- 6 Industrial or Manufacturing Building, Factory, Warehouse
- 7 Farm Home, Barn, Silo, Stable, Service Building on farm property
- 8 Institution, Hospital, Nursing Home, Health Care Facility, School, College, Club, Fraternity Organization
- M Nursing Home, Intermediate Care Facility, Extended Health Care Facility. For use only with "95" in block 6
- 9 Other Property

Block 6: Type of Improvement

Manufactured Home Residence

- 01 Financing of a manufactured home
- 03 Financing of a developed manufactured home lot -- site preparation expenses included
- 05 Financing of a manufactured home and developed lot
- 11 **New Nonresidential Building**
Detached garages, sheds, car shelters on residential properties
Manufacturing or industrial buildings, retail stores, service shops,
other commercial buildings Barns, silos, stables, and service buildings
on farm properties

- 19 **Preservation of Historic Structure**
Historic site preservation or restoration
- 21 **Structural Additions and Alterations**
Attached garages, carports, porches, covered patios
Added rooms, baths, closets
New doors, windows, fireplaces, chimneys
Other structural additions or alterations, including new fronts, display windows
- 31 **Exterior Finishing**
Painting and waterproofing
Aluminum, vinyl, composition, wood shingles or siding; brick, cement, metal, stone, stucco finishing
- 41 **Interior Finishing**
Painting and papering
Plastering, wallboard, wood paneling, and acoustical, ceramic, plastic and metal tile
Kitchen remodeling, including cabinets
Composition, vinyl, slate, ceramic tile and wood flooring
- 51 **Roofing - Repair or Replacement**
Asphalt, built-up, metal, slate, tile, fiberglass, and wood shingle
Gutters and downspouts
- 61 **Plumbing - Installation or Replacement**
Bathroom fixtures and connections
Domestic water heaters, softeners and connections
Wells, pumps and disposal systems
- 71 **Heating, Cooling and Ventilating**
Furnaces, heat pumps, pipes, ducts, radiant heating
Air conditioning systems
Evaporative coolers, exhaust and ventilating fans
- 76 **Solar Systems**
Systems that utilize solar energy to reduce the energy requirements of that structure from other conventional sources

- 81 **Insulation**
Blanket, batt, reflective, loose-fill types
Storm doors and windows, insulating glass
Weatherstripping, awnings, blinds and other insulation
- 91 **Miscellaneous**
Electrical wiring
Fences and walls
Paving, driveways, porch and window screens, termite control, and other miscellaneous work not classified elsewhere
- 95 **Fire Safety Equipment:** For use only with "M" in block 5

Block 10: Mode of Payment Code

- 1 Monthly
- 2 Quarterly
- 3 Semiannually
- 5 Twice a month
- 6 Every two weeks
- 7 Weekly

Block 14: Race

For Block 14, please select the code from the following list that best reflects the choices made by the applicant on the credit application. All possible combinations are listed in the following 32 codes.

- 1 White
- 2 Black or African American
- 3 American Indian or Alaska Native
- 4 Asian
- 5 Native Hawaiian or other Pacific Islander
- 8 Information not provided by Applicant
- A White & Black or African American
- B White & American Indian or Alaska Native
- C White & Asian
- D White & Pacific Islander
- E White & Black or African American & American Indian or Alaska Native
- F White & Black or African American & Asian
- G White & Black or African American & Hawaiian or other Pacific Islander

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- H White & American Indian or Alaska Native & Asian
 - I White & American Indian or Alaska Native & Hawaiian or other Pacific Islander
 - J White & Black or African American & American Indian or Alaska Native & Asian
 - K White & Black or African American & American Indian or Alaska Native & Hawaiian or other Pacific Islander
 - L White & Black or African American & Asian & Hawaiian or other Pacific Islander
 - M White & American Indian or Alaska Native & Asian & Hawaiian or other Pacific Islander
 - N White & Asian & Hawaiian or other Pacific Islander
 - O White & Black or African American & American Indian or Alaska Native & Asian & Hawaiian or other Pacific Islander
 - P Black or African American & American Indian or Alaska Native
 - Q Black or African American & Asian
 - R Black or African American & Native Hawaiian or other Pacific Islander
 - S Black or African American & American Indian or Alaska Native & Asian
 - T Black or African American & American Indian or Alaska Native & Hawaiian or other Pacific Islander
 - U Black or African American & Asian & Hawaiian or other Pacific Islander
 - V Black or African American & American Indian or Alaska Native & Asian & Hawaiian or other Pacific Islander
 - W American Indian or Alaska Native & Asian
 - X American Indian or Alaska Native & Hawaiian or other Pacific Islander
 - Y American Indian or Alaska Native & Asian & Hawaiian or other Pacific Islander
 - Z Asian & Hawaiian or other Pacific Islander

Block 15: Ethnicity

Pick One:

- 0 Information not reported by Applicant
- 1 Hispanic
- 2 Not Hispanic

Block 16: Prefilled

Block 17: Dealer Name (if appropriate)