

# Single Family Notes Data Form

Single Family Mortgage Notes System

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



03622

Check Type of Account <input type="checkbox"/> PMM <input type="checkbox"/> Assignment (ASG)	Check Data Type <input type="checkbox"/> New Account Setup <input type="checkbox"/> File Maintenance	Immediately record the Account No <b>0 7</b>	FHA Case Number <b>0</b>
--	--	---	-----------------------------

## Loan Screen One (LNS1)

Mortgagor's Last Name First Followed by as much of First Name as possible within 15 spaces <b>SHORT NAME</b>			Date of ASG Acceptance, no entry for PMM Month Day Year		
For ASG, Unpaid Balance or for PMM, Original Mortgage Amount <b>LOAN</b>		Interest Rate <b>INTEREST</b>	Office Code <b>ORIG 0</b>		
45th Day after acceptance of ASG, or date PMM loan closed Month Day Year		Office Code <b>SRVCNG 0</b>	For ASG, date or estimate date ASG recorded; for PMM, date loan closed Month Day Year		
Office Code <b>ZONE 0</b>		Date first payment due under original loan Month Day Year	Original mortgage maturity date Month Day Year		
<b>EST CLSE</b>		<b>APPR/DCL</b>	<b>MATURITY</b>		

**PHONES ( Required)**

**HOME** ( ) - If not obtainable from mortgagor, enter 999-999-9999.  
If unlisted, enter 888-888-8888.

**WORK** ( ) - If not available or not useable, enter 777-777-7777.

Reason	See instructions	<b>LN TYPE</b> Circle one 10 - For Asgmt 11 - For PMM	Loan term in months <b>LOAN TERM</b>	<b>LN CLASS</b> <b>2</b>	<b>LIEN CLS</b> <b>1</b>	General Ledger <b>GL CLASS</b>	<b>PAY OPTN</b> Circle one 4 - To Bill 9 - Not to Bill
<b>SERVICER CD</b>							

**Condition and Status Codes** Use Space Bar to delete Condition Code 21 For Section 235 Account enter Status Code 27

**Name Screen** - Enter each mortgagor's full name on a separate line in this format: Use IRS-approved abbreviations for STATE entries

- John J Jones and
- Mary L Jones and
- Ellen M Brown (See Users Guide for further information)

**Mail Code** System Generates 11 for Primary Name and Address Change to 12 to use Alternate Address Change to 21 to use Alternate Name Change to 22 to use both Alternate Name and Address

Primary name and address of mortgaged property

Name  
1  
2  
3

Addr  
1  
2

CITY: Enter asterisk \* in first box if not in one of the 50 states State Zip Code

Alternate name and address

Name  
1  
2  
3

Addr  
1  
2

CITY: Enter asterisk \* in first box if not in one of the 50 states State Zip Code

For use by OFA - HQS only  
Date Claim Paid Coder Initial and Date Keyer Initial and Date Date called F.O.

**Loan Screen Two (LNS2)**

For further information see <b>Single Family Mortgage Notes System Users Guide</b>	<b>Prop Class</b> Circle one or leave blank 31 - Balloon 32 - Buy Down	<b>PRE PAY PEN</b> 0 0 . 0 0 0	<b>PAY TYPE</b> 1	<b>PRIN PAY MODE</b> 2	<b>INTER PAY MODE</b> 2
Monthly Principal / Interest amount (For GPM P & P: Unpaid principal balance x interest rate divided by 12 + \$ 10)	Late Charge Percentage	Service Charge Rate Code			
<b>P/I AMT</b>	<b>LATE CHR</b>	<b>SERVICE CHR</b>		<b>OPT</b>	
Late charge option code	Monthly Tax Escrow Amount				
<b>L/C OPT</b>	<b>ESCR CONSTANTS/ ESCROW 1</b>				
Enter escrow analysis date set by your office System will enter X in ESCR ANAL SLCT field	Month Day Year	FHA Case Number			
<b>NX ESCR ANAL DT</b>		<b>FHA / VA CASE</b>	0		
If mortgage is an ARM, enter 33 in the 31 - 38 field	Office Code				
<b>EXTRA CODES</b>	<b>HUD NUM</b> 0 0				

**Loan Screen Three (LNS3)**

Enter Mortgagor's Social Security No	<input checked="" type="checkbox"/> <b>235 LN</b>	Make no entry in this box or loan screen field Instead, proceed to Financial Transactions
--------------------------------------	---	---

**Financial Transactions**

308A - For ASG, Unpaid Principal Balance For PMM, Original Mortgage Amount	For ASG, Date of ASG Acceptance Letter For PMM, Date of Mortgage Closing	MM DD YY		
<b>AMNT</b>	<b>INT 1</b>			
333A - For ASG, Unpaid Principal Balance For PMM, Original Mortgage Amount	General Ledger Account Number	Sequence Number		
<b>AMNT</b>	<b>INT 1</b>	1 0 8 9 9 9 9 9 9	<b>INT 2</b>	0 0 0
257J - Principal Paid-to-Date: For ASG, Date Next Payment Due Under Mortgage; for PMM, Due Date of 1st Payment Under Mortgage	Interest Paid-to-Date: For ASG, First Day of Month Prior to the Principal Paid-to-Date; for PMM, First Day of Month Prior to First Payment Due Date	<b>INT 1</b>		
Total Interest and Escrow Paid at Closing	<b>Headquarters Use Only</b> Reported by claims per mortgagee: Tax Escrow \$ Tax Advance \$			
304A (PMMs Only) <b>AMNT</b>				
Interest Paid at Closing	Tax Escrow Paid at Closing			
<b>INT 1</b>	<b>INT 2</b>			

**Section 235 (C235)**

Screen - Current Data

FHA Case Number	<b>CASE #</b> 0	<b>Status</b> Circle one A - Active Trailer D - Inactive Trailer Note: D deletes data from the screen		
Last Certification Date	Month Day Year	Next Certification Date		
<b>DT LST CERTIF</b>		<b>DT NXT CERTIF</b>		
Effective Date of Recertification Payment Change	Month Day Year	Formula 2 Factor		
<b>EFFECTIVE DATE</b>		<b>FORMULA 2 FCTR</b>		
Adjusted Annual Income	Formula 1 Payment			
<b>ADJUSTED INC</b>	<b>FORMULA 1 PAY</b>			
Formula 2 Payment	Mortgagor's Payment			
<b>FORMULA 2 PAY</b>	<b>MORTGAGOR PAY</b>			

**Section 235 (C235)**

Screen - Pending Data

FHA Case Number	<b>CASE #</b> 0	<b>Status</b> Circle one A - Active Trailer D - Inactive Trailer Note: D deletes data from the screen		
Last Certification Date	Month Day Year	Next Certification Date		
<b>DT LST CERTIF</b>		<b>DT NXT CERTIF</b>		
Effective Date of Recertification Payment Change	Month Day Year	Formula 2 Factor		
<b>EFFECTIVE DATE</b>		<b>FORMULA 2 FCTR</b>		
Adjusted Annual Income	Formula 1 Payment			
<b>ADJUSTED INC</b>	<b>FORMULA 1 PAY</b>			
Formula 2 Payment	Mortgagor's Payment			
<b>FORMULA 2 PAY</b>	<b>MORTGAGOR PAY</b>			

**FORBEARANCE (FORB) Screen**  
Current Data

<b>Trailer Status</b> Circle one A - Active D - Deactivated	Always Enter First Day of Month <b>START DATE</b>	Month      Day      Year	For New Agreement, Enter Same Date as Start Date <b>PAID TO DATE</b>	Month      Day      Year
	Always Enter Last Day of Month <b>END DATE</b>	Month      Day      Year	Amount Due Under Agreement or 01 for Suspended Payments <b>PAYMENT AMOUNT</b>	
First Day of Month is Entered into the System <b>ACCRUED TO DATE</b>	Month      Day      Year	<b>PAYMENT STATUS</b> Enter: I - Increased    F - Full R - Reduced     S - Suspended	Total Amount Due Under Agreement <b>TOTAL AMT DUE</b>	

**FORBEARANCE (FORB) Screen**  
Pending Data

Always Enter First Day of Month <b>START DATE</b>	Month      Day      Year	Amount Due Under Agreement <b>PAYMENT AMOUNT</b>	
Always Enter Last Day of Month <b>END DATE</b>	Month      Day      Year	<b>PAYMENT STATUS</b> Enter: I - Increased    F - Full R - Reduced     S - Suspended	

**Loan Monitoring (MONT) Screen**

<b>Status</b> A - Active D - Deleted	HUD Field Office Code <b>DEPT CODE</b>	User Defined Example: FB = Forbearance <b>REAS CODE</b>	Date Item Expires (forbearance, recertification, etc) Month      Day      Year <b>NOTE DATE</b>
Days in Advance of Note Date for Notification <b>LEAD TIME</b>	Forbearance Payment or Any Amount Helpful for Monitoring <b>AMOUNT</b>	An explanation of Why the Loan is Being Monitored <b>REMARKS</b>	

**Escrow Requirement (EREQ)**

**Instructions.** Date entered should reflect various types of taxes paid by mortgagee as stated on form HUD-27011, Application for Insurance Benefits and General Assignment  
 Do not enter taxes to be paid by HUD  
**Number of Payments.** See Users Guide  
**Status.** Always enter 3, "Bill has been paid "

**Type.** Enter tax code type  
**Due / Pd.** Tax payment deadline date.  
**Term.** Number of months in each payment period Two-digit number with lead zero (03 = quarterly) (06 = semi-annually) (12 = annually)  
**Policy or Tax I.D.** Taxing jurisdiction's property identification number  
**Amount.** Amount paid for the term  
**Payee.** Payee I D number from Escrow Payee List, Report No 460

Number of Payments		Due / Paid			Term	Policy or Tax I.D.	Amount	Payee
0		Month	Day	Year				
3							0 5	
3							0 5	
3							0 5	
3							0 5	
3							0 5	
3							0 5	
3							0 5	
3							0 5	

**Escrow Installment Change (ECHG)**

**FM ECHG** when you want to change the escrow amount generated on RECV screen

**STATUS.** Always a 3  
**DATE.** Enter effective date of new amount (always the first of the month)

**REV AMT.** Enter revised escrow requirement  
**A - H P AMT. Do not use this field.**

**Escrow Payee Record**

**Instructions.** Complete a record only for a tax authority not previously entered into the system. Consult the 460 Report

**Short Name.** Enter last two digits of office code, skip one space and enter Payee's name (1-15 characters), enter as "Rome, City of," "Green, County of," etc  
**Retn Code.** Always enter 1 (permanent; do not purge)  
**Lines 1 thru 5.** Use name and address provided by the payee

Short Name	Retn Code	
	1	

Line 1

Line 2

Line 3

Line 4

Line 5

Signature of Person Who Completed This Form	Date	Signature of Person Who Entered This Amount Into the System	Date

**Instructions for Data Entry**

- 1 This form replaces earlier editions. Discard all unused copies of the previous editions.
- 2 Complete only one copy for each account. Duplicate copies may cause some users to enter an account into the system more than once. Keep all completed forms.
- 3 Make all entries in red for easier reading.
- 4 When completing a form for file maintenance, enter only the account number and the item or items to be filed maintained.
- 5 Most entries are self explanatory, but you may consult the User's Guide when in doubt about an entry. Chapter three contains information that defines each field and indicates the data to enter.
- 6 When entering data into the system from the completed form, do the following:
  - a Locate the field name on the screen as it appears on the form in capitalized letters.
  - b Enter the data into the fields as the data appears on the form.
- 7 **Account Number.** Immediately record on page 1 of this form the 9-digit number generated by the system and displayed in the upper right-hand corner of Loan Screen One when entering a new account.
- 8 **Dates.** All screen dates are alphanumeric (MMDDYY).  
 Sample JAN01,88  
 All financial transaction dates are numeric (MMDDYY).  
 Sample 013188
- 9 **Predetermined Entries.** Some entries remain constant on all accounts. For example, the entry in the REASON field is always 90 and is printed on the form.
- 10 **Servicer CD.** Enter the user's initials or a two-character numeric code established by your Field Office.
- 11 **Name Screen.** Mortgagor name must be formatted in accordance with instructions in the User's Guide.
- 12 **FHA Case Number on Loan Screen Two and C235 Screen.** Format FHA case numbers in accordance with instructions in the User's Guide.
- 13 **Mortgagor Pay Field on the C235 Screen.** See the User's Guide.
- 14 **Escrow Payee Record Screen.** If you are uncertain about whether a payee is already in the system, consult your copy of report number 460, Complete Escrow Payee List. If you are still uncertain after consulting the report, call the Service Center.