

## REQUEST RECORDS – PROP INSP

### Header Record

Each company must have its own header record on the request external output file. This record contains the "to" and "from" information and the date of the request. It also identifies the lender, vendor, and service bureau.

This is the header record layout for external output files #0421-0425.

Pos.	Field Name	Picture	Field Description
0001-0003	HDR-REC-ID	X(3)	Record ID
0004-0006	HDRVERS-NO	X(3)	Version number of the field servicing format.
0007-0017	HDR-FIELD-SERV- CO	X(11) TIN#	
0018-0019	HDR-OFFICE-1	X(2)	Identifies business entities within the field servicing company.
0020-0030	HDR-MTG-CO	X(11)	TIN#
0031-0032	HDR-OFFICE-2	X(2)	Identifies business entities within the mortgage company.
0033-0043	HDR-SERVICE- BUREAU	X(11) TIN#	
0044-0045	HDR-OFFICE-3	X(2)	Identifies business entities within the service bureau.
0046-0051	HDR-WK-ORDER- DDMMYY	X(6)	Date the work order is prepared by requester.
Format: DDMMYY			
0052-0150	FILLER	X(99)	

## Detail Records (INS 01-05)

The five required INS records contain loan detail. A property inspection request external output file may contain multiple INS records for a single requester. All INS records contain the loan number of the property to be inspected. Some records also include loan data such as addresses and telephone numbers, inspection type requested, and special instructions.

### INS 01

This is the first detail record layout for external output files #0421-0425.

Pos.	Field Name	Picture	Field Description
0151-0153	IN1-REC-ID	X(3)	Value = INS
0154-0155	IN1-REC-CODE	X(2)	Value = 01
0156-0158	IN1-VERS-NO	X(3)	Version number of the field servicing format.
0159-0173	IN1-LOAN-NO	X(15)	Loan number of the property to be inspected.
	FILLER REDEFINES		
IN1-LOAN-NO	FILLER		
0159-0168	IN1-LOAN-NO-10	X(10)	
0169-0173	FILLER	X(5)	
	FILLER REDEFINES		
IN1-LOAN-NO	FILLER		
0159-0171	IN1-LOAN-NO-13	X(13)	
0172-0173	FILLER	X(2)	
0173-0203 last name.	IN1-MTG-NAME	X(30)	Free-form; contains mortgagor's first name, middle initial, and
0204-0233	IN1-PROP-ADDR-1	X(30)	Street number and name.
0234-0263	IN1-PROP-ADDR-2	X(30)	Street name continued (optional).
0264-0284	IN1-PROP-CITY	X(21)	
0285-0286	IN1-PROP-STATE	X(2)	
0287-0295	IN1-PROP-ZIP	X(9)	

0296-0296	IN1-BAD-PROP-	
ADDR-FLAG	X	Indicates whether the property address is incorrect.
Valid values:		
N = No		
Y = Yes		
0297-0300	FILLER	X(4)

## INS 02

This is the second detail record layout for external output files #0421-0425.

Pos.	Field Name	Picture	Field Description
0301-0303	IN2-REC-ID	X(3)	Value = INS
0304-0305	IN2-REC-CODE	X(2)	Value = 02
0306-0320	IN2-LOAN-NO	X(15)	Loan number of the property to be inspected.
	FILLER REDEFINES		
	IN2-LOAN-NO		
	FILLER		
0306-0315	IN2-LOAN-NO-10	X(10)	
0316-0320	FILLER	X(5)	
	FILLER REDEFINES		
	IN2-LOAN-NO		
	FILLER		
0306-0318	IN2-LOAN-NO-13	X(13)	
0319-0320	FILLER	X(2)	
0321-0350	IN2-MAIL-ADDR-1		X(30)
0351-0380	IN2-MAIL-ADDR-2		X(30)

0381-0410	IN2-MAIL-ADDR-3	X(30)
0411-0440	IN2-MAIL-ADDR-4	X(30)
0441-0450	FILLER	X(10)

### INS 03

This is the third detail record layout for external output files #0421-0425.

Pos.	Field Name	Picture	Field Description
0451-0453	IN3-REC-ID	X(3)	Value = INS
0454-0455	IN3-REC-CODE	X(2)	Value = 03
0456-0470	IN3-LOAN-NO	X(15)	Loan number of the property to be inspected.
	FILLER REDEFINES		
IN3-LOAN-NO	FILLER		
0456-0465	IN3-LOAN-NO-10	X(10)	
0466-0470	FILLER	X(5)	
	FILLER REDEFINES		
IN3-LOAN-NO	FILLER		
0456-0468	IN3-LOAN-NO-13	X(13)	
0469-0470	FILLER	X(2)	
0471-0491	IN3-MAIL-CITY	X(21)	
0492-0493	IN3-MAIL-STATE	X(2)	
0494-0502	IN3-MAIL-ZIP	X(9)	
0503-0512	IN3-1ST-PHONE	X(10)	
0513-0513	IN3-1ST-PHONE-LOC	X	Location of telephone.

Valid values:

H = Home

B = Business

O = Other

0514-0523 IN3-2ND-PHONE X(10)

0525-0525 IN3-2ND-PHONE-LOC X Location of telephone.

Valid values:

H = Home

B = Business

O = Other

0525-0534 IN3-3RD-PHONE X(10)

0535-0535 IN3-3RD-PHONE-LOC X Location of telephone.

Valid values:

H = Home

B = Business

O = Other

0536-0541 IN3-MTG-DUE-

DDMMYY X(6) Date the next mortgage payment is due.

Format: DDMMYY

0542-0542 IN3-GUAR-CODE X Insurer/guarantor of loan.

Valid values:

1 = FHA

2 = VA

3 = CONV

4 = Uninsured

0543-0556 IN3-GUAR-CASE-NO X(14) Insurer case number.

0557-0567 IN3-INV-CODE X(11) TIN# of the investor.

0568-0582 IN3-INV-LOAN-NO X(15)

0583-0583 FILLER X

0584-0593 MORTGAGE-PHD-

ORDER-ID        X(10)            The Mortgage PhD order ID number if you use the Mortgage PhD system and are installed on the Property Inspection Reconciliation Facility in the Mortgage PhD system.

0594-0600        FILLER            X(7)

## INS 04

This is the fourth detail record layout for external output files #0421-0425.

Pos.	Field Name	Picture	Field Description
0601-0603	IN4-REC-ID	X(3)	Value = INS
0604-0605	IN4-REC-CODE	X(2)	Value = 04
0606-0620	IN4-LOAN-NO	X(15)	Loan number of the property to be inspected.
	FILLER REDEFINES		
	IN4-LOAN-NO		
	FILLER		
0606-0615	IN4-LOAN-NO-10	X(10)	
0616-0620	FILLER	X(5)	
	FILLER REDEFINES		
	IN4-LOAN-NO		
	FILLER		
0606-0618	IN4-LOAN-NO-13	X(13)	
0619-0620	FILLER	X(2)	
0621-0633	IN4-PRIN-BAL	9(11)V99	Amount of principal still owed by mortgagor on the first mortgage or independent second mortgage.
0634-0644	IN4-LATE-CHG-BAL	9(9)V99	Balance of all late charges assessed but not paid to date.
0645-0655	IN4-MTG-PAYMT	9(9)V99	Total amount of mortgagor's payment.
0656-0657	IN4-PAYMNT-FREQ	9(2)	Number of payments made each year.

Valid values:

1 = Annual

2 = Semi-annual

4 = Quarterly

12 = Monthly

24 = Semi-monthly

26 = Bi-weekly

0658-0670 IN4-TOTAL-

AMOUNT-DUE 9(11)V99 Total amount currently due from mortgagor.

0671-0674 IN4-PROCESSOR-

CODE X(4) Alphanumeric data entered by the user in the LOAN PROCESSOR field on the PIRM screen and PIR1/REQ window in the Property Inspection Facility.

0675-0675 IN4-INSP-REQ-

SOURCE X Source of request.

Valid values:

A = Bulk tape; mass

B = Bulk tape; individual

C = Bulk tape; auto-generated

D = Telephone

E = Fax

F = Written request

G = Recurring

0676-0684 IN4-REQUESTOR-

CODE X(9) The individual requesting the inspection.

0685-0685 IN4-INSP-TYPE-

PROP-ADDR X Type of inspection requested for the property address.

Valid values:

A = Property condition, no contract

B = Property condition, no contract

C = FNMA Form 30

D = Delinquent interview

E = Bankruptcy

F = Foreclosure

G = Sale Date

H = Loss Draft

I = Commercial

J = Annual

K = Other

L = None

0686-0686 IN4-INSP-TYPE-

MAIL-ADDR X Type of inspection requested for the mailing address.

Valid values:

A = Property condition, no contract

B = Property condition, no contract

C = FNMA Form 30

D = Delinquent interview

E = Bankruptcy

F = Foreclosure

G = Sale Date

H = Loss Draft

I = Commercial

J = Annual

K = Other

L = None

0687-0687 IN4-PHOTO-REQ X Specifies whether a photo is requested with the property inspection.

Valid values:

0 = No photo

1 = Photo

2 = Photo, only if bad condition

3 = Photo, only if vacant

4 = Photo, only if first time vacant

5 = Photo, property, and neighborhood

6-9 = User-defined



0688-0693        IN4-FC-SALE-

MMDDYY        X(6)        Date of foreclosure sale.

Format: MMDDYY

0694-0699        IN4-REDEMP-

EXPIR-MMDDYY X(6)        Date redemption expires.

Format: MMDDYY

0700-0700        IN4-BILL-MTGR-CODE        X        Indicates if mortgagor is billed by one of the following.

Valid values:

A = Servicer

B = Inspection company

C = Other

0732-0750        FILLER        N/A        N/A

### **Additional INS 04 Detail Record**

This is the additional fourth detail record layout for external output files #0421-0425.

The fields in positions 0101-0150 appear on the additional fourth detail record layout for external output files #0421-0425 when you enter the following fields on the IN01 screen in the Investor Setup Workstation:

·                INV

·                INVESTOR NAME AND ADDRESS

·                ASSET LN CD

· GSE RUL.

Loans for which a property inspection request has been processed and the EXTOUT NO field on the Property Inspection Company Data screen (PIRH) in the Property Inspection Facility is 421-425 are included on external output files #0421-0425 if any of the following fields are populated:

· OVERRIDE INSP SERVICE CODE field on screen 1 of the Property Inspection Request Matrix window (PIRM).

· PROPERTY INSPECTION SERVICE field on the Collection Data screen (COL1) screen in the Loan Maintenance Workstation.

· DEFAULT PROP INSPEC CODE field on the DEIE screen 3 in the MSP Mortgage Online Data Entry (MODE) system.

Pos.	Field Name	Picture	Field Description
0001-0003	IN4-REC-ID	X(3)	Value = INS
0004-0005	IN4-REC-CODE	X(2)	Value = 04
0006-0020	IN4-LOAN-NO	X(15)	Loan number of the property to be inspected.
	FILLER REDEFINES		
IN4-LOAN-NO	FILLER		
0006-0015	IN4-LOAN-NO-10	X(10)	
0016-0020	FILLER	X(5)	
	FILLER REDEFINES		
IN4-LOAN-NO	FILLER		
0006-0018	IN4-LOAN-NO-13	X(13)	
0019-0020	FILLER	X(2)	

0021-0033	IN4-PRIN-BAL	9(11)V99	Amount of principal still owed by mortgagor on the first mortgage or independent second mortgage.
0034-0044	IN4-LATE-CHG-BAL	9(9)V99	Balance of all late charges assessed but not paid to date.
0045-0055	IN4-MTG-PAYMT	9(9)V99	Total amount of mortgagor's payment.
0056-0057	IN4-PAYMNT-FREQ	9(2)	Number of payments made each year.

Valid values:

1 = Annual

2 = Semi-annual

4 = Quarterly

12 = Monthly

24 = Semi-monthly

26 = Bi-weekly

0058-0070	IN4-TOTAL-AMOUNT-DUE	9(11)V99	Total amount currently due from mortgagor.
0071-0074	IN4-PROCESSOR-CODE	X(4)	Alphanumeric data entered by the user in the LOAN PROCESSOR field on the PIRM screen and PIR1/REQ window in the Property Inspection Facility.
0075-0075	IN4-INSP-REQ-SOURCE	X	Source of request.

Valid values:

A = Bulk tape; mass

B = Bulk tape; individual

C = Bulk tape; auto-generated

D = Telephone

E = Fax

F = Written request

G = Recurring

0076-0084	IN4-REQUESTOR-CODE	X(9)	The individual requesting the inspection.
0085-0085	IN4-INSP-TYPE-PROP-ADDR	X	Type of inspection requested for the property address.

Valid values:

A = Property condition, no contract

B = Property condition, no contract

C = FNMA Form 30

D = Delinquent interview

E = Bankruptcy

F = Foreclosure

G = Sale Date

H = Loss Draft

I = Commercial

J = Annual

K = Other

L = None

0086-0086	IN4-INSP-TYPE-MAIL-ADDR	X	Type of inspection requested for the mailing address.
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Valid values:

A = Property condition, no contract

B = Property condition, no contract

C = FNMA Form 30

D = Delinquent interview

E = Bankruptcy

F = Foreclosure

G = Sale Date

H = Loss Draft

I = Commercial

J = Annual

K = Other

L = None

0087-0087	IN4-PHOTO-REQ	X	Specifies whether a photo is requested with the property inspection.
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Valid values:

0 = No photo

1 = Photo

2 = Photo, only if bad condition

3 = Photo, only if vacant

4 = Photo, only if first time vacant

5 = Photo, property, and neighborhood

6-9 = User-defined

0088-0093	IN4-FC-SALE-MMDDYY	X(6)	Date of foreclosure sale.
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Format: MMDDYY

0094-0099	IN4-REDEMP-EXPIR-MMDDYY	X(6)	Date redemption expires.
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Format: MMDDYY

0100-0100	IN4-BILL-MTGR-CODE	X	Indicates if mortgagor is billed by one of the following.
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Valid values:

A = Servicer

B = Inspection company

C = Other

0101-0101	HI-TYPE	X	A code that indicates whether the loan is for a first or second mortgage.
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Valid values:

1 = First mortgage

3 = Second mortgage carried under a separate loan number.

HI-TYPE

MFF #0120

0102-0104	BANK	X(3)	The investor code the servicer assigns to the owner of the loan.
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This field can be three alphanumeric characters, with the exception of I, O, and ALL.

BANK

MFF #0080

0105-0105	GSE-CODE	X	A code indicating the government-sponsored enterprise (GSE) that owns the loan.
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Valid values:

F = Fannie Mae

G = Ginnie Mae

H = Freddie Mac

O = Other

#### GSE-CODE

MFF #13225

0106-0106      ASSET LOAN CODE      X      Indicates whether the loan is an asset loan. This field is populated only when the GSE-CODE field is O (other). This comes from the ASSET LN CD field on the Investor Header Setup/Maintenance screen (IN01) in the Investor Setup Workstation.

Valid values:

0 = Non-asset

1 = Asset

0107-0131      INVESTOR NAME      X(25)      Free-form investor name from line 1 of the INVESTOR NAME AND ADDRESS field on the IN01 screen. This field is populated only when the GSE-CODE field is O (other).

0132-0150      FILLER      N/A      N/A

#### INS 05

This is the fifth detail record layout for external output files #0421-0425.

Pos.	Field Name	Picture	Field Description
0751-0753	IN5-REC-ID	X(3)	Value = INS
0754-0755	IN5-REC-CODE	X(2)	Value = 05
0756-0770	IN5-LOAN-NO	X(15)	Loan number of the property to be inspected.
	FILLER REDEFINES		
IN5-LOAN-NO			
	FILLER		
0756-0765	IN5-LOAN-NO-10	X(10)	

0766-0770	FILLER	X(5)	
	FILLER REDEFINES		
IN5-LOAN-NO			
	FILLER		
0756-0768	IN5-LOAN-NO-13	X(13)	
0769-0770	FILLER	X(2)	
0772-0793	IN5-SPEC-		
INSTRUC-1	X(23)		Free-form instruction line.
0794-0816	IN5-SPEC-		
INSTRUC-2	X(23)		Free-form instruction line.
0817-0839	IN5-SPEC-		
INSTRUC-3	X(23)		Free-form instruction line.
0840-0840	IN5-LAST-		
OCCUPANCY-STATUS		X	Space
0841-0841	IN5-LAST-EXT-		
PROP-COND	X		Space
0842-0847	IN5-MAP-REF-PROP		
-ADDR	X(6)		Spaces
0848-0853	IN5-MAP-REF-		
MAIL-ADDR	X(6)		Spaces
0854-0900	FILLER	X(47)	

## Request Trailer Record

Each company must have its own trailer record on the request external output file. The trailer record contains the totals for all of the loans in the INS records. Specifically, the trailer record totals the inspection types requested and the grand totals of inspection types and loan counts.

This is the trailer record layout for external output files #0421-0425.

Pos.	Field Name	Picture	Field Description
0901-0903	TRL-REC-ID	X(3)	Value = TRL
0904-0906 format.	TRL-VERS-NO	X(3)	Version number of the field servicing
0907-0917 company.	TRL-MTG-COMPANY	X(11)	TIN#. Identifies the mortgage servicing
0918-0919 mortgage servicing company.	TRL-OFFICE	X(2)	Identifies business entities within the
0920-0925	TRL-REC-CNT-INSP-A	X(6)	
0926-0931 Verify Occupancy.	TRL-REC-CNT-INSP-B	X(6)	Inspection type - Property Condition,
0932-0937 FNMA Form 30.	TRL-REC-CNT-INSP-C	X(6)	Inspection type - Property condition,
0938-0943	TRL-REC-CNT-INSP-D	X(6)	Inspection type - Delinquent.
0944-0949	TRL-REC-CNT-INSP-E	X(6)	Inspection type - Bankruptcy.
0950-0955	TRL-REC-CNT-INSP-F	X(6)	Inspection type - Foreclosure.
0956-0961	TRL-REC-CNT-INSP-G	X(6)	Inspection type - Sale Date.
0962-0967	TRL-REC-CNT-INSP-H	X(6)	Inspection type - Loss Draft.
0968-0973	TRL-REC-CNT-INSP-I	X(6)	Inspection type - Commercial.
0974-0979	TRL-REC-CNT-INSP-J	X(6)	Inspection type - Annual.
0980-0985	TRL-REC-CNT-INSP-K	X(6)	Inspection type - Other.
0986-0994	TRL-GRAND-TOT-ALL-INSP	X(9)	
0995-103	TRL-TOT-LOAN-CNT	X(9)	
1004-1050	FILLER	X(47)	



