Definition of column headings:

General instructions:

1. Do not use punctuation such as commas or periods in the records other than in dollar amounts or interest rates. Do not change the name of any of the column headings or hide any columns.

2. If any information is unknown leave that field blank.

3. Items below with an **(R)** next to the column heading title are REQUIRED to be completed.

(R) PROPTYPE = CATEGORY CODE (i.e. MS11)

REMARK1 = Check number or other identifying number (i.e. account number)
REMARK2 = Any other identifying number that you wish to provide.

OWNERDOB = The primary owner's date of birth if known. Format should be XX/XX/XX

(R) OTYPE = OT - FOR REGULAR OWNERS
AG - FOR AGGREGATES
UN - FOR UNKNOWN OWNERS
This column must be completed for each owner listed on the report.

(R) TRANSDATE = Last transaction date such as date of check or credit. Format should be XX/XX/XX (01/01/99).

Primary Owner names:

OWNERLNAME = Primary owner's LAST NAME
OWNERFNAME = Primary owner's FIRST NAME
OWNERMINIT = Primary owner's MIDDLE INITIAL
NOTE: BUSINESS NAMES SHOULD BE ADDED IN THE OWNERLNAME FIELD.

SSNUMBER = Social security or FEIN/EIN number for primary owner

Secondary owner FIELDS:
If more than one owner for a property the additional owners must be listed in their own columns. The items marked with an **(R)** are required if secondary owners are reported.

TRUSTLNAME = LAST NAME

TRUSTFNAME = FIRST NAME
TRUSTMINIT = MIDDLE INITIAL

(R) OTYPE2 = OT - FOR REGULAR OWNERS
AG - FOR AGGREGATES
UN - FOR UNKNOWN OWNERS

(R) ORELN2 = Second owners relationship to primary owner (OWNERLNAME) see Appendix A for acceptable codes

SSNUMBER2 = Secondary owner's social security number

IF MORE THAN 2 OWNERS, COLUMNS WILL NEED TO BE INSERTED FOR SUBSEQUENT OWNERS. THE COLUMNS SHOULD BE LABELED AS OWNLNAME3,4,ETC.

STREET1 = ADDRESS, %, OR ATTN NAME

STREET2 = ADDRESS
CITY
STATE
ZIPCODE

(R) OWNERAMT = AMOUNT DUE OWNER BEFORE DEDUCTIONS OR ADDITIONAL INTEREST

(R) ORIGREMAMT = AMOUNT DUE OWNER AFTER ALL ADDITIONS AND DEDUCTIONS

APPENDIX A

RELATIONSHIP CODES

CODE	DESCRIPTION
AD	ADMINISTRATOR
AF	ATTORNEY FOR
AG	AGENT FOR
AN	AND
BF	BENEFICIARY
OR	OR
AO	AND/OR
CC	CO-CONSERVATOR
CF	CUSTODIAN FOR
CN	CONSERVATOR
FB	FOR BENEFIT OF
IN	INSURED
TE	AS TRUSTEE FOR
EX	EXECUTOR or EXECUTRIX
JT	JOINT TENANTS WITH RIGHTS OF SURVIVORSHIP
JC	JOINT TENANTS IN COMMON
PA	PAYEE
PO	POWER OF ATTORNEY
RE	REMITTER
UG	UNIFORM GIFT MINORS ACT "UGMA"
GR	GUARDIAN FOR