

Financial Statement and Rent Roll Submission Desk Reference

Introduction

This document is intended to assist with financial statement and rent roll submissions to Freddie Mac's Property Reporting System (PRS). It highlights the protocol and provides general guidance. All Financial Statement and Rent Roll requests are to be submitted to Freddie Mac via PRS.

Protocol and Requirements

General Guideline

A Financial Statement and Rent Roll Queue is available in PRS. Servicers can determine the due date of Financial Statements and Rent Rolls from the Due Queue and should upload each submission by the due date.

Note: A Financial Statement and/or a Rent Roll that is a requirement of an assessment submission is noted in the Financial Statement and Rent Roll Due Queue in PRS. The required Financial Statement and/or Rent Roll needs to be uploaded to PRS for the assessment status to become Complete. To upload a Financial Statement or Rent Roll to PRS successfully, you will need to strictly follow the file naming conventions in **Exhibit A** of this document.

Financial Statement and Rent Roll Submissions

1. Dates

- Expected End Date – Financial Statement/Rent Roll end date is the end or actual date of the data required. For example, a 3/31 Expected End Date for Financial Statement means a Trailing 12-month statement ending 3/31 and a 3/31 Expected End Date for a Rent Roll means a Rent Roll dated no earlier than 5 days prior to 3/31 through 3/31
- Due Date – Date that the Financial Statement/Rent Roll submission is required. For example, the Trailing 12-month statement ending 3/31 has a due date of 4/30 for a Held for Sale loan and will be considered late after 4/30

2. Financial Statements (FS) and Rent Rolls (RR) are required and will be added to PRS per the following:

Loan	First FS		First RR		Ongoing FS		Ongoing RR	
	Expected End Date	Due Date	Expected End Date	Due Date	Expected End Date	Due Date	Expected End Date	Due Date
Cooperative – Held for Sale	12/31/NDY	1/31/NDY + 1	12/31/NDY	1/31/NDY + 1	12/31	1/31	12/31	1/31
Cooperative – Held for Investment	12/31/NDY	6/1/NDY + 1	12/31/NDY	6/1/NDY + 1	12/31	6/1	12/31	6/1
Small Balance Loan Note Date from 1/1 – 3/31	12/31/NDY	5/31/NDY + 1	6/30/NDY	7/31/NDY	12/31	5/31	6/30 12/31	7/31 5/31
Small Balance Loan Note Date from 4/1 – 12/31	12/31/NDY	5/31/NDY + 1	12/31/NDY	5/31/NDY + 1	12/31	5/31	6/30 12/31	7/31 5/31
Held for Sale – Acquisition	First full month after Funding Month/NDY	End of second full month after Funding Month	First full month after Funding Month (1)	End of second full month after Funding Month	Next Quarter end	One month after Quarter End	Next Quarter end	One month after Quarter End
Held for Sale – Refinance	Most Recent Quarter End /NDY	Three weeks from Funding Date/NDY	Most Recent Quarter End /NDY	Three weeks from Funding Date/NDY	Next Quarter end	One month after Quarter End	Next Quarter end	One month after Quarter End
Held for Investment	First of 2Q, 3Q, YE	8/31, 11/30, 6/1	First of 2Q, 3Q, YE	8/31, 11/30, 6/1	Next 2Q, 3Q, YE	8/31, 11/30, 6/1	Next 2Q, 3Q, YE	8/31, 11/30, 6/1

- (1) NDY= Note Date Year
- (2) NDY + 1 = Note Date Year + 1

If a loan has a Risk Rating greater than 6 such that a 1Q financial assessment is required, the Ongoing FS and RR will include required FS and RR with an Expected End Date of 3/31 and Due Date of 5/31. Once loans are securitized and Freddie Mac is the Master Servicer, the Expected End Date and Due Dates detailed in PRS will be determined by the Pooling and Servicing Agreement

3. Rent Rolls required as part of the Inspection Assessment (AIF)

- AIFs have due dates of a calendar quarter end (3/31, 6/30, 9/30, 12/31). Each AIF requires a Rent Roll submission where the Expected End Date is within two months plus or minus of the actual inspection date entered on the Inspection form. The Rent Roll that corresponds with the AIF will be added to PRS with a Due Date to match the AIF and an Expected End Date of the first of the due month. For example, if the AIF due date is 6/30, the Rent Roll due date will be 6/30 and the Expected End Date will be 6/1. If the inspection is performed within the quarter of the Rent Roll due date, then the Rent Roll collected should be uploaded with the Expected End Date of the first of the due month as originally set in PRS. If the inspection is performed in a different calendar quarter of the Rent Roll due date, the Expected End Date needs to be adjusted to the first of the third month of the quarter in which the inspection was performed. See Exhibit B for how to change the Expected End Date.
- Example 1: PRS has an AIF Due Date of 6/30 and a corresponding Rent Roll with a Due Date of 6/30 and Expected End Date of 6/1. The inspection is performed on April 28 and uploaded to PRS on May 13. The Rent Roll collected during the inspection is uploaded to PRS with a naming convention of XXXXXXXX_RR_0601YY
- Example 2: PRS has an AIF Due Date of 9/30 and a corresponding Rent Roll with a Due Date of 9/30 and Expected End Date of 9/1. The inspection is performed on April 28 and uploaded to PRS on May

13. The Rent Roll Expected End Date needs to be adjusted to 6/1 to match the inspection quarter. Once the Expected End Date is adjusted, the Rent Roll collected during the inspection should be uploaded to PRS with a naming convention of XXXXXXXX_RR_0601YY

4. Mid-Year Rent Rolls required for Small Balance Loans

- For Small Balance Loans, there is a mid-year Rent Roll requirement that includes specific data point delivery. These Rent Rolls will be in the Financial Statement and Rent Roll Due Queue in PRS with Expected End Dates of 6/30 and Due Dates of 8/30. See Exhibit C for details on how to provide the date points individually or in bulk

5. Submission

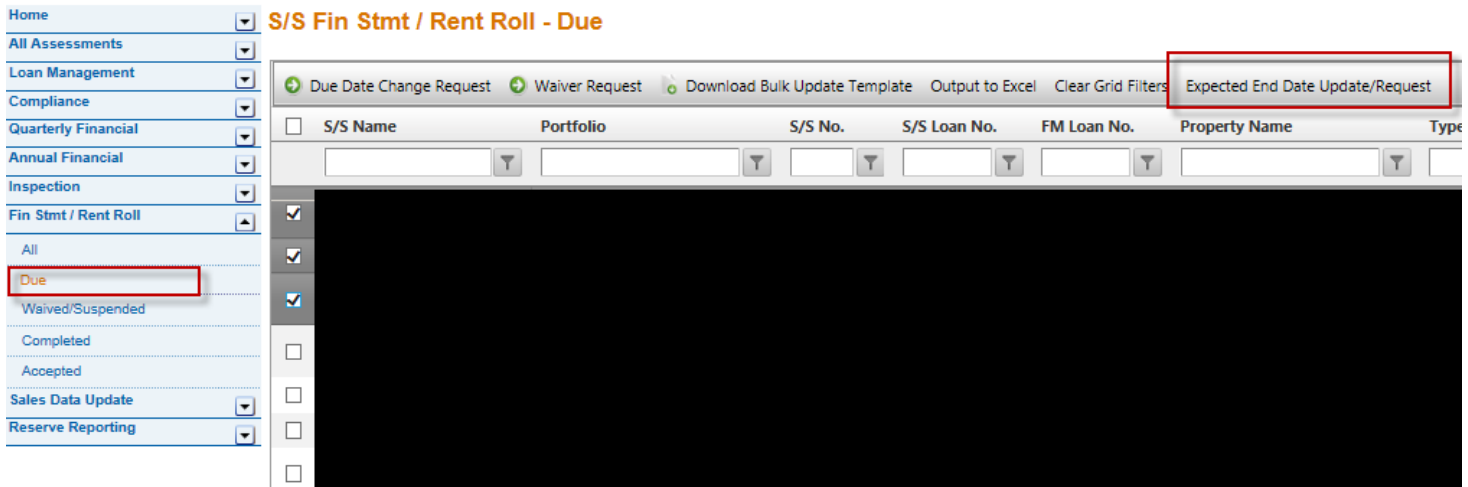
- The Financial Statement/Rent Roll document submission process is similar to the assessment submission process. A user should upload files with the accurate naming convention to PRS by selecting the "Upload" main menu bar item of PRS. A user can upload one or many files at the same time

EXHIBT A

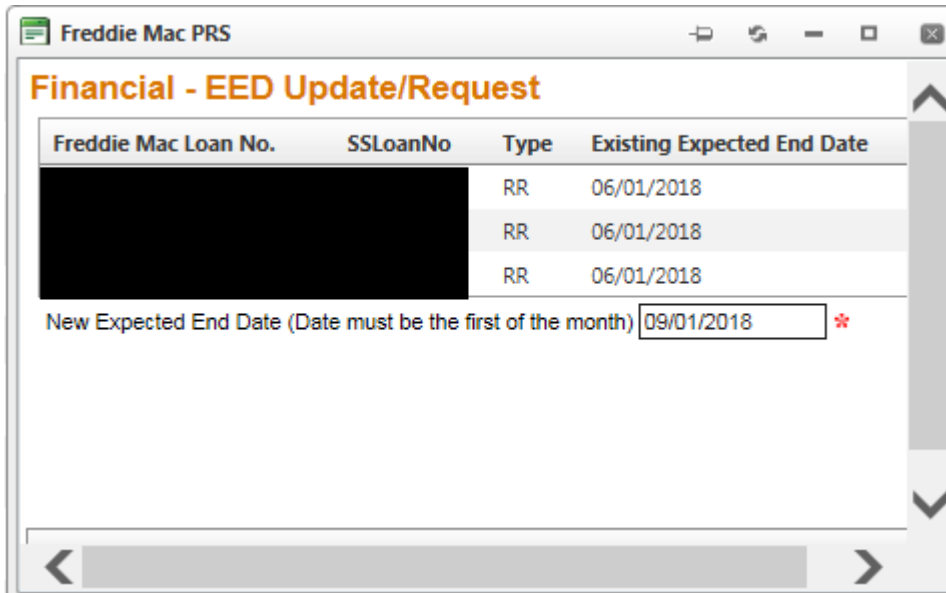
Document Type	File Type	Naming Convention	Notes
Financial Statement	Borrower Operating Statement	xxxxxxxxx_FS_MMDDYY	xxxxxxxxx = loan number; MMDDYY = Expected End Date of Operating Statement
Rent Roll	Rent Roll	xxxxxxxxx_RR_MMDDYY	xxxxxxxxx = loan number; MMDDYY = Expected End Date of Rent Roll (see Note below)

Exhibit B

To adjust the Expected End Date of a Rent Roll from the first of a month to the first of another month, the user should select the Rent Roll(s) they want to change and click on Expected End Date Update/Request. Enter the new Expected End Date in the pop up box and click Submit. The Expected End Date will be updated.

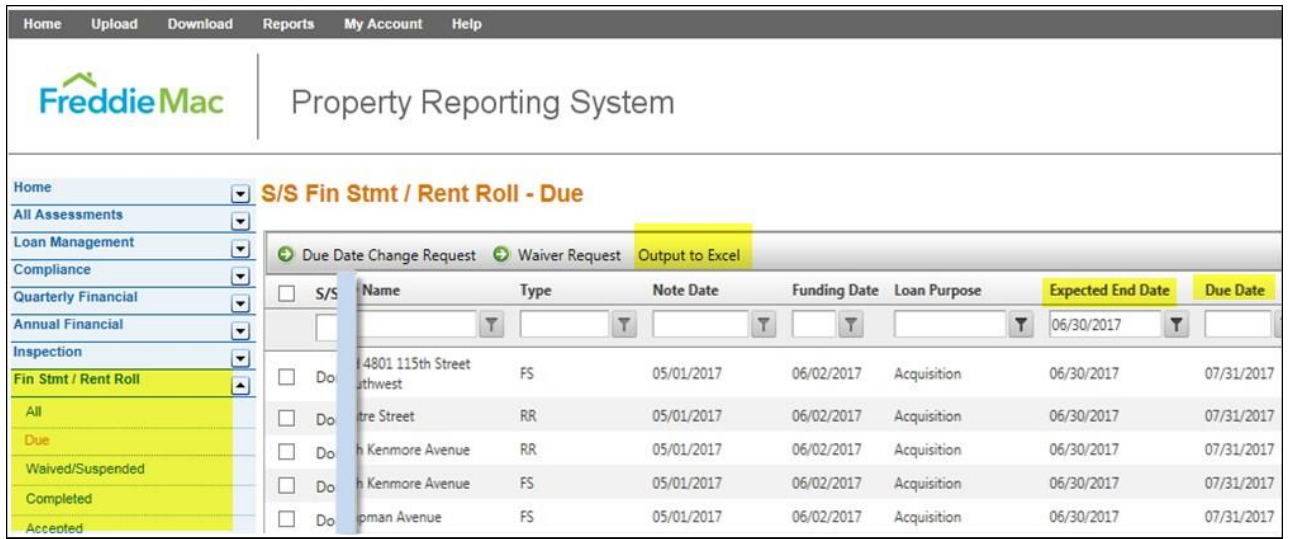


The screenshot shows a web application interface for managing financial statements and rent rolls. On the left is a navigation menu with categories like Home, All Assessments, Loan Management, Compliance, Quarterly Financial, Annual Financial, Inspection, and Fin Stmt / Rent Roll. Under 'Fin Stmt / Rent Roll', there are sub-options: All, Due (highlighted with a red box), Waived/Suspended, Completed, and Accepted. The main content area is titled 'S/S Fin Stmt / Rent Roll - Due' and contains a toolbar with buttons for 'Due Date Change Request', 'Waiver Request', 'Download Bulk Update Template', 'Output to Excel', 'Clear Grid Filters', and 'Expected End Date Update/Request' (highlighted with a red box). Below the toolbar is a table with columns: S/S Name, Portfolio, S/S No., S/S Loan No., FM Loan No., Property Name, and Type. The table has several rows, with the first three rows having checkboxes in the left margin that are checked.



EXHIBT C

Financial Statement and Rent Roll Queue



- Submitting additional info for SBL loans individually. Note:
 - The Occupancy is a percentage expressed as a decimal and cannot be greater than 1.00
 - The Rent Roll Date is in either a MM/DD/YY or MM/DD/YYYY format
 - The Monthly Rent Amount is the total collected Rent Amount. Vacant units should not be accounted for in this total

Right click on a RR record to access the context menu item and select "Update RR Information"

In the popup enter the required info and click on Submit

S/S Name	Portfolio	S/S No.	S/S Loan No.	FM Loan No.	Property Name	Type
<input checked="" type="checkbox"/> Domino Bank	Domino Bank	111222	333000749	333000749	27 Woodland Avenue	RR
<input type="checkbox"/> Domino Bank	Domino Bank	111222			Regis	
<input type="checkbox"/> Domino Bank	Domino Bank	111222			Crow	
<input type="checkbox"/> Domino Bank	Domino Bank	111222			Ceda	
<input type="checkbox"/> Domino Bank	Domino Bank	111222			Crown Ridge Apartments	FS
<input type="checkbox"/> Domino Bank					Crown Hill Avenue; 1647	RR
<input type="checkbox"/> Walker Dun					38th Place	
<input type="checkbox"/> Domino Bar					Lights	
<input type="checkbox"/> Domino Bar					Madis	
<input type="checkbox"/> Domino Bar					ore A	
<input type="checkbox"/> Domino Bar					lags R	
<input type="checkbox"/> Domino Bar					gton West	FS
<input type="checkbox"/> Domino Bar					to 139 View Road	RR
<input type="checkbox"/> Domino Bar					Flower Drive	RR

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Financial - Update Rent Roll Information

FM Loan No. 333000749 [FRELoanNo]

Occupancy 0.97 * [FinancialOccupancy]

Rent Roll Date 6/30/2017 * [FinancialRentRollDt]

Monthly Rent Amount 5000.00 * [FinancialMonthlyRentAmount]

Submit Cancel

➤ Submitting additional info for SBL loans in a bulk spreadsheet

FRE Fin Stmt / Rent Roll - Due

Due Date Change Request Waiver Request Waive Financial Suspend Financial **Download Bulk Update Template** Output to Ex

S/S Name	Portfolio	S/S No.	S/S Loan No.	FM Loan No.	Property Name
<input checked="" type="checkbox"/> Domino Bank	Domino Bank	111222			
<input checked="" type="checkbox"/> Domino Bank	Domino Bank	111222			
<input checked="" type="checkbox"/> Domino Bank	Domino Bank	111222			

Select multiple RR records using the checkboxes to the left of each record and click on the "Download Bulk Update Template"

FRE Fin Stmt / Rent Roll - Due

Due Date Change Request Waiver Request Waive Financial Suspend Financial Download Bulk Update Template Output to Excel

<input type="checkbox"/>	S/S Name	Portfolio	S/S No.	S/S Loan No.	FM Loan No.	Property Name
<input type="checkbox"/>	Domino Bank	Domino Bank	111222	333000749	333000749	27 Woodland Avenue
<input type="checkbox"/>	Domino Bank	Domino Bank	111222	444000123	444000123	Regal Pointe

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Financial - Download Pre-Populated SS Template

Download Documents

Download Documents

Save the provided file to your local machine and enter the required information for each of RR record in the spreadsheet and upload back into PRS

Name	Size	Type	Date Modified
Bulk RR Update	5 KB	XLS File	7/6/2017 4:24 PM

File Edit View Favorites Tools Help

Home Upload Download Reports My Account Help

Upload Individual Files
Upload Assessment Bulk File
Upload Bulk SSR Update

Upload into PRS by selecting "Upload Bulk SSR Update" from the upload main menu

Bulk SSR Update

Upload Data File

Select a data file to import. Supported File Types: Microsoft Excel (.xls, .xlsm and .xlsx)

Select File Template

Data File

Bulk RR Update
Bulk SSR LIT Update

Upload

Choose the "Bulk RR Update" option to complete your submission