

# PRS 7.0

Seller/Servicer User Guide

January 2022

PUBLIC



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| Accepted Queue   | Waived/Suspended Queue22  | 2 |
| Loan Management, Quarterly Financial, Annual Financial, Inspection, Fin Stmt/Rent Roll Queues  | Completed Queue   | 2 |
| Due Queue   24     Waived / Suspended Queue   29     Complete Queue   30     Accepted   30   | Accepted Queue  | 3 |
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|  | Complete Queue  | ) |
|  | Accepted  | ) |
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# Introduction

Freddie Mac's Property Reporting System (PRS) is a central location for Freddie Mac servicers to report property or loan level updates for each of its multifamily loans and provides a pipeline of property assessments and Loan Compliance item requirements. Servicers are able to upload required templates, supporting documentation and provide updates directly in PRS.

Loan Management, Inspection, Annual Financial, Quarterly Financial and Financial Statements, and Rent Roll submission move through the following workflow statuses:

- 1. Due: Assessment is due from Seller/Servicer
- Suspended: Assessment is currently suspended
   Waived: Assessment has been waived by Freddie Mac
- 4. Completed: Assessment and Required Attachments have been submitted and validated by PRS. Assessments will remain available to be updated by the Seller/Servicer for five days.
- 5. Accepted: Assessment has been accepted by Freddie Mac, can be viewed/downloaded from within the system, but can no longer be submitted by the Seller/Servicer

Loan Compliance Items move through the following workflow statuses:

- 1. Due: Update is due form Seller/Servicer
- 2. SSR Review/Update: Seller/Servicer review, provide update and send item to Freddie Mac for Review
- 3. FM Under Review: Freddie Mac reviews item and return item back to due status or mark item as
- 4. completed
- 5. Completed: Status is updated to Completed



# **Getting Started**

#### System requirements

#### **Computer/Processor**

- Computer with a 233 megahertz (MHz) processor or higher (Pentium processor recommended)
- Operating System
- Windows 7
- Windows XP 32-bit with Service Pack 2 (SP2) or higher
- Windows XP Professional x64 Edition
- Windows Vista 32-bit
- Windows Vista 64-bit
- Windows Vista with Service Pack 1 (SP1) or higher
- Windows Server 2003 32-bit with Service Pack 2 (SP2) or higher
- Windows Server 2003 64-bit with Service Pack 2 (SP2) or higher
- Windows Server 2008 32-bit or higher
- Windows Server 2008 64-bit or higher
- Internet Explorer v9 or higher

#### Memory

- Windows 7 128MB
- Windows XP 32-bit with Service Pack 2 (SP2) or higher-64 MB
- Windows XP Professional x64 Edition—128 MB
- Windows Vista 32-bit—512 MB
- Windows Vista 64-bit—512 MB
- Windows Server 2003 32-bit with Service Pack 2 (SP2) or higher—64 MB
- Windows Server 2003 64-bit with Service Pack 2 (SP2) or higher-128 MB
- Windows Server 2008 32-bit—512 MB
- Windows Server 2008 64-bit—512 MB

#### **Hard Disk Space**

- Windows 7 150MB
- Windows XP 32-bit with Service Pack 2 (SP2) or higher—150 MB
- Windows XP Professional x64 Edition-200 MB
- Windows Vista 32-bit—70 MB
- Windows Vista 64-bit—120 MB
- Windows Server 2003 32-bit with Service Pack 2 (SP2) or higher—150 MB
- Windows Server 2003 64-bit with Service Pack 2 (SP2) or higher-200 MB
- Windows Server 2008 32-bit—150 MB
- Windows Server 2008 64-bit-200 MB

#### Drive

CD-ROM drive (if installation is done from a CD-ROM)

#### Display

Super VGA (800 x 600) or higher-resolution monitor with 256 colors



#### Peripherals

- Modem or Internet connection
- Microsoft Mouse, Microsoft IntelliMouse, or compatible pointing device

## Login

You must have a valid PRS user account to access the PRS application.

The PRS login is located at <u>https://multifamily-prs.covius.com</u>. On the sign-in screen, enter your supplied Username and Password.

| Freddie Mac     | Property Reporting System  |
|-----------------|--|
|                 |  |
| Log In to PRS   |  |
|                 | ystem (PRS). To access the system, enter your user id and password in the spaces provided.<br>Freddie Mac Multifamily Seller/Servicer Guide. |
| User ID         |  |
| Password        |  |
|                 |  |
| LOGIN           |  |
| Forgot Password |  |



# **Upload Files**

## How to Upload One or More Files

To upload one or more Assessment or Attachment files, follow these steps:

1. On the Main Menu, go to the Upload drop-down menu and select "Upload Individual Files".



2. On the Assessments and Attachments upload page, click the "Add File(s)" button.

|    | bload - Upload Files FRE NEW<br>ase use the worksheet Naming Conventions below (expand each Assessment Type to view) |
|----|--|
|    | Assessment Type  |
| >  | AIF  |
| >  | A-CREFC-MF   |
| >  | A-CREFC-HC   |
| >  | Financial Statement  |
| >  | Rent Roll  |
| >  | Q-CREFC-MF   |
| >  | Q-CREFC-HC   |
| >  | LMF  |
|    |  |
| Ad | ld File(s)   |

3. Navigate to the appropriate folder and select the files you wish to upload and click Open. You may select one or more files to upload.



| Look in:   | Sample PD      | Fs                              | - 3 🖉 📂 🗔 -  |  |
|--|----------------|---------------------------------|--|--|
| œ.   | Name           | ^                               | Date modified  | Туре   |
| Recent Places<br>Desktop<br>Libraries<br>Computer<br>Computer<br>Network | Appraisals     | .pdf<br>odf<br>.tion.pdf        | 10/26/2010 11:55<br>9/4/2009 8:40 PM<br>9/4/2009 8:39 PM<br>9/4/2009 8:38 PM<br>9/4/2009 8:38 PM<br>9/4/2009 8:41 PM | File folde<br>Adobe Ad<br>Adobe Ad<br>Adobe Ad<br>Adobe Ad<br>Adobe Ad |
|  | •              | III                             |  | •  |
|  | File name:     |                                 | •  | Open   |
|  | Files of type: | All Files with Extensions (*.*) | -  | Cancel   |

- 4. The files you selected with appear in the document upload log below the "Add Files" button. If you would like to add more files, select "add files" again.
- 5. Your document will be immediately processed by the system.
  - If successful, the file status will be "Processed" and the product status will be "Complete"
  - If unsuccessful, the file status will be "Rejected," and there is a drop down under the upload to show the upload/validation errors.
  - Please note that even if the file status is "Processed" but the product status is still "Due," then you will need to click "Due" to show what is missing in order for the assessment to move to a "Complete" status.



|   | - Upload Files             | FRE NEW<br>Conventions below (expand each Assessment Type | to view)          |   |                                |
|---|----------------------------|---|-------------------|---|--------------------------------|
|   | nent Type                  |   | to view)          |   |                                |
| > AIF   |                            |   |                   |   |                                |
| > A-CREF  | C-MF                       |   |                   |   |                                |
| > A-CREF  | с-нс                       |   |                   |   |                                |
| > Financia  | al Statement               |   |                   |   |                                |
| > Rent Ro   | II                         |   |                   |   |                                |
| > Q-CREF  | C-MF                       |   |                   |   |                                |
| > Q-CREF  | C-HC                       |   |                   |   |                                |
| > LMF   |                            |   |                   |   |                                |
| Document U<br>Last Up                             | pload Log<br>Iload (EST) 👻 | File Name   | File Status       | Product Status  | PRS Data Warnings              |
|   | 21 10:34:51 AM             | _Inspection_123120_\$2020xlsm                             | Rejected          | riodact status  | The but Munnings               |
| Error D   | escription                 | Error Fie   |                   |   | Value                          |
|   | ct File Naming Conven      | tion  |                   |   |                                |
| H.  |                            | Page: 1 of 1 Go   | Page size: 1 Chan | ge  | Item 1 to 1 of 1               |
| > 6/21/20   | 21 1:05:40 PM              | _Inspection_123120_S2020.xlsm                             | Processed         | Complete  | 1                              |
|   |                            |   |                   |   |                                |
| Rent Roll   |                            |   |                   |   |                                |
| <ul> <li>Q-CREFC-M</li> <li>Q-CREFC-H0</li> </ul> |                            |   | ſ                 | Product Status Details                                  | e e                            |
| > LMF   | -                          |   |                   |   |                                |
|   |                            |   |                   | Error Message<br>Financial rent roll within 2 months of | the increction site assessment |
| Add File(s)                                       |                            |   |                   | date is not available                                   | the inspection site assessment |
|   | 11.00                      |   |                   |   |                                |
| Last Upload                                       |                            | ame File Status   | Product Stat      |   |                                |

The Validation Failures screen shows each individual field-level validation that failed while attempting to upload the CREFC or Inspection form. Users can look at each validation failure and address each one in their source file, or click the "Output to Excel" button at the top of the Validation Failures display grid to export all validation failures to Microsoft Excel. Once in Excel, users can sort/filter as desired, while still addressing each validation failure in their source Inspection file. Once all validation failures are addressed, the file can be re-uploaded via the same procedures as described above.

Processed

Due

Inspection\_063021\_S2021.xlsm

> 6/23/2021 6:20:44 AM

- You can still access all the upload and validation errors by visiting the PRS Upload Failures and PRS Validation Failures ques.
- Additionally, if there are any Data Warnings, there will be a value in the PRS Data Warnings column. Clicking this will take you to the PRS Data Warnings que.



For the Assessment files to properly process in PRS, the document naming convention rules must be followed, <u>found in this document</u>.

If the proper file naming convention has not been followed, an upload error will be encountered and the Upload Failures page will provide error descriptions as shown below.

| File Na | ame                               | ne Upload DateTime (CST) 👻 Erro |  | Error Field   |
|---------|-----------------------------------|---------------------------------|--|---|
|         | 3                                 | ·                               | T  | T   |
|         | Inspection_09-30-14_S-2014.xlsm   | 4/29/2014 4:29:55 PM            | Data invalid for date type column  | SHSComplianceLicenseExpDate   |
|         | Inspection_09-30-14_S-2014.xlsm   | 4/29/2014 4:29:55 PM            | Site (supplemental items) – Patio-<br>Porch-Terrace Area- – Repair Cost<br>cannot be blank     | SHSInspectionAreaPatioRepairCost  |
|         | , Inspection_09-30-14_S-2014.xlsm | 4/29/2014 4:29:55 PM            | Major Components (Supplemental<br>items) – Beauty/Barber Shop – Repair<br>Cost cannot be blank | SHSInspectionBarberShopRepairCost   |
|         | Inspection_06-30-14_S-2014.xlsm   | 4/17/2014 3:06:31 PM            | ***TEST*** Management Company<br>Name cannot be blank  | PartyRoleManagementCompanyName  |
|         | Inspection_03-31-14_S-2014.xlsm   | 4/7/2014 3:05:40 PM             | Overall Rating -Building Exteriors<br>cannot be blank  | $\label{eq:property} Property Component Detail Condition Rating Building Exteriors Type Type Type Type Type Type Type Type$ |
|         | Inspection_03-31-14_S-2014.xlsm   | 4/7/2014 3:05:40 PM             | Trend - Curb Appeal cannot be blank<br>when Curb Appeal Overall Rating is<br>equal to 1 to 5   | PropertyComponentDetailTrendCurbAppealType  |

### How to Upload a Bulk File

To upload a bulk Loan Management, Annual Financial or Quarterly Financial file (Excel format), follow these steps:

1. On the Main Menu, go to the Upload drop-down menu and select "Upload Assessment Bulk File."

| Home | Upload | Loan Search   | Download  | Reports | My Account | Administration | Help |
|------|--------|---|-----------|---------|------------|----------------|------|
| Fre  | Uplo   | ad Individual Files<br>ad Assessment Bu<br>ad Bulk SSR Upda | lk File 🔶 | erty R  | eportin    | g System       |      |
|      |        |   |           | —       |            |                |      |

- 2. On the Upload Bulk File page, enter either the file path or click the Select button to locate the Excel file that is ready for upload.
  - The filename of any bulk file must begin with one of the following file naming convention prefixes:
    - Bulk\_HC
    - Bulk\_LMGT
    - $\circ$  Bulk\_MF



| Upload Bulk File 🗟<br>This page is ONLY for upload of Bulk Data Excel files. Please DO NO | T upload Assessment or Attachment files here. |
|---|---|
|   | Select  |
| Submit  |   |

3. Click the Submit button. The bulk file will be uploaded, and you will be provided a report outlining any errors.

**Note:** Bulk Annual Financial and Quarterly Financial templates may be downloaded from the Blank Assessment Templates page of PRS under the Downloads option on the main menu. The downloaded file will have an .xlsm (Microsoft Excel 2007) file extension which is necessary for all macros to work correctly during template completion.



# Download Files

## Download Blank Templates

To download one or more Assessment or Attachment files, perform the following functions:

1. On the Main Menu, go to the "Download" drop down menu and select "Blank Assessment Templates".

| Home | Upload | Loan Search | Download | Reports | My Account | Administration | Help |
|------|--------|-------------|----------|---------|------------|----------------|------|
| Fre  | eddie  | Mac         | Docume   |         |            | g System       | ı    |

2. The pop-up modal below will appear. Right click on the file you would like to download and select Download.

| Templates |  |                             |         |
|-----------|--|-----------------------------|---------|
|           | Templates 0 subf<br>16 file                  | olders<br>s, <b>9.11 MB</b> |         |
|           | Name   | Size Ty                     | pe      |
|           | Annual Income and Expense_BTL_v2             | 1.63 MB XL                  | SM File |
|           | Annual Income and Expense_v3.2012_Blank Form | 292 KB XL                   | SM File |
|           | CREFC_HC_BTL_v1                              | 1.84 MB XL                  | SM File |
|           | CREFC_MF_BTL_v1                              | 1.88 MB XL                  | SM File |
|           | 🕮 Loan Management_BLT_v2                     | 384 KB XL                   | S File  |
|           | Loan Management_v5.2012_Blank Form           | 91 KB XL                    | SM File |
|           | Quarterly Income and Expense_BTL_v1          | 1.46 MB XL                  | SM File |
|           | Quarterly Income and Expense_v1              | 301 KB XL                   | SM File |
|           | RRS_HFI_Aggregate                            | 101 KB XL                   | SX File |
|           | RRS_HFS_Aggregate                            | 11 KB XL                    | SX File |
|           | 🕮 Value-Add Loan Monitoring Report           | 253 KB XL                   | S File  |
|           | xxxxxxxxx_ACREFCHC_MMDDYY_SYYYY              | 57 KB XL                    | SX File |
|           | xxxxxxxxx_ACREFCMF_MMDDYY_SYYYY              | 53 KB XL                    | SX File |
|           | xxxxxxxxx_Inspection_MMDDYY_SYYYY_BlankForm  | 708 KB XL                   | SM File |
|           | xxxxxxxxx_QCREFCHC_MMDDYY_SYYYYQx            | 57 KB XL                    | SX File |
|           | xxxxxxxxxx_QCREFCMF_MMDDYY_SYYYYQx           | 53 KB XL                    | SX File |



## **Download Documentation**

To download the latest system documentation, perform the following functions:

1. On the Main Menu, go to the "Download" drop-down menu and select "Documentation."

| Home | Upload | Loan Search | Download | Reports | My Account | Administration | Help |
|------|--------|-------------|----------|---------|------------|----------------|------|
| Fre  | eddie  | Mac         | Docume   |         |            | g System       |      |

2. Select the latest system documentation available for download (specific file names may vary).

| Documentation | 1 1                           |   |             |                   |
|---------------|-------------------------------|---|-------------|-------------------|
|               | Documentation                 | 0 subfolders<br>1 files, <b>5.99 MB</b> |             |                   |
|               | Name                          |   | iize Type   | Date Modified     |
|               | 🔁 Freddie Mac User Guide PRS2 | 5.99                                    | MB PDF File | 6/15/2012 2:29 PM |
|               |                               |   |             |                   |
|               |                               |   |             |                   |

## **Download Pre-populated Templates**

Pre-populated templates can be downloaded from the Due queue menus in PRS.

To download an individual assessment:

- 1. On the Due queue grids, hover over the row of the particular Assessment.
- 2. Right-click to open the Context menu.
- 3. Select "Download Template."
- 4. A document interface window will open with the file you've requested ready for download.

To download multiple assessments:

- 1. On the Due queue grids, select the desired Assessments by clicking the checkbox next to each assessment that you'd like to download.
- 2. On the Grid Menu, select "Download Selected Templates."
- 3. A document interface window will open with the files you've requested ready for download. Hold shift and select the requested files, then click the down arrow to begin the download.



# Reports

The reports menu shows the list of available reports that can be previewed/printed.

| Home | Upload Download Reports My Account                 | Help        |  |  |  |  |
|------|--|-------------|--|--|--|--|
| Fre  | ddie Mac Property R                                | eporting    |  |  |  |  |
| epor | ts   |             |  |  |  |  |
|      | Available Reports                                  | Output Type |  |  |  |  |
|      | Data Warning Detail Report - Reserve Reporting     | Excel       |  |  |  |  |
|      | Data Warning Detail Report - Sales Data            | Excel       |  |  |  |  |
|      | Data Warning Summary Report - Reserve Reporting    | Excel       |  |  |  |  |
|      | Data Warning Summary Report - Sales Data           | Excel       |  |  |  |  |
|      | Late Assessments Report                            | Excel       |  |  |  |  |
|      | Past Due LIT items                                 | Excel       |  |  |  |  |
|      | Return Report (New)                                | Excel       |  |  |  |  |
|      | Risk Rating Report for Assessments                 | Excel       |  |  |  |  |
|      | Seller Servicer Summary Report - Reserve Reporting | Excel       |  |  |  |  |
|      | Seller Servicer Summary Report - Sales Data        | Excel       |  |  |  |  |
|      | Sum Reserve Reporting Report                       | Excel       |  |  |  |  |
|      | Total Exposure by Institution Report               | Excel       |  |  |  |  |
|      | Validation Upload Error Report                     | Excel       |  |  |  |  |
|      | Waive / Suspend Report                             | Excel       |  |  |  |  |



# My Account

## Change Password

To view or update your User Profile, follow these steps:

1. On the Main Menu, go to the "My Account" drop-down menu and select "Change Password."

| Jome | Upload | Loan Search | Download | Reports | My Account             | Administration | Help |
|------|--------|-------------|----------|---------|------------------------|----------------|------|
| Fre  | eddie  | Mac         | Prop     | erty R  | Change Pa<br>Reporting | g System       |      |

2. Enter your current password, and new password twice. Click "Change Password."

| Property Reporting System |                  |
|---------------------------|------------------|
|                           |                  |
|                           | Current Password |
|                           | New Password     |
|                           | Confirm Password |
|                           | Change Password  |



### Forgotten Password

- 1. Go to the Login page
- 2. Click Forgot Password

| Freddie Mac              | Property Reporting System  |
|--------------------------|--|
|                          |  |
|                          | ystem (PRS). To access the system, enter your user id and password in the spaces provided.<br>Freddie Mac Multifamily Seller/Servicer Guide. |
| User ID                  |  |
| Password                 |  |
| LOGIN<br>Forgot Password |  |

- 3. Enter your username.
- 4. Click Change Forgotten Password.
- 5. An email will be sent to the address associated with your account that includes a temporary password. Use this temporary password to log into the system. If the temporary password is accepted, you will be immediately asked to provide a new password.

If you have forgotten your username or are unable to access the login page, please contact your <u>system</u> <u>administrator</u>.

# Home

### S/S Overview

The Seller/Servicer Overview provides a summary of information regarding the seller/servicer, including any current/meaningful system notifications. Click Add New on the respective grid to add new Office Locations or Contacts.



| Home                    | S/S Homepage - PRS S/S Overview     |              |               |       |     |          |
|-------------------------|-------------------------------------|--------------|---------------|-------|-----|----------|
| PRS S/S Overview        | ere nonepage - ne ere erennen       |              |               |       |     |          |
| PRS Pipeline Summary    | Notification Date Priority Title    | Notification |               |       |     |          |
| PRS Upload Failures     | No records to display.              |              |               |       |     |          |
| PRS Validation Failures |                                     |              |               |       |     |          |
| PRS Data Warnings       |                                     |              |               |       |     |          |
| All Assessments 💽       | Portfolio                           | S/S No.      |               |       |     |          |
| Loan Management 🗨       | Demo Division 5                     | 157132       |               |       |     |          |
| uarterly Financial      | Demo Division 6                     | 138390       |               |       |     |          |
| nnual Financial         | Demo Division 1                     | 107991       |               |       |     |          |
| nspection 🗨             | Demo Division 3                     | 156356       |               |       |     |          |
|                         | Demo Division 2                     | 109430       |               |       |     |          |
|                         | Demo Division 4                     | 139922       |               |       |     |          |
|                         |                                     |              |               |       |     |          |
|                         |                                     |              |               |       |     |          |
|                         | O Add New                           |              |               |       |     |          |
|                         | Edit Location Name Street Address 1 | Street A     | Idress 2 City | State | Zip | Delet    |
|                         | international Home Office           |              |               |       |     | <b>X</b> |

#### S/S Pipeline Summary

The S/S Pipeline Summary provides a summary of the Assessment status totals by type, status and quarter.

| lome  | S/S Homepage - Pipeline S  | ummary PRS |           |           |           |       |  |  |  |  |  |  |  |
|---|--|------------|-----------|-----------|-----------|-------|--|--|--|--|--|--|--|
| PRS S/S Overview  | All Assessments Pipeline Summary   | -          |           |           |           |       |  |  |  |  |  |  |  |
| All Loans   | Output to Excel  |            |           |           |           |       |  |  |  |  |  |  |  |
| PRS Pipeline Summary  | Summary Sammary Sammar | Quarter 1  | Quarter 2 | Quarter 3 | Quarter 4 | Total |  |  |  |  |  |  |  |
| PRS Upload Failures   |  | 59         | 326       | 279       | 259       | 923   |  |  |  |  |  |  |  |
| PRS Validation Failures   |  |            |           |           |           |       |  |  |  |  |  |  |  |
| PRS Data Warnings   |  | 0          | 0         | 0         | 0         | 0     |  |  |  |  |  |  |  |
| All Assessments   |  | 90         | 223       | 1         | 1         | 315   |  |  |  |  |  |  |  |
|   |  | 2          | 10        | 0         | 0         | 12    |  |  |  |  |  |  |  |
|   |  | 8          | 52        | 30        | 15        | 105   |  |  |  |  |  |  |  |
|   |  | 8          | 13        | 0         | 2         | 23    |  |  |  |  |  |  |  |
|   |  |            |           |           |           |       |  |  |  |  |  |  |  |
|   |  |            |           |           |           |       |  |  |  |  |  |  |  |
| II Loans<br>RS Pipeline Summary<br>RS Upload Failures<br>RS Validation Failures<br>RS Validation Failures<br>RS Data Vanings<br>Assessments •<br>an Management •<br>mpliance •<br>mpliance •<br>nual Financial •<br>pection •<br>Stmt / Rent Roll • |  |            |           |           |           |       |  |  |  |  |  |  |  |
|   | Output to Excel  |            |           |           |           |       |  |  |  |  |  |  |  |
|   | Submission Status  | Quarter 1  | Quarter 2 | Quarter 3 | Quarter 4 | Total |  |  |  |  |  |  |  |
|   | Due  | 0          | 70        | 128       | 107       | 305   |  |  |  |  |  |  |  |
|   | Complete   | 0          | 0         | 0         | 0         | 0     |  |  |  |  |  |  |  |
|   | Accepted   | 56         | 0         | 0         | 0         | 56    |  |  |  |  |  |  |  |
|   | Waived   | 0          | 0         | 0         | 0         | 0     |  |  |  |  |  |  |  |
|   | Suspended  | 8          | 30        | 26        | 12        | 76    |  |  |  |  |  |  |  |
|   | Resubmission   | 1          | 0         | 0         | 0         | 1     |  |  |  |  |  |  |  |

In addition to the above, Quarterly Financial, Annual Financial and Inspection pipelines would be shown below the Loan Management pipeline.

## **Upload Failures**

The Upload Failures page provides a list of uploads that have failed during the upload process and includes a description of the error.



| Home 🔺                  | S/S Homepage - PRS Upload F                         | ailures               |  |                  |  |  |  |  |  |  |  |
|-------------------------|---|-----------------------|--|------------------|--|--|--|--|--|--|--|
| PRS S/S Overview        |   |                       |  |                  |  |  |  |  |  |  |  |
| PRS Pipeline Summary    | Output to Excel                                     |                       |  |                  |  |  |  |  |  |  |  |
| PRS Upload Failures     | File Name Upload DateTime (CST) - Error Description |                       |  |                  |  |  |  |  |  |  |  |
| PRS Validation Failures | 968697836_A-CREFC-MF_06-01-14_S-2015.xlsx           | 6/10/2015 3:35:50 PM  | Invalid data found while processing the spreadsheet. Please refer to Validation Failures list. |                  |  |  |  |  |  |  |  |
| All Assessments         | 942580788_Q-CREFC-MF_06-30-15_S-<br>2015Q2.xlsx     | 5/26/2015 11:41:07 AM | User not allowed to upload this Assessment   |                  |  |  |  |  |  |  |  |
| Loan Management         | 002649209_A-CREFC-MF_06-30-15_S-2015.xlsx           | 5/19/2015 3:06:21 PM  | User not allowed to upload this Assessment   |                  |  |  |  |  |  |  |  |
| Quarterly Financial 👻   | 940965593_Q-CREFC-HC_06-30-15_S-<br>2015Q1.xlsx     | 5/19/2015 2:34:47 PM  | User not allowed to upload this Assessment   |                  |  |  |  |  |  |  |  |
| Inspection 💌            |   |                       | Page: 1 of 1 Go Page size: 4 Change  | Item 1 to 4 of 4 |  |  |  |  |  |  |  |

## Validation Failures

The Validation Failures page provides a list of field-level validations that failed during Inspection or CREFC form upload process and includes a description each validation failure.

| PRS S/S Overview        |   |                         |   |                              |       |
|-------------------------|---|-------------------------|---|------------------------------|-------|
| PRS Pipeline Summary    | Output to Excel                           |                         |   |                              |       |
| PRS Upload Failures     | File Name                                 | Upload DateTime (CST) 👻 | Error Description   | Error Field                  | Value |
| PRS Validation Failures | 968697836_A-CREFC-MF_06-01-14_S-2015.xlsx | 6/10/2015 3:35:50 PM    | Number of Mos. Covered cannot be Blank, 0, Null                                 | MFOSAR_NoMonthsCovered2P     |       |
| PRS Data Warnings       | 968697836_A-CREFC-MF_06-01-14_S-2015.xlsx | 6/10/2015 3:35:50 PM    | Number of Mos. Covered cannot be Blank, 0, Null                                 | MFOSAR_NoMonthsCovered3P     |       |
| oan Management          | 968697836_A-CREFC-MF_06-01-14_S-2015.xlsx | 6/10/2015 3:35:50 PM    | Occupancy Rate (physical) cannot be Blank, Null, 3rd preceding details provided | MFOSAR_OccupancyRate2P       |       |
| uarterly Financial      | 968697836_A-CREFC-MF_06-01-14_S-2015.xlsx | 6/10/2015 3:35:50 PM    | Occupancy Rate (physical) cannot be Blank, Null, UW details provided            | MFOSAR_OccupancyRate3P       |       |
| nnual Financial         | 968697836_A-CREFC-MF_06-01-14_S-2015.xlsx | 6/10/2015 3:35:50 PM    | Source of Financial Data cannot be Blank, 0, Null                               | MFOSAR_SourceFinancialData2P |       |
| spection 🔍              | 968697836_A-CREFC-MF_06-01-14_S-2015.xlsx | 6/10/2015 3:35:50 PM    | Source of Financial Data cannot be Blank, 0, Null                               | MFOSAR_SourceFinancialData3P |       |

## Data Warnings

The Data Warnings screen allows seller/servicers to view individual file upload warnings generated by the system due to data discrepancies within the incoming assessment template vs. data that exists in PRS (by Assessment type). Users have the ability to add comments to a given warning for interaction with Freddie Mac.

| PRS S/S Overview                    | S/S Homepage - Data Warnings                                  |             |                 |  |         |                 |                   |                        |                                  |             |              |
|-------------------------------------|---|-------------|-----------------|--|---------|-----------------|-------------------|------------------------|----------------------------------|-------------|--------------|
|                                     | Drag a column header and drop it here to group by that column |             |                 |  |         |                 |                   |                        |                                  |             |              |
| PRS Upload Failures                 | Cutput to Excel O AddCommentsBulk                             |             |                 |  |         |                 |                   |                        |                                  |             |              |
| PRS Valdation Failures              | S/S Loan No.  | FM Loan No. | S/S Name        | Warning  | 5/5 No. | Assessment Type | Field Name        | FM Value               | Assessment Value                 | Is Material | F/M Comments |
| PRS Data Warnings<br>II Assessments | T   | T           | T               | T  | T       | T               | T                 | T                      | T                                | T           | 7            |
| oan Management                      |   |             | Demo Division 5 | Inspection Date 60 days<br>older from due date                       |         | Alf             | Inspection Date   | 11/17/2014             |                                  | Yes         |              |
| nnual Financial                     |   |             | Demo Division 1 | Inspection Date 60 days<br>older from due date                       |         | AJF             | Inspection Date   | 10/30/2014             |                                  | Yes         |              |
|                                     |   |             | Demo Division 6 | Invalid Property Name -<br>varies from Loan Details<br>Property Name |         | AIF             | Property Name     | Cloverbasin Village II | Cloverbasin Village<br>Apts. III |             |              |
|                                     |   |             | Demo Division 1 | Invalid Total Units -<br>varies from Loan Details<br>Total Units.    | 107991  | A3              | Total Units       | 800                    | 200                              |             |              |
|                                     |   |             | Demo Division 5 | Invalid Total Units -<br>varies from Loan Details<br>Total Units.    | 157132  | 45              | Total Units       | 552                    | 184                              |             |              |
|                                     |   |             | Demo Division 5 | Invalid Total Units -<br>varies from Loan Details<br>Total Units.    | 157132  | AS              | Total Units       | 720                    | 240                              |             |              |
|                                     | H 4 1 9 H   |             |                 |  |         |                 | Page: 1 of 1 Go P | ege sizer 6 Change     |                                  |             |              |

#### Grid Menu Items (apply to items selected on the Grid)

• Output To Excel: Click this button to output the Grid to Excel



Add Comments Bulk: Click this button after selecting 1 or more warnings within the grid. Users
will be presented with the following screen to enter a comment to all selected warnings in the
"Add Comment" field:

| Freddie Mac             |              |             |               |                 |   |
|-------------------------|--------------|-------------|---------------|-----------------|---|
| ddComment               | sBulk        |             |               |                 |   |
| AddWarningComr          | nents(Bulk)  |             |               |                 |   |
| Freddie Mac Loan<br>No. | S/S Loan No. | CompanyName | FieldName     | Assessment Type | Warning Details   |
|                         |              | Demo Bank   | Property Name | QIE             | Invalid Property Name - varies from Loan<br>Details Property Name |
|                         |              | Demo Bank   | Property Name | AIF             | Invalid Property Name - varies from Loan<br>Details Property Name |
|                         |              | Demo Bank   | Total Units   | AIF             | Invalid Total Units - varies from Loan Details<br>Total Units.    |
|                         |              |             |               |                 | *   |
| Add Comment             |              |             |               |                 | <b>v</b> .  |
|                         |              |             |               |                 |   |
|                         |              |             |               |                 |   |
|                         |              |             |               |                 | Subn  |

#### Context Menu Items (apply only to a single selected Assessment)

- View Seller/Servicer Details: Opens a pop-up with details about the seller/servicer, including
  office locations and contacts
- View Loan Details: Opens a pop-up with details about the loan with which this Assessment is
- associated, including previous Assessments
- View/Add Comments: Opens the "Comments View/Add" pop-up screen where users can add a comment to the selected warning

# Assessment Queues

All Assessment Queues in the system use the Grid control. Basic functionality of the Grids is described in the Common Controls section of this User Manual. Functionality specific to each page is described below. For your convenience, the Assessment Queues are grouped by Assessment Type (All, Loan Management, Quarterly Financial, Annual Financial, Inspection and Fin Stmt/Rent Roll). The All Assessments queue contains the same assessment from the subsequent queues.

- 1. **Due:** The Due queue includes all Assessments that are in Due status. This includes assessments that are due, late, don't have the necessary documentation, have been returned by Freddie Mac and have a Waiver or Extension request pending with Freddie Mac. The sub-statuses are indicated in the grid.
- 2. **Waived/Suspended:** The Waived queue includes all Assessments that have been waived or suspended by Freddie Mac.



- 3. **Complete:** The Complete queue includes Assessments that meet all submission requirements and are waiting to be finalized.
- 4. **Accepted**: The Accepted queue includes Assessments that are being reviewed by Freddie Mac. These assessments are no longer available for upload.

## All Queue

The All queue includes all Assessments regardless of its status.



#### Grid Menu Items (apply to items selected on the Grid)

- Download Selected Templates: To download multiple pre-populated templates, select the Assessments using the checkbox, click the Download Assessment Templates and PRS will place a pre-populated version of the selected templates in a Document Interface pop-up window. To download these files as a zip, select all files, right click and select "Download as Zip."
- Output To Excel: Click this button to output the Grid to Excel.

#### Context Menu Items (apply only to a single selected Assessment):

- View Loan Details: Opens a pop-up with details about the loan with which this Assessment is associated, including previous Assessments
- Download Template: To retrieve a pre-populated template for this Assessment, click this button and PRS will place the pre-populated version of the selected templates in a Document Interface pop-up window. To download this file, right click on it and select "Download."
- View Form: To view the form onscreen, click View Form. This will open a pop-up window with the associated Assessment. **Note:** The Inspection form cannot be viewed onscreen due to the size of the form.
- View Attachments: To view the attachments, click View Attachments. Provides a pop-up with a Document Interface window to the documents (Attachments) for the Assessment. You cannot upload documents directly to this page; all uploads should be done through the Upload: Upload Individual Files item on the main menu.



## Due Queue

The Due queue includes all Assessments that are in Due status. This includes assessments that are due, late, don't have the necessary documentation, have been returned by Freddie Mac and have a Waiver, or Extension request pending with Freddie Mac. The sub-statuses are indicated in the grid.

| 4                                      | 0.00 | www.aut.Selected.Template | s Curput to Excel |                                       |      |              |             |            |           |       |          |          |          |        |               |      |                   |            |         |      |                  |                |            |               |           |             |    |
|--|------|---------------------------|-------------------|---------------------------------------|------|--------------|-------------|------------|-----------|-------|----------|----------|----------|--------|---------------|------|-------------------|------------|---------|------|------------------|----------------|------------|---------------|-----------|-------------|----|
| Tax                                    | 0.5  | /S Name                   | Portfolio         | 5/5                                   | No.  | S/S Lnan No. | FM Loan No. | Property I | Name City | State | Floir R  | lating + | CREFC WL | CREFC  | WL As of Date | Type | Submission Period | Due Date   | Quarter | Late | Assessment Rec'd | Attachment Rev | d Returned | Due Date Char | ge Waheer | IM Performs | Se |
| Weed Texpended<br>Congleted<br>ccepted |      |                           | 1                 | T                                     | (T)  | 1            | 1           | Ti l       | (T)       | (T)   | <b>T</b> | T        |          | T      | T             | T    | T                 | T          | T       | (T)  | T                | T              |            | T             | 17        |             | 3  |
| ccepted<br>in Management ()            | 8.0  | lemo Servicer             | Deno Division     | i i                                   |      |              |             |            |           |       |          |          | Yes      | 92/11/ | 015           | QR   | 2015              | 06/90/2015 |         |      | 740              |                |            |               |           |             | N  |
|  | 8 6  |                           | Dema Diversion    | View Loan Details                     |      |              |             |            |           |       |          |          |          |        |               |      |                   |            |         |      |                  |                |            |               |           |             |    |
| pection                                | . 9  | lema Senicer              |                   | Download Template                     |      |              |             |            |           |       |          | 4        |          |        |               | UMP  | 2015              | 12/31/2015 |         |      | Na               |                |            |               |           |             |    |
| n Data Update                          | 0.0  | lerno Servicer            | Deno Divisi       | View Force<br>View Documents          |      |              |             |            |           |       |          | 4        |          |        |               | AE   | 2015              | 06/01/2015 |         | Yes  | No               |                |            |               |           |             | 24 |
|  | 8.0  | leroo Seniotr             | Contra Cristien e | Due Date Change Rec<br>Waiver Request | puet |              |             |            |           |       |          | 4        |          |        |               | 15   | 2015              | 12/31/2015 |         |      | 86               |                |            |               |           |             | N  |
|  | 8.4  | leno Senicer              | Deno Division     |                                       |      | 3            |             |            |           |       |          | 4        |          |        |               | AE   | 2015              | 06/01/2015 |         | Yes  | No               |                |            |               |           |             | Ne |
|  | 0.0  | lemo Senicer              | Demo Division     | 1                                     |      |              |             |            |           |       |          | 4        |          |        |               | 4F   | 2015              | 06/30/2015 |         |      | No               |                |            |               |           |             | N  |

#### Grid Menu Items (apply to items selected on the Grid)

- Download Selected Templates: To download multiple pre-populated templates, select the Assessments using the checkbox, click the Download Assessment Templates and PRS will place a pre-populated version of the selected templates in a Document Interface pop-up window. To download these files as a zip, select all files, right click and select "Download as Zip."
- Output To Excel: Click this button to output the Grid to Excel.

#### Context Menu Items (apply only to a single selected Assessment)

- View Loan Details: Opens a pop-up with details about the loan with which this Assessment is associated, including previous Assessments.
- Download Template: To retrieve a pre-populated template for this Assessment, click this button and PRS will place the pre-populated version of the selected templates in a Document Interface pop-up window. To download this file, right click on it and select "Download."
- View Form: To view the form onscreen, click View Form. This will open a pop-up window with the associated Assessment. **Note:** The Inspection form cannot be viewed onscreen due to the size of the form.
- View Documents: Provides a pop-up with a Document Interface window to the documents (Assessments and Attachments) for the Assessment. You cannot upload documents directly to this page; all uploads should be done through the Upload: Upload Individual Files item on the main menu.
- Due Date Change Request: If you would like to request a due date change for this Assessment, click "Due Date Change Request," complete the pop-up and click Submit (sample shown above).
- Waiver Request: If you would like to request a waiver for this Assessment, click "Waiver Request," complete the pop-up and click Submit (sample shown above).



## Waived/Suspended Queue

The Waived/Suspended queue includes all Assessments that have been waived or suspended by Freddie Mac.

| Al Assessments                | S/S All Assessment -       | Walved/Suspended          |                  |                    |             |               |      |       |               |          |                     |      |                   |               |               |          |             |                  |
|-------------------------------|----------------------------|---------------------------|------------------|--------------------|-------------|---------------|------|-------|---------------|----------|---------------------|------|-------------------|---------------|---------------|----------|-------------|------------------|
| A4                            | Download Selected Template | Output to Excel           |                  |                    |             |               |      |       |               |          |                     |      |                   |               |               |          |             |                  |
| Due<br>Waived/Surpended       | S/S Name                   | Portfolio S/S P           | in. S/S Loan No. | FM Loan No. Status | Status Date | Property Name | City | State | Risk Rating + | CREFC WL | CREFC WL As of Date | Туре | Submission Period | Due Date Quar | ter Warehouse | SBL Flag | Master Flag | Securitized Deal |
| Waived/Guspended<br>Completed |                            | T                         | T 1              | T                  | T           | т             | т    | T     | T             |          | ТТТ                 | т    | T                 | T             | т             | т        | T           | T                |
| Accepted                      | Demo Servicer              | Demo Division 1           |                  | Waived             | 04/24/2012  |               |      |       | 0             |          |                     | Alt  | 2012              | 05/01/2012    |               |          |             |                  |
| Loan Management               | Derro Servicer             | Deno                      |                  |                    |             |               |      |       |               |          |                     |      |                   |               |               |          |             |                  |
| Annual Financial              | Demo Servicer              | Demo io Download Template |                  | Waived             | 04/24/2012  |               |      |       | 0             |          |                     | LMF  | 2012              | 12/91/2012    |               |          |             |                  |
| Inspection •                  | Demo Servicer              | Demo 👔 View Documents     |                  | Waived             | 04/24/2012  |               |      |       | 0             |          |                     | Alt  | 2012              | 05/01/2012    |               |          |             |                  |
|                               | Derno Servicer             | Demo Division 1           |                  | Wained             | 04/24/2012  |               |      |       | 0             |          |                     | All  | 2012              | 05/01/2012    |               |          |             |                  |
|                               | Demo Servicer              | Demo Division 1           |                  | Waived             | 04/34/2012  |               |      |       | 0             |          |                     | AIF  | 2012              | 12/31/2012    |               |          |             |                  |
|                               | Demo Servicer              | Demo Division 1           |                  | Waived             | 04/24/2012  |               |      |       | 0             |          |                     | LMF  | 2012              | 12/31/2012    |               |          |             |                  |
|                               | Demo Servicer              | Demo Division 1           |                  | Waived             | 04/34/2012  |               |      |       | 0             |          |                     | AE   | 2012              | 05/01/2012    |               |          |             |                  |
|                               | Demo Servicer              | Demo Division 1           |                  | Waived             |             |               |      |       | 0             |          |                     | A27  | 2012              | 09/90/2012    |               |          |             |                  |
|                               |                            |                           |                  |                    |             |               |      |       |               |          |                     |      |                   |               |               |          |             |                  |

#### Grid Menu Items (apply to items selected on the Grid)

- Download Selected Templates: To download multiple pre-populated templates, select the Assessments using the checkbox, click the Download Assessment Templates and PRS will place a pre-populated version of the selected templates in a Document Interface pop-up window. To download these files as a zip, select all files, right click and select "Download as Zip."
- Output To Excel: Click this button to output the Grid to Excel.

#### Context Menu Items (apply only to a single selected Assessment)

- View Loan Details: Opens a pop-up with details about the loan with which this Assessment is associated, including previous Assessments.
- Download Template: To retrieve a pre-populated template for this Assessment, click this button and PRS will place the pre-populated version of the selected templates in a Document Interface pop-up window. To download this file, right click on it and select "Download."
- View Documents: Provides a pop-up with a Document Interface window to the documents (Assessments and Attachments) for the Assessment. You cannot upload documents directly to this page; all uploads should be done through the Upload: Upload Individual Files item on the main menu.

## **Completed Queue**

The Completed queue includes assessments that have met all submission requirements and are waiting to be processed. At this point, PRS holds the Assessment files for five business days before moving the files to Accepted status in order to allow seller/servicers the opportunity to provide any updates or make any corrections. Note that the annual and quarterly assessments for CREFC Forms of warehouse and securitized loans are only held at Complete status for one day.

| ne v          | S/S All Assessments -         | Completed        |         |       |            |            |               |      |   |      |               |          |          |                 |            |              |         |         |                        |              |              |                |          |             |
|---------------|-------------------------------|------------------|---------|-------|------------|------------|---------------|------|---|------|---------------|----------|----------|-----------------|------------|--------------|---------|---------|------------------------|--------------|--------------|----------------|----------|-------------|
| 1             | o Download Selected Templates | Output to Excel  |         |       |            |            |               |      |   |      |               |          |          |                 |            |              |         |         |                        |              |              |                |          |             |
| ine Suspended | S/S Name                      | Portfolio        | 5/5 No. | . 5/5 | Loan No. I | M Loan No. | Property Name | City | 5 | tate | Risk Rating + | CREFC WL | CREFC WL | As of Date Type | Submission | n Period Due | Date Qu | arter ( | riginal Submitted Date | Resubmission | Resubmission | Date Warehouse | SBL Flag | Master Flag |
|               |                               | T                | T       | T     | T          | T          |               | T    | T | T    | (T)           |          | T        | T               | T          | T            | T       | T       | T                      |              | T            | T              | T        | T           |
| copted        | Demo Servicer                 | Demo Division 1  |         |       |            |            |               |      |   |      | 4             |          |          | A3 <sup>j</sup> | 2015       | 03/31        | /2015   |         | 3/02/2015              | No           |              |                |          |             |
| n Management  | 🐼 Demo Servicer               | Denne Division 1 |         |       |            |            |               |      |   |      |               |          |          | AIF             | 2015       | 03/31        | /2015   |         | 2/27/2015              | No           |              |                |          |             |
| and Financial | Demo Servicer                 | De View Loan D   |         |       |            |            |               |      |   |      | 5             |          |          | A31             | 2015       | 06/30        | /2015   | c       | 2/25/2015              | No           |              |                |          |             |
| ection 💌      | Demo Servicer                 | De 🔝 View Form   |         |       |            |            |               |      |   |      | 5             |          |          | AJF             | 2015       | 03/31        | /2015   |         | 2/27/2015              | No           |              |                |          |             |
|               | E Demo Servicer               | De 🔋 View Docum  | erts    |       |            |            |               |      |   |      | 5             |          |          | A3F             | 2015       | 03/31        | /2015   |         | 2/27/2015              | No           |              |                |          |             |
|               | E Demo Servicer               | Demo Division 5  | _       |       |            |            |               |      |   |      | 5             |          |          | AJF             | 2015       | 08/31        | /2015   | 0       | 2/27/2015              | No           |              |                |          |             |
|               | Demo Servicer                 | Demo Division 1  |         |       |            |            |               |      |   |      | 5             |          |          | A3F             | 2015       | 06/30        | /2015   |         | 2/27/2015              | No           |              |                |          |             |
|               | E Demo Servicer               | Demo Division 5  | _       |       |            |            |               |      |   |      | 5             |          |          | Alf             | 2015       | 08/31        | /2015   | 0       | 2/25/2015              | No           |              |                |          |             |
|               | E Demo Servicer               | Demo Division 5  |         |       |            |            |               |      |   |      |               |          |          | A3F             | 2015       | 03/31        | /2015   |         | 2/26/2015              | No           |              |                |          |             |



#### Grid Menu Items (apply to items selected on the Grid)

- Download Selected Templates: To download multiple pre-populated templates, Select the
- Assessments using the checkbox, click the Download Assessment Templates and PRS will place a pre-populated version of the selected templates in a Document Interface pop-up window. To download these files as a zip, select all files, right click and select "Download as Zip."
- Output To Excel: Click this button to output the Grid to Excel.

#### Context Menu Items (apply only to a single selected Assessment)

- View Loan Details: Opens a pop-up with details about the loan with which this Assessment is associated, including previous Assessments.
- Download Template: To retrieve a pre-populated template for this Assessment, click this button and PRS will place the pre-populated version of the selected templates in a Document Interface pop-up window. To download this file, right click on it and select "Download."
- View Form: To view the form onscreen, click View Form. This will open a pop-up window with the associates Assessment.
- View Documents: Provides a pop-up with a Document Interface window to the documents (Assessments and Attachments) for the Assessment. You cannot upload documents directly to this page; all uploads should be done through the Upload: Upload Individual Files item on the main menu.

## Accepted Queue

The Accepted queue includes Assessments that are being reviewed by Freddie Mac. Document upload to these assessments is not available and will fail. If you need to re-upload a file to any Assessment in the Accepted queue, please contact your Freddie Mac representative.

|                  | S/S Name        | Pertfolio 5/5         | 40. 5/5 Le | an No. FM | oan No. Prop | erty Name | City | State | Risk Rating | CREFC WL | CREFC WLAs o | d Date Type | Submission Peri | od Due Date | Quarter | Original Subr | mitted Date Accepted Dat | e Resubratision | Revaluation Date | Warehouse | SBL Flag |
|------------------|-----------------|-----------------------|------------|-----------|--------------|-----------|------|-------|-------------|----------|--------------|-------------|-----------------|-------------|---------|---------------|--------------------------|-----------------|------------------|-----------|----------|
| 5'Suspended      |                 | T                     | T          | T         | T            | T         |      | TT    | T           |          | T            | T           | T               | r T         | T       |               | T T                      |                 | I I              | T         |          |
| eted             | Demo Servicer   | Deno Vew form         |            |           |              |           |      |       | 0           |          |              | LMF         | 2012            | 04/27/2002  |         | 04/26/2012    | 05/02/2012               | No              |                  |           |          |
| ind<br>inagement | Derno Servicer  | Demo                  |            |           |              |           |      |       | 0           |          |              | AE          | 2012            | 04/27/2012  |         | 04/16/2012    | 04/22/2012               | No              |                  |           |          |
| ly Financial     | Demo Servicer   | Demo 🚺 View Documents |            |           |              |           |      |       | 4           | No       | 04/24/2015   | QEE         | 2012Q3          | 11/30/2012  | 3rd     | 11/30/2012    | 12/06/2012               | No              |                  | No        | Yes      |
| Financial •      | Demo Servicer   | Demo Division 1       |            |           |              |           |      |       | 4           | No       | 04/24/2015   | QE          | 2012Q2          | 08/31/2012  | 2nd     | 08/24/2012    | 06/30/2012               | No              |                  | No        | Yes      |
| •                | Demo Servicer   | Demo Division 1       |            |           |              |           |      |       | 4           | No       | 04/24/2015   | AlE         | 2012            | 06/01/2012  |         | 05/16/2012    | 05/22/2012               | No              |                  | No        | Yes      |
|                  | Demo Servicer   | Demo Division 1       |            |           |              |           |      |       | 4           | No       | 04/24/2015   | QE          | 2014Q2          | 08/31/2014  | 2+6     | 08/18/2014    | 08/24/2054               | No              |                  | No        | Yes      |
|                  | Demo Senicer    | Demo Division 1       |            |           |              |           |      |       | 4           | No       | 04/24/2015   | QE          | 2013Q2          | 08/31/2013  | 2nd     | 08/13/2013    | 08/19/2013               | No              |                  | No        | Yes      |
|                  | Demo Servicer   | Demo Division 1       |            |           |              |           |      |       | 4           | No       | 04/24/2015   | AE          | 2013            | 06/01/2013  |         | 05/24/2013    | 05/30/2013               | No              |                  | No        | Yes      |
|                  | Demo Senicer    | Demo Division 1       |            |           |              |           |      |       | 4           | No       | 04/24/2015   | QE          | 2013Q3          | 11/90/2013  | 3rd     | 11/06/2013    | 11/12/2013               | No              |                  | No        | Yes      |
|                  | Derro Servicer  | Demo Division 1       |            |           |              |           |      |       | 4           | No       | 04/24/2015   | QEE         | 2014Q3          | 11/30/2014  | 3rd     | 11/05/2014    | 11/11/2014               | No              |                  | No        | Yes      |
|                  | E Demo Servicer | Demo Division 1       |            |           |              |           |      |       | 4           | No       | 04/24/2015   | AE          | 2014            | 05/01/2014  |         | 04/16/2014    | 04/22/2014               | No              |                  | No        | Yes      |
|                  | Demo Servicer   | Demo Division 1       |            |           |              |           |      |       | 4           | No       | 05/10/2015   | LMF         | 2012            | 05/30/2012  |         | 07/02/2012    | 07/08/2012               | No              |                  | No        | No       |
|                  | E Demo Servicer | Demo Division 1       |            |           |              |           |      |       | 4           | No       | 05/10/2015   | AF          | 2012            | 06/30/2012  |         | 04/24/2012    | 04/30/2012               | No              |                  | No        | No       |

#### Context Menu Items (apply only to a single selected Assessment)

- View Form: To view the form onscreen, click View Form. This will open a pop-up window with the associated Assessment.
- View Loan Details: Opens a pop-up with details about the loan with which this Assessment is associated, including previous Assessments.
- View Documents: Provides a pop-up with a Document Interface window to the documents (Assessments and Attachments) for the Assessment. You cannot upload documents directly to this page; all uploads should be done through the Upload: Upload Individual Files item on the main menu.



# Loan Management, Quarterly Financial, Annual Financial, Inspection, Fin Stmt/Rent Roll Queues

As with all other queues in the system, the Loan Management Assessment Queues use the Grid control. Basic functionality of the Grids is described in the Common Controls section of this User Manual.

Functionality specific to each page is described below.

For your convenience, the Loan Management Assessment Queues are grouped by status of Due, Waived/Suspended, Completed and Accepted, and are described below:

- 1. **Due:** The Due queue includes all Loan Management Assessments that are in Due status. This includes assessments that are due, late, don't have the necessary documentation, have been returned by Freddie Mac and have a Waiver or Extension request pending with Freddie Mac. The sub-statuses are indicated in the grid.
- 2. **Waived / Suspended:** The Waived / Suspended queue includes all Loan Management Assessments that have been waived by Freddie Mac.
- 3. **Complete:** The Complete queue includes all Loan Management Assessments that have met all submission requirements and are waiting to be finalized.
- 4. **Accepted**: The Accepted queue includes Assessments that are being reviewed by Freddie Mac. These assessments are no longer available for upload.

## Due Queue

The Loan Management, Quarterly Financial, Annual Financial and Inspection Due queue includes all Assessments that are in Due statuses of the selected assessment type. This includes assessments that are due, late, don't have the necessary documentation, have been returned by Freddie Mac and have a Waiver or Extension request pending with Freddie Mac. The sub-statuses are indicated in the grid.

| n Monagement         | o Downland Selected Templa | ites O Due Date Change | Requests O Wave Requ                    | est Output to | Excel    |             |              |         |       |          |                |       |                     |       |                  |        |          |                  |                     |          |                  |                |              |
|----------------------|----------------------------|------------------------|---|---------------|----------|-------------|--------------|---------|-------|----------|----------------|-------|---------------------|-------|------------------|--------|----------|------------------|---------------------|----------|------------------|----------------|--------------|
| laived/Suspended     | D S/S Norme                | Partfolio              | 5/5 No.                                 | \$/5          | Loan Ne. | FM Loan No. | Property Nav | ne City | State | Risk Ret | ing a CRUTC WL | CRUTC | Wi. An of Date Type | Subre | ission Period Da | Date   | Late A   | Assessment Rec'd | Attachenents Rec'sl | Returned | Date Date Change | Walvest Se Hug | Fing Bared I |
| ongleted<br>Longited |                            | <u>T</u>               | T.                                      | T             | T        | T           |              | T       | 1     | 17       | T              | 3     | T                   | 17    | 3                | T      | <b>T</b> | T                | T                   | T        | T                | T              | 7            |
| eterly Financial     | Demo Service               | Demo Dowen 2           | View Loan Details                       | 100           | and a    |             |              |         | 100   |          |                |       | LMI                 | 3915  | 12/              | 1.2015 |          |                  |                     |          |                  |                |              |
| nual Financial •     | E Deno Senicer             |                        | o Download Template                     |               |          |             |              |         |       | 4        |                |       | LMP                 | 3015  | 05/              | 0/2005 |          | No               |                     |          |                  | Na             | No           |
| erben 💌              | El Derro Senicer           | Demo Division          |   |               |          |             |              |         |       | - 4      |                |       | LMP                 | 2015  | 12/              | 1/2015 |          | No               |                     |          |                  | No             | No           |
|                      | Deno Senicer               | Deno Division          | View Documents<br>Due Date Charge Regue |               |          |             |              |         |       | 4        |                |       | LMF                 | 3915  | 03/              | 0/2005 | Yel      | No               |                     |          |                  | No             | Yei          |
|                      | Demo Senicer               |                        | O Water Request                         |               |          |             |              |         |       | - 4      |                |       | LMF                 | 3015  | 12/              | 0/2005 |          | . No             |                     |          |                  | No             | No           |
|                      | Demo Sensoar               | Demo Division 1        | 1                                       |               |          |             |              |         |       | 4        |                |       | 1349                | 2013  | 06/              | 0/2015 |          | No               |                     |          |                  | No             | No           |
|                      | E Derno Servicer           | Deno Division 1        |   |               |          |             |              |         |       |          |                |       | LMF                 | .2015 | 12/              | 0/2015 |          | 80               |                     |          |                  | No             | No           |
|                      | Derro Servicer             | Demo Division 1        | £                                       |               |          |             |              |         |       |          |                |       | LMF                 | 2015  | 03/              | 1/2015 | ter.     | No               |                     |          |                  | No             | No           |
|                      | U Denio Servicer           | Deno Division 1        |   |               |          |             |              |         |       |          |                |       | INF                 | 3315  |                  | 0.205  |          | No               |                     |          |                  | No             | No           |

#### Grid Menu Items (apply to items selected on the Grid)

- Download Selected Templates: To download multiple pre-populated templates, select the Assessments using the check box, click the Download Assessment Templates and PRS will place a pre-populated version of the selected templates in a Document Interface pop-up window. To download these files as a zip, select all files, right click and select "Download as Zip."
- Due Date Change Request: Allows users to request a Due Date change for the selected assessments.



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|--------------------|------------------|---|---|---|-----|-----|
| DueDateChan        | geRequestBulk    |   |   |   |     |     |
| Freddie Mac Loan N | o. S/S Loan No   |   |   |   |     |     |
|                    |                  |   |   |   |     |     |
| Request Type       | Due Date Change  |   |   |   |     |     |
| Request Status     | Pending Approval |   |   |   |     |     |
| Requested Due Date | *                |   |   |   |     |     |
| Select Reason      | Pending Payoff • | * |   |   |     |     |
|                    |                  |   |   |   |     | ]   |
| Comments           |                  |   |   |   |     |     |
|                    |                  |   |   |   |     |     |
| 2                  |                  |   |   |   |     | / 😤 |
|                    |                  |   |   |   |     |     |
|                    |                  |   |   |   |     |     |
|                    |                  |   |   |   |     |     |
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• Waiver Request: Allows users to submit a bulk Waiver request for the selected assessments.

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|---|------------|-------|--------|---------|-------------|
| WaiverRequestBulk So                            |            |       |        |         |             |
| Freddie Mac Loan No.                            | S/S Loan N | 0.    |        |         |             |
| 002763613                                       |            |       | 222    | 76490   | 3           |
| [LoanDetails]                                   |            |       |        |         |             |
| Request Type Waiver [RequestType]               |            |       |        |         |             |
| Request Status Pending Approval [RequestStatus] |            |       |        |         |             |
| Waiver Reason Other 🔹 * [ReasonCode]            |            |       |        |         |             |
|   |            |       |        |         |             |
|   |            |       |        |         |             |
| Comments  |            |       |        |         |             |
|   |            | / * 1 | Reques | +Peace  | -1          |
| [CreatedOn]                                     |            |       | Neques | IN EBSC | <sup></sup> |
| [CreatedBy]                                     |            |       |        |         |             |
| [RequestType]                                   |            |       |        |         |             |
| [RequestStatus]                                 |            |       |        |         |             |
|   |            |       |        |         |             |
| [BulkActionControl]                             |            |       |        |         |             |
|   |            |       |        |         |             |
|   |            |       |        |         |             |
|   |            |       |        | Subm    | it          |
|   |            |       |        | Sabin   |             |



• Output To Excel: Click this button to output the Grid to Excel.

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|---------------------|-----------------|------------------|-----|------|-------|--------|------|
| WaiveAsses          | smentBul        | k အ              |     |      |       |        |      |
| [Popup Checker]     |                 |                  |     |      |       |        |      |
| Freddie Mac Loan    | No.             | SSLoanNo         |     |      |       |        |      |
| 002699435           |                 | 501037657        |     |      |       |        |      |
| [LoanDetails]       |                 |                  |     |      |       |        |      |
| Request Type        | Waiver          | [RequestType]    |     |      |       |        |      |
| Request Status      | Approved        | [RequestStatus]  |     |      |       |        |      |
| Waiver Reason       | Other           | 💌 🛠 [ReasonCode] |     |      |       |        |      |
|                     |                 |                  |     |      |       |        |      |
|                     |                 |                  |     |      |       |        |      |
| Waiver Comments     |                 |                  |     |      |       |        |      |
|                     |                 |                  |     | // * | [Requ | estRea | son1 |
|                     | [CreatedOn]     |                  |     |      | • •   |        |      |
|                     | [CreatedBy]     |                  |     |      |       |        |      |
|                     | [RequestType]   |                  |     |      |       |        |      |
|                     | [RequestStatus] |                  |     |      |       |        |      |
|                     |                 |                  |     |      |       |        |      |
| [WaiveAssessmentBul | k]              |                  |     |      |       |        |      |
|                     |                 |                  |     |      |       |        |      |
|                     |                 |                  |     |      |       |        |      |
|                     |                 |                  |     |      |       | Subi   |      |
|                     |                 |                  |     |      |       | Supi   | mit  |

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|--|------|-------|--------|-------|
| SuspendAssessmentBulk 👼                                      |      |       |        |       |
| [Popup Checker]  |      |       |        |       |
| Request Type Suspend [RequestType]                           |      |       |        |       |
| Request Status Approved [RequestStatus]                      |      |       |        |       |
| Suspension Reason Assessment created erroneously reasonCode] |      |       |        |       |
|  |      |       |        |       |
| Suspension Comment   |      |       |        |       |
|  |      |       |        |       |
|  | 11 💡 | (Requ | estRea | ason] |
| [CreatedOn]  |      |       |        |       |
| [CreatedBy]  |      |       |        |       |
| [RequestType]  |      |       |        |       |
| [RequestStatus]  |      |       |        |       |
| [SuspendAssessmentBulk]                                      |      |       |        |       |
|  |      |       |        |       |
|  |      |       |        |       |
|  |      |       | Sub    | mit   |



#### Context Menu Items (applies only to a single selected Assessment)

- View Loan Details: Opens a pop-up with details about the loan with which this Assessment is associated, including previous Assessments
- Download Template: To retrieve a pre-populated template for this Assessment, click this button and PRS will place the pre-populated version of the selected templates in a Document Interface pop-up window. To download this file, right click on it and select "Download."
- View Form: To view the form onscreen, click View Form. This will open a pop-up window with the associates Assessment.
- View Documents: Provides a pop-up with a Document Interface window to the documents (Assessments and Attachments) for the Assessment. You cannot upload documents directly to this page; all uploads should be done through the Upload: Upload Individual Files item on the main menu.
- Due Date Change Request: If you would like to request an extension for this Assessment, click "Request Extension," complete the pop-up and click Submit (sample shown above).
- Waiver Request: If you would like to request an extension for this Assessment, click "Request Extension," complete the pop-up and click Submit (sample shown above).

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|---------------------------|-----------------------------------|-----------------|---------|-------|--------------|
| Waive A                   | ssessment 🗟                       |                 |         |       |              |
| FM Loan No.               | 942587421 [FRELoanNo]             |                 |         |       |              |
| S/S Loan<br>No.           | 10215194 [SSLoanNo]               |                 |         |       |              |
| Assessment<br>Type        | Annual Income and Expense [AType] |                 |         |       |              |
|                           | 04/27/2012 [AssessmentDueDate]    |                 |         |       |              |
| Request<br>Type           | Waiver [RequestType]              |                 |         |       |              |
| Request<br>Status         | Approved [RequestStatus]          |                 |         |       |              |
| Waiver<br>Reason          | YE reported less than 6 months    |                 |         |       |              |
| Waiver<br>Comments        |                                   | <b></b>         |         |       |              |
| Waiver<br>Decided<br>Date | 12/11/2012 [RequestDecidedDate]   | <br><b>⊼</b> [□ | )ecisio | nComr | nent]        |
| Waiver<br>Decided By      | Administrator [RequestDecidedBy]  |                 |         |       |              |
|                           |                                   |                 |         | Sub   | mit          |



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|-------------------------------|--------------------|---------------------|--|---------|--------|--------|---------|-------|
| Suspen                        | d Assessm          | ent 🚳               |  |         |        |        |         |       |
| FM Loan No.                   | 942587421          | [FRELoanNo]         |  |         |        |        |         |       |
| S/S Loan<br>No.               | 10215194           | [SSLoanNo]          |  |         |        |        |         |       |
| Assessment<br>Type            | t Annual Income an | d Expense           | [AType]  |         |        |        |         |       |
| Due Date                      | 04/27/2012         | [AssessmentDueDate] |  |         |        |        |         |       |
| Request<br>Type               | Suspend            | [RequestType]       |  |         |        |        |         |       |
| Request<br>Status             | Approved           | [RequestStatus]     |  |         |        |        |         |       |
| Suspension<br>Reason          | Assessment cre     | ated erroneously    | ▼ [ReasonCode]   |         |        |        |         |       |
| Suspension<br>Comments        |                    |                     |  |         |        | [Requ  | JestRes | ason] |
| Request<br>Decided<br>Date    | 12/11/2012         | [RequestDecided     | Date]  |         |        | (, and |         |       |
| Suspender<br>Name             | Administrator      | [                   | RequestorName]   |         |        |        |         |       |
| Suspender<br>Email<br>Address | vishal_kishore@fr  | eddiemac.com,MF_    | Asset_Performance@Freddiemac.com,uditha.i.weliwita@rrd.com | [Reques | storEm | ail]   |         |       |
|                               |                    |                     |  |         |        |        | Subr    | mit   |

| Freddie Mac          | Þ       | 9       | -      |         | ×      |        |        |       |        |
|----------------------|---------|---------|--------|---------|--------|--------|--------|-------|--------|
| Are you sure you wan | t to de | lete tr | ne Ass | essme   | ent?   |        |        |       |        |
| Yes Cancel           |         |         |        |         |        |        |        |       |        |
| 🗐 Freddie Mac        |         |         |        |         | Þ      | 9      | -      |       | ×      |
| Assessment has asso  | ciated  | Attac   | hment  | s - Ple | ase de | lete A | ttachr | nents | first. |
|                      |         |         |        |         |        |        |        |       |        |



| - | Fred | ldie Mac 🛛 🕁 😋                               | . – – 🛛                  |
|---|------|--|--------------------------|
| C | )ele | te Attachments P                             | op up 🚳                  |
|   | 8    | Delete File(s)                               |                          |
|   |      | File Name                                    | Date Uploaded            |
|   |      | 534373003_ALI_RR_02-21-<br>12_S-2012.pdf     | 4/17/2012<br>12:17:21 PM |
|   |      | 534373003_Inspection_04-<br>01-12_S-2012.xls | 4/3/2012<br>4:35:12 PM   |

## Waived / Suspended Queue

The Loan Management, Quarterly Financial, Annual Financial and Inspection Waived / Suspended queue includes all Assessments that have been waived or suspended by Freddie Mac for the selected assessment type.

| Wanogement 🔺    | o Download Selected Temp | lates Output to Excel |                                    |      |         |             |           |             |               |      |     |     |               |          |                     |       |                |             |           |          |             |            |         |
|-----------------|--------------------------|-----------------------|------------------------------------|------|---------|-------------|-----------|-------------|---------------|------|-----|-----|---------------|----------|---------------------|-------|----------------|-------------|-----------|----------|-------------|------------|---------|
| ed/Suspended    | S/S Name                 | Portfolio             | 5/5 No.                            | 5/51 | oan No. | FM Lean No. | Status    | Status Date | Property Name | City | Sta | ste | Risk Rating + | CREFC WL | CREFC WL As of Date | Type  | Submission Per | od Due Date | Warehouse | SBL Flag | Master Flag | Securitize | nd Deal |
| pleted          |                          | T                     | T                                  | T    | T       | T           |           | T           | T             | T    | T   | T   | T             |          | T                   |       | T              | T T         | 1         | T        | T           | T          | T       |
| gled            | Demo Servicer            | Demo Division 1       |                                    | 100  |         |             | Waived    | 04/24/2012  |               |      |     |     | 0             |          |                     | UNF   | 2012           | 12/31/2013  |           |          |             |            |         |
| rfy Pinancial • | Demo Servicer            |                       | fiew Loan Details                  |      |         |             | Waived    | 04/24/2012  |               |      |     |     | 0             |          |                     | UV#   | 2012           | 12/81/201   |           |          |             |            |         |
| ion 🖃           | E Demo Servicer          |                       | Nounload Template<br>New Documents |      |         |             | Waived    | 04/24/2012  |               |      |     |     | 0             |          |                     | UNF   | 2012           | 12/31/2012  |           |          |             |            |         |
| <u> </u>        | Demo Servicer            | Demo Division a       | and bottomony                      |      |         |             | Waived    | 04/24/2012  |               |      |     |     | 0             |          |                     | UNF   | 2012           | 12/31/2012  |           |          |             |            |         |
|                 | E Demo Servicer          | Demo Division 1       |                                    |      |         |             | Suspended | 11/08/2013  |               |      |     |     | 4             |          |                     | LMF   | 2013           | 12/31/201   |           |          |             |            |         |
|                 | Demo Senicer             | Demo Division 2       |                                    |      |         |             | Suspended | 01/15/2013  |               |      |     |     | 4             |          |                     | LMF   | 2013           | 12/31/201   |           |          |             |            |         |
|                 | E Demo Servicer          | Demo Division 1       |                                    |      |         |             | Suspended | 12/04/2014  |               |      |     |     | 4             |          |                     | UNIF  | 2015           | 06/30/2015  |           |          |             |            |         |
|                 | E Demo Servicer          | Demo Division 1       |                                    |      |         |             | Suspended | 10/01/2014  |               |      |     |     | 4             |          |                     | UNF   | 2014           | 12/31/2014  |           |          |             |            |         |
|                 | Demo Servicer            | Demo Division 2       |                                    |      |         |             | Suspended | 03/08/2014  |               |      |     |     | 4             |          |                     | UNF   | 2014           | 12/31/2014  |           |          |             |            |         |
|                 | Demo Servicer            | Demo Division 2       |                                    |      |         |             | Suspended | 02/03/2014  |               |      |     |     | 4             |          |                     | LIVIE | 2014           | 09/30/2014  |           |          |             |            |         |
|                 | Demo Servicer            | Demo Division 1       |                                    |      |         |             | Suspended | 07/26/2014  |               |      |     |     | 4             |          |                     | LMF   | 2014           | 09/30/2014  |           |          |             |            |         |

#### Grid Menu Items (apply to items selected on the Grid)

- Download Selected Templates: To download multiple pre-populated templates, select the Assessments using the checkbox, click the Download Assessment Templates and PRS will place a pre-populated version of the selected templates in a Document Interface pop-up window. To download these files as a zip, select all files, right click and select "Download as Zip."
- Output To Excel: Click this button to output the Grid to Excel.

#### Context Menu Items (apply only to a single selected Assessment)

- View Loan Details: Opens a pop-up with details about the loan with which this Assessment is associated, including previous Assessments
- Download Template: To retrieve a pre-populated template for this Assessment, click this button and PRS will place the pre-populated version of the selected templates in a Document Interface pop-up window. To download this file, right click on it and select "Download."
- View Documents: Provides a pop-up with a Document Interface window to the documents (Assessments and Attachments) for the Assessment. You cannot upload documents directly to this page; all uploads should be done through the Upload: Upload Individual Files item on the main menu.



## Complete Queue

The Loan Management, Quarterly Financial, Annual Financial and Inspection Complete queue includes assessments that have met all submission requirements and are waiting to be processed. At this point, PRS holds the Assessment files for five business days before moving them to Accepted status in order to allow seller/servicers the opportunity to provide any updates or make any corrections.

| All Assessments                           | S/S Lo | oan Management -            | Completed                 |         |             |        |                     |      |       |    |            |            |       |                   |      |       |                |            |                         |              |                  |             |          |             |    |
|---|--------|-----------------------------|---------------------------|---------|-------------|--------|---------------------|------|-------|----|------------|------------|-------|-------------------|------|-------|----------------|------------|-------------------------|--------------|------------------|-------------|----------|-------------|----|
| Loan Management                           | li Dow | wnload Selected Templates 0 | lutput to Excel           |         |             |        |                     |      |       |    |            |            |       |                   |      |       |                |            |                         |              |                  |             |          |             |    |
|   | 0 5/   | /5 Name                     | Portfolio                 | 5/5 No. | 5/5 Loan No | M Loan | n No. Property Name | City | State | Rb | k Rating + | CREFC WL   | CR    | EFC WL As of Date | Type | Subrr | sission Period | Due Date   | Original Submitted Date | Resubmission | Resubmission Dat | e Warehouse | SBL Flag | Master Flag | Se |
| Welved/Suspended<br>Completed<br>Accepted |        | 1                           | 1                         | T       | T           | T      | T                   | T    | T     | T  | T          |            | T     | T                 |      | T     | T              | T          | T                       |              | T                |             | T        | T           | T  |
| Quarterly Financial                       | 0 0    | Sibark                      | Citicorp Funding Inc.     |         |             |        |                     |      |       |    | 5          |            |       |                   | UMF  | 2014  |                | 12/31/2014 | 05/20/2015              | No           |                  | No          |          |             |    |
| Annual Financial                          | 0 0    | Sterk                       | Citicorp 🔓 View Loan Deta |         |             |        |                     |      |       |    | 6          |            |       |                   | UMF  | 2015  |                | 12/31/2015 | 05/30/2015              | No           |                  | No          |          |             |    |
|   | - I    | H 4 1 F F                   | Conviced Terr             |         |             |        |                     |      |       |    |            | Page: 1 of | f1 G0 | age size: 2 Chang | je – |       |                |            |                         |              |                  |             |          |             |    |

#### Grid Menu Items (apply to items selected on the Grid)

- Download Selected Templates: To download multiple pre-populated templates, select the Assessments using the checkbox, click the Download Assessment Templates and PRS will place a pre-populated version of the selected templates in a Document Interface pop-up window. To download these files as a zip, select all files, right click and select "Download as Zip."
- Output To Excel: Click this button to output the Grid to Excel.

#### Context Menu Items (apply only to a single selected Assessment)

- View Loan Details: Opens a pop-up with details about the loan with which this Assessment is associated, including previous Assessments
- Download Template: To retrieve a pre-populated template for this Assessment, click this button and PRS will place the pre-populated version of the selected templates in a Document Interface pop-up window. To download this file, right click on it and select "Download."
- View LMF: Provides a pop-up with a Document Interface window to the documents (Assessments and Attachments) for the Assessment. You cannot upload documents directly to this page; all uploads should be done through the Upload: Upload Individual Files item on the main menu.
- View Documents: Provides a pop-up with a Document Interface window to the documents (Assessments and Attachments) for the Assessment. You cannot upload documents directly to this page; all uploads should be done through the Upload: Upload Individual Files item on the main menu.

### Accepted

The Loan Management, Quarterly Financial, Annual Financial and Inspection Accepted queue includes Assessments that are being reviewed by Freddie Mac. Document uploads of assessments in Accepted status is not available and will fail. If you need to re-upload a file to any Assessment in the Accepted queue, please contact your Freddie Mac representative.



| All Assessments                 | S/S Loan Manager | ment - Accepted                |                          |               |      |       |               |          |                |           |            |                  |                         |               |              |                             |          |             |
|---------------------------------|------------------|--------------------------------|--------------------------|---------------|------|-------|---------------|----------|----------------|-----------|------------|------------------|-------------------------|---------------|--------------|-----------------------------|----------|-------------|
| Loan Management                 | Output to Excel  |                                |                          |               |      |       |               |          |                |           |            |                  |                         |               |              |                             |          |             |
| Due<br>Watered/Suspended        | S/S Name         | Portfolio S/S No.              | S/S Loan No. FM Loan No. | Property Name | City | State | Risk Rating 🔺 | CREFC WL | CREFC WL As of | late Type | Submission | Period Date Date | Original Submitted Date | Accepted Date | Remberiasion | Resubmission Date Warehouse | SBL Flag | Master Flag |
| Completed                       |                  | T T                            | (T)                      | T I           | T    | ( T)  | T             |          | T]             |           | T          | T                | T                       | T             |              | T                           | T        | T           |
| Accepted<br>Quarterly Financial | E Demo Servicer  | Demo Division 1                |                          |               |      |       | 0             |          |                | LMF       | 2012       | 04/27/2012       | 04/25/2012              | 05/02/2012    | No           |                             |          |             |
| Annual Financial                | 🖬 Demo Servicer  | Demo Mildon I<br>View LMF Form |                          |               |      |       | 4             | No       | 05/10/2015     | LME       | 201.2      | 06/30/2012       | 07.02/2012              | 07/08/2012    | No           | No                          | No       | Yes         |
| Inspection .                    | Demo Senicer     | Demo I la View Loan Details    |                          |               |      |       | 4             |          |                | LM#       | 2012       | 12/31/2012       | 12/28/2012              | 00/03/2013    | No           |                             |          |             |
|                                 | Demo Servicer    | Demo 👔 View Documents          |                          |               |      |       | 4             |          |                | LMF       | 2013       |                  | 08/26/2013              | 04/01/2013    |              |                             |          |             |
|                                 | Demo Servicer    | Demo brysker z                 |                          |               |      |       | 4             |          |                | LMF       | 2013       |                  | 12/20/2013              | 12/26/2013    | No           |                             |          |             |
|                                 | Demo Servicer    | Demo Division 2                |                          |               |      |       | 4             |          |                | LM#       | 201.2      |                  | 12/28/2012              | 00/03/2013    |              |                             |          |             |
|                                 | Demo Servicer    | Demo Division 2                |                          |               |      |       | 4             |          |                | LMF       | 2014       | 12/31/2014       | 12/30/2014              | 01/05/2015    | No           |                             |          |             |
|                                 | Demo Servicer    | Demo Division 1                |                          |               |      |       | 4             |          |                | LME       | 2012       | 04/27/2012       | 04/26/2012              | 05/02/2012    | No           |                             |          |             |
|                                 | Demo Servicer    | Demo Division 1                |                          |               |      |       | 4             |          |                | LMF       | 2014       | 03/31/2014       | 00/24/2014              | 03/30/2014    | No           |                             |          |             |

#### Grid Menu Item (applies to items selected on the Grid)

• Output To Excel: Click this button to output the Grid to Excel.

#### Context Menu Items (apply only to a single selected Assessment)

- View LMF: Provides a pop-up with a Document Interface window to the documents (Assessments and Attachments) for the Assessment. You cannot upload documents directly to this page; all uploads should be done through the Upload: Upload Individual Files item on the main menu.
- View Loan Details: Opens a pop-up with details about the loan with which this Assessment is associated, including previous Assessments
- View Documents: Provides a pop-up with a Document Interface window to the documents (Assessments and Attachments) for the Assessment. You cannot upload documents directly to this page; all uploads should be done through the Upload: Upload Individual Files item on the main menu.

# Loan Details

Loan Details provides information regarding the loan. Data on this page is being populated from the Population File.

|                             | Loan Details                 |                         |   |
|-----------------------------|------------------------------|-------------------------|---|
| Loan Details                | Loan Details                 |                         |   |
| Loan Management Details     | Seller/Servicer Name         | Demo Servicer           | Portfolio Demo Division 1                 |
| Annual Financial Details    | Seller/Servicer Loan No.     |                         | FM Loan No.                               |
| Quarterly Financial Details | Property Name                | Cabana Beach San Marcos | Street Address                            |
| Inspection Details          | City                         |                         | State                                     |
|                             | Zip Code                     |                         | Number of Units 529                       |
| Activity                    | Loan Status                  | Securitized             | Funding Date 02/13/2015                   |
|                             | Note Date                    | 12/31/2014              | Maturity Date 01/01/2022                  |
|                             | Risk Rating                  | 0                       | Risk Rating as of Date                    |
|                             | Previous Quarter Risk Rating |                         | Previous Quarter Risk Rating as of Date   |
|                             | Senior Housing Flag          | No                      | Bond Flag No                              |
|                             | COOP Flag                    | No                      | Unstable Flag No                          |
|                             | I/O Flag                     | /es                     | Crossed Flag No                           |
|                             | Subordinate Debt Flag        | No                      | Revolver Flag No                          |
|                             | Blanket Flag                 | No.                     | Amortization Begin Date 12/31/2014        |
|                             | CREFC WL                     | /es                     | CREFC WL As of Date 2/11/2015 12:00:00 AM |
|                             | Sec Deal                     | <-044                   | Prospectus ID 19                          |
|                             | Accounting Designation       | IFI                     | SBL Flag No                               |
|                             | Master Servicing Flag        | /es                     |   |

Upon opening the Loan Details screen, users can view details for individual Loan Management, Annual Financial, Quarterly Financial and Inspection records. In addition, users can view the activity (i.e., Due Date changes, Waiver requests, suspensions and assessment returns) that has occurred on the selected loan.



| .oan Details                | Activity                            |                      |                   |                     |                               |                 |        |          |                 |        |                      |        |                    |                   |
|-----------------------------|-------------------------------------|----------------------|-------------------|---------------------|-------------------------------|-----------------|--------|----------|-----------------|--------|----------------------|--------|--------------------|-------------------|
| Loan Details                | Due Date Char                       | nge Requests         |                   |                     |                               |                 |        |          |                 |        |                      |        |                    |                   |
| Loan Management Details     | Assessment                          | Submission           | Previous          | Requested           | Current R                     | equest Req      | uest   | _        | -               | Арргоу | ved/Denied           | Approv | /al/Denial         | Decision          |
| Annual Financial Details    | Туре                                | Period               | Due<br>Date       | Due Date            | Due                           |                 | ments  | Requesto |                 | Ву     |                      | Date   |                    | Comme             |
| Quarterly Financial Details | No records to d                     | lisplay.             |                   |                     |                               |                 |        |          |                 |        |                      |        |                    |                   |
| inspection Details          |                                     |                      |                   |                     |                               |                 |        |          |                 |        |                      |        |                    |                   |
| Activity                    |                                     |                      |                   |                     |                               |                 |        |          |                 |        |                      |        |                    |                   |
|                             |                                     |                      |                   |                     |                               |                 |        |          |                 |        |                      |        |                    |                   |
|                             |                                     |                      |                   |                     |                               |                 |        |          |                 |        |                      |        |                    |                   |
|                             | Waiver Reques                       | ts                   |                   |                     |                               |                 |        |          |                 |        |                      |        |                    |                   |
|                             | Waiver Reques<br>Assessment<br>Type | Submission<br>Period | Request<br>Reason | Request<br>Comments | Requestor                     | Request<br>Date | Status | AB       | pproved/De<br>y |        | Approval/Den<br>Date | nial   | Decision<br>Reason | Decision<br>Comme |
|                             | Assessment                          | Submission           |                   |                     | Requestor<br>Gina<br>Thompson | Date            |        | В        |                 |        |                      |        |                    |                   |

## **Assessment Details**

Loan Management Details, Annual Financial Details, Quarterly Financial Details and Inspection Details pages include the following sections:

- Overview section: Data from the Population upload
- Forms: List of forms for this Assessment

Example:

| Loan Details                | Loan Managemen         | t                 |                     |                |                         |             |                         |                  |
|-----------------------------|------------------------|-------------------|---------------------|----------------|-------------------------|-------------|-------------------------|------------------|
| Loan Details                | Loan Management Over   | view              |                     |                |                         |             |                         |                  |
| Loan Management Details     |                        | Seller/Servicer N | ame Demo Servicer   |                |                         | 1           | Portfolio Demo Division | 1                |
| Annual Financial Details    |                        | S/S Loan          | No.                 |                |                         | FM L        | oan No.                 |                  |
| Quarterly Financial Details |                        | Property N        | ame Cabana Beach Sa | in Marcos      |                         | Street      | Address                 |                  |
| Inspection Details          |                        |                   | City                |                |                         |             | State                   |                  |
| Activity                    |                        | Zip C             | ode                 |                |                         | Number      | of Units 529            |                  |
| Activity                    |                        |                   |                     |                |                         |             |                         |                  |
|                             | Loan Management Form   | ıs                |                     |                |                         |             |                         |                  |
|                             |                        |                   |                     |                |                         |             |                         |                  |
|                             | Submission Period      | Status            | Due Date 🔺          | Submitted Date | Accepted Date           | Return Date | Returned By             | Return Comment   |
|                             | No records to display. |                   |                     |                |                         |             |                         |                  |
|                             |                        | l                 |                     | Page: 1        | of 1 Go Page size: 25 C | Change      |                         | Item 0 to 0 of 0 |
|                             |                        |                   |                     |                |                         |             |                         |                  |



## Activity

Summary of Waiver and Due Date Change Requests for this particular assessment are listed on this page.

|                                  | Activity                 |                   |                   |                               |                  |                                 |        |                    |   |                  |
|----------------------------------|--------------------------|-------------------|-------------------|-------------------------------|------------------|---------------------------------|--------|--------------------|---|------------------|
| Loan Details                     | Due Date Change Requests |                   |                   |                               |                  |                                 |        |                    |   |                  |
| Loan Management Debals           | Assessment Type          | Submission Period | Previous Due Date | Requested Due Date            | Current Due Date | Request Reason Request Comments | Requ   | entor Status       | Approved/Denied By Approval/Denial Date Decision Reason | Decision Comment |
| Annual Financial Datalla         | No records to display.   |                   |                   |                               |                  |                                 |        |                    |   |                  |
| <b>Outrely Financial Details</b> |                          |                   |                   |                               |                  |                                 |        |                    |   |                  |
| Inspection Details               |                          |                   |                   |                               |                  |                                 |        |                    |   |                  |
| Activity                         |                          |                   |                   |                               |                  |                                 |        |                    |   |                  |
|                                  |                          |                   |                   |                               |                  |                                 |        |                    |   |                  |
|                                  | Waiver Requests          |                   |                   |                               |                  |                                 |        |                    |   |                  |
|                                  | Assessment Type          | Submit            | sion Period       | Request Reason Request Commen | ts Requestor     | Request Date                    | Status | Approved/Denied By | y Approval/Denial Date Decision Reason                  | Decision Comment |
|                                  | No records to display.   |                   |                   |                               |                  |                                 |        |                    |   |                  |

# **Common Controls**

#### Grids

Many screens in PRS are grid-based and include similar functionality. This functionality is enabled as needed on each grid and is not be available on all pages depending on required functionality. This section reviews the basic functionality of the grids that applies across the system.

## Sorting

If sorting is enabled, users can sort the grid by any column by clicking on the column header. The sorting function toggles between three modes:

- Ascending
- Descending
- No sort

| CustomerID | CompanyName                          | ContactName       | ContactTitle ^     | Address  | PostalCode |
|------------|--------------------------------------|-------------------|--------------------|--|------------|
| воттм      | Bottom-Dollar Markets                | Elizabeth Lincoln | Accounting Manager | 23 Tsawassen Blvd.                             | T2F 8M4    |
| FISSA      | FISSA Fabrica Inter. Salchichas S.A. | Diego Roel        | Accounting Manager | C/ Moralzarzal, 86                             | 28034      |
| HANAR      | Hanari Carnes                        | Mario Pontes      | Accounting Manager | Rua do Paço, 67                                | 05454-876  |
| LILAS      | LILA-Supermercado                    | Carlos González   | Accounting Manager | Carrera 52 con Ave. Bolívar #65-98 Llano Largo | 3508       |
| QUEDE      | Que Delícia                          | Bernardo Batista  | Accounting Manager | Rua da Panificadora, 12                        | 02389-673  |
| QUICK      | QUICK-Stop                           | Horst Kloss       | Accounting Manager | Taucherstraße 10                               | 01307      |
| ROMEY      | Romero y tomillo                     | Alejandra Camino  | Accounting Manager | Gran Vía, 1                                    | 28001      |
| SUPRD      | Suprêmes délices                     | Pascale Cartrain  | Accounting Manager | Boulevard Tirou, 255                           | B-6000     |
| VINET      | Vins et alcools Chevalier            | Paul Henriot      | Accounting Manager | 59 rue de l'Abbaye                             | 51100      |
| WARTH      | Wartian Herkku                       | Pirkko Koskitalo  | Accounting Manager | Torikatu 38                                    | 90110      |



## Filtering

When filtering is enabled, a filtering item appears below the column header. The user can enter a filter criterion in the filter box. A drop-down list allows the user to select a filter expression that is applied to the criterion for the column. When the user presses the filter button (next to the filter box), the grid displays only the records matching the filter criteria specified using the filter boxes:

| CustomerID | CompanyName                   |   | ContactName          | С |
|------------|-------------------------------|---|----------------------|---|
| ALFKI      | Ant 💌                         | > | NoFilter<br>Contains |   |
| ANATR      | Ana Trujillo<br>Emparedados y |   | DoesNotContain       |   |
|            | helados                       |   | StartsWith           |   |
| ANTON      | Antonio Moreno                |   | EndsWith             |   |

All filters in a single table are applied using AND operator. That is, only items (grid rows) that comply with all filters are displayed.

Note: When you have more than one value to filter on, values should be entered separated by a space.

### **Row Selection**

#### Selecting a Row with a Click

Users can select a single data row in the grid by left clicking anywhere within the row:

| Customer    | Company                            | Contact                  | Country       |
|-------------|------------------------------------|--------------------------|---------------|
| ALFKI       | Alfreds Futterkiste                | Maria Anders             | Germany       |
| ANATR       | Ana Trujillo Emparedados y helados | Ana Trujillo             | Mexico        |
| ANTON       | Antonio Moreno Taquería            | Antonio Moreno           | Mexico        |
| AROUT       | Around the Horn                    | Thomas Hardy             | UK            |
| BERGS       | Berglunds snabbköp                 | Christina Berglund       | Sweden        |
| Change page | e: 🔹 🕨 Displa                      | ying page 1 of 19, items | 1 to 5 of 91. |



#### Selecting a Row with a Checkbox

If available, users can select one or more data rows in the grid by clicking the checkbox within the row:

|      | CustomerID   | CompanyName                        | ContactName             | Country     |
|------|--------------|------------------------------------|-------------------------|-------------|
|      | ALFKI        | Alfreds Futterkiste                | Maria Anders            | Germany     |
|      | ANATR        | Ana Trujillo Emparedados y helados | Ana Trujillo            | Mexico      |
|      | ANTON        | Antonio Moreno Taquería            | Antonio Moreno          | Mexico      |
|      | AROUT        | Around the Horn                    | Thomas Hardy            | UK          |
|      | BERGS        | Berglunds snabbköp                 | Christina Berglund      | Sweden      |
| Chan | ge page: ৰ 🕨 | Displaying                         | page 1 of 19, items 1 i | to 5 of 91. |

## Context Menu

The Context Menu or Right-click Menu is used to perform an action on a single record. While hovering over a row on a grid, click the right button on the mouse to bring up the Context menu. The Context Menu offers a limited set of choices that are available in the current state, or context, of the items on the grid.

|     | New Trouble Tick | et 1/22/2008 7:4 | 43:15 PM |
|-----|------------------|------------------|----------|
|     | New Trouble Tick | et 1/22/2008 7:4 | 13:16 PM |
|     | New Trouble      | Add              | PM       |
|     | New Trouble      | Delete           | PM       |
| Equ | ipment Request 🖳 | - Let            | 4        |

## Grid Menu

The Grid Menu is used to perform an action on multiple records. To select multiple rows, check the box on the left side of each row. To perform an action on these rows, click the appropriate button on the Grid Menu.



## **Document Interface**

PRS utilizes a standard document interface to manage all document repositories within the system. The basic functionality includes the following:

- Menu Items: Up One Level, Create New Folder, Download and Upload
- Left Panel: Tree view showing the folder structure
- Main Window: List of documents in the repository

| Crder No: 1539 - Documents | 2 🛃 🕹 🔹                    |                                 |          |                   |  |
|----------------------------|----------------------------|---------------------------------|----------|-------------------|--|
|                            | Order No: 1539 - Documents | 0 subfolders<br>3 files, 340 KB |          |                   |  |
|                            | Name                       | Size                            | Туре     | Date Modified     |  |
|                            | 📩 Additional_Note          | 42 KB                           | PDF File | 2/20/2012 5:05 PM |  |
|                            | 🔁 Mortgage                 | 43 KB                           | PDF File | 2/20/2012 5:05 PM |  |
|                            | 🔁 Title_Policy             | 255 KB                          | PDF File | 2/20/2012 5:05 PM |  |
|                            |                            |                                 |          |                   |  |
|                            |                            |                                 |          |                   |  |
|                            |                            |                                 |          |                   |  |
|                            |                            |                                 |          |                   |  |
|                            |                            |                                 |          |                   |  |
|                            |                            |                                 |          |                   |  |
|                            |                            |                                 |          |                   |  |
|                            |                            |                                 |          |                   |  |
|                            |                            |                                 |          |                   |  |
|                            |                            |                                 |          |                   |  |
|                            |                            |                                 |          |                   |  |
|                            |                            |                                 |          |                   |  |

## **Upload Files**

1. On the menu, click on the blue UP arrow (Upload Files).

| Upload Files | 🖹 📑 🗣 🔶   |                                 |
|--------------|---|---------------------------------|
|              | Upload Files                                    | 0 subfolders<br>1 files, 112 KB |
|              | Name  |                                 |
|              | 102-14-12_S-2011 504149679_LMGT_02-14-12_S-2011 |                                 |



- 0 subfolders **Upload Files** 1 files, 112 KB x Upload Files Date Na Select files to be uploaded 0 files 2/22/ Size Type Status Name Upload Add... Close
- 2. In the Upload Files pop-up, click the "Add" button.

3. In the Select Files pop-up, navigate to the appropriate folder and select the files you wish to upload. Click Open.



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| Network   | •              | ш                               |  | •  |
|   | File name:     |                                 | · [  | Open   |
|   | Files of type: | All Files with Extensions (*.*) | -  | Cancel   |

- 4. The file(s) you selected will appear in the Upload Files window. If you would like to add more files, repeat steps 1 through 3. If you would like to clear a file, right-click on that file and select "Clear." 5. Once you are ready to complete the upload, click "Upload". If successful, your document will
- appear in the Document Interface.



# **Excel Assessment Templates**

The Assessment forms are in Microsoft Excel 2003 format and can be downloaded via the Download menu in PRS (http://multifamily-prs.rrd.com/). Once downloaded, users must enable macros in Excel for all validations and conditional formatting to work properly (see instructions for Excel 2007 here).

Assessments are to be completed and stored on your local machine, file server or document management system (depending upon local IT policies and procedures). For LMF assessments, upon successful completion and validation that all fields have been correctly entered by the user, the Excel Assessment file will indicate a status of "Complete" on the Progress Bar (as shown in table below).

Once the status of the Assessment form indicates "Complete," the completed form can be uploaded into PRS, where any Assessment(s) with a status of "Incomplete" will be automatically "Rejected" by the system, for the user to correct any critical issues.

## Additional Excel Functions

The following validation functions are included in each Excel version of the Bulk Template Assessment file (except for CREFC and Inspection forms):

| Name              | Description  | Example          |
|-------------------|--|------------------|
| Progress<br>Bar   | Indicates % of required fields that are<br>complete. PRS will not accept incomplete<br>assessments.  | Pagooz hezaplete |
| Required<br>Field | Red outline on field indicates a response is<br>required. Once data is entered into the field,<br>the red outline is removed. Please note that<br>the requirement criteria for certain fields is<br>dependent on the response to other<br>questions and will automatically change<br>based on those responses. |                  |
| Validate          | Runs the field formatting validation   | Validate         |
| Clear<br>Answers  | Delete all data on the worksheet   | Clear Answers    |
| Show Errors       | Shows all Errors on a worksheet. This is<br>helpful if there are incomplete fields or other<br>errors that are hard to find with the red<br>outline indicator.   | Şhow Errors      |
| Hide Error        | Hides all Error comment boxes on a worksheet.  | Nide Errors      |



## Upload Criteria

Here's a checklist for successful upload of an Assessment form to PRS:

- Filename per file naming convention
- All Required Fields are complete
- Version is active in PRS
- Freddie Mac Loan number is available in PRS
- Effective Period is available in PRS