

PRS CREFC[®]

Desk Reference for Individual and
Bulk Templates

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Table of Contents

Introduction.....	3
Submission Protocol	4
Quick Start Guide	4
The CREFC Form.....	4
General Guidance	5
Freddie Mac CREFC OSAR/NOIWS Guidance	5
Template Overview	5
NOIWS TAB	6
Property Overview	6
Income and Expense Section.....	7
CREFC Line-Item Guidance.....	9
OSAR TAB	15
Property Overview	15
Income and Expense Section.....	15
Assessment Type, Attachment Requirements, Naming Conventions and Due Dates	18
Submission Requirements	19
Quarterly Reporting	19
Annual Reporting.....	19
Additional Reporting Requirements.....	19
A-CREFC Addendums File Naming Conventions	20
Q-CREFC Addendums File Naming Conventions	20
Bulk CREFC Template.....	21
General Form Guidance.....	21
Template Location	21
Cell Description	22
Validation Process.....	23
Loan Status	24
Examples and Tips	25
Bulk File Upload Process	30
Example of Upload Failures and messages.....	31
Viewing Uploaded Assessments	34
Resources	36

Introduction

Freddie Mac Multifamily uses standardized Property Operating Performance Reports per the CREFC® Investor Reporting Package (IRP) for collecting property operating performance data. Freddie Mac Multifamily Primary and/or sub-servicers must submit these reports through our Property Reporting System (PRS) for: (1) loans still on Freddie Mac’s balance sheet and (2) securitized loans on which Freddie Mac is the Master Servicer. Specifically, servicers must submit the Operating Statement Analysis Report (OSAR) and NOI Adjustment Worksheet (NOIWS) for Multifamily and Healthcare (Seniors Housing) property types. Using the existing CREFC IRP OSAR and NOIWS, Freddie Mac has two template types for Multifamily and Seniors Housing properties: CREFC-MF and CREFC-HC, respectively. Each template contains both the OSAR and NOIWS forms and must be submitted through PRS.

This desk reference is sorted into two parts: The first half focuses on templates for individual loans, and the second half focuses on templates for multiple loans. Overall, this reference highlights the submission protocols, template submission requirements, and guidelines on how to complete the forms to ensure pertinent information on property performance is communicated appropriately.

The templates listed below are available for download in PRS as either a blank template or a prepopulated template. As these templates contain minor variations from the standard CREFC forms and contain coding necessary for PRS consumption, when submitting through PRS, you must submit a template downloaded directly from PRS.

Template	Submission	Property Type
A-CREFC-MF	Annual Reporting	Multifamily
A-CREFC-HC	Annual Reporting	Healthcare/Senior Housing
Q-CREFC-MF	Quarterly Reporting	Multifamily
Q-CREFC-HC	Quarterly Reporting	Healthcare/Senior Housing

Note

This desk reference should be used in conjunction with the **CRE Finance Council – Investor Reporting Package**, which provides guidance, helpful tips and best practices on CREFC standard forms/reports. If there are any conflicts in protocol between the CREFC Introductory Guide and Freddie Mac’s *Multifamily Seller/Servicer Guide* (Guide) requirements, **Freddie Mac’s Guide requirements take priority**. This document is an extension of the Guide.

Submission Protocol

Quick Start Guide

Before completing the CREFC templates and submitting to PRS, note the following quick start tips:

- The forms must be downloaded from PRS. Once downloaded, users must enable macros in Excel for the form to work properly. ([See instructions for Excel 2007 here.](#))
- The templates are to be completed and stored on your local machine, file server or document management system (depending upon local IT policies and procedures). Upon successful completion, the completed forms can be uploaded into the PRS system.

The CREFC Form

Retrieve CREFC Form

Within PRS, you have the option of downloading a blank CREFC or a prepopulated form. When you download a prepopulated form, the system will populate the following data fields, where applicable:

- Freddie Mac Loan Number
- Pty ID (system will populate prospectus #)
- Property Name
- Property Address
- Year Built
- At Contribution information
- Prior year-end information (if prior year-end has been submitted on a CREFC template)

Understand the CREFC Form

Always enable the macros and Active X controls before using the template. Refer to the General Tips for Using the CREFC OSAR and NOIWS report provided by CRE Finance Council.

Complete the CREFC Form

The **CREFC template** is an Excel-based workbook that contains two worksheets displaying property-level information:

- The NOIWS reports and explains adjustments made to the borrower's actual operating statement to "normalize" or "annualize" the performance data.
- The OSAR is a property-level report that compares the borrower's current financial information with the three preceding annual periods and underwriting ("At Contribution").

In the template, servicers are required to complete both the NOIWS and OSAR worksheets. Basic property information and the most recent available financial information entered in the NOIWS worksheet will automatically populate into the OSAR worksheet. If the underwriting "At Contribution" data is not available in the prepopulated template, servicers can request Freddie Mac to update the underwriting "At Contribution" data (FM Underwriting) via email either to the SBL

(MF_Master_Servicer_SBL@freddiemac.com) or Surveillance (MF_Surveillance@freddiemac.com) mailboxes. Servicers should provide historical annual performance information, where available.

The main difference between the Multifamily (CREFC-MF) and the Healthcare (CREFC-HC) templates are the Income and Expense line items specific to each property type.

Upload the CREFC Form

The CREFC template along with required attachments should be uploaded into PRS for the submission to be considered successful.

Submit the CREFC Package

The system will perform data validation and completeness verification checks at the time of upload.

Forms that do not pass the data validation and completeness verification checks will not be accepted and will be rejected for submission. Only forms that pass the data validation and completeness verification checks will be accepted by Freddie Mac. Incomplete forms or forms with incorrect data will be rejected by Freddie Mac, and servicers can view the reasons for rejection and upload failure in PRS at the time of submission.

Attachments can be uploaded to the system before, concurrently or after form submission. Assessments will not move to Complete status until all required attachments have been uploaded. A Complete submission will move to Accepted status by the following business day.

General Guidance

The **CRE Finance Council – Investor Reporting Package** and [Chapter 40](#) of the Guide provide comprehensive requirements on property financial performance reporting.

Freddie Mac CREFC OSAR/NOIWS Guidance

The guidelines listed below are Freddie Mac’s expected responses on certain data fields. The list is not all encompassing of the data fields, rather it focuses on data fields that may need further explanation.

Template Overview

The CREFC templates mirror the existing CREFC IRP Multifamily and Healthcare OSAR and NOIWS. Freddie Mac made minor format changes, introduced two new fields — *Financial Indicator* and *Number of Months* (“*No. of Months*” OR “*Number of Mos.*”) — to clarify reporting periods, and added formulas in calculation fields to facilitate consistency in reporting and to minimize errors.

The template is locked down except for fields that need to be completed. Required fields are shaded purple and formula fields are shaded grey. Certain conditional required fields are not shaded but will display validation error messages upon upload if they remain incomplete. Templates will not be accepted until all required fields are completed. Refer to the [PRS CREFC Validation - NOIWS and OSAR](#) document in the [PRS Assessment: CREFC](#) section of the Multifamily website.

Some fields have suggested formats that must be replaced with real data to avoid upload failures.

Certain entries made in the NOIWS tab will automatically populate the OSAR tab to avoid double entry of the same data. **As such, it is recommended that the NOIWS tab be completed before the OSAR tab.** These entries include:

1. Property and loan information displayed in the *Property Overview* section.
2. Most Recent Annual or Quarterly Income and Expense data displayed in the Normalized column.

NOIWS TAB

The NOIWS tab is prepared to “normalize” the borrower’s actual operating statement. The three columns — Borrower Actual, Adjustments and Normalized — report and explain any adjustments made to the borrower’s actual operating statement for normalization. This worksheet shows the difference between the borrower’s actual operating statement and the normalized operating statement. Refer to the Master Coding Matrix in the CREFC IRP for further guidance.

There are two sections in the NOIWS tab: Property Overview and Income and Expense.

Property Overview

The *Property Overview* section of the worksheet provides brief property and loan information. Data fields from this section will populate the *Property Overview* section of the OSAR.

See guidance for the following data fields:

Data Field	Guidance
Freddie Mac Loan Number	Enter the Freddie Mac 9-digit loan number.
Property ID	<ul style="list-style-type: none"> Enter the Prospectus ID, if available. In the event the submission of the CREFC template is for one of multiple properties/buildings securing the same loan, enter Prospectus ID followed by Property ID. If loan is not securitized, leave the field blank.
Note A/B/C – Scheduled Loan Balance	<ul style="list-style-type: none"> Enter the Ending Loan Balance for the property. Include Freddie Mac supplemental loan balances (including Freddie Mac K-Deal® securitized) into Note B and C where applicable. If there are more than three loans, combine the Ending Balances in Note C and report the breakdown of loan balances in the <i>Comments</i> section. For loans secured by more than one property, assign a Scheduled Loan Balance to each property based on the underwritten pro-rated portion.
Paid Thru Date	Enter last payment date.
Debt Outside Trust	Include any other debt outside the trust and provide details in the <i>Comments</i> section.
Current Net Rentable SF/Units/Pads/Beds	<ul style="list-style-type: none"> Typically reported as number of residential units or beds (health care or Student Housing) and should match Freddie Mac’s underwriting. Include commercial unit details AND any discrepancies from Freddie Mac underwriting in the comments section. Include unit of measurement (e.g., units, bed, etc.).
Year Built/Year Renovated	Enter Year Built and Year Renovated (where applicable).

Data Field	Guidance
Cap Ex Reserve (Annually)/per Unit, etc.	<ul style="list-style-type: none"> Per Loan Agreement, report the underwritten Replacement Reserve Annual (e.g., 12 months) Amount. Use step-up amounts as applicable.
Statement Ending Date	<ul style="list-style-type: none"> Report ending date of borrower's financial statement. Highlight off-cycle fiscal year-ends in the <i>Comments</i> section.
Occupancy Rate (Physical)	Enter rent roll occupancy (not <i>vacancy</i>).
Occupancy Date	Enter rent roll date.

Income and Expense Section

Data entered in this section will populate either the "Preceding Year" or the "Most Recent" column depending on the option selected from the "Financial Indicator" drop-down menu, which indicates if "Annual" or "Interim" numbers are reported.

See guidance for the following data fields:

Data Field	Guidance
Financial Indicator	<p>This is a data field added by Freddie Mac to the CREFC template to identify the reporting period of the operating information.</p> <p>Select from the following options:</p> <ul style="list-style-type: none"> Annual Reporting <ul style="list-style-type: none"> Applicable Financial Indicator: <ul style="list-style-type: none"> Annual – To be used for all annual (A-CREFC) submissions. Populates the Preceding Year column in the OSAR tab for fiscal year-end reporting. Quarterly Reporting <ul style="list-style-type: none"> Applicable Financial Indicators: <ul style="list-style-type: none"> Trailing Twelve Months (TTM) Year-To-Date (YTD) Annualized Year-To-Date (YTD) Normalized Populates the Most Recent column in the OSAR tab for quarterly reporting.
Number of Months ("No. of Months") Covered	<p>This is a data field added by Freddie Mac to the CREFC template to identify how many months are reflected on the operating statement.</p> <p>Input the exact number of months included on the borrower's operating statement. For example,</p> <ul style="list-style-type: none"> If borrower reports 12 full months of data, enter 12.

Data Field	Guidance
	<ul style="list-style-type: none"> If borrower reports 7 months of data that was annualized in the CREFC template, enter 7.
Borrower Actual	<ul style="list-style-type: none"> Complete the “Borrower Actual” column of the form per the borrower’s operating statement except for fields that are formula driven and do not require entry (the formula-driven fields are shaded grey). Utilize the Master Coding Matrix for guidance on coding. Do not include eliminated items in the “Borrower Actual” column (e.g., Interest Income, Financing Fees, Loan Principal or Interest, etc.). However, line items that should not be specifically eliminated per CREFC guidelines should be included in the “Borrower Actual” column (e.g., Insurance Proceeds) and then adjusted out accordingly.
Adjustment	<ul style="list-style-type: none"> Utilize the “Adjustment” column provided in the CREFC template to normalize OR annualize income AND expense amounts. For example: <ul style="list-style-type: none"> \$10,000 of the total \$1,000,000 coded as Base Rent was applicable to Prepaid Rent. Enter +\$1,000,000 in “Base Rent” in the “Borrower Actual” column and a -\$10,000 in the “Adjustment” column to denote that this income is removed. \$5,000 of the \$25,000 Other Income is detailed as Insurance Proceeds. Enter +\$25,000 in “Other Income” in the “Borrower Actual” column and a -\$5,000 in the “Adjustment” column to denote that this income is removed. Some coding adjustments do not need to be reflected in the “Adjustment” column. For example: <ul style="list-style-type: none"> \$5,000 of the total \$9,000 coded as Repairs and Maintenance was related to retiling the pool (extraordinary capital expense). Enter +\$4,000 in “Repairs and Maintenance” in the “Borrower Actual” column and a +\$5,000 in “Extraordinary Capital Expenditures” in the “Borrower Actual” column. \$120,000 of utility expenses included a netted amount of \$70,000 in utility reimbursements. Enter +\$190,000 in “Utilities” and +\$70,000 in “Other Income” in the “Borrower Actual” column. Provide comments on all adjustments made in the <i>Comments or Notes</i> section(s).
Normalized	<p>This is a formula-driven column that will normalize line items based on the adjustments made in the “Adjustment” column.</p>

CREFC Line-Item Guidance

Reminder: If there are any conflicts in protocol between the CREFC Introductory Guide and Freddie Mac's Guide requirements, **Freddie Mac's Guide requirements take priority.**

See guidance for the following data fields:

Data Field(s)	Source	Guidance
Gross Potential Rent	Actual amount reported on operating statement	<ul style="list-style-type: none"> If borrower does not report Vacancy, enter net rental income in "Base Rent". Classify loss/gain to lease and short-term premiums in "Gross Potential Rent" (or "Base Rent", as applicable) and provide comments. Do not net apartment allowance or non-revenue units against "Gross Potential Rent." These line items should be reported in "Payroll and Benefits" and "General and Administrative," respectively.
Vacancy	Actual amount reported on operating statement	<ul style="list-style-type: none"> Use negative dollar amounts. If borrower reports Vacancy, include Concessions and Collection Loss/Bad Debt in "Vacancy." If borrower does not report Vacancy, include Concessions and Collection Loss/Bad Debt in "Base Rent." Include Concessions and Collection Loss/Bad Debt breakdown in comments. Note: This coding of bad debt in "Vacancy" differs from current CREFC requirements.
Base Rent	Actual amount reported on operating statement	<p>If no Vacancy is reported, only enter net rental income in "Base Rent."</p> <ul style="list-style-type: none"> If there is data in the GPR, Vacancy Loss, and Base Rent fields (in any column), then the template will not be accepted.
Private Pay/Medicare/Medical Aid	Actual amount reported on operating statement	Include seniors housing rents/fee components.
Nursing/Medical Income	Actual amount reported on operating statement	Enter amount reported in operating statement.
Meals Income	Actual amount reported on	Enter amount reported in operating statement.

Data Field(s)	Source	Guidance
	operating statement	
Other Income	Actual amount reported on operating statement	<ul style="list-style-type: none"> • Other income should be likely to continue, common in the market, legal, and related to property operations. • Include commercial income net of vacancy/collection losses in “Other Income” and provide details in comments. • Eliminate delinquent rent, outstanding or paid. • Include reimbursed expenses such as heat, water and sewer, electric, and maintenance and repairs. • If Bad Debt is a positive number, please report in “Other Income” and explain in comments. • Include Interest Reduction Payments in “Other Income” as it relates to HUD loans. • Note: Other Income should be a positive amount.
Real Estate Taxes	Actual Bill or Escrow disbursement records. County/City/Town Tax Office, which can be located through an internet search	<ul style="list-style-type: none"> • Reflect the actual amount due or paid directly by the servicer for the reported calendar year. Use the amount for the calendar year. This is not always the amount disbursed in the calendar year. Prorate the amounts accordingly for YTD Normalized reporting. • If taxes are abated, enter the actual amount of taxes paid. Enter expiration details or step-ups, if applicable. • Exclude delinquent taxes and credit from previous years.
Insurance	Annual Policy Premiums or actual reported on operating statement	<ul style="list-style-type: none"> • Review the actual amount of insurance premiums paid during the time period covered by the <u>operating statement</u> and enter the amount that covers a full 12-month period. Prorate the amounts accordingly for YTD Normalized reporting. • If insurance is not escrowed, use the greater of borrower actual OR Underwriting. • Include all property-related insurance premium amounts (e.g., fire, boiler, windstorm, earthquake, flood, and all relevant liability coverage). • Note: Seniors Housing premiums will generally be higher.
Utilities	Actual amount reported on	<ul style="list-style-type: none"> • Show full amount paid for all utilities. • Do not deduct tenant utility reimbursements — these should be included in “Other Income.”

Data Field(s)	Source	Guidance
	operating statement	<ul style="list-style-type: none"> • If water and sewer expenses are escrowed, be sure to use the actual amount of expense paid during the period covered by the operating statement. • Include Trash Removal expenses.
Repairs and Maintenance	Actual amount reported on operating statement	<ul style="list-style-type: none"> • Exclude readily identifiable capital expenditures (Cap Ex) and enter in the “Extraordinary Capital Expenditures” of the “Borrower Actual” column. • Be careful to exclude personal expenses and non-property related expenses, which are often detailed in the “Repairs and Maintenance” section. • If “Repairs and Maintenance” is excessive in comparison with historical or to comparable properties that are similar in size, type, and condition of the subject, contact the borrower to discern if Cap Ex is included. If so, reduce the “Repairs and Maintenance” expense by that amount and place the amount in the “Capital Expenditures” of the “Borrower Actual” column. • Payroll for maintenance employees and labor costs associated with “Repairs and Maintenance” should be classified with “Payroll and Benefits” not “Repairs and Maintenance.”
Management Fees	Operating Statement and/or Management Agreement	<ul style="list-style-type: none"> • Use the higher of the borrower actual or the Freddie Mac Underwritten Management Fee as a percentage (%) of EGI to determine the amount to report. Do not decrease the borrower’s actual to align to Freddie Mac’s Underwritten Management Fee. <ul style="list-style-type: none"> ○ Note: Comment if actual amount reported in operating statement is excessive or abnormally low and/or noteworthy. • Include Asset Management Fees if expenses relate to operating the property.
Payroll and Benefits	Actual amount reported on operating statement	<ul style="list-style-type: none"> • Include all sources of property-related salaries including resident management, leasing, administrative, maintenance and security. • Determine if any payroll charges are related to Extraordinary Capital Expenditures and, if so, eliminate those charges from “Payroll and Benefits.” • Include apartment allowance in “Payroll and Benefits.”

Data Field(s)	Source	Guidance
Professional Fees	Actual amount reported on operating statement	Include legal and accounting expenses in “Professional Fees.”
General and Administrative	Actual amount reported on operating statement	<ul style="list-style-type: none"> • Enter any lost income from office, and/or down units in this field. • Include security, leased furniture, license, permits and corporate unit expenses.
Room Expense – Housekeeping	Actual amount reported on operating statement	Enter amount reported in operating statement.
Meal Expense	Actual amount reported on operating statement	Enter amount reported in operating statement.
Other Expenses	Actual amount reported on operating statement	<ul style="list-style-type: none"> • Other expenses must be directly related to the operation of the property AND expected to recur. • If property has commercial space, Tenant Improvements and Leasing Commissions (TI&LC) will remain in Capital Expenditures (normalized to underwritten amount). • If property does not have commercial space, TI&LC should be added to “Other Expenses.”
Ground Rent	Actual amount reported on operating statement	Include both subordinated and unsubordinated ground rent. Note: Provide details in the <i>Comments</i> section.
Capital Expenditure	Actual per Replacement Reserve Agreement	<ul style="list-style-type: none"> • Normalize all Capital Expenditures per the underwriting Replacement Reserve agreement. • Annual — Report the Annual Underwriting Replacement Reserve/step-up amount (for 12 months). • Quarterly — Prorate Capital Expenditures to the correct amount if less than 12 months of normalized Income and Expense information is reported. • If property has commercial space, TI&LC will remain in Capital Expenditures (normalized to underwritten amount). • If property does not have commercial space, TI&LC should be added to “Other Expenses.”

Data Field(s)	Source	Guidance
		<ul style="list-style-type: none"> Explain any variances from underwriting (e.g., step-up amounts, etc.) in the comments section.
Extraordinary Capital Expenditure	Actual amount reported on operating statement	Enter capital expenditures in the “Borrower Actual” column. The entire amount will be adjusted out of the “Normalized” column to reflect a \$0 balance per CREFC guidelines.
Debt Service – A/B/C Note(s)	Exact Debt Service due per note for the reporting period	<ul style="list-style-type: none"> Include actual amount due from the borrower for the reporting period. <ul style="list-style-type: none"> If servicer does not have a full year of payment history, estimate and report the full year amount and provide methodology in the <i>Comments</i> section. Report only Freddie Mac Debt Service in Debt Service – A/B/C Note(s) fields. <ul style="list-style-type: none"> Use funding dates to determine debt service amounts to be reported in Note A, B, and C, respectively. Note: Provide details in <i>Comments</i> section. If supplemental loans are funded in the middle of the reporting period without a full year of debt service, report actual debt service paid. Do not annualize debt service for the funding year. Report the following debt service for non-conventional loans and note in <i>Comments</i> section the methodology used. <ul style="list-style-type: none"> Full-term Interest-Only (IO) — Enter IO debt service. Partial IO in conversion year — Enter Part IO and Part Amortizing debt service based on amortization start date. Amortizing — Enter Amortizing debt service. Variable/Floating — If a Rate Cap Agreement is in place, funds received, and annual expenses associated with the Agreement not already included in the borrower’s operating statement should be adjusted to “Other Income” and “Other Expenses.” However, if expenses are lump sum and paid upfront, eliminate from the analysis. See CREFC guidelines for full details. For loans secured by more than one property, assign debt service to each property prorated

Data Field(s)	Source	Guidance
		<p>based on original loan amount assigned to each property.</p> <ul style="list-style-type: none"> Report any <i>external subordinate</i> (not <i>supplemental</i>) debt service in <i>Comments</i> section. Make sure to include the following details: lender, loan terms, debt service amounts, and DCR.
DSCR (NOI/DS) DSCR (NCF/DS)		<ul style="list-style-type: none"> Calculated fields Provide an explanation and driving factor(s) if DCRs fall below watchlist level
Source of Financial Data		Provide source of financial information reported.
Comments		<ul style="list-style-type: none"> In the fields available, provide commentary on: <ul style="list-style-type: none"> Normalization and annualization Begin date of the operating statement for annualized numbers All adjustments Omitted items outside the Master Coding Matrix Highlight odd fiscal years Debt service adjustments/variances/methodologies. <ul style="list-style-type: none"> For partial IO loans, servicer should calculate and add in a comment the stressed NCF DCR using full amortizing Debt Service. Provide details on variances above +/- 20% for main line items

OSAR TAB

The OSAR tab displays a comparison of borrower’s current (“Most Recent/Interim”) financial information with three years annual historical and underwriting pro forma data (“At Contribution”).

Property Overview

Most of the fields in this section will be prepopulated with information from the NOIWS tab. Servicers are required to enter mandatory fields that are not prepopulated. Some fields in this section become required when Income and Expense numbers are reported for a specific year. Refer to the [PRS CREFC Validation - NOIWS and OSAR](#) document in the [PRS Assessment: CREFC](#) section for the list of required/conditional required fields.

Data Fields	Guidance
Statement End Date	<ul style="list-style-type: none"> This field becomes required if Income and Expense line items are reported for that specific year. Enter the financial statement end date from the borrower’s operating statement or audited financials for the reporting period in “Preceding,” “2nd Preceding,” and “3rd Preceding” when annual operating information is reported. The data entered into this field(s) will automatically populate the “Statement Ending Date” in the “Income” section.
Occupancy Rate (Physical)	<ul style="list-style-type: none"> This field becomes required if Income and Expense line items are reported for that specific year. Enter rent roll occupancy (not <i>vacancy</i>).
Occupancy Date	<ul style="list-style-type: none"> This field becomes required if Income and Expense line items are reported for that specific year. Enter rent roll date.

Income and Expense Section

Depending on the option selected for the “Financial Indicator” in the NOIWS tab, either the “Preceding Year” or “Most Recent” column will be populated with data from the NOIWS. For Annual submissions, the annual data should appear in the “Preceding Year” column. The only time the “Most Recent” column should be populated is for quarterly submissions.

Data Fields	Guidance
Number of Months (“Number of Mos.”) Covered	Enter the number of reporting months represented by the Income and Expense numbers. <ul style="list-style-type: none"> Typically, 12 months for the “Third (3rd) Preceding,” “Second (2nd) Preceding,” and “Preceding” column(s), as applicable. Typically, 3, 6, 9 for YTD Normalized or YTD Annualized or 12 for TTM in the “Most Recent” column.

Data Fields	Guidance
	<ul style="list-style-type: none"> Number of months may vary from the norm if an acquisition or assumption occurred during the reporting period. Enter actual number of months and provide comments when entries vary from the typical scenarios.
Statement End Date	This field is prepopulated from the data points in the <i>Property Overview</i> section.
At Contribution Information	<ul style="list-style-type: none"> Enter underwriting line-item details If the underwriting “At Contribution” data is not available in the prepopulated template, servicers can request Freddie Mac to update the underwriting “At Contribution” data (FM Underwriting) via email to the SBL (MF_Master_Servicer_SBL@freddiemac.com) or Surveillance (MF_Surveillance@freddiemac.com) mailboxes. Ensure the “At Contribution” column matches FM Underwriting. Please do not edit what is pre-populated.
Third (3 rd) Preceding, Second (2 nd) Preceding, and Preceding	<ul style="list-style-type: none"> Include historical Annual financial information, where available. Enter the Annual Income and Expense numbers starting with the “Preceding Year” column as the fiscal year information becomes available. <ul style="list-style-type: none"> The “Preceding Year” Income and Expense numbers must be re-entered into the “Second (2nd) Preceding” and “Third (3rd) Preceding,” respectively, as more recent Annual Income and Expense data becomes available. The “Preceding Year” column has hidden formulas to pull data from the NOIWS, if Annual numbers are reported. <ul style="list-style-type: none"> Note: These formulas can be overridden; however, once overridden, the data will no longer pull from the NOIWS tab. The fields listed below become required if Annual numbers are reported: <ul style="list-style-type: none"> Statement End Date Occupancy Rate (Physical) Occupancy Date Number of Mos. Covered Effective Gross Income line items (as applicable) Real Estate Taxes Capital Expenditures Debt Service — A Note Source of Data For both Annual and Quarterly CREFC submissions, all previously reported historical annual data is required to be populated in the 3rd Preceding, 2nd Preceding and Preceding Year Columns in the OSAR template, otherwise an upload error will occur when attempting to submit the template in PRS via Individual, Bulk or B2B submission. Tip: If a calculation error (i.e., #VALUE) is displayed, then one or more required fields within the column must be completed.
Most Recent Column	Information is populated from the NOIWS tab if the NOIWS “Financial Indicator” is either “TTM,” “YTD Annualized,” or “YTD Normalized.”

Data Fields	Guidance
Income and Expense Line Items	Follow guidelines from the NOIWS tab.
Comments	<p>Refer to CREFC IRP guidelines for details. Some guidelines for comments are highlighted below.</p> <ul style="list-style-type: none"> • In the <i>Comments</i> sections, provide commentary on the following: <ul style="list-style-type: none"> ○ Variance(s) relating to property-level performance fluctuations in excess of the thresholds noted below. No variance commentary is required on a quarterly basis <u>unless</u> the loan is on Watchlist. <ul style="list-style-type: none"> ▪ DSCR less than 1.10x ▪ Variances of greater than +/- 20% between the current full year and prior full year for the following: <ul style="list-style-type: none"> • Effective Gross Income • Total Operating Expenses • Total Capital Items • DSCR ○ Variance(s) from underwriting exceeds the above thresholds (+/- 20%) for the first three years of reporting or while underwriting is still relevant. Operating statement analysis and comments should be included. ○ Comments may address the following: <ul style="list-style-type: none"> ▪ Define the problem/issue and explain the situation. ▪ Identify source of information (e.g., property manager, borrower, Primary Servicer, etc.). ▪ Identify root causes for the fluctuations in income and/or expenses that exceed above thresholds (+/- 20%). ▪ Normalization comments for income and expense items. ▪ Include Market data, if relevant and available, noting concerns or improvements and property performance relative to competition. ▪ Provide the borrower's or property management's plan to improve cash flow if the property is on the Watchlist OR is not performing as well as expected based on the original underwriting if underwriting is still relevant. ▪ Describe overall risk trends, make sure to describe noteworthy changes in risk. ▪ Updates on payment history, debt service adjustments, property performance or significant financial changes. ▪ Address any meaningful changes to property management. ▪ Include any legal concerns (existing AND new). ▪ Include any risk mitigants (e.g., cross-collateralized/defaulted, LOCs and expiration dates, escrows, guarantees, etc.).

Assessment Type, Attachment Requirements, Naming Conventions and Due Dates

Assessment Type	Submissions	Naming Conventions	Due Dates
Annual Operating Statement - Multifamily	A-CREFC-MF includes: 1. Form 2. Operating Statement ¹ 3. Rent Roll ¹ 4. Other	1. xxxxxxxx_ACREFCMF_MMDDYY_SYYYY 2. xxxxxxxx_FS_MMDDYY 3. xxxxxxxx_RR_MMDDYY 4. xxxxxxxx_ACREFCMF_Other_MMDDYY_SYYYY	<ul style="list-style-type: none"> • 3/31 (Risk Rating > 6) • 5/31
Annual Operating Statement - Healthcare	A-CREFC-HC includes: 1. Form 2. Operating Statement ¹ 3. Rent Roll ¹ 4. Other	1. xxxxxxxx_ACREFCHC_MMDDYY_SYYYY 2. xxxxxxxx_FS_MMDDYY 3. xxxxxxxx_RR_MMDDYY 4. xxxxxxxx_ACREFCHC_Other_MMDDYY_SYYYY	<ul style="list-style-type: none"> • 3/31 (Risk Rating > 6) • 5/31
Quarterly Operating Statement - Multifamily	Q-CREFC-MF includes: 1. Form 2. Operating Statement ¹ 3. Rent Roll ¹ 4. Other	1. xxxxxxxx_QCREFCMF_MMDDYY_SYYYYQn 2. xxxxxxxx_FS_MMDDYY 3. xxxxxxxx_RR_MMDDYY 4. xxxxxxxx_QCREFCMF_Other_MMDDYY_SYYYYQn	<ul style="list-style-type: none"> • 5/31 (1Q)² • 8/31 (2Q) • 11/30 (3Q)
Quarterly Operating Statement - Healthcare	Q-CREFC-HC includes: 1. Form 2. Operating Statement ¹ 3. Rent Roll ¹ 4. Other	1. xxxxxxxx_QCREFCHC_MMDDYY_SYYYYQn 2. xxxxxxxx_FS_MMDDYY 3. xxxxxxxx_RR_MMDDYY 4. xxxxxxxx_QCREFCHC_Other_MMDDYY_SYYYYQn	<ul style="list-style-type: none"> • 5/31 (1Q)² • 8/31 (2Q) • 11/30 (3Q)

¹ Rent Rolls and Operating Statements are in a separate queue from financial assessments.

² 1Q submission required if loan is on the Watchlist or a special product and required per the Guide.

Note: For resubmissions with changed due dates, make sure to change the date in the CREFC template's naming convention to the **new due date**. For returns/resubmissions, the additional attachments such as financial statement and rent roll do not need to be re-uploaded, unless there was an error in the attachments in the original submission.

Submission Requirements

Quarterly Reporting

First quarter (1Q) is not required unless the loan is on the Watchlist or is a special product (e.g., unstabilized, Lease Up or Value Add) and requires 1Q reporting per the Guide.

Note: Small Balance Loans (SBL) only require quarterly reporting if the loan is on the Watchlist.

Reporting for SBL loans should include at least three months of operating performance data. If less than three months is available (e.g., due to an assumption), reporting is not required. Request a waiver for the assessment.

Reporting for non-SBL loans should include at least six months of operating performance data unless the loan is a special product. If less than six months is available (e.g., due to an acquisition), reporting is not required. Request a waiver for the assessment.

Income and Expense numbers should be normalized. Annualize numbers only if at least six months of data is available.

For third quarter submissions, if a statement has fewer than nine months, report as-is (YTD Normalized) or annualize to 12 months (YTD Annualized). Report the actual number of months. Do not convert to nine months if the statement does not contain nine months. Example: If the statement has seven months, report "7" as the number of months and normalize the financials as-is (YTD Normalized) or annualize the financials to 12 months (YTD Annualized).

Annual Reporting

Income and Expense numbers should be normalized/annualized to 12 months. Annualize numbers only if at least six months of data is available, unless the loan is a special product (e.g., unstabilized, Lease Up or Value Add).

Note: For annualized data, the *Comments* section should include the begin and end dates from the borrower's operating statement.

Annual submissions for loans that are Risk Rated 7-10 must be submitted by end of March.

Additional Reporting Requirements

Additional reporting is required on:

- **Bonds:** The Bond ADS Supplemental Form is required for all bonds.
- **Unstabilized Loans:** For unstabilized loans, the servicer is required to complete the Unstabilized Property Monitoring Form.
- **Cooperative Properties:** The Co-op Assessment Supplemental Form is required to be completed for all cooperative properties.

All the above supplemental forms are available for download on the [Asset Management webpage](#). Servicer must ensure that the most up-to-date version is used by downloading a *new copy every year*.

A-CREFC Addendums File Naming Conventions

Assessment Type	File Type	Naming Convention
A-CREFC-MF	Bond ADS Supplemental Form	xxxxxxxxx_ACREFCMF_BOND_MMDDYY_SYYYY
A-CREFC-MF	Cooperative Assessment Supplemental Form	xxxxxxxxx_ACREFCMF_Coop_MMDDYY_SYYYY
A-CREFC-MF	Unstabilized Property Monitoring Form	xxxxxxxxx_ACREFCMF_UMF_MMDDYY_SYYYY
A-CREFC-HC	Bond ADS Supplemental Form	xxxxxxxxx_ACREFCHC_BOND_MMDDYY_SYYYY
A-CREFC-HC	Cooperative Assessment Supplemental Form	xxxxxxxxx_ACREFCHC_Coop_MMDDYY_SYYYY
A-CREFC-HC	Unstabilized Property Monitoring Form	xxxxxxxxx_ACREFCHC_UMF_MMDDYY_SYYYY

Q-CREFC Addendums File Naming Conventions

Assessment Type	File Type	Naming Convention
Q-CREFC-MF	Bond ADS Supplemental Form	xxxxxxxxx_QCREFCMF_BOND_MMDDYY_SYYYYQn
Q-CREFC-MF	Cooperative Assessment Supplemental Form	xxxxxxxxx_QCREFCMF_Coop_MMDDYY_SYYYYQn
Q-CREFC-MF	Unstabilized Property Monitoring Form	xxxxxxxxx_QCREFCMF_UMF_MMDDYY_SYYYYQn
Q-CREFC-HC	Bond ADS Supplemental Form	xxxxxxxxx_QCREFCHC_BOND_MMDDYY_SYYYYQn
Q-CREFC-HC	Cooperative Assessment Supplemental Form	xxxxxxxxx_QCREFCHC_Coop_MMDDYY_SYYYYQn
Q-CREFC-HC	Unstabilized Property Monitoring Form	xxxxxxxxx_QCREFCHC_UMF_MMDDYY_SYYYYQn

Bulk CREFC Template

The Bulk Multifamily (MF) and Bulk Healthcare (HC) CREFC templates allow the servicer to submit Annual and Quarterly CREFC forms on multiple loans at one time. The templates are Excel-based and contain Individual CREFC form MF and HC data fields in a data tape format. A servicer can extract the required data fields from their Asset Management system, copy and paste the data into the Bulk CREFC template for multiple loans and upload the data into PRS.

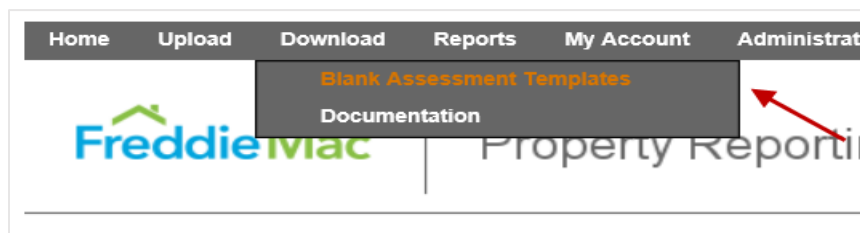
Listed below are several unique features of using the bulk template method of submission:

- There are two different templates for each property type: MF and HC. Both bulk templates have the same column sequence and data elements. Data elements unique to Healthcare will not apply to the Multifamily template and vice versa.
- The NOIWS and OSAR data elements are contained in one worksheet. Column sequence begins with the Property Overview information followed by NOIWS and OSAR data elements. Column titles are self-descriptive.
- At Contribution/Underwriting, data elements are intentionally excluded from the bulk templates. As such, the corresponding variances between Preceding Year and Underwriting are also excluded.
- Completeness and validation checks are performed in the Excel template. Only loan records that have a Complete status in the bulk template will be consumed by PRS.
- Upon successful upload of the bulk template records, users will be able to view the uploaded bulk data and Freddie Mac underwriting data by downloading the Individual CREFC template or using the View Form functionality in PRS from the queue grid.
- Operating Statements and Rent Rolls must be uploaded into PRS for the submission to be considered Complete.

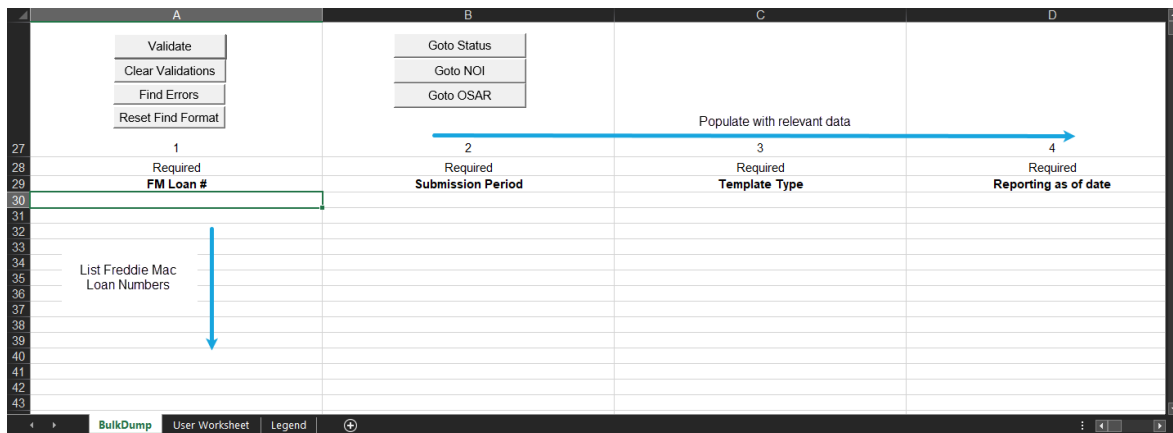
General Form Guidance

Template Location

The Bulk CREFC Template is located on the main menu of PRS under the Download drop-down: Blank Assessment Templates. Reminder: Always enable the macro and Active X controls before using the template.



The Bulk CREFC Template is a single worksheet with multiple columns and rows arranged in a data tape format.



Cell Description

Required Fields are denoted above the column title.

1	2	3
Required	Required	Required
FM Loan #	Submission Period	Template Type

Formula Cells appear in **grey** and contain embedded formulas that apply when the user clicks on the Validate button regardless of whether the cell has a value or not.

=IF(AND(AI30="", AJ30="", AK30="", AL30="", AM30="", AN30=""), "", (AI30+AJ30+AK30+AL30+AM30+AN30))	
AS	AT
45	46
Required	
BA_*Effective Gross Income	BA_Real Estate Taxes

Override Cells appear in **blue** and contain embedded formulas that apply when cells are left blank or can be overridden with values.

=IF(AND(AG30="Annual", CZ30<>""), CZ30,IF(AND(AG30="Annual", CZ30=""), "", ""))		
	KH	KI
	294	295
Date_P	Gross Potential Rent (3)_P	Less: Vacancy Loss_P

Validation Process

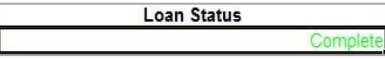
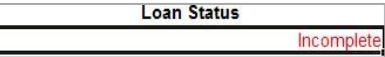




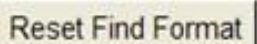


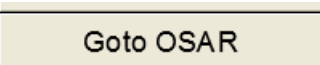
Performs completeness checks and validations in the template by clicking the “Validate” button. Errors are highlighted with red borders and will display messages.

- **Required Fields** – Certain key data elements are required. For example: Submission Period, NOIWS Normalized DSCR. Certain fields become required when dependent fields contain a value. For example: 2nd Preceding Year Occupancy Rate and Date become required when 2nd Preceding Year Income and Expenses numbers are reported.
- **Valid Data Format** – Certain fields contain validation rules that check whether the value entered in the field is correctly formatted. Error messages describe the format rule.
- **Data Accuracy** – Certain fields contain simple logic to ensure data is accurate. For example: vacancy must be negative, either GPR and Vacancy or Base Rent should be reported.

Loan Status

Provides a status of either “Complete” or “Incomplete” for each loan record in the worksheet. At the time of submission, all errors must be corrected and only those loan records that have “Complete” status will be consumed by PRS. Otherwise, the loan records will be rejected and considered “Incomplete.”

The following validation functionality is included in the Bulk CREFC Template:

Name	Description	Example
Loan Status	Each loan record will have a “Complete” or “Incomplete” status. PRS will skip loans that have “Incomplete” status and will only accept loans that have “Complete” status. Required attachments must be submitted before PRS will move a loan record from “Due” to “Accepted” status.	 
Validate	Performs a validation check.	
Required Fields or Errors	As part of the Validation function, a red outline will appear on any data field where an input is required or an error has occurred. To display the error message, simply hover over the cell. Once the data has been corrected and the Validation function has been performed again, the red outline will no longer display.	
Clear Validations	Clears all errors identified during the Validation process.	
Find Errors	Identifies all errors contained within a single worksheet. This is helpful if there are several incomplete fields or errors for the user.	
Reset Find Format	Resets the Find Format by clearing prior Find Error results.	
Goto Status	Directs user to the column in the worksheet where the Loan Status is displayed.	
Goto NOI	Directs user to the section within the worksheet where NOIWS data elements are located.	
Goto OSAR	Directs user to the section within the worksheet where OSAR data elements are located.	

Examples and Tips

1. The Freddie Mac loan number is a unique identifier that is considered a mandatory field. If a user fails to provide the Freddie Mac loan number, the Loan Status will indicate "Empty Row" and the information will not be captured upon upload into PRS.

A		B	PK
<div style="border: 1px solid gray; padding: 2px; margin-bottom: 2px;">Validate</div> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 2px;">Clear Validations</div> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 2px;">Find Errors</div> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 2px;">Reset Find Format</div>		<div style="border: 1px solid gray; padding: 2px; margin-bottom: 2px;">Goto Status</div> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 2px;">Goto NOI</div> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 2px;">Goto OSAR</div>	
1		2	
Required		Required	
FM Loan #		Submission Period	
987654321	2021	Complete	
456789123	2021Q3	Empty Row	
456789123	2021Q3	Complete	
123456789	2021Q3	Complete	

2. In the example below, the cells have red borders around them because the same Freddie Mac loan number was entered on multiple rows therefore triggering an error. In this instance, delete the duplicate loan number and re-run the Validate function to correct the error.

<div style="border: 1px solid gray; padding: 2px; margin-bottom: 2px;">Validate</div> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 2px;">Clear Validations</div> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 2px;">Find Errors</div> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 2px;">Reset Find Format</div>		<div style="border: 1px solid gray; padding: 2px; margin-bottom: 2px;">Goto Status</div> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 2px;">Goto NOI</div> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 2px;">Goto OSAR</div>	
1		2	
Required		Required	
FM Loan #		Submission Period	
987654321	2021	Loan has duplicates	
123456789	2021Q3	Duplicate Loan - See Row 20	
456789123	2021Q3		
123456789	2021Q3		

3. Submission Period and Template Type require specific naming conventions.

<table border="1"> <tr><td>Validate</td></tr> <tr><td>Clear Validations</td></tr> <tr><td>Find Errors</td></tr> <tr><td>Reset Find Format</td></tr> </table>	Validate	Clear Validations	Find Errors	Reset Find Format	<table border="1"> <tr><td>Goto Status</td></tr> <tr><td>Goto NOI</td></tr> <tr><td>Goto OSAR</td></tr> </table>	Goto Status	Goto NOI	Goto OSAR
Validate								
Clear Validations								
Find Errors								
Reset Find Format								
Goto Status								
Goto NOI								
Goto OSAR								
1	2							
Required	Required							
FM Loan #	Submission Period							
987654321	2021							
123456789	2021Q3							
456789123	2021Q3							
<p>Submission Period must follow PRS naming conventions:</p> <p>A-CREFC: YYYY OR Q-CREFC: YYYYQX</p>								

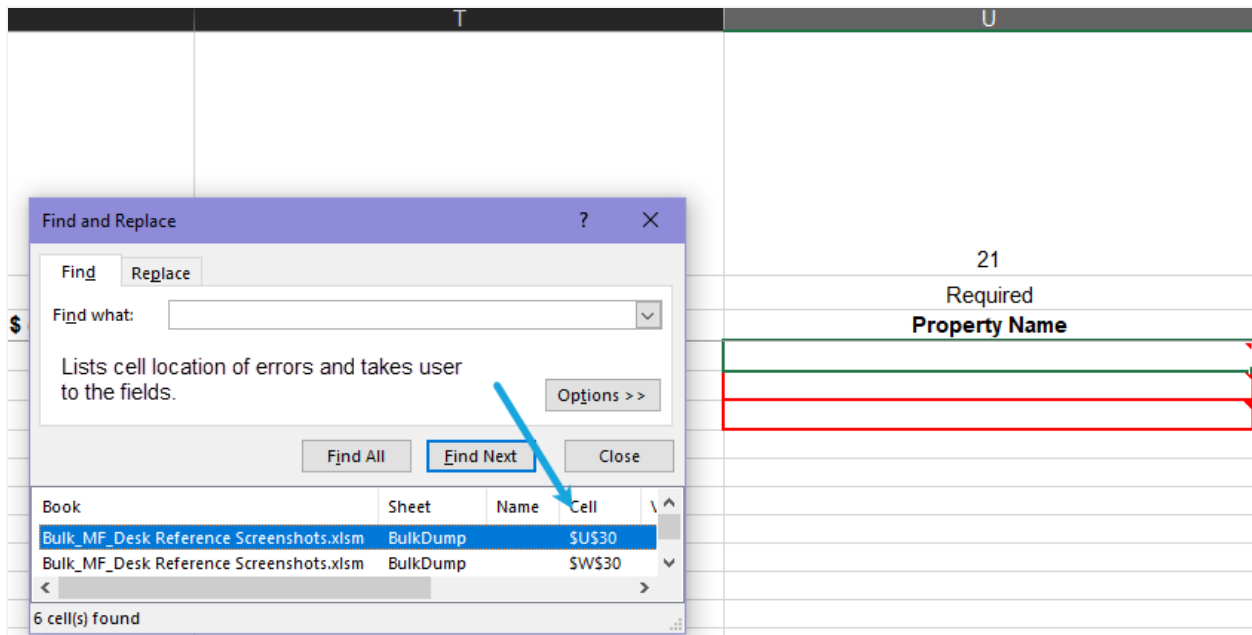
<p><u>Template Type</u></p> <p>Use HC to denote Healthcare</p> <p>Use MF to denote Multifamily</p>
3
Required
Template Type
MF

- By clicking on the “Goto Status” button, the template will direct a user to the Loan Status column on the far right. Please note that at the time of upload, loans that have “Complete” status will be accepted by PRS, while loans that have “Incomplete” status will be rejected.

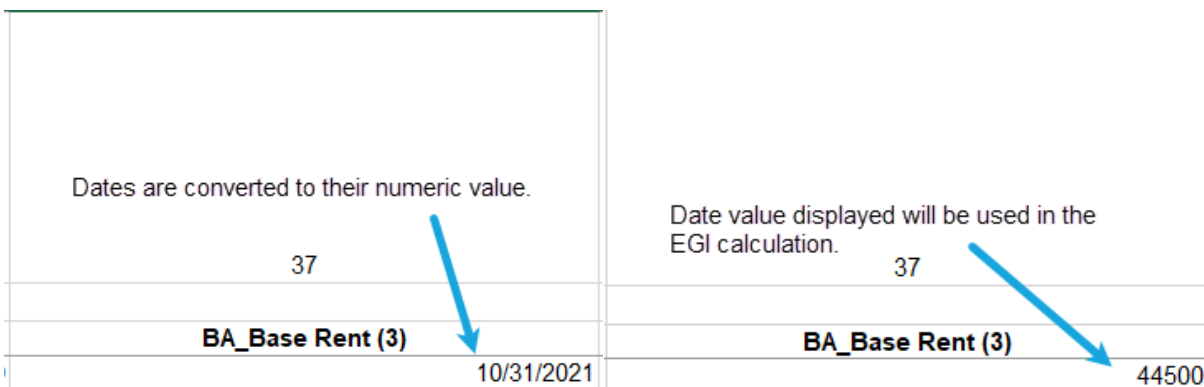
A		B		PK
<div style="border: 1px solid gray; padding: 2px; margin-bottom: 2px;">Validate</div> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 2px;">Clear Validations</div> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 2px;">Find Errors</div> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 2px;">Reset Find Format</div>		<div style="border: 1px solid gray; padding: 2px; margin-bottom: 2px;">Goto Status</div> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 2px;">Goto NOI</div> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 2px;">Goto OSAR</div>		
1		2		
Required		Required		
FM Loan #		Submission Period		Loan Status
987654321		2021		Incomplete
		123456789 2021Q3		Complete
		456789123 2021Q3		Complete

- To locate an error within the Bulk CREFC Template, utilize the Find Errors functionality. Due to the width of the spreadsheet, this functionality will allow a user to skip to the errors for easier resolution.

<div style="border: 1px solid gray; padding: 2px; margin-bottom: 2px;">Validate</div> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 2px;">Clear Validations</div> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 2px;">Find Errors</div> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 2px;">Reset Find Format</div>		<div style="border: 1px solid gray; padding: 2px; margin-bottom: 2px;">Goto Status</div> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 2px;">Goto NOI</div> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 2px;">Goto OSAR</div>	
1		2	
Required		Required	
FM Loan #		Submission Period	
987654321		2021	
		123456789 2021Q3	
		456789123 2021Q3	



- Excel converts dates to numbers. When a user is coding from their respective system of record to the PRS Bulk CREFC Template, it is important for the user to ensure the mapping is accurate. In the example below, an error message will not display.



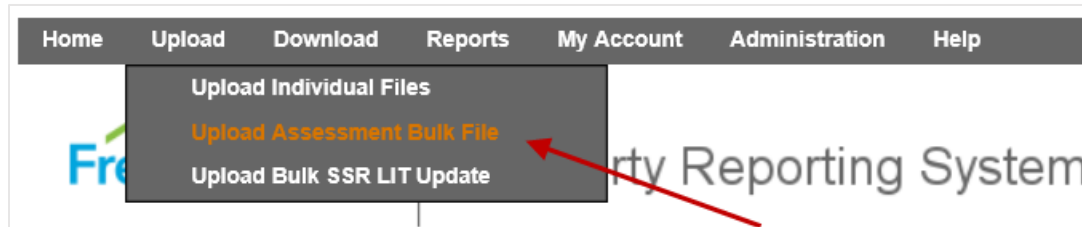
7. In the OSAR section of the Bulk CREFC Template, Extraordinary Capital Expenditure for 3rd Preceding, 2nd Preceding, Preceding, and Most Recent should be left blank.

		Should be left blank	
	232		233
	Capital Expenditures_3P		Extraordinary Capital Expenditures_3P
		0	


Bulk File Upload Process

To upload a Bulk CREFC template, perform the following functions:

1. Click "Upload Assessment Bulk File" from the Upload drop-down menu.



2. On the Upload Bulk File page, enter the file path or click the Select button to locate the file for upload.

Upload Bulk File 

This page is ONLY for upload of Bulk Data Excel files. Please DO NOT upload Assessment or Attachment files here.


Select

Submit

3. Once the path has been entered, click **Submit**. The bulk file will upload and the loan records that have failed to be uploaded will be listed on the "**Upload Failures**" screen.

Example of Upload Failures and messages

- Incorrect Loan Number

Upload Bulk File 


This page is ONLY for upload of Bulk Data Excel files. Please DO NOT upload Assessment or Attachment files here.

Bulk_MF.xlsm

File Processing Summary	
Successfully uploaded:	16
Rejected:	1
Blank Rows:	1195

ErrorRow	LoanNo	Error
17	987654100	Incorrect Loan Number

- Assessment doesn't exist for loan

Upload Bulk File 


This page is ONLY for upload of Bulk Data Excel files. Please DO NOT upload Assessment or Attachment files here.

Bulk_MF.xlsm

File Processing Summary	
Successfully uploaded:	16
Rejected:	1
Blank Rows:	1195

ErrorRow	LoanNo	Error
17	987654103	Assessment Doesn't Exist for this Loan

- Loan Status = Incomplete for a row

Upload Bulk File 

This page is ONLY for upload of Bulk Data Excel files. Please DO NOT upload Assessment or Attachment files here.

Select

Bulk_MF.xlsm

File Processing Summary	
Successfully uploaded:	16
Rejected:	1
Blank Rows:	1195

ErrorRow	LoanNo	Error
17	987654103	Incomplete Template Submission

Note: The file naming convention listed below needs to be strictly followed for the Bulk CREFC Template and required attachments to be uploaded successfully into PRS.

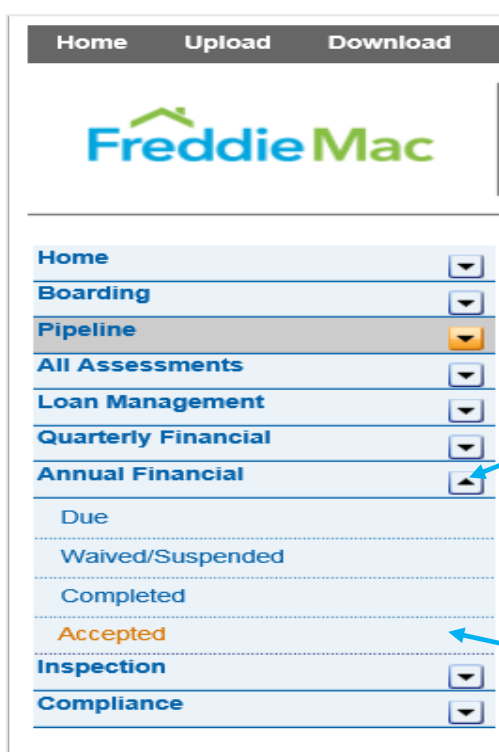
Assessment Type	File Type	Naming Convention	Notes
A-CREFC-MF	A-CREFC-MF - Other Attachments	xxxxxxxxx_ACREFCMF_Other_MMDDYY_SYYYY	xxxxxxxxx = loan number; MMDDYY = due date of financials; YYYY = Submission Period
A-CREFC-MF	Unstabilized Property Monitoring Form	xxxxxxxxx_ACREFCMF_UMF_MMDDYY_SYYYY	xxxxxxxxx = loan number; MMDDYY = due date of financials; YYYY = Submission Period
A-CREFC-HC	A-CREFC-HC - Other Attachments	xxxxxxxxx_ACREFCHC_Other_MMDDYY_SYYYY	xxxxxxxxx = loan number;

			MMDDYY = due date of financials; YYYY = Submission Period
A-CREFC-HC	Unstabilized Property Monitoring Form	xxxxxxxxx_ACREFCHC_UMF_MMDDYY_SYYYY	xxxxxxxxx = loan number; MMDDYY = due date of financials; YYYY = Submission Period
Q-CREFC-MF	Unstabilized Property Monitoring Form	xxxxxxxxx_QCREFCMF_UMF_MMDDYY_SYYYYQn	xxxxxxxxx = loan number; MMDDYY = due date of financials; YYYY = Submission Period
Q-CREFC-HC	Unstabilized Property Monitoring Form	xxxxxxxxx_QCREFCHC_UMF_MMDDYY_SYYYYQn	xxxxxxxxx = loan number; MMDDYY = due date of financials; YYYY = Submission Period

Viewing Uploaded Assessments

Successful assessments will be processed through PRS using the standard workflow queues. A user may view the uploaded data from the Bulk CREFC template for each record by using the “View Form” functionality from the Context menu in the assessment Queue Grid or downloading an Individual CREFC Template.

Getting to the Queue Grid



Click on the drop-down menu for either Annual or Quarterly Financial to get to the status queue grid

Navigate to the Completed or Accepted queues by clicking the status

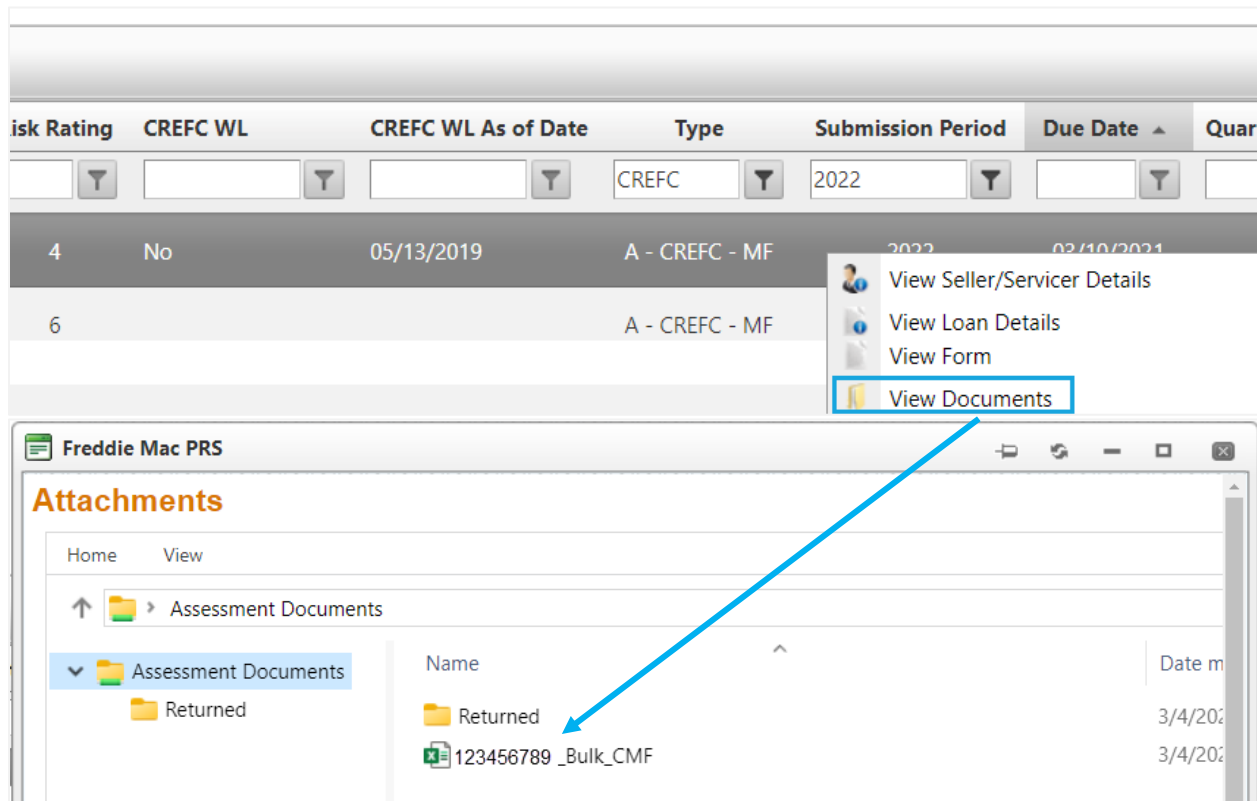
Using the View Form functionality from the queue grid to view uploaded bulk data and Freddie Mac underwriting information.

Type	Period	Due Date	Exp End Date	Rec Status
Q - CREFC - MF	2022Q3	11/30/2022		
RR		11/30/2022		
FS		11/30/2022		

- View Seller/Servicer Details
- View Loan Details
- View Assessment Documents
- View Assessment Form

MULTIFAMILY OPERATING STATEMENT ANALYSIS REPORT <i>(includes Mobile Home Parks and Co-ops)</i>																					
as of 09/30/22																					
PROPERTY OVERVIEW																					
Statement Ending Date	Allocated Loan Amount/Percentage																				
Occupancy Rate (physical)	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Underwriting</th> <th>12/31/2019</th> <th>12/31/2020</th> <th>12/31/2021</th> <th>9/30/2022</th> </tr> </thead> <tbody> <tr> <td>96.57%</td> <td>83.82%</td> <td>90.69%</td> <td>84.97%</td> <td>69.11%</td> </tr> <tr> <td>Occupancy Date</td> <td>10/31/2018</td> <td>12/31/2019</td> <td>2/13/2021</td> <td>12/31/2021</td> </tr> <tr> <td>FM Underwriting Data will be prepopulated in the "At Contribution" column</td> <td></td> <td></td> <td></td> <td>9/30/2022</td> </tr> </tbody> </table>	Underwriting	12/31/2019	12/31/2020	12/31/2021	9/30/2022	96.57%	83.82%	90.69%	84.97%	69.11%	Occupancy Date	10/31/2018	12/31/2019	2/13/2021	12/31/2021	FM Underwriting Data will be prepopulated in the "At Contribution" column				9/30/2022
Underwriting	12/31/2019	12/31/2020	12/31/2021	9/30/2022																	
96.57%	83.82%	90.69%	84.97%	69.11%																	
Occupancy Date	10/31/2018	12/31/2019	2/13/2021	12/31/2021																	
FM Underwriting Data will be prepopulated in the "At Contribution" column				9/30/2022																	
<p>(1) "X" if debt is outside of the trust, otherwise leave blank</p> <p>(2) Total \$ amount of Capital Reserves required annually by loan documents</p>																					
INCOME:																					
Number of Mos. Covered	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>At Contribution</th> <th>3rd Preceding</th> <th>2nd Preceding</th> <th>Preceding Yr.</th> <th>YTD Normalized</th> <th>(prcdng yr to base)</th> <th>(prcdng yr to 2nd prcdng)</th> </tr> </thead> <tbody> <tr> <td>Information</td> <td>12/31/2019</td> <td>12/31/2020</td> <td>12/31/2021</td> <td>9/30/2022</td> <td>Variance</td> <td>Variance</td> </tr> </tbody> </table>	At Contribution	3rd Preceding	2nd Preceding	Preceding Yr.	YTD Normalized	(prcdng yr to base)	(prcdng yr to 2nd prcdng)	Information	12/31/2019	12/31/2020	12/31/2021	9/30/2022	Variance	Variance						
At Contribution	3rd Preceding	2nd Preceding	Preceding Yr.	YTD Normalized	(prcdng yr to base)	(prcdng yr to 2nd prcdng)															
Information	12/31/2019	12/31/2020	12/31/2021	9/30/2022	Variance	Variance															
Period Ended																					
Statement Ending Date																					

Download the Individual CREFC template from the queue grid to view uploaded bulk data and Freddie Mac underwriting information.



The screenshot displays the Freddie Mac PRS interface. At the top, there is a queue grid with columns: Risk Rating, CREFC WL, CREFC WL As of Date, Type, Submission Period, Due Date, and Quar. The grid shows two rows of data. A context menu is open over the second row, with the 'View Documents' option highlighted. Below the grid, a window titled 'Freddie Mac PRS' is open, showing the 'Attachments' section. The Attachments window displays a folder structure: 'Assessment Documents' > 'Returned'. A table lists the files in the 'Returned' folder, including a file named '123456789_Bulk_CMF'. A blue arrow points from the 'View Documents' button in the queue grid to the 'Returned' folder in the Attachments window.

Risk Rating	CREFC WL	CREFC WL As of Date	Type	Submission Period	Due Date	Quar
4	No	05/13/2019	A - CREFC - MF	2022	03/10/2021	
6			A - CREFC - MF			

Name	Date m
Returned	3/4/2021
123456789_Bulk_CMF	3/4/2021

Resources

- CREFC/MBA Methodology for Analyzing and Reporting Property Income Statements (page 96 of CREFC Investor Reporting Package version 8.0)
- [Coding Matrix Guidelines](#)
- Freddie Mac's *Multifamily Seller/Service Guide Chapter 40* on Completing and Submitting the PRS CREFC Assessment
- [Checklist Reference](#)
- [PRS CREFC Individual and Bulk Template Data Dictionary](#)