

# PRS Desk Reference Guide

## Bulk CREFC® Template Desk Reference



# Bulk CREFC<sup>®</sup> Template

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## Bulk CREFC Template

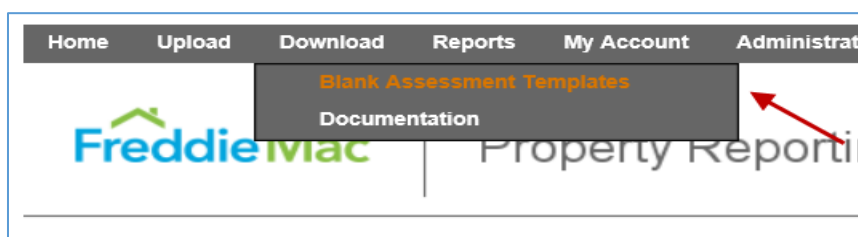
The Bulk Multifamily (MF) and Bulk Healthcare (HC) CREFC templates provide the Servicer a way of submitting Annual and Quarterly CREFC forms on multiple loans at one time. The templates are excel-based and contain Individual CREFC form MF and HC data fields in a data tape format. A Servicer has the ability to 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 UW 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 Property Reporting System (“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**
  - Bulk CREFC Template can be located from the main menu of PRS under Download > Blank Assessment Templates. Special Note: Always enable the macro and Active X controls before using the template.





- *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=""),0,""))		
	KH	KI
	294	295
Date_P	Gross Potential Rent (3)_P	Less: Vacancy Loss_P

- **Validation Process**

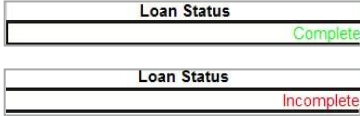
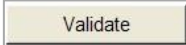



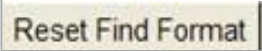

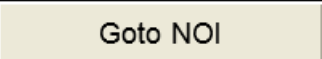
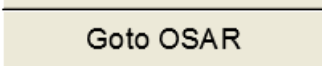
Performs completeness checks and validations in the template by clicking the “Validate” button. Errors are highlighted with red borders and will display messages.

- **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: 2<sup>nd</sup> Preceding Year Occupancy Rate and Date become required when 2<sup>nd</sup> Preceding Year Income and Expenses numbers are reported.
- **Valid Data Format:** Certain fields contain validation rules that check if the value entered is correctly formatted. Error messages describe the format rule.
- **Accuracy of Data:** 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 NOIWS	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.

Validate

Clear Validations

Find Errors

Reset Find Format

Goto Status

Goto NOI

Goto OSAR

1 Required FM Loan #	2 Required Submission Period
987654321	2015Q3
	2016
456789123	2016
741852963	2015Q3

PK

Loan Status

Complete

Empty Row

Complete

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.

Validate

Clear Validations

Find Errors

Reset Find Format

Goto Status

Goto NOI

Goto OSAR

1 Required FM Loan #	2 Required Submission Period	
987654321	2015Q3	MF
123456789	2016	MF
456789123	2016	MF
123456789	2016	MF

Loan has duplicates

Duplicate Loan - See Row 20



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

	A	B	C
	Validate	Goto Status	
	Clear Validations	Goto NOI	
	Find Errors	Goto OSAR	
	Reset Find Format		
	<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;">           Submission Period must follow PRS naming conventions:            A-CREFC: YYYY            Q-CREFC: or YYYYQX         </div>		
1	2	3	
Required FM Loan #	Required Submission Period	Required Template Type	
	987654321 123456789 456789123	<div style="border: 1px solid black; padding: 2px;">Q32015</div>	<div style="border: 1px solid black; padding: 2px;">M</div>
		<div style="border: 1px solid black; padding: 2px;">2016</div>	<div style="border: 1px solid black; padding: 2px;">M</div>
		<div style="border: 1px solid black; padding: 2px;">2016</div>	<div style="border: 1px solid black; padding: 2px;">M</div>
		<div style="border: 1px solid black; padding: 5px; font-size: 0.8em;">           The value is not in the list. Please select from the following values:            1995, 1996, 1997, 1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025, 1995Q1, 1996Q1, 1997Q1, 1998Q1, 1999Q1, 2000Q1, 2001Q1, 2002Q1, 2003Q1, 2004Q1, 2005Q1, 2006Q1, 2007Q1, 2008Q1, 2009Q1, 2010Q1, 2011Q1, 2012Q1, 2013Q1, 2014Q1, 2015Q1, 2016Q1, 2017Q1, 2018Q1, 2019Q1, 2020Q1, 2021Q1, 2022Q1, 2023Q1, 2024Q1, 2025Q1, 1995Q2, 1996Q2, 1997Q2, 1998Q2, 1999Q2, 2000Q2, 2001Q2, 2002Q2, 2003Q2, 2004Q2, 2005Q2, 2006Q2, 2007Q2, 2008Q2, 2009Q2, 2010Q2, 2011Q2, 2012Q2, 2013Q2, 2014Q2, 2015Q2, 2016Q2, 2017Q2, 2018Q2, 2019Q2, 2020Q2, 2021Q2, 2022Q2, 2023Q2, 2024Q2, 2025Q2, 1995Q3, 1996Q3, 1997Q3, 1998Q3, 1999Q3, 2000Q3, 2001Q3, 2002Q3, 2003Q3, 2004Q3, 2005Q3, 2006Q3, 2007Q3, 2008Q3, 2009Q3, 2010Q3, 2011Q3, 2012Q3, 2013Q3, 2014Q3, 2015Q3, 2016Q3, 2017Q3, 2018Q3, 2019Q3, 2020Q3, 2021Q3, 2022Q3, 2023Q3, 2024Q3, 2025Q3, 1995Q4, 1996Q4, 1997Q4, 1998Q4, 1999Q4, 2000Q4, 2001Q4, 2002Q4, 2003Q4, 2004Q4, 2005Q4, 2006Q4, 2007Q4, 2008Q4, 2009Q4, 2010Q4, 2011Q4, 2012Q4, 2013Q4, 2014Q4, 2015Q4, 2016Q4, 2017Q4, 2018Q4, 2019Q4, 2020Q4, 2021Q4, 2022Q4, 2023Q4, 2024Q4, 2025Q4.         </div>	

	C	D
	<b>3 Required Template Type</b>	<b>4 Required <u>Reporting as of date</u></b>
2016	Healthcare	The value is not in the list. Please select from the following values: HC.

**Template Type**  
Use HC to denote Healthcare  
Use MF to denote Multifamily

- 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.

The diagram illustrates the data flow between three columns: 'Required FM Loan #', 'Required Submission Period', and 'Loan Status'. A red arrow points from the 'Required FM Loan #' column to the 'Required Submission Period' column, and another red arrow points from the 'Required Submission Period' column to the 'Loan Status' column.

- 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.

The screenshot shows two parts of the Bulk CREFC Template. On the left, a table with columns '1 Required FM Loan #' and '2 Required Submission Period' contains data for three entries. A red arrow points to the 'Find Errors' button in the top-left menu. On the right, the 'Find and Replace' dialog box is open, with a red arrow pointing to the 'Find Next' button. A tooltip above the dialog box says 'List cell location of errors and takes you to the fields'. The background table on the right has columns '31 Required Occupancy Rate (physical)' and '32' with values 0.95 and 0.98.

1	2
Required FM Loan #	Required Submission Period
987654321	2015Q3 MF
123456789	2016 MF
456789123	2016 MF

31	32
Required Occupancy Rate (physical)	
0.95	
0.98	

- 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.

The screenshot shows two parts of the Bulk CREFC Template. On the left, a table with column '35 BA\_Gross Potential Rent (3)' contains data for three entries. A red arrow points to the date '9/30/2015' in the second row. A tooltip above the arrow says 'Date gets converted to numeric'. On the right, the same table is shown, but the date '9/30/2015' has been replaced by the numeric value '42277'. A red arrow points to this value, and a tooltip above it says 'Datevalue displayed will be used in calculation for EGI'. The background table on the right has columns '31 Required Occupancy Rate (physical)' and '32' with values 0.95 and 0.98.

35
BA_Gross Potential Rent (3)
9/30/2015
4100128.66
5197913.53

35
BA_Gross Potential Rent (3)
42277
4100128.66
5197913.53

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

HW	HX	HY
231	232	233
<b>*Net Operating Income_3P</b>	<b>Capital Expenditures_3P</b>	<b>Extraordinary Capital Expenditures_3P</b>
4345076.28	71446	

## Bulk File Upload Process

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

1. Click “Upload Assessment Bulk File” from the “Upload” menu.

[Home](#) [Upload](#) [Download](#) [Reports](#) [My Account](#) [Administration](#) [Help](#)

Frederick County

erty Reporting System

Upload Individual Files

Upload Assessment Bulk File

Upload Bulk SSR LIT Update


## Upload Bulk File

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

Select

Submit

This will take a user to the Upload Bulk File page.

**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

2. Enter the file path or click **Select** to locate the excel file for upload.
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.

Select

Submit

**Bulk\_MF.xlsm**

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

OK

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.

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.

### Naming Convention for the Bulk and attachments

Assessment Type	Submissions	Naming Convention	Due Dates
<b>Annual Operating Statement - Multifamily</b>	A-CREFC-MF includes: <ol style="list-style-type: none"> <li>Form</li> <li>Operating Statement<sup>1</sup></li> <li>Rent roll<sup>1</sup></li> <li>Other</li> </ol>	<ol style="list-style-type: none"> <li>Bulk_MF</li> <li>xxxxxxxxx_FS_MMDDYY</li> <li>xxxxxxxxx_RR_MMDDYY</li> <li>xxxxxxxxx_Other_MMDDYY_SYYYY</li> </ol>	<ul style="list-style-type: none"> <li>5/31</li> </ul>
<b>Annual Operating Statement - Healthcare</b>	A-CREFC-HC includes: <ol style="list-style-type: none"> <li>Form</li> <li>Operating Statement<sup>1</sup></li> <li>Rent roll<sup>1</sup></li> <li>Other</li> </ol>	<ol style="list-style-type: none"> <li>Bulk_HC</li> <li>xxxxxxxxx_FS_MMDDYY</li> <li>xxxxxxxxx_RR_MMDDYY</li> <li>xxxxxxxxx_Other_MMDDYY_SYYYY</li> </ol>	<ul style="list-style-type: none"> <li>5/31</li> </ul>
<b>Quarterly Operating Statement - Multifamily</b>	Q-CREFC-MF includes: <ol style="list-style-type: none"> <li>Form</li> <li>Operating Statement<sup>1</sup></li> <li>Rent roll<sup>1</sup></li> <li>Other</li> </ol>	<ol style="list-style-type: none"> <li>Bulk_MF</li> <li>xxxxxxxxx_FS_MMDDYY</li> <li>xxxxxxxxx_RR_MMDDYY</li> <li>xxxxxxxxx_Other_MMDDYY_SYYYYQn</li> </ol>	<ul style="list-style-type: none"> <li>5/31 (1Q)<sup>2</sup></li> <li>8/31 (2Q)</li> <li>11/30 (3Q)</li> </ul>
<b>Quarterly Operating Statement - Healthcare</b>	Q-CREFC-HC includes: <ol style="list-style-type: none"> <li>Form</li> <li>Operating Statement<sup>1</sup></li> <li>Rent roll<sup>1</sup></li> <li>Other</li> </ol>	<ol style="list-style-type: none"> <li>Bulk_HC</li> <li>xxxxxxxxx_FS_MMDDYY</li> <li>xxxxxxxxx_RR_MMDDYY</li> <li>xxxxxxxxx_Other_MMDDYY_SYYYYQn</li> </ol>	<ul style="list-style-type: none"> <li>5/31 (1Q)*</li> <li>8/31 (2Q)</li> </ul>

			• 11/30 (3Q)
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<sup>1</sup> Rent Rolls and Operating Statements are in a separate queue from financial assessments

<sup>2</sup> 1Q submission required if loan is on the Watchlist or a special product and required per the Guide

### Additional Submission Requirement

Additional reporting is required on:

- **Bonds:** The Freddie Mac Bond Supplement is required for all bonds
- **Unstabilized Loans:** For unstabilized loans you are required to complete the Unstabilized Comments form
- **Cooperative Properties:** The Cooperatives Assessment Schedule is required to be completed for all Cooperative properties

A-CREFC Addendums File Naming Conventions:

Assessment Type	File Type	New Naming Convention 7/2017
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	New Naming Convention 7/2017
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

### 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 FM Underwriting information

CREFC WL As of Date	Type	Submission Period	Due Date	Original Submitted Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
18/2015	A - CREFC - MF	2015	07/15/2015	07/06/2015
18/2015	A - CREFC - MF	2015	07/15/2015	07/06/2015
18/2015	A - CREFC - MF	2015		
22/2015	A - CREFC - MF	2016		

View Seller/Service Details  
View Loan Details  
View Form  
View Documents

MF NOIWS
MF OSAR

**MULTIFAMILY OPERATING STATEMENT ANALYSIS REPORT** (includes Mobile Home) as of 12/31/15

Allocated Loan

\$23,700,000.00	Paid Thru Date	Debt Outside Trust (1)	\$
\$5,171,000.00	12/1/2015	X or Blank	23700000
	12/1/2015		5171000

Multifamily

435	units	Use second box to specify sqft, units...
1988	2010	
\$152,250.00	\$350.00	specify annual/per unit...

Underwriting

96.09 %	12/31/2014	12/31/2015
93.79 %	12/12/2014	12/14/2015

(1) "X" if debt is outside of the trust, otherwise leave blank  
(2) Total \$ amount of Capital Reserves required annually by loan documents

**INCOME:**

Number of Mos. Covered	12.00	12.00	(preceding yr to be)
Period Ended	12.00	12.00	YE15-U/W
Statement Ending Date	12/31/2014	12/31/2015	Variance
Gross Potential Rent (3)	\$5,355,936.00	\$5,881,916.00	16.00
Less: Vacancy Loss	(\$375,686.00)	(\$381,332.00)	28.41

FM Underwriting Data will be pre-populated in the "At Contribution" Column

Data reported in the bulk template will display in the respective reporting periods

Downloading the Individual CREF template from the queue grid to view uploaded bulk data and FM Underwriting information

CREFC WL	CREFC WL As of Date	Type	Submission Period	Due Date	Loan Status	Original Submitted Date	Most
Yes	01/06/2017	A - CREFC - HC	2017	06/30/2017	Securitized	05/15/2017	05/15/2017
	01/01/1900	A - CREFC - HC	2017	06/30/2017	Active	06/29/2017	06/29/2017
Yes	03/13/2017	A - CREFC - MF	2017	06/30/2017	Securitized		07/05/2017
No	03/09/2015	A - CREFC - MF	2017	06/30/2017	Securitized		06/13/2017
		A - CREFC - HC	2017	06/30/2017	Active		06/11/2017

View Seller/Service Details  
View Loan Details  
View Form  
View Documents

### Assessment Documents

1 subfolders  
1 files, 46 KB

Name	Size	Type	Date Modified
Returned		File Folder	6/29/2017 2:43 PM
504183397_Bulk_CHC	46 KB	XLSX File	6/29/2017 2:53 PM