

Vacant and Abandoned Property Reporting

Bulk Filing Instructions –File Specifications

Effective December 20, 2016

Vacant and abandoned properties must be reported to the Department within 21 days of the date the mortgagee or mortgage loan servicer learns, or should have learned through the exercise of due diligence, that a property is vacant and abandoned. To report vacant and abandoned properties to the Department in bulk, use the specifications below.

Data File Requirements:

Data format: ASCII delimited text file

Field Separator: Tilde (~)

Record Separator: LF (Line Feed)

File Layout (Required fields must be filled if applicable):

Row Number	Column Name	Data Type	Length	Required	Instructions
1	Loan_Number	Alphanumeric	20	Y	Loan Number of the property
2	Pre-foreclosure_Tracking_number	Alphanumeric	10	*	90-day pre-foreclosure filing tracking number (required only if PFF was filed with DFS)
3	Vacant_Property_Tracking_Number	Alphanumeric	10	*	Vacant property Tracking Number (required only if updating a vacant property filing)
4	Filer_email	Alphanumeric	100	Y	Filer's email address for notification purpose
5	Addr_line1_property	Alphanumeric	100	Y	Property address – Line 1
6	Addr_line2_property	Alphanumeric	100	N	Property address – Line 2
7	Addr_city_property	Alphanumeric	100	Y	Property address – City
8	Add_cde_state_property	Alphanumeric	2	Y	Property – State code - must be NY
9	Addr_zip5_property	Numeric	5	Y	Property address – Zip 5
10	Addr_zip4_property	Numeric	4	Y	Property address – Zip 4
11	Addr_cde_county_property	Numeric	5	Y	Property address – County Code use table below
12	Last_name_borrower	Alphanumeric	100	Y	Primary Borrower's Last Name
13	First_name_borrower	Alphanumeric	100	Y	Primary Borrower 's First Name

14	Addr_line1_borrower	Alphanumeric	100	Y	Borrower's Last Known Address Line 1
15	Addr_line2_borrower	Alphanumeric	100	N	Borrower's Last Known Address Line 2
16	Addr_city_borrower	Alphanumeric	100	Y	Borrower's Last Known City
17	Addr_cde_state_borrower	Alphanumeric	2	Y	Borrower Address State code
18	Addr_zip5_borrower	Numeric	5	Y	Borrower Address Zip 5
19	Addr_zip4_borrower	Numeric	4	N	Borrower Address Zip 4
20	Code_foreclosure_status	Numeric	2	Y	Foreclosure status code (select One) 01: foreclosure 02: Active foreclosure 03: Expedited foreclosure 04: Foreclosure Judgement 05: Foreclosure Sale
21	Dte_foreclosure_status	Date	8	*	Date of foreclosure status Format: MMDDYYYY Required if Row 20 is 2,3,4 or 5
22	Flag_REO	Numeric	1	*	Required if Row 20 is 5 Y – if the property taken as REO N – Otherwise

*** Conditionally Required**