

## Vacant and Abandoned Property Reporting Bulk Filing Instructions – File Specifications

Effective July 24, 2018

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)

If you would like to update any previously submitted information, **including filer’s contact email address**, please include the Tracking Number issued for the previous submission on Column 2, along with all other current information. Please note that the unique ID on Column 1 and the property zip code on Column 8 must match the previous submission.

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

Column Number	Column Name	Data Type	Length	Required	Instructions
1	Unique_number	Alphanumeric	20	Y	A number (assigned by you) that uniquely identifies the filing for a property. Loan Number of the property may be used.
2	Tracking_number	Alphanumeric	10	*	Pre-foreclosure (PFF) or Vacant Property (VA) Tracking Number provided by DFS (required only if PFF or VA was previously filed with DFS).
3	Filer_email	Alphanumeric	100	Y	Filer’s email address for notification purpose
4	Addr_line1_property	Alphanumeric	100	Y	Property address – Line 1
5	Addr_line2_property	Alphanumeric	100	N	Property address – Line 2
6	Addr_city_property	Alphanumeric	100	Y	Property address – City
7	Add_cde_state_property	Alphanumeric	2	Y	Property – State code - must be NY
8	Addr_zip5_property	Numeric	5	Y	Property address – Zip 5
9	Addr_zip4_property	Numeric	4	N	Property address – Zip 4

10	Addr_cde_county_property	Numeric	5	Y	Property address – County Code use table below
11	Last_name_borrower	Alphanumeric	100	Y	Primary Borrower's Last Name
12	First_name_borrower	Alphanumeric	100	Y	Primary Borrower's First Name
13	Addr_line1_borrower	Alphanumeric	100	Y	Borrower's Last Known Address Line 1
14	Addr_line2_borrower	Alphanumeric	100	N	Borrower's Last Known Address Line 2
15	Addr_city_borrower	Alphanumeric	100	Y	Borrower's Last Known City
16	Addr_cde_state_borrower	Alphanumeric	2	Y	Borrower Address State code
17	Addr_zip5_borrower	Numeric	5	Y	Borrower Address Zip 5
18	Addr_zip4_borrower	Numeric	4	N	Borrower Address Zip 4
19	Code_loan_status	Numeric	2	Y	Loan Status code (select One) 01: Pre-foreclosure 02: Active foreclosure 03: Expedited foreclosure 04: Foreclosure Judgment 06: Loan Current 07: Loan Sold 08: Property Sold
20	Dte_foreclosure_status	Date	8	*	Date of foreclosure status Format: MMDDYYYY Required if Row 20 is 2,3, or 4
21	New_Servicer	Alphanumeric	1	*	Required only if acquiring a loan from another servicer (Y - if acquiring N - otherwise)
22	Flag_Inactive	Alphanumeric	1	*	Required only if filing to be discontinued (Y - if discontinuing N - otherwise)
23	Code_Inactive	Alphanumeric	2	*	Reason for discontinuation 01 – Loan Re-instated 02 – Property occupied 03 – Property sold 04 – Loan sold 05 – Property Demolished 06 – Lien Release 07 – Other
24	Buyer's_Contact_Info.	Alphanumeric	200	*	Required if the loan is sold. Provide buyers contact info

\* Conditionally Required

**New York State County Code Table**

Code	County Name	State
36001	Albany	NY
36003	Allegany	NY
36005	Bronx	NY
36007	Broome	NY
36009	Cattaraugus	NY
36011	Cayuga	NY
36013	Chautauqua	NY
36015	Chemung	NY
36017	Chenango	NY
36019	Clinton	NY
36021	Columbia	NY
36023	Cortland	NY
36025	Delaware	NY
36027	Dutchess	NY
36029	Erie	NY
36031	Essex	NY
36033	Franklin	NY
36035	Fulton	NY
36037	Genesee	NY
36039	Greene	NY
36041	Hamilton	NY
36043	Herkimer	NY
36045	Jefferson	NY
36047	Kings	NY
36049	Lewis	NY
36051	Livingston	NY
36053	Madison	NY
36055	Monroe	NY
36057	Montgomery	NY
36059	Nassau	NY
36061	New York	NY

36063	Niagara	NY
36065	Oneida	NY
36067	Onondaga	NY
36069	Ontario	NY
36071	Orange	NY
36073	Orleans	NY
36075	Oswego	NY
36077	Otsego	NY
36079	Putnam	NY
36081	Queens	NY
36083	Rensselaer	NY
36085	Richmond	NY
36087	Rockland	NY
36089	St. Lawrence	NY
36091	Saratoga	NY
36093	Schenectady	NY
36095	Schoharie	NY
36097	Schuyler	NY
36099	Seneca	NY
36101	Steuben	NY
36103	Suffolk	NY
36105	Sullivan	NY
36107	Tioga	NY
36109	Tompkins	NY
36111	Ulster	NY
36113	Warren	NY
36115	Washington	NY
36117	Wayne	NY
36119	Westchester	NY
36121	Wyoming	NY
36123	Yates	NY