

## 90-Day Quarterly Reports Quarterly Bulk Filing Directions

(Effective April 1, 2017)

Pursuant to the Superintendent's Part 422.5 (3 NYCRR 422.5), every mortgagee that is not exempt from the obligation imposed by New York's Real Property Actions & Proceedings Law section 1308 shall file with the superintendent a quarterly report on all loans secured by a mortgage on residential real property held by the mortgagee where the borrower has been delinquent for 90 or more days.

Quarterly reports shall be filed within 30 days of the end of the calendar quarter to which the report pertains and every mortgagee subject to the quarterly reporting requirements shall maintain for production and inspection all books and records documenting all actions to secure and maintain the subject property that have been taken, the date each action was taken, the nature of each action, the identity and employer of the person who performed each action, and all other information necessary to evidence compliance with the statute.

### General Directions

Quarterly bulk filings must contain two files: (1) the Header and (2) the Detail.

Each individual filing will have one Header entry and many Detail entries, depending on number of inspections and number of maintenance.

The Header document will contain high level information for each filing submitted as part of the bulk filing. Each filing will be represented by one line entry in the Header document. However, in the Detail document, each filing may include a number of entries.

All of the Header records in a bulk filing must be combined into one text file. All the corresponding Detail records must be combined into another text file. These two files must be uploaded at the same time.

Please see downloadable [Sample Header](#) (.txt) and [Sample Detail](#) (.txt) files.

### Header File Specification

**File Name:** Please use unique file names for each submission by concatenating the first 15 letters of your Company name, the form type and the date (ex.: SERVICERCOMPANYVADMMYYYY.txt)

#### Data File Requirements

**Data format:** ASCII delimited text file

**Field Separator:** Tilde (~)

**Record Separator:** LF (Line Feed)

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

COLUMN_ID	COLUMN_NAME	DATA_TYPE	LENGTH	REQUIRED	INSTRUCTIONS
1	FILE TYPE	ALPHANUMERIC	3	Yes	Value : HDR
2	UNIQUE ID	ALPHANUMERIC	20	Yes	You may use Loan number or assign a unique number. This number must be used in the corresponding detail records
3	EDIT FLAG	ALPHANUMERIC	1	*	Y – if editing a previous quarterly filing N - otherwise
4	TRACKING NUMBER	ALPHANUMERIC	13	*	Required if there exists a previous quarterly filing, VA continuous filing or Pre-foreclosure filing.
5	FILER EMAIL	ALPHANUMERIC	200	Yes	Email of the filer
6	YEAR	NUMBER	4	Yes	Reporting Year
7	QUARTER	NUMBER	1	Yes	Reporting Quarter
8	PROPERTY ADDRESS	ALPHANUMERIC	75	Yes	Property Address Line 1
9	PROPERTY ADDRESS2	ALPHANUMERIC	75	No	Property Address Line 1
10	PROPERTY CITY	ALPHANUMERIC	75	Yes	Property City
11	PROPERTY STATE	ALPHANUMERIC	2	Yes	Property State must be NY
12	PROPERTY ZIP	ALPHANUMERIC	5	Yes	Property zip
13	PROPERTY ZIP4	ALPHANUMERIC	4	No	Property 4 digit zip extn.
14	CDE PROPERTY COUNTY	ALPHANUMERIC	6	Yes	Property County code from the table below
15	CDE LOAN STATUS	ALPHANUMERIC	2	Yes	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
16	DATE FC FILING	DATE	8	*	Date of foreclosure filing (MMDDYYYY)
17	DATE VACANT	DATE	8	*	Date property became vacant (MMDDYYYY)
18	DATE NOTICE	DATE	8	*	Date RPAPL 1308(3) Notice sent to borrower

\* Conditionally Required

### VA Detail File Specification

**File Name:** Please use unique file names for each submission by concatenating the first 15 letters of your Company name, the form type and the date (ex.: SERVICERCOMPANYVADDMMYYYY.txt)

**Data File Requirements:**

**Data format:** ASCII delimited text file

**Field Separator:** Tilde (~)

**Record Separator:** LF (Line Feed)

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

COLUMN_ID	COLUMN_NAME	DATA_TYPE	LENGTH	REQUIRED	INSTRUCTIONS
1	FILE TYPE	ALPHANUMERIC	3	Yes	Must contain the value - 'DTL'
2	RECORD TYPE	ALPHANUMERIC	3	Yes	MTN – if the record is reporting maintenance details INS – If the record is reporting inspection details
3	UNIQUE ID	ALPHANUMERIC	20	Yes	Loan or unique number used in the header file for the corresponding header record
4	DATE INS/MTN	DATE	8	*	Required if inspection or maintenance performed. Date of Inspection if record type is INS. Date of maintenance if record type is MTN. Format : MMDDYYYY
5	CODE MAINTENANCE	ALPHANUMERIC	2	*	Required if the record type is MTN Maintenance details Code maintenance (1) Lawn Maintenance (2) Debris Removal (3) Animal Extermination (4) Structural Repairs (5) Sidewalk Repair (6) Window Boarding (7) Lock Replacement (8) Roof Repair (9) Other (describe in column 6)
6	OTHER MAINTENANCE	ALPHANUMERIC	15	*	Required If column 5 has value 9 please enter the type of maintenance

\* 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