

## **Chapter 7 – Reporting Guidelines**

The intention of these guidelines is to provide servicing and reporting instructions in accordance with the written agreements between CHFA and the institutions which service CHFA loans. Accordingly, the instructions contained in these guidelines are subject in all respects to the provisions in CHFA's Procedures, the terms of the Master Commitment Agreement for Mortgage Purchases, as amended, the Home Mortgage Servicing Agreement (n/k/a Mortgage Loan Servicing Agreement), as amended, and the CHFA Lender Guide-Operating Manual.

CHFA will provide notification to all Servicers should circumstances require a revision to these guidelines from time to time.

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### **7.1 Investor Reporting and Remitting Overview**

The Investor Reporting and Remitting Guidelines (IRRG) have been prepared by the Connecticut Housing Finance Authority (CHFA) for institutions who service CHFA loans under its Home Mortgage Program and other programs administered by CHFA on behalf of other investors (i.e., State of Connecticut Down Payment Assistance Program).

The Servicer shall maintain accurate Mortgage Loan accounting and servicing records and shall comply with all reporting requirements set forth in this Operating Manual. Each scheduled payment, whether collected singly or together with other monthly payments on the same Mortgage Loan, shall be applied in accordance with the Mortgage Loan documents. Payments and/or delinquencies must not be capitalized into the Mortgage Loan balance unless the capitalization is in accordance with a CHFA-approved modification documented on CHFA approved forms and executed by an authorized CHFA officer. CHFA shall independently calculate outstanding Mortgage Loan balances and furnish them to the Servicer monthly in the form of a billing. The Servicer must reconcile its Mortgage Loan balances monthly with those furnished by CHFA and adjust all its Mortgage Loan balances which differ by more than \$1.00 from those maintained by CHFA except in those cases in which the Servicer demonstrates that CHFA's loan balance is incorrect, as determined by CHFA.

### **7.2 Servicer Billing**

At loan purchase, CHFA disburses funds to the originating lender and the loan becomes active on CHFA's records. Concurrently, the Servicer establishes the loan on its records.

Prior to the end of each month, CHFA will send a Summary Level Payment Billing report to the Servicer that will show the Net Amount Due.



## Connecticut Housing Finance Authority

10/29/2024  
02:40:44 PM

### Detailed Level payment Billing

Servicer : [SERVICER NAME]

Period : 10/2024

Total Level Payment Due :	112,362.11
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Add.:

Short Remittance Last Period:	19,903.81
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Short Remittance Payoffs (see attached):	0.00
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Less:

Over Remittance Last Period:	0.00
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Over Remittance Payoffs (see attached):	1,031.27
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Net Amount Due :	131,234.65
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(Enter on Line 1 of MRR)

Your mid-month payment in the amount of 78,653.48 which is 70% of 112,362.11 is due by the 15th.

CHFA will also send the Detailed Level Payment Billing report that will show the detailed billing amounts by loan of level payments due CHFA for each loan in the Servicer's portfolio.



## Connecticut Housing Finance Authority

### Detailed Level payment Billing

Servicer : [SERVICER NAME]

Period : 10/2024

Stat	Loan #	Interest Rate	Current Prin.Bal	Due Date	Level Payment	Principal Due	Interest Due	Less Servicer Fee	Net Due
	044796	4.9900	95,305.17	10/01/2024	984.21	587.90	396.31	29.78	954.43
	044968	4.8750	37,366.84	09/01/2024	393.79	241.99	151.80	11.68	382.11
				10/01/2024	393.79	242.97	150.82	11.60	382.19
	050011	3.1250	135,475.79	10/01/2024	614.54	261.74	352.80	42.34	572.20
	050343	4.6250	89,304.84	10/01/2024	879.91	535.71	344.20	27.91	852.00
	050416	4.7500	98,566.18	10/01/2024	983.23	593.07	390.16	30.80	952.43
	050509	4.7500	42,610.29	08/01/2024	421.24	252.57	168.67	13.32	407.92
				09/01/2024	421.24	253.57	167.67	13.24	408.00
				10/01/2024	421.24	254.58	166.66	13.16	408.08
	050673	4.7500	52,758.99	10/01/2024	0.00	0.00	0.00	0.00	0.00
	050701	4.7500	199,984.38	10/01/2024	1,043.21	251.61	791.60	62.50	980.71
	050717	4.7500	100,890.74	10/01/2024	0.00	0.00	0.00	0.00	0.00
	050859	4.8750	48,257.53	10/01/2024	549.27	353.22	196.05	15.08	534.19
	050992	4.8750	95,436.15	10/01/2024	556.09	168.38	387.71	29.82	526.27
	051156	5.0000	15,875.26	10/01/2024	170.45	104.30	66.15	4.96	165.49
	051624	4.9900	111,487.02	09/01/2024	1,103.37	639.77	463.60	34.84	1,068.53
Grand Totals :			10,312,312.51		112,362.11	52,750.46	59,611.65	4,263.03	108,099.08
Delinq. Totals :			1,362,196.31		35,736.67	16,802.56	18,934.11	1,355.65	34,381.02
Forbearance Total :									0.00

This billing report represents the amount of level payments due for the Servicer's next reporting period. Each Servicer is required to reconcile the Net Amount Due from CHFA's Summary Level Payment Billing report to actual cash collected and remitted to CHFA. The guidelines require that Servicers report only exceptions to normal loan activity (i.e., delinquencies, prepayments, curtailments, reversals). This activity is processed and reconciled by CHFA. A Servicer's portfolio will not be amortized by CHFA until all exception details reported by the

Servicer have been balanced against the Monthly Remittance Reconciliation (“MRR”) form. Once in balance, CHFA incorporates the amortization of the Servicer’s portfolio to match CHFA’s records.

After receiving the monthly billing reports from CHFA, it is the responsibility of the Servicer to prepare and reconcile the MRR form along with the supporting exception schedules to the Net Amount Due from the CHFA Summary Level Payment Billing report. The Servicer’s Reporting Package (refer to the Reporting section) is due to CHFA no later than the 10<sup>th</sup> of each month. CHFA’s system will calculate the principal, interest and servicing fee due for each loan based upon the exceptions reported by the Servicer. CHFA then compares this activity to the Servicer’s remittance amount reported on the Funds Transmittal Advice (FTA) form. Any over/short remittance will be used to reduce or increase the next billing report.

All exceptions reported to CHFA by the Servicer must reflect the unique six- or seven-digit CHFA loan identification number which is assigned to each CHFA loan.

### **7.3 Principal & Interest Remittance of Funds**

Servicer shall send all remittances via the FED wire transfer system using the following instructions:

US BANK

225 Asylum Street, 23<sup>rd</sup> floor Hartford, CT 06103

ABA#: 091000022

A/C#: 173103321076

Account Name: US Bank Trust N.A. Attn: Hartford Corporate Trust

For Further credit to CHFA# see table below for account # & description

Re: Serv# \_\_\_\_\_, (select one): **Mid-Month or Month-End or Payoff Remittance**

<b><u>Servicer Type</u></b>	<b><u>Account # and Description</u></b>
Regular Servicer	100006774 Holding Sub Acct
DAP Servicer	100002747 Securities-DAP Esc
DAP 120 AMI	1000007081 120-DAP Acct
DAP Teachers	1000007444 Teachers-DAP Acct
Time To Own	1000007355 TTO Acct
Mobile Home Refinance	1000007264 Mobile Home Refi

**All wires must be received on or before 2:00 PM EST for same day credit.**

## **Mid-Month Payment**

On or by the 15<sup>th</sup> day of each month, the Servicer must remit at least 70% of the total amount of scheduled monthly level payments due on mortgages as shown on CHFA's Summary Level Payment Billing report.

Total Level Payment Due:	15,293.95
Add:	
Short Remittance Last Period:	0.00
Short Remittance Payoffs (see attached):	0.00
Less:	
Over Remittance Last Period:	16.00
Over Remittance Payoffs (see attached):	0.00
Net Amount Due: (Enter on Line 1 of MRR)	15,277.95

Your mid-month payment in the amount of 10,705.76 which is 70% of 15,293.95 is due by the 15th of April

In the event that the Servicer's actual collections, up to and including the 14<sup>th</sup> day of the month are less than 70% of the Total Level Payments Due, the Servicer may remit the lesser amount collected with written indication that such is the case.

Along with Mid-month remittance, a written notification confirming the total wire amount and supporting documentation (if any), should be provided to CHFA.

## **Month-End Payment**

Servicer shall cut off its monthly collection and reporting period on the last business day of the calendar month and the Servicing Report must reach CHFA on or before the tenth (10th) day of the following calendar month. The Servicer must remit the total amount of collections (exclusive of escrow) through the month-end reporting date, less any servicing fee retained and less the mid-month payment already remitted.

## **Loan Payoffs**

Servicers must remit, within three (3) business days after receipt, the amount of any mortgage loan payoff, together with interest collected, less a pro-rated portion of the servicing fees earned.

## **Late Remittances**

The Servicer shall pay a late charge billed by CHFA at CHFA's current interest earnings rate for any period of lateness. This includes late remittance of payoffs, mid-month and month-end payments.

## **7.4 Principal & Interest Remittance Reporting**

***The Servicer's Reporting Package must be received by CHFA by the 10<sup>th</sup> calendar day of each month (or the first business day following the 10<sup>th</sup> if the 10<sup>th</sup> falls on a weekend or holiday).***

The Servicer's Reporting Package will consist of the following reports delivered electronically in an acceptable Excel or .CSV format:

## **REQUIRED REPORTS & FORMS**

1. Servicer's Month-End Trial Balance report
2. Servicer's Month-End Collections/Activity report
3. COMBO MRR-FTA (Monthly Remittance/Funds Transmittal Advice) report (*IRRG/MRR-FTA FORM*)
4. Servicer Exception Report

### **1. MONTH-END TRIAL BALANCE**

The Servicer must send a copy of the Month-End Trial Balance report that shows the Principal Balance and PTD of each loan at month-end. Each loan must be identified with CHFA's six-digit loan number. Please ensure that the report is formatted to print properly without requiring manipulation by CHFA staff.

### **2. MONTH-END COLLECTIONS REPORT**

The Servicer must send a copy of the Month-End Collections report. Each loan's detailed transactions must be identified with CHFA's six-digit loan number. Please ensure that the report is formatted to print properly without requiring manipulation by CHFA staff.

### **3. FTA (FUNDS TRANSMITTAL ADVICE)**

Use form *IRRG/MRR-FTA* to report the monthly collections of principal and interest, net of servicing fee retained. Any overages/shortages from the previous billing period and/or overages/shortages related to payoffs should also be reported. The Servicer's Collection Totals should equal the Servicer's Remittance Totals for Mid-Month and Month-End payments remitted.

#### **Servicer Collection Totals**

##### **Principal Collections**

This amount should equal all principal collected during the month including curtailments, principal on regular payments, principal on prior due payments, principal on prepayments and net of any principal returned due to reversal of curtailment or reversal of previously paid level payments.

##### **Interest Collections**

This amount should equal all interest collected during the month on regular payments, interest on prior due payments, interest on prepayments and net of any interest returned due to reversal of previously paid level payments.

##### **Service Fee Retained**

This amount should be the Servicing Fee earned on regular payments, prepayments and prior due payments. This amount should be decreased by Servicer Fee returned due to the reversal of

previously paid level payments.

### **Over/Short Remittance**

This is the amount billed or credited on the CHFA Summary Billing Detail report. Over/Short remittances must be researched and explained before remitting/netting. Any credit/debit that is used from previous billing and that affects a loan's UPB should also be shown and adjusted under loan's transactions details.

### **Over/Short Remittance on Payoffs**

This is the amount billed or credited on the CHFA Summary Billing Detail report. Over/Short from payoffs must be researched and explained before remitting/netting.

### **Total Monthly Remittance**

Use the following formula to calculate this amount

<b>+ Principal Collections</b>
<b>+ Interest Collections</b>
<b>- Service Fee retained</b>
<b>+/- Over/Short Remitted/Netted</b>
<b>+/- Over/Short on Payoffs Remitted/Netted</b>
<b>= Total Monthly Remittance</b>

### **Servicer Remittance Totals**

#### **Mid-month Remittance**

This amount should equal the lesser of collections from the 1<sup>st</sup> through the end of business on the 14<sup>th</sup> day of the month or 70% of the CHFA Summary Billing Detail report. The Mid-month Remittance should be wired to CHFA on the 15<sup>th</sup> of the month being reported, or the next business day following the 15<sup>th</sup> if the 15<sup>th</sup> falls on a weekend.

#### **Month-end Remittance**

This amount should equal the collections from the 15<sup>th</sup> through the end of business on the last day of the month plus any remaining amounts from the Mid-month Remittance. The Month-end Remittance should be wired to CHFA on the 10<sup>th</sup> of the month following the month being reported, or the next business day following the 10th if the 10th falls on a weekend.

#### **Other Payments**

Indicate other remittances to CHFA during the reporting month, excluding payoffs. Please include a brief description if any other monies were remitted.

### **Total Monthly Remittance**

Use the following formula to calculate this amount. TIP: the Total Monthly Remittance lines from the FTA and the MRR *must* be the same amount.

<b>+ Mid-month Remittance</b>
<b>+ Month-end Remittance</b>
<b>+ Other Payments (if any)</b>
<b>= Total Monthly Remittance</b>

## **Troubleshooting**

### **Principal**

Adjust this amount for any adjustment transactions posted during the month to correct for prior month errors. Make sure this amount does not include any principal amounts collected at payoff.

### **Interest**

If necessary, deduct prepaid interest posted on new loans. Adjust this amount for any adjustment transactions posted during the month to correct for prior month errors. Make sure this amount does not include any interest amount collected at payoff.

### **Service Fee**

Adjust this amount for any transactions posted during the month to correct for prior month errors. Make sure this amount does not include any Servicer fees retained on payoffs.

### **Mid-Month & Month-End Remittances**

Verify the dollar amounts and dates wired for compliance with the above stated remittance requirements. The Servicer's Collection Totals should equal Remittance Totals for Mid-Month and Month-End payments remitted.

## **4. MRR (MONTHLY REMITTANCE RECONCILIATION)**

Use form *IRRG/MRR-FTA* to reconcile the Net Amount Due from the CHFA Summary Level Payment Billing to the Total Monthly Remittance wired to CHFA. The supporting exception detail listings, collections report and trail balance will provide the detail for this form.

### **Total Level Payments Due**

This amount comes from the Net Amount Due on the CHFA Summary Level Payments Billing report.

## **EXCEPTIONS**

Please see Section 7.5 for guidance on the automated exception reporting process.

### **Prepayments (P)**

The total amount of level payments collected for periods beyond the current due date should be reported on the "Prepayments" line.

### **Current Curtailments (CC)**

The total amount of all curtailment collected should be reported on the "Current Curtailments" line. If the Servicer's report does not distinguish between current and prepaid curtailments, the Servicer must make manual adjustments in completing this report.

### **Prepaid Curtailments (CF)**

The total amount of all future curtailments collected should be reported on the "Prepaid Curtailments" line. If the Servicer's report does not distinguish between current and prepaid

curtailments, the Servicer must make manual adjustments in completing this report.

### **Delinquent Level Payments (D)**

The total amount of level payments of all delinquencies should be reported on the “Delinquent Level Payments” line.

### **Curtailment and/or Level Payment Reversals (RN/RP/RC)**

The total amount of all reversals of transactions from a previous month, including both curtailments and level payments should be reported on the “Curtailment and/or NSF Reversal” line.

### **Delinquencies at Payoff (DP)**

The total amount of all uncollected level payments for any Payoffs remitted for the current reporting period should be reported on the “Delinquencies at Payoff” line.

### **Service Fee Retained**

The total amount calculated as Due from CHFA on the collections report must agree with the Service Fee Retained reported on the FTA form.

### **Net Amount Due: Total Level Payment Due (from CHFA Summary Level Payment Billing Report)**

Use the following formula to calculate this amount

+	<b>Prepayments</b>
+	<b>Current Curtailments</b>
+	<b>Prepaid Curtailments</b>
-	<b>Delinquent Level Payments</b>
-	<b>Curtailment and/or Level Payment Reversals</b>
-	<b>Delinquencies at Payoff</b>
-	<b><u>Servicer Fee Retained</u></b>
=	<b>Net Amount Due</b>

### **Total Monthly Remittance**

The amount of the Total Monthly Remittance reported under Servicer’s Collection Totals and Servicer’s Remittance Totals on the FTA must agree with the Total Monthly Remittance reported on the MRR form.

### **Over/Short Remittance**

This amount is the difference between the Net Amount Due and the Total Monthly Remittance. Ideally, this difference should be zero. Any differences should be identified. See the descriptions for each line of the MRR form below for common reconciling tips that may help identify any differences. Common reconciling items are often identified in Delinquencies at Payoff, Curtailments, Reversals and Over/Short remittances from a prior month.

Items reported incorrectly must be identified and the amounts identified above must be adjusted accordingly. The objective is to have a zero Over/Short Remittance or an Over/Short Remittance that can be explained.

### **Ending Loan Count**

This is the total number of active loans at the end of the month being reported, which can usually be obtained from the Trial Balance.

### **Ending Principal Balance**

This is the aggregate outstanding balance at the end of the month being reported, which can usually be obtained from the Trial Balance.

## **7.5 Automated Exception Reporting**

Exceptions should be reported to CHFA via a CSV file. Each exception and how to report it is detailed below: CHFA Loan Number, Prepayment Amount (must be equal to one level payment), Paid-To-Date of the loan after the payment is applied and Total of all Prepayments. Report only those prepayments collected during the current reporting period.

- Must submit one file per Servicer #
- File can be either fixed length or .CSV format
- First line may contain column headers, all other lines must be data only.
- Format should include:
  - Column 1: Exception Code (1 or 2 digits), valid inputs are:
    - P – Prepayment (must list each prepayment individually)
    - D – Delinquency (one record for total delinquency per loan)
    - DP – Delinquent Payments on Payoffs
    - CC – Current month curtailment
    - CF – Curtailment for future month
    - RN – Reversal of level payment
    - RC – Reversal of previous curtailment
    - RP – Reversal of prepayment
    - PO - Payoff
  - Column 2: CHFA Loan # - 6 digits (must be no less, no more than 6 digits-required)
  - Column 3: # Payments Delinquent – only required for delinquencies – code D or DP
  - Column 4: Amount of Exception
    - Will be the monthly level payment amount for codes P, RN or RP.
    - Will be the total of all delinquent payments due from next due date thru the current reporting date for codes D or DP.
    - Will be the amount of additional principal paid for code CC, CF or RC. Note: any RC, transactions must match exactly the amount of the original curtailment transaction being reversed.
    - Will be the total amount of the Payoff (Principal + Interest received) for PO transactions.
    - Do not use Negative amount for reversals. Amounts should always be positive.
    - Do not use any number formatting that includes “;” or “\$” signs.
  - Column 5: Payment Due Date of Exception (format is YYYYMMDD)

- If prepayment, enter 1<sup>st</sup> of the month of the due date the payment is being made for.
- If delinquency, enter 1<sup>st</sup> of the month of the due date of oldest payment still due.
- If the current month curtailment, 2<sup>nd</sup> of the current month.
- If future month curtailment, 2<sup>nd</sup> of the month of the prepayment.
- For code RN or RP - the due date of the level payment being reversed.
- For code RC - the date the month the original curtailment was applied.
- Column 6: Comment (not required) up to 100 characters
- Naming convention: <Servicer#>\_YYYYMMDDHHMM.csv Example: 0102\_202403041130.csv

Example View of Exception Upload File:

	A	B	C	D	E	F
1	CODE	LOAN#	# OF DEL	EXCEPTION_AMT	DUE DATE	NOTES
2	D	64459	45	13370.4	20201001	
3	D	51928	1	1034.09	20240501	
4	CC	50992	0	20	20240602	
5	CC	71586	0	5.28	20240602	
6	P	50717	0	1022.94	20240701	
7	P	52947	0	815.46	20240701	
8	CF	51156	0	33.57	20240702	
9	CF	52947	0	41.31	20240702	

## **PREPAYMENTS**

A loan is considered prepaid when a full level payment is collected for a future scheduled payment. A future scheduled payment is any payment collected and applied after the current period. Prepayments will only be accepted on current loans. CHFA will only allow three pre-payments, any funds collected that exceed three pre-payments must be applied as a principal curtailment.

For Example: The reporting month is May 2025. All loans on the Servicer's Trial Balance with paid-to-dates of June 2025 or greater are considered prepaid.

### **CSV format**

CHFA Loan Number, Prepayment Amount (must be equal to one level payment), Paid-To-Date of the loan after the payment is applied and Total of all prepayments. Report only those prepayments collected during the current reporting period.

Enter the Total from the Prepayments form/report on Line 2 of the MRR form.

### **Troubleshooting**

Verify all the prepayments being reported were collected in the reporting month.

Review the prepayment report for paid-to-dates less than or equal to reporting month.

If there are negative amounts, check to see if they are offset by positive amounts for same loans. These would be payments that were made then reversed during the same month and should not be reported. Refer to the loan history or collection report to identify true prepayment reversals. If true reversals exist, these amounts must be reported on the Reversal of Curtailment or Level Payment form.

## **CURTAILMENTS – CURRENT AND PREPAID**

There are two types of curtailments: Current (CC) and Prepaid or Future Curtailments (CF). Curtailments are unscheduled payments applied towards the borrower's unpaid principal balance. Curtailments may be made for any current loan and in amounts less than the loan balance.

**CHFA DOES NOT ACCEPT CURTAILMENTS ON DELINQUENT LOANS.**

### **CSV format**

CHFA Loan Number, Curtailment Amount, Date the Curtailment is being applied, 'CC' or 'CF' to delineate a Current or a Future curtailment.

Report only those curtailments collected during the current reporting period. Please identify the prepaid (future) curtailments from the current curtailments by highlighting, asterisking or some other mechanism. One way to differentiate between current and prepaid (future) is the paid-to-date.

#### **Current Curtailments**

Current curtailments can only be reported on current loans. Current curtailments must always be applied after the current month's level payment has been applied.

#### **Prepaid (Future) Curtailments**

Prepaid (future) curtailments can only be reported on prepaid loans. The miss-application of prepaid curtailments can create principal balance differences between the Servicer and CHFA.

Enter the Total from the Curtailments form/report on Line 3 of the MRR form.

### **Troubleshooting**

Scan the paid-to-dates of each loan to separate the Current Curtailment total from the Future Curtailment total.

If there are negative amounts, check to see if they are offset by positive amounts for same loans. If so, remove both the positive and negative amount from the report.

If not, refer to loan history or collection report to identify true curtailment reversals or internal adjustments from previous months.

If true reversals exist, these amounts must be added back to the curtailment report totals and the reversals must be reported on the Reversal of Curtailment or Level Payment form.

If a reversal exists on the curtailment report that is due to the reversal of a previous month's curtailment on delinquent loan, this amount must be added back to the Curtailment report totals and the reversal should not be reported on the Reversal of Curtailment or Level Payment form. This negative amount will offset with the previous month's overage reported by CHFA.

## **DELINQUENT LEVEL PAYMENTS**

The Delinquent Level Payments must always be in a multiple of the loan's level payment amount. Once a delinquency is reported for a given reporting period, it should continue to be reported as delinquent so long as any level payment delinquency remains outstanding.

### **CSV format**

CHFA Loan Number, Total Delinquency Amount thru the current month end reporting period, Total number of level payments delinquent and the Paid-To-Date of the loan.

CHFA's will not accept any partial payments. If a partial payment is received, it will result in a delinquency. Partial payments are to be held by the Servicer until a full level payment can be processed on the loan. At that time, the full level payment will be due in the remittance.

Continue to report delinquencies, even if foreclosure proceedings have commenced, until title is taken and reported to CHFA. Once title is taken, the loan should be moved off the Trial Balance. Many Servicers transfer the loan to another investor number until all claims are filed, recovery is complete, and the property is transferred or conveyed as appropriate.

Enter the Total from the Delinquent Level Payments form/report on Line 4 of the MRR form.

### **Troubleshooting**

If CHFA has removed loan(s) from the CHFA Detailed Level Payment Billing report due to title being taken and the loan still resides on the Servicer's Trial Balance report, manually deduct it from the Delinquent Level Payments report and the Total delinquency amount.

## **REVERSAL OF A CURTAILMENT OR LEVEL PAYMENT**

Reversal entries of curtailments (RC) should match the amount and date of the curtailment being reversed. One or more reversal of level payments (RN/RP) can be entered. The date should always start from the latest paid-to-date. If a curtailment is being reversed from an earlier date, there is no need to enter reversals of level payments if these will be re-applied after curtailment is reversed and loan is re-amortized.

### **CSV format**

CHFA Loan Number, Amount of Reversal, the Original Date Reported for the transaction and a 'RC' or 'RN' to indicate that it is a reversed curtailment or reversal of level payment. For, reversal of prepaid level payment use transaction code 'RP'.

Please review the collections report for reversal transactions. If there is a negative transaction for a loan during the reporting period, then identify whether it is a curtailment reversal, a payment reversal, an adjustment for prior period error or a wash. Refer to the loan history or collections report to identify the type of reversal.

### **Curtailment Reversal**

A curtailment reversal consists of principal only. If a curtailment reversal exists, identify the month the curtailment was reported and remitted to CHFA. CHFA cannot reverse a curtailment that has not been previously reported and remitted. Each curtailment reversal must be reported individually.

### **Payment Reversal**

A payment reversal consists of both interest and principal. Please make sure the payment amount being reversed equals one full level payment amount. Multiple payment reversals for one loan must be reported individually.

If the reversal causes the loan to be delinquent, the reversals and delinquencies must be reported separately. It will be necessary to manually adjust the delinquency amount by the reversed payment(s). CHFA cannot reverse a payment that has not been reported and remitted.

### **Reversal for a prior period posting error**

Adjustment reversals are commonly used to reverse a curtailment on delinquent loans from a prior period, to apply principal balance adjustments due to incorrect amortization from a prior period, or to process a reapplication of payments. This type of reversal should not be reported to CHFA. The amount of the adjustment reversal should be added back to the appropriate category on the MRR form and back into the Total Monthly Remittance reported on the FTA form.

### **Offsetting Transactions**

If the net of all transactions for a loan is zero, then there is no need to report a reversal.

Enter the Total from the Reversal of Curtailment or Level Payments form/report on Line 5 of the MRR form.

## **DELINQUENT LEVEL PAYMENTS AT PAYOFF**

The following section will explain how to report delinquent level payments on the Payoff Form.

### **CSV format**

CHFA Loan Number, Total Delinquency Amount of all delinquent payments, the number of Payments Delinquent at Payoff, and the Paid-to-Date of the loan at payoff.

### **Payoffs**

It is necessary to report to CHFA all level payments not collected for the loan up to and including the current month's level payment. Do not report the payoff anywhere if the borrower made a payment up to current month because the billing report anticipated its collection.

### **Foreclosures**

All level payments not collected should be reported. Once reported, the foreclosed or assigned loan should no longer be carried on the Trial Balance. Many Servicers transfer the loan to a different investor number. CHFA will no longer bill for the delinquent level payments.

Enter the Total from the Delinquent Level Payments at Payoff form/report on Line 6 of the MRR form.

### **Troubleshooting**

Take the previous month's payoff/removals report to make sure the loans paid off are removed from the CHFA Detailed Level Billing report. If loan(s) have been paid off but are still on CHFA's Detailed Level Payment Billing, it is necessary to manually adjust the total delinquency amount.

CHFA removes loans upon receipt of funds. Due to the three (3) days remittance period, loans that are paid off at the end of the month may still be billed. Any loan paid off but still being billed by CHFA will have to be manually added to the form/report.

## **7.6 Payoff Reporting**

### **LOAN PAYOFF**

Use *Form IRRG/PAYOFF* to report and remit final payments to CHFA, along with the payoff report for verification.

**Servicer must remit final payments within three  
(3) business days from the loan payoff date.**

#### **Loan Payoff Date**

The *actual* date the loan was paid in full.

#### **Date Remitted**

The *actual* date the funds were remitted to CHFA. This must be within 3 business days of the loan payoff date, including the date of payoff.

#### **CHFA Balance Prior to Payoff, Per Latest Detailed Level Payment Billing**

In order to reconcile the Servicer's principal balance to CHFA's principal balance, always report CHFA's Principal Balance prior to payoff from the most recent CHFA Detailed Level Payment Billing report.

#### **Date of CHFA Detail Level Payment Billing Report Used**

The Period shown in the header of the Summary Level Payment Billing report.

**Interest P-T-D @ Payoff**

This date is the Paid-to-Date on loan prior to receiving the payoff funds.

**Principal Portion of Level Payments Applied Prior to Payoff**

This amount is the total amount of principal collected for level payments and curtailments not yet reported to CHFA but collected and posted prior to payoff.

**Principal Portion of NSF Reversals**

This amount is the total amount of principal reversed due to NSF payments not yet reported to CHFA but posted prior to payoff.

**Curtailments Applied Prior to Payoff**

This amount is the total of all curtailments collected but not yet reported to CHFA prior to payoff.

**Curtailment Reversals Prior to Payoff**

This amount is the total amount of principal reversed due to curtailment back outs not yet reported to CHFA but posted prior to payoff

**Unidentified (loan history required)**

This represents any unidentified balance difference between the Servicer's principal balance at payoff and the calculated CHFA principal balance. The following formula will calculate any Unidentified amount:

**CHFA Principal Balance Per Latest Detailed Level Payment Billing**

- Principal Portion of Level Payments Prior to Payoff
- + Principal Portion of NSF Reversals
- Curtailments Applied Prior to Payoff
- + Curtailment Reversals Prior to Payoff
- Servicer's Principal Balance at Payoff
- = Unidentified

**If unidentified differences exist, a loan history is required along with the Loan Payoff form and the Servicer's payoff report.**

This next section of the form is to report the breakdown of the payoff remittance. Use the Payoff section of the collections report to this section of the form.

**Servicer Principal Balance at Payoff**

The Servicer's principal balance of the loan when payoff funds are collected.

### **Interest Collected at Payoff**

Interest remitted at payoff. Interest must be calculated using a 365/366 day year. Use the following formula to calculate the interest due CHFA within three (3) business days after the loan payoff date:

*Formula:*

(Principal Balance at Payoff x Note Rate / 365(366) x # of days from P-T-D through and including the date of payoff)

NOTE: If the loan was prepaid at the time of payoff, the Interest rebate will be netted from the remittance due amount.

### **Servicer Fee Retained at Payoff**

Servicer fee due to the Servicer from CHFA for the final payment collection. Servicer Fee Retained must be calculated using a 365/366 day year. Use the following formula to calculate the servicing fee retained by Servicer at loan payoff:

*Formula:*

(Principal Balance at Payoff x Servicer Fee Rate / 365(366) x # of days from P-T-D through and including the date of payoff)

NOTE: If the loan was prepaid at the time of payoff, the Servicer Fee Retained rebate would be added to the remittance due amount.

### **Total Remitted**

#### **(Within 3 Business Days After Payoff Date [including date of payoff])**

Calculate Total Remitted as shown below:

$$\begin{array}{rcl} & \textbf{Servicer's Principal Balance at Payoff} & \\ + & \textbf{Interest Due Calculated and Collected at Payoff} & \\ - & \textbf{Servicer Fee Retained Calculated and Collected at Payoff} & \\ \hline = & \textbf{Total Remitted} & \end{array}$$

CHFA will review the payoff remittance including principal, interest and service fee for each loan. If CHFA's calculations do not reconcile with the Servicer's, the difference will be added to the Servicer's monthly billing and the difference will be explained in the monthly billing cover letter. Additionally, if funds are remitted after 3 business days, a late fee will be calculated and added to Servicer's monthly billing cover letter (Late Fee Formula: CT Short-Term Investment Fund Rate on Payment Due Date x Payoff Remittance Amount Due x Number of Days Late).

For each payoff, determine if there are any delinquent payments. Verify that all delinquent payments including the current month are reported on CHFA's Detailed Level Payments Billing report. If included on the Billing report, loan delinquency must be reported on the Delinquent Level Payment at Payoff form for the reporting period in which the loan paid off (refer to

Delinquent Level Payments at Payoff section).

## 7.7 PMI Cancellation Reporting

All loans with terminated Private Mortgage Insurance or a terminated guarantee (FHA, VA or USDA) must be reported to CHFA on a monthly basis. Notification of termination must include the CHFA loan number, proof of cancellation that includes the reason and cancellation date plus any additional applicable backup and should be emailed to [sfmicancel@chfa.org](mailto:sfmicancel@chfa.org).

## 7.8 Default Reporting

Connecticut Housing Finance Authority requires Servicers to provide monthly reporting for all 90-day delinquent loans, loans in bankruptcy (regardless of the delinquency status), or post-foreclosure assets until they are transferred/conveyed to an insurer/guarantor and all insurer/guarantor payments or other recovery have been received by CHFA. For each loan included in the monthly report, Servicer is required to select one of the codes listed on the *CHFA Delinquency & Foreclosure Status Codes* table. The reported code should represent the loan status on the last business day of each month. The report is due to CHFA by the 10<sup>th</sup> of the month. The Servicer must continue to report each loan on a monthly basis until such time as the loan becomes less than 90 days delinquent, the bankruptcy status no longer applies, or all insurer payments have been received by CHFA.

Each report must be electronically provided to CHFA via ShareFile as a csv file. Please use the following naming convention for each file: *DELQ####MMYYYY.csv*, where “####” represents your specific Servicer code with CHFA. For example, if your Servicer code is 9999 and you are sending the file for June 2025, the name would be *DELQ9999062025.csv*; the July 2025 file would be *DELQ9999072025.csv*. The first record in the file may be a column header row. This is optional, if the first record is valid data it will be loaded. All records after the first one must be valid data. Do not include any total or summary data at the end of the file. All records after the first one must match the above format.

All questions about the reporting process or a request for ShareFile access should be emailed to [dlqreport@chfa.org](mailto:dlqreport@chfa.org).

## CHFA Delinquency & Foreclosure Status Codes

The Delinquency & Foreclosure Status Code list is fixed for the purpose of reporting in this file. No additional codes or changes are permitted. If a code is reported that is not in this list, then the record will be rejected. Note: Although some of these codes are equivalent to SFDMS coding, some are not.

Status	Description	Status	Description
01	CHAPTER 13 BANKRUPTCY	30	THIRD PARTY SALE
03	CRAMDOWN	32	MILITARY INDULGENCE
04	CONDO ACTION	42	DELQ/STD COLLECTION PROCESS
08	CHAPTER 7 BANKRUPTCY	43	FORECLOSURE STARTED
09	FORBEARANCE	45	FORECLOSURE COMPLETED
10	PARTIAL CLAIM	46	PROPERTY CONVEYED TO INSURER & CLAIM SUBMITTED
12	REPAYMENT	47	DEED IN LIEU
15	PRE-FORC ACCEPTANCE PLAN AVAILABLE	49	ASSIGNMENT/REFUNDING
17	PRE-FORC SALE	68	FIRST LEGAL/FORECLOSURE IN PROCESS
20	REINSTATED BY MORTGAGOR WHO RETAINS OWNERSHIP	73	CHARGE-OFF/NO RELEASE
26	REFINANCE	78	UNCLAIMABLE CONDITION
28	MODIFICATION	99	EXPENSE REIMBURSEMENT PENDING

## CHFA Default Reason Codes

Use standard FHA Single Family Housing SFDMS Default Reason Codes. The most common are listed below; a complete list can be found on the HUD's website under "Single Family Default Monitoring System (SFDMS) Reporting Codes" <https://portal.hud.gov/hudportal/documents/huddoc?id=SFDMSCodes.pdf>

Code	Cause of Default	
01	Death of Principal Borrower	The delinquency is attributable to the death of the principal Borrower.
02	Illness of Principal Borrower	The delinquency is attributable to a prolonged illness that keeps the principal Borrower from working and generating income.
03	Illness of Borrower's Family Member	The delinquency is attributable to a principal Borrower having incurred extraordinary expenses as the result of the illness of a Family Member or having taken on the sole responsibility for repayment of the mortgage debt as the result of the Co-Borrower's illness.
05	Marital Difficulties	Delinquency is attributable to problems associated with a separation or divorce, such as a dispute over ownership of the property, a decision not to make payments until the divorce settlement is finalized, or a reduction in the income to repay the mortgage debt.
06	Curtailment of Income	The delinquency is attributable to a reduction in the Borrower's income, such as a garnishment of wages, a change to a lower paying job, reduced commissions or overtime pay, or loss of a part-time job.
07	Excessive Obligations – Same Income, Including Habitual Nonpayment of Debts	The delinquency is attributable to a Borrower having incurred excessive debts (either in a single instance or as a matter of habit) that prevent them from making payments on both those debts and the mortgage debt.
14	Military Service	The delinquency is attributable to the principal Borrower having entered Active-Duty status and their military pay is insufficient to enable the continued payment of the existing mortgagedebt.
15	Other	Should be rarely used – additional reason codes at the request of the industry have been added; indicates that the delinquency is attributable to reasons that are not otherwise included in the list.
16	Unemployment	The delinquency is attributable to a reduction in income resulting from the principal Borrower having lost their job.
31	Unable to Contact Borrower	For use with 30 and 60 Day delinquencies where contact with the Borrower has not yielded a response; should be used rarely for any 90 Day or more delinquency. Indicates that the reason for delinquency cannot be ascertained because the Borrower cannot be located or has not responded to the Servicer's inquiries.
INC	Incarceration	The delinquency is attributable to the principal Borrower having been jailed or imprisoned (regardless of whether they are still incarcerated).

## Servicer Delinquency & Foreclosure Status Reporting File Format

Files must be submitted in standard "Comma Separated Values (CSV)" format. All fields must be included on all lines. Please note that the field names below with a (req) tag are required entries. Records will be rejected if left blank, pass blanks for the remaining fields if data is not available.

FIELD	SERVICER CODE (req)	BORR LAST NAME (req)	CHFA LOAN NUMBER (req)	SERVICER LOAN NUMBER (req)	DELQ STATUS (req)	AS OF DATE (req)	DELQ REASON (req)	DEFAULT LETTER SENT	FCL START DATE	DATE OF FIRST LEGAL ACTION	SERVICING CONTACT - NAME (req)	SERVICING CONTACT - PHONE # (req)	SERVICING CONTACT - EMAIL (req)	DATE TITLE VESTED WITH CHFA	OCC STATUS (req)	FIRST TIME VACANT DATE	LAST PROPERTY INSPECTION DATE	FHA PART A OR VA ToC COMPLETED	FHA PART A OR VA EXPENSE CLAIM FILED	PMI/USDA INSURANCE CLAIM FILED
Sample Data:	0144	SMITH	012345	0000000360201	68	02152017	02	11012014	05042015	08012015	Doe, John	860-555-1212	doe.john@servicer.com		OCC			<BLANK> -- For date fields with no values, leave blank or zero fill (i.e. '00000000')		
Sample Record:	0144,SMITH,012345,0000000360201,68,02152017,02,11012014,05042015,08012015,"Doe, John",860-555-1212,doe.john@Servicer.com,,OCC,,"																			
FORMAT	####	TEXT	#####	TEXT - 20 CHAR MAX	\$\$	MMDDYYYY	\$\$	MMDDYYYY	MMDDYYYY	MMDDYYYY	TEXT 50 CHAR MAX	TEXT 20 CHAR MAX	TEXT 50 CHAR MAX	MMDDYYYY	\$\$	MMDDYYYY	MMDDYYYY	MMDDYYYY	MMDDYYYY	MMDDYYYY
DESCRIPTION	CHFA CODE ASSIGNED FOR THE SERVICER BEING REPORTED	LAST NAME OF PRIMARY BORROWER	CHFA's LOAN NUMBER - 6 DIGITS RIGHT JUSTIFY ZERO FILL	SERVICER'S INTERNAL REFERENCE NUMBER FOR THIS LOAN	USE CHFA CODES PROVIDED. Refer to the CHFA Delinquency & Foreclosure Status Codes table for applicable codes	DATE WHEN THIS DELINQUENCY STATUS BECAME EFFECTIVE	USE SFDMIS DEFAULT REASON CODES. Refer to the <u>Default Reason Codes</u> table for common codes	DATE NOTIFICATION OF DEFAULT LETTER WAS SENT	DATE FORECLOSURE PROCESS STARTED	DATE FIRST PUBLIC LEGAL ACTION REQUIRED TO INITIATE FORECLOSURE WAS COMPLETED	NAME OF PRIMARY CONTACT AT SERVICER FOR ISSUES RELATED TO THIS LOAN	CONTACT PHONE #	CONTACT EMAIL	DATE TITLE WAS TRANSFERRED TO CHFA	"OCC" FOR OCCUPIED, "VAC" FOR VACANT, "UNK" FOR UNKNOWN	DATE PROPERTY BECAME VACANT	LAST DATE PROPERTY WAS INSPECTED	DATE CONVEYED TO GUARANTOR	FILING DATE OF FHA / VA EXPENSE CLAIM	FILING DATE OF MORTGAGE INSURANCE CLAIM

## 7.9 MBS Reporting Requirements

GNMA/FNMA Form 11706/11705/2005/2014 for Each Pool: (Remitted 5 Business days prior to Pool Issuance)

Five business days prior to GNMA/FNMA security issuance (by 10:00 am), provide a download with detail for each loan that includes:

- Pool #
- CHFA Loan #
- Servicer's GNMA/FNMA Loan #
- Principal Balance to be Pooled
- Borrower Last Name

Monthly Reporting Requirements of *Actual* Data: (Remitted by the 16<sup>th</sup> of the Month)

Data to be received no later than 16 days after month-end cutoff (last day of the month) in ASCII file format:

Beginning Position	Ending Position	Length	Description
001	010	10	CHFA Loan #
011	020	10	Current Month Ending Principal Balance
021	028	8	Interest P-T-D (MMDDYYYY)
029	036	8	Monthly P&I
037	046	10	Current Month Principal Remitted
047	056	10	Current Month Interest Remitted
057	066	10	Current Month Servicer Fee Retained
067	072	6	Servicer Fee Rate (9.9999)
073	082	10	Servicer Loan #
083	088	6	Pool #

Monthly Reporting Requirements GNMA/FNMA Data: (Remitted by the 16<sup>th</sup> of the Month)

Servicer will send a file (.csv or .xlsx format preferred) of the monthly pool accounting (information contained will be similar to requirements for GNMA Form 11710A) for each pool no later than 16 days after month-end cutoff. At a minimum, the file must include:

- Pool #
- FNMA/GNMA Designation
- Security Interest Rate
- Beginning Security Balance
- Scheduled Principal
- Additional Principal
- Scheduled Interest
- Liquidation
- Other
- Ending Security Balance

## 7.10 Forms List

FORM NAME	FORM CODE	LAST REVISED
COMBO FORM: Monthly Remittance Reconciliation Report   MRR Funds Transmittal Advice Report   FTA	IRRG/MRR-FTA	April 22, 2025
Regular Payoff Form	IRRG/PAYOFF	April 22, 2025

All form templates can be found at [www.chfa.org](http://www.chfa.org) under the “Lender Forms” tab.