Arch | MI

Automated Delinquency Reporting (ADR) Customer Manual

Effective June 1, 2022

Introduction

Arch Mortgage Insurance Company (Arch MI) welcomes you to Automated Delinquency Reporting (ADR), a paperless alternative to the delinquency reporting requirements of our Master Policy. This guide introduces the ADR reporting method and its many benefits and includes a discussion of the prerequisites for participation. The final sections outline the monthly process for reporting delinquencies via the ADR and provide EDI formatting requirements. Arch MI is confident that once you have reviewed this guide, you will want to take advantage of Automated Delinquency Reporting. We encourage you to contact: defaultreporting@archmi.com or call us at **877-642-4642 (Option 3)** with any questions, and we will help you begin the process of implementation.

Monthly Procedure

Under ADR, manual delinquency updates via the **CONNECT** platform, or emailing Notices of Delinquencies, are replaced by an EDI file generated by you, the servicing lender or your service bureau. This file is produced between the 16th and 24th of each month and sent to Arch MI by the 25th. Arch MI then reads the information in the EDI file, performs certain edit functions and adds the validated data to Arch MI's delinquency system.

For Arch MI to read and successfully process the EDI file, the file format must coincide with the standardized format adopted by Arch MI and by the industry. The format is detailed in the following section. Reporting should begin after two payments are missed, which may be anywhere from 45–60 days delinquent.

Please contact us at defaultreporting@archmi.com or call us at **877-642-4642 (Option 3)** to verify where the EDI file should be sent and if you have any additional questions.

Automated Delinquency Reporting Interface File Format

The interface file will originally be produced via electronic text format processing with fixed-length records of 1,600 characters each.

The interface file contains three record formats:

1. Mortgage Company Header.
2. Delinquent Loan Detail.
3. Mortgage Company and File Trailer.

Header Record

The Mortgage Company Header Record contains data pertaining to the servicing lender and precedes the Delinquent Loan Detail Records for each client on a multi-client file. The "Record Code" equals 1.

FIELD NAME	SIZE (PICTURE)	START	DESCRIPTION
MI Company Code	X (3)	1	See attached code values #8.
Service Bureau Code	X (3)	4	See attached code values #7.
Client Number	X (3)	7	Defined by service bureau/Arch MI assigns if in-house.
Record Code	X	10	Value = 1.
Current Date/File Prepared Date	X (6)	11	YYMMDD.
Servicing Lender's Name	X (25)	17	
Servicing Lender's Address	X (25)	42	
Servicing Lender's City	X (21)	67	
Servicing Lender's State	X (2)	88	
Servicing Lender's ZIP Code	9 (9)	90	Left-justified trailing zeroes if nine-digit code not known.
Filler	X (1502)	99	

Detail Record

The Delinquent Loan Detail Record contains data pertaining to the individual delinquent loan and is preceded by the Mortgage Company Header Record and followed by the Mortgage Trailer Record for each client on a multi-client file. The "Record Code" equals 2 or 3.

FIELD NAME	SIZE (PICTURE)	START	DESCRIPTION
MI Company Code	X (3)	1	See attached code values #8.
Service Bureau Code	X (3)	4	See attached code values #7.
Client Number	X (3)	7	Defined by service bureau or defined by Arch MI for in-house lender.
Record Code	X	10	2=NOD. 3=MDR. See attached code values #1.
Current Date/File Prepared Date	X (6)	11	YYMMDD.
Servicing Contact Person	X (35)	17	
Servicing Contact Phone #	9 (10)	52	
Certificate Number	X (10)	62	Left-justified.

Lender's Loan Number	X (25)	72	Left-justified.
Borrower's Name	X (25)	97	
Borrower's Address Line 2	X (25)	122	Mailing address may be the same as property address.
Borrower's Address Line 3	X (25)	147	
Borrower's Address Line 4	X (25)	172	
Borrower's Address ZIP Code	9 (9)	197	Left-justified, trailing zeroes if nine-digit code not known.
Co-Borrower's Name	X (25)	206	
Property Address	X (25)	231	
Property City	X (21)	256	
Property State	X (2)	277	
Property Zip Code	9 (9)	279	Left-justified, trailing zeroes if nine-digit code not known.
Borrower's 1st Phone #	9 (14)	288	Area + No. + Ext. (Home).
Borrower's 2nd Phone #	9 (14)	302	Area + No. + Ext. (Work).
Borrower's 3rd Phone #	9 (14)	316	Area + No. + Ext.
Borrower's Social Security #	9 (10)	330	Right-justified.
Co-Borrower's Social Security #	9 (10)	340	Right-justified.
Current Principal Balance	S9 (7) V99	350	The total current principal balance + deferred (includes principal, interest, escrow balances, fees and any previous deferrals).
Delinquent Payment Amount	S9 (7) V99	359	Total of all delinquent payments (PITI).
Other Charges	S9 (7) V99	368	Includes late charges, NSF fees, miscellaneous fees, etc.
Total Monthly Payment	S9 (7) V99	377	Current monthly payment, including all escrowed items.
P & I Payment	S9 (7) V99	386	Principal and Interest (P & I) only.
Payoff Amount	S9 (7) V99	395	Total payoff amount.
Months Delinquent	9 (2)	404	Number of delinquent installments.
Month of First Unpaid Installment Within Life of Loan	9 (3)	406	The number of the payment which caused this default (i.e., if 46th payment is not made, value is 046).
First Payment Default	X	409	Y = Yes. N = No.
12-Month Payment History	X (12)	410	Floating 12 months. 0 = Not paid per agreement. 1 = Paid per agreement.
Non-Pay Code	X (2)	422	See attached code values #2.
Investor Name	X (25)	424	

Investor Address Line 2	X (25)	449	
Investor Address Line 3	X (25)	474	
Investor Address Line 4	X (25)	499	
Collection Comments	X (80) x 11	524	
Mortgage Code	X	1404	1 = First lien. 2 = Second lien.
Due Date of First Unpaid Installment	X (6)	1405	YYMMDD (next payment due date).
Removal Code (for every record)	X (2)	1411	See attached code values #3.
Date Foreclosure Began	X (6)	1413	YYMMDD (petition file date).
Date Foreclosure Sale Scheduled	X (6)	1419	YYMMDD.
Date Foreclosure Sale Held	X (6)	1425	YYMMDD.
Date Redemption Period Ends	X (6)	1431	YYMMDD.
Date Voluntary Conveyance Accepted	X (6)	1437	YYMMDD.
Date Property Sold	X (6)	1443	YYMMDD.
Bankruptcy Filed Dated	X (6)	1449	YYMMDD.
Bankruptcy Code	X (2)	1455	Chapter number (i.e., 07, 11, 13). See attached code values #4.
Date Claim Submitted	X (6)	1457	YYMMDD.
Date Claim Paid	X (6)	1463	YYMMDD.
Date Last Installment Received	X (6)	1469	YYMMDD.
Occupancy Code	X	1475	See attached code values #5.
MI Insurance Indicator	X	1476	See attached code values #6.
Other Coverage Company Code	X (3)	1477	If loan has pool and primary, the MI company code (see attached code values #8) of the carrier of the other coverage.
Other Coverage Certificate Number or MBS Loan Number	X (10)	1480	The number associated with the other coverage, if applicable.
Bankruptcy Relief Date	X (6)	1490	YYMMDD.
Sub-Servicer	X (10)	1496	A code assigned to the specific servicer by their service bureau to indicate a subserviced portfolio; otherwise, blank.
Interest Bearing Principal Balance	S9 (7) v99	1506	
Filler	X (86)	1515	

Trailer Record

The Trailer Record for each client and the one for the file contains data used to balance the file and ensure no data is lost. The "Record Code" equals 7 or 9.

FIELD NAME	SIZE (PICTURE)	START	DESCRIPTION
MI Company Code	X (3)	1	See attached code values #8.
Service Bureau Code	X (3)	4	See attached code values #7.
Client Number	X (3)	7	Defined by service bureau.*
Record Code*	X	10	7 = Client. 9 = File.*
Current Date/File Prepared Date	X (6)	11	YYMMDD.
Lender's Name	X (25)	17	
Number of Loans	S9 (7)	42	
Current Principal Balance Total	S9 (11) V99	49	Sum of all Current Principal Balances in file.
Delinquent Payment Amount Total	S9 (11) V99	62	Sum of all Delinquency Payment Amounts in file.
Filler	X (1526)	75	

* For "9" File Record, Client Number must be "999." See service bureau codes below.

Mortgage Insurance Delinquency Reporting Interface Code Values

The MI Delinquency Reporting interface file uses several codes. The following is a list of the codes and the assigned values.

1. Record Code — This is a one-character code used to identify the Interface File Record type. The code values have been defined as follows:

    1 = Client Header Record.
    2 = NOD Detail Delinquent Loan Record (loan being reported for the first time).
    3 = MDR Detail Loan Record (loan has been previously reported.)
    7 = Client Trailer Record.
    9 = File Trailer Record.

2. Non-Pay Code (reason for default) — This is a two-character code identifying the reason for the delinquency. The code values have been defined as follows:

    01 = Death of Borrower.
    02 = Illness.
    03 = Marital Problems.

04 = Unemployment.

05 = Business Failure.

06 = Temporary Curtailment of Income.

07 = Bankruptcy.

08 = Over-Obligated (Excessive Use of Credit)/Energy/Environmental Cost.

09 = Casualty Loss.

10 = Moved/Vacated.

11 = Dissatisfied with Property.

12 = National Emergency Declaration.

13 = Servicing Problems.

14 = Auto Repairs.

15 = See Comments.

3. <u>Removal Code</u> — This entry is used to document why the loan will not be reported after this month. The code values have been defined as follows:

    00 = Delinquent Loan – NOT removed.

    01 = Reinstated – Loan brought current.

    02 = Assumed.

    03 = Sold.

    04 = Paid in Full – Not REO and not filing a claim.

    05 = Claim Paid.

4. <u>Bankruptcy Code</u> — This entry documents the chapter under which the bankruptcy was filed. It is equal to the chapter number: 07, 11, 13, etc.

5. <u>Occupancy Code</u> — This entry identifies the property's current occupancy status. The code values have been identified as follows:

    1 = Owner Occupied.

    2 = Tenant Occupied.

    3 = Vacant (abandoned or otherwise unoccupied).

6. <u>MI Insurance Indicator</u>

    1 = Primary MI Coverage Only.

    A record with this value indicates that the loan has PRIMARY coverage with Arch MI and there is NO POOL coverage on the loan.

2 = Primary and Pool MI Coverage with Arch MI.
A record with this value indicates that the loan has PRIMARY and POOL coverage with Arch MI. (Note one record will represent both coverages — the loan will not be reported twice on the tape.)

3 = Arch MI Primary Coverage and Pool MI Coverage with a different company.
A record with this value indicates that the loan has PRIMARY coverage with Arch MI and POOL coverage with another MI Company.

4 = Pool MI Coverage Only.
A record with this value indicates that the loan has POOL coverage with Arch MI and that there is no PRIMARY coverage on the loan.

5 = Arch MI Pool Coverage and Primary Coverage with DIFFERENT Companies.
A record with this value indicates that the loan has POOL and PRIMARY coverage; however, different companies carry the coverages, the MI receiving the record with this value carries the POOL coverage.

7. <u>Service Bureau Codes</u>* — This entry identifies the service bureau or software vendor whose collection system created the default EDI file.

001 = Computer Power, Inc. — Jacksonville, FL.
002 = Lomas Information Services — Dallas, TX.
003 = Data Link Services — South Bend, IN.
004 = Capitol Computer Center — Austin, TX.
005 = Systematics — Little Rock, AR.
006 = Nutrend/Miser — Orlando, FL.
007 = American Automated — Forest Park, GA.
008 = Financial Accounting Services — Pittsburgh, PA.
009 = FISERV — Milwaukee, WI.
010 = Dyatron (DCC) — Jacksonville, FL.
011 = Financial Information Trust — West Des Moines, IA.
012 = Fiserv-TAMPA — Tampa, FL.
013 = LoanServ Mortgage Servicing — Baton Rouge, LA.
014 = Fiserv-Fresno — Fresno, CA.
015 = Fiserv-Orlando (fka Florida Informanagement Services) — Orlando, FL.
016 = Metavante — Milwaukee, WI.
017 = Fiserv-Greensboro (fka Central Service Corp) — Greensboro, NC.
018 = Fiserv-Gold System — Milwaukee, WI.
020 = Casnet Group, Inc. — Canton, OH.
021 = Bisys — Houston, TX.
022 = Intrieve (fka S&L Data Corp) — Cincinnati, OH.
023 = Fiserv-White System — Milwaukee, WI.

024 = Fiserv-Silver System — Milwaukee, WI.

025 = McDonald Computer — Southfield, MI.

026 = Jack Henry and Associates — Monett, MO.

027 = Interling — Kirkland, WA.

028 = Fiserv — Beaumont, TX.

029 = Glenn Computer — Southfield, MI.

030 = Loan Servicing Systems, Inc. — Las Vegas, NV.

031 = Dataone Financial Systems, Inc. — Pittsburgh, PA.

032 = Fiserv-Purple System — Milwaukee, WI.

033 = Mortgage Computer — Ogden, UT.

034 = ZC Sterling (fka American Sterling) — Irvine, CA.

035 = Mortgage Services Group — Indianapolis, IN.

036 = Fiserv-Jade System — Milwaukee, WI.

037 = FPS-Gold — Provo, UT.

038 = OSI (Open Solutions Inc.) — Glastonbury, CT.

039 = Fiserv-Des Moines — Des Moines, IA.

040 = Alltel-Horizon — Maitland, FL.

041 = Fitech —Atlanta, GA.

042 = Precision Computer Systems — Sioux Falls, SD.

043 = Lender Support Systems, Inc. (LSSI) — San Diego, CA.

044 = Fiserv-Diamond System — Milwaukee, WI.

210 = Bisys-IL —Lombard, IL.

211 = Bisys-NJ — Cherry Hill, NJ.

212 = Bisys-Houston — Houston, TX.

213 = Bisys-Houston — Houston, TX.

214 = Bisys-Houston — Houston, TX.

215 = Bisys-Houston — Houston, TX.

216 = Bisys-Houston — Houston, TX.

217 = Bisys-Houston — Houston, TX.

218 = Bisys-Houston — Houston, TX.

219 = Bisys-Houston — Houston, TX.

999 = In-House Lender. (The client number will be used to indicate the lender.)

8. <u>MI Company Code</u> — This list of generic codes for MI companies has been established using lists (from both Fannie Mae and Freddie Mac) of approved mortgage insurers. You are requested to adhere to this list of codes when creating default records.

Generic Code	Mortgage Insurer
004	PMI Mortgage Insurance Company
013	United Guaranty Residential Insurance Company
038	Arch Mortgage Insurance Company