

Servicer Required Fields (SRF) Import File Format

The Servicer Required Fields (SRF) import file format is a comma-delimited (.csv) file. The file will be one (long) line of data, with each field separated by a comma.

NOTE: Comma-delimited (.csv) file format does not allow spaces in file name. Example file names, such as “set-import-file.csv” or “setimportfile.csv”, are allowed.

The import file format must conform to the following layout:

1. The first row of the .csv file must have “Transaction Type” and “SRF Import” in the first two columns.

	A	B
1	Transaction Type	SRF Import

2. The second row must have “Version Number of the Import File” and ”V3.0” as the version of the import loan file in the first two columns.

2	Version Number of the Import File	V3.0
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3. The third row must have every header as specified in the field position table below. Every subsequent row shall contain a single record of loan data with values in each column that match the header fields (fields that do not contain data should be left blank).

NOTE: The last five columns indicate which fields are required for each specific Servicer.

CMC and PNC do not require the SRF import file.

Order	Field Name	Definition	Data Type/ Example	Length	Arvest Central Mortgage Company Required Fields
1	Casefile ID		String XXXXXXXXXXXX	10	X
2	Property Appraisal Effective Date	Effective date of the appraisal report on the subject property.	MM/DD/YYYY or M/DD/YYYY	10	X



Order	Field Name	Definition	Data Type/ Example	Length	Arvest Central Mortgage Company Required Fields
3	Property Appraisal Form Number	A four character code identifying the appraisal form completed on the subject property securing the mortgage. Valid values: 1004,1025, 1073, 1075, 2055, 2065,2075, 2095.	String (numeric only) XXXXX	5	
4	Loan Interest Rate Adjustment Subsequent Cap Percent	The maximum percentage (cap) of the rate increase allowed at each rate adjustment period after the initial adjustment within the allowed duration. If the interest rate on the subject loan can change.	Percentage XXX.XXX	7	
5	Borrower Phone Number		String (numeric only) XXXXXXXXXX	10	X
6	Address County Code	Code identifying the county within a state where the Subject Property is located. (Designator Code based on FIPS Publication 6-4)	String XXXXX	5	
7	Property Legal Description Block	Legal Description Block number of property being financed. IMPORTANT: Since the import file is a .csv format, this field MUST be surrounded by quotes (“xxx”) if the legal description contains commas otherwise the file will not import.	String	35	X



Order	Field Name	Definition	Data Type/ Example	Length	Arvest Central Mortgage Company Required Fields
8	Property Legal Description Lot	Legal Description Lot number of property being financed. IMPORTANT: Since the import file is a .csv format, this field MUST be surrounded by quotes (“xxx”) if the legal description contains commas otherwise the file will not import.	String	35	X
9	Property Legal Description Section	Legal Description Section number of property being financed. IMPORTANT: Since the import file is a .csv format, this field MUST be surrounded by quotes (“xxx”) if the legal description contains commas otherwise the file will not import.	String	35	X
10	Property Legal Description Subdivision	The legal description subdivision name of property being financed. IMPORTANT: Since the import file is a .csv format, this field MUST be surrounded by quotes (“xxx”) if the legal description contains commas otherwise the file will not import.	String	35	X
11	Mailing Address Same As Property Address Indicator	Indicates whether the mailing address is the same as the property address.	Enumerated Y or N	1	X
12	Mailing Address City Name	The mailing address city.	String	35	X
13	Mailing Address State Code	The mailing address state abbreviation.	String	2	X



Order	Field Name	Definition	Data Type/ Example	Length	Arvest Central Mortgage Company Required Fields
14	Mailing Address Street Line 1 Address	Line 1 of the unstructured (unparsed) mailing address street address. IMPORTANT: Since the import file is a .csv format, this field MUST be surrounded by quotes (“xxx”) if the legal description contains commas otherwise the file will not import.	String	50	X
15	Mailing Address Street Line 2 Address	Line 2 of the unstructured (unparsed) mailing address street address, if applicable. IMPORTANT: Since the import file is a .csv format, this field MUST be surrounded by quotes (“xxx”) if the legal description contains commas otherwise the file will not import.	String	50	X
16	Mailing Address Street Line 3 Address	Line 3 of the unstructured (unparsed) mailing address street address, if applicable. IMPORTANT: Since the import file is a .csv format, this field MUST be surrounded by quotes (“xxx”) if the legal description contains commas, otherwise the file will not import.	String	50	X
17	Mailing Address Postal Code	The mailing address postal code (zip code in the US). Zip code may be either 5 or 9 digits.	String	9	X



Order	Field Name	Definition	Data Type/ Example	Length	Arvest Central Mortgage Company Required Fields
18	Loan Maturity Date	The date on which the mortgage obligation is scheduled to be paid off, according to the mortgage note.	MM/DD/YYYY or M/DD/YYYY	10	X
19	Loan MERS As Original Mortgage Indicator	Indicates whether the loan was originated as MERS as mortgagee of record (MOM).	Enumerated Y or N	1	X
20	Loan Annual Percentage Rate	The par interest rate at the time when the interest rate lock was made by the borrower.	Percentage XXX.XXX	7	
21	Borrower Social Security Number Certification Indicator	Indicates whether the Social Security # has been certified for the borrower.	Enumerated Y or N	1	
22	Co-Borrower Social Security Number Certification Indicator	Indicates whether the Social Security # has been certified for the coborrower.	Enumerated Y or N	1	
23	Property Flood Area Indicator	Denotes whether the property is located in a flood area or not.	Y = Flood Area N = No Flood Area	1	
24	Property Flood Zone Letter Code	A code that denotes flood insurance rates based on property area.	A, AE, AH, AO, AR, A99, B, C, D, V, VE, or X	4	
25	Property Flood Determination Company Name	The name of the compliance company making the flood zone determination.	String	35	
26	Property Flood Determination Date	The date on which the flood zone determination is made.	MM/DD/YYYY or M/DD/YYYY	10	
27	Property Flood Determination Last Revised Date	The date that a flood zone determination was last updated.	MM/DD/YYYY or M/DD/YYYY	10	



Order	Field Name	Definition	Data Type/ Example	Length	Arvest Central Mortgage Company Required Fields
28	Property Flood Determination Letter Of Map Revision Date	The date that a flood zone determination letter of map was last updated.	MM/DD/YYYY or M/DD/YYYY	10	
29	Property Flood Certification Identifier	The certification number assigned by the compliance company when an order is received from the submitting / requesting party.	Numeric	15	
30	Property Flood Map Panel Identifier	The panel number on the flood insurance rate map in which the property is located.	XXXXXXXXXX	11	
31	Property Flood Certification Community Status Indicator	Indicates if the community is participating in the national flood program.	Y or N	1	
32	Property Flood Insurance Payee Name	The recipient of the insurance disbursement, the agent or the insurance company.	String	35	
33	Property Flood Insurance Policy Coverage Amount	The amount of insurance placed on the subject property.	Currency (xxxxxxxxxxxx.x x)	15	
34	Property Flood Insurance Policy Expiration Date	The date that the insurance on the subject property ends.	MM/DD/YYYY or M/DD/YYYY	10	
35	Property Flood Insurance Policy Number	The number assigned to the policy by the insurance company.	String	33	
36	Property Flood Insurance Policy Premium Amount	The dollar amount of the protection insurance premium installment.	Currency (xxxxxxxxxxxx.x x)	15	
37	Property Flood Insurance Policy Escrow Status Indicator	Indicates whether insurance is paid by the borrower or the lender.	Y = escrowed N = non-escrowed	1	



Order	Field Name	Definition	Data Type/ Example	Length	Arvest Central Mortgage Company Required Fields
38	Property Hazard Area Insurance PayeeName	The recipient of the insurance disbursement, the agent or the insurance company.	String	35	
39	Property Hazard Area Insurance Policy Coverage Amount	The amount of insurance placed on the subject property.	Currency (xxxxxxxxxxxx.x x)	15	
40	Property Hazard Area Insurance Policy Expiration Date	The date that the insurance on the subject property ends.	MM/DD/YYYY or M/DD/YYYY	10	
41	Property Hazard Area Insurance Policy Number	The number assigned to the policy by the insurance company.	String	33	
42	Property Hazard Area Insurance Policy Premium Amount	The dollar amount of the protection insurance premium installment.	Currency (xxxxxxxxxxxx.x x)	15	
43	Property Hazard Insurance Policy Escrow Status Indicator	Indicates whether insurance is paid by the borrower or the lender.	Y = escrowed N = non-escrowed	1	
44	Property Hazard Area Insurance Coverage Indicator	Indicates whether the subject property is covered by hazard insurance.	Y = Hazard Insurance N = No Hazard Insurance	1	
45	Property Wind Insurance Payee Name	The recipient of the Insurance disbursement, the agent or the insurance company.	String	35	
46	Property Wind Insurance Policy Coverage Amount	The amount of insurance placed on the subject property.	Currency (xxxxxxxxxxxx.x x)	15	
47	Property Wind Insurance Policy Expiration Date	The date that the insurance on the subject property ends.	MM/DD/YYYY or M/DD/YYYY	10	
48	Property Wind Insurance Policy Number	The number assigned to the policy by the insurance company.	String	33	



Order	Field Name	Definition	Data Type/ Example	Length	Arvest Central Mortgage Company Required Fields
49	Property Wind Insurance Policy Premium Amount	The dollar amount of the protection insurance premium installment.	Currency (xxxxxxxxxxxxx.x x)	15	
50	Property Wind Insurance Policy Escrow Status Indicator	Indicates whether insurance is paid by the borrower or the lender.	Y = escrowed N = non-escrowed	1	
51	Property Wind Insurance Coverage Indicator	Indicates whether the subject property is covered by insurance.	Y = Wind Insurance N = No Wind Insurance	1	
52	Property Earthquake Insurance Payee Name	The recipient of the Insurance disbursement, the agent or the insurance company.	String	35	
53	Property Earthquake Insurance Policy Coverage Amount	The amount of insurance placed on the subject property.	Currency (xxxxxxxxxxxxx.x x)	15	
54	Property Earthquake Insurance Policy Expiration Date	The date that the insurance on the subject property ends.	MM/DD/YYYY or M/DD/YYYY	10	
55	Property Earthquake Insurance Policy Number	The number assigned to the policy by the insurance company.	String	33	
56	Property Earthquake Insurance Policy Premium Amount	The dollar amount of the protection insurance premium installment.	Currency (xxxxxxxxxxxxx.x x)	15	
57	Property Earthquake Insurance Policy Escrow Status Indicator	Indicates whether insurance is paid by the borrower or the lender.	Y = escrowed N = non-escrowed	1	
58	Property Earthquake Insurance Coverage Indicator	Indicates whether the subject property is covered by insurance.	Y = Earthquake Insurance N = No Earthquake Insurance	1	



Order	Field Name	Definition	Data Type/ Example	Length	Arvest Central Mortgage Company Required Fields
59	Property Condo Contents Insurance Payee Name	The recipient of the insurance disbursement, the agent or the insurance company.	String	35	
60	Property Condo Contents Insurance Policy Coverage Amount	The amount of insurance placed on the subject property.	Currency (xxxxxxxxxxxx.x x)	15	
61	Property Condo Contents Insurance Policy Expiration Date	The date that the insurance on the subject property ends.	MM/DD/YYYY or M/DD/YYYY	10	
62	Property Condo Contents Insurance Policy Number	The number assigned to the policy by the insurance company.	String	33	
63	Property Condo Contents Insurance Policy Premium Amount	The dollar amount of the protection insurance premium installment.	Currency (xxxxxxxxxxxx.x x)	15	
64	Property Condo Contents Insurance Policy Escrow Status Indicator	Indicates whether insurance is paid by the borrower or the lender.	Y = escrowed N = non-escrowed	1	
65	Property Condo Contents Insurance Coverage Indicator	Indicates whether the subject property is covered by insurance.	Y = Condo Contents Insured N = Condo Contents Not Insured	1	
66	Property Condo Flood Insurance Payee Name	The recipient of the insurance disbursement, the agent or the insurance company.	String	35	
67	Property Condo Flood Insurance Policy Coverage Amount	The amount of insurance placed on the subject property.	Currency (xxxxxxxxxxxx.x x)	15	
68	Property Condo Flood Insurance Policy Expiration Date	The date that the insurance on the subject property ends.	MM/DD/YYYY or M/DD/YYYY	10	



Order	Field Name	Definition	Data Type/ Example	Length	Arvest Central Mortgage Company Required Fields
69	Property Condo Flood Insurance Policy Number	The number assigned to the policy by the insurance company.	String	33	
70	Property Condo Flood Insurance Policy Premium Amount	The dollar amount of the protection insurance premium installment.	Currency (xxxxxxxxxxxx.x x)	15	
71	Property Condo Flood Insurance Policy Escrow Status Indicator	Indicates whether insurance is paid by the borrower or the lender.	Y = escrowed N = non-escrowed	1	
72	Property Condo Flood Insurance Coverage Indicator	Indicates whether the subject property is covered by insurance.	Y = Condo Flood Insurance N = No Condo Flood Insurance	1	
73	Mortgage Insurance Next Premium Due Date	The next scheduled date that payment is due for mortgage insurance (MI) premium.	MM/DD/YYYY or M/DD/YYYY	10	
74	Mortgage Insurance Payment Frequency Code Description	A description denoting the frequency with which payments are made on the respective MI policy.	Monthly or Yearly	7	
75	Mortgage Insurance Premium Amount	The dollar amount of the MI premium.	Currency (xxxxxxxxxxxx.x x)	15	X
76	Mortgage Insurance Rate	The rate factor used to calculate the amount of the MI premium.		7	
77	Property County Tax Indicator	Indicates if there is an applicable county tax.	Y or N	1	
78	Property County Tax Disbursement Amount	Specifies the projected amount of the next disbursement due on a specific tax item.	Currency (xxxxxxxxxxxx.x x)	15	



Order	Field Name	Definition	Data Type/ Example	Length	Arvest Central Mortgage Company Required Fields
79	Property County Tax Disbursement Due Date	Specifies the due date of the next tax disbursement.	MM/DD/YYYY or M/DD/YYYY	10	
80	Property County Tax Parcel Number	A number assigned by the taxing authority to identify the tax bill (parcel number, account number, etc.).	String	30	
81	Property County Tax Payment Frequency Code Description	Textual description of the code that identifies the frequency of tax disbursements.	Alpha; annual, semi-annual, quarterly, other	11	
82	Property County Tax Escrow Status Indicator	Indicates if monies for this tax item are escrowed.	Y = escrowed N = non-escrowed	1	
83	Property County Tax Authority Name	The legal name of the tax authority.	,	35	
84	Property City Tax Indicator	Indicates if there is an applicable city tax.	Y or N	1	
85	Property City Tax Disbursement Amount	Specifies the projected amount of the next disbursement due on a specific tax item.	Currency (xxxxxxxxxxxx.x x)	15	
86	Property City Tax Disbursement Due Date	Specifies the due date of the next tax disbursement.	MM/DD/YYYY or M/DD/YYYY	10	
87	Property City Tax Parcel Number	A number assigned by the taxing authority to identify the tax bill (parcel number, account number, etc.)	String	30	
88	Property City Tax Payment Frequency Code Description	Textual description of the code that identifies the frequency of tax disbursements.	Alpha; annual, semi-annual, quarterly, other	11	



Order	Field Name	Definition	Data Type/ Example	Length	Arvest Central Mortgage Company Required Fields
89	Property City Tax Escrow Status Indicator	Indicates if monies for this tax item are escrowed.	Y = escrowed N = non-escrowed		
90	Property City Tax Authority Name	The legal name of the tax authority.	String		
91	Property School Tax Indicator	Indicates if there is an applicable school tax.	Y or N	1	
92	Property School Tax Disbursement Amount	Specifies the projected amount of the next disbursement due on a specific tax item.	Currency (xxxxxxxxxxxx.x x)	15	
93	Property School Tax Disbursement Due Date	Specifies the due date of the next tax disbursement.	MM/DD/YYYY or M/DD/YYYY	10	
94	Property School Tax Parcel Number	A number assigned by the taxing authority to identify the tax bill (parcel number, account number, etc.)	String	30	
95	Property School Tax Payment Frequency Code Description	Textual description of the code that identifies the frequency of tax disbursements.	Alpha; annual, semi-annual, quarterly, other	11	
96	Property School Tax Escrow Status Indicator	Indicates if monies for this tax item are escrowed.	Y = escrowed N = non-escrowed	1	
97	Property School Tax Authority Name	The legal name of the tax authority.	String	35	
98	Property Town Tax Indicator	Indicates if there is an applicable town tax.	Y or N	1	



Order	Field Name	Definition	Data Type/ Example	Length	Arvest Central Mortgage Company Required Fields
100	Property Town Tax Disbursement Due Date	Specifies the due date of the next tax disbursement.	MM/DD/YYYY or M/DD/YYYY	10	
101	Property Town Tax Parcel Number	A number assigned by the taxing authority to identify the tax bill (parcel number, account number, etc.)	String	30	
102	Property Town Tax Payment Frequency Code Description	Textual description of the code that identifies the frequency of tax disbursements.	Alpha; annual, semi-annual, quarterly, other	11	
103	Property Town Tax Escrow Status Indicator	Indicates if monies for this tax item are escrowed.	Y = escrowed N = non-escrowed	1	
104	Property Town Tax Authority Name	The legal name of the tax authority.	String	35	
105	Property Other Tax Indicator	Indicates if there is an applicable miscellaneous tax.	Y or N	1	
106	Property Other Tax Type Description	Define other tax type.	String	35	
107	Property Other Tax Disbursement Amount	Specifies the projected amount of the next disbursement due on a specific tax item.	Currency (xxxxxxxxxxxx.x x)	15	
108	Property Other Tax Disbursement Due Date	Specifies the due date of the next tax disbursement.	MM/DD/YYYY or M/DD/YYYY	10	
109	Property Other Tax Parcel Number	A number assigned by the taxing authority to identify the tax bill (parcel number, account number, etc.)	String	30	
110	Property Other Tax Payment Frequency Code Description	Textual description of the code that identifies the frequency of tax disbursements.	Alpha; annual, semi-annual, quarterly, other	11	



Order	Field Name	Definition	Data Type/ Example	Length	Arvest Central Mortgage Company Required Fields
111	Property Other Tax Escrow Status Indicator	Indicates if monies for this tax item are escrowed.	Y = escrowed N = non-escrowed	1	
112	Property Other Tax Authority Name	The legal name of the tax authority.	String	35	
113	Loan Escrow Cushion Collected Term	Denotes the maximum number of monthly escrow collections allowed to be held as the projected lowest balance in the escrow account for the projection year.	Numeric Drop down box to select 0, 1, or 2 months	1	
114	Borrower Work Telephone Number	The work telephone number of the borrower.	String (numeric only) 3018754595 XXXXXXXXXX	10	X
115	Loan Prepayment Penalty Indicator	Indicates whether the loan includes a penalty charged to the borrower in the event of prepayment.	Y or N	1	
116	Loan Note Late Fee Grace Period	A period of time expressed in days past the due date for a loan installment, during which time a payment may be made and not considered delinquent.	Integer	3	
117	Loan Note Late Fee Percent	An additional fee that a borrower is required to pay as a penalty for failure to pay a regular installment when due, expressed as a percentage.	Percentage (nnn.nnn)	7	X
		Flat Dollar Amount (FD) Percentage of Delinquent Interest (DI): Late charge is a percentage of the delinquent interest on any overdue payment.	FD = Based on flat dollar amount DI = Based on delinquent interest		



Order	Field Name	Definition	Data Type/ Example	Length	Arvest Central Mortgage Company Required Fields
118	Loan Note Late Fee Option Type Code	Percentage Of Net Payment (NP): Late charge is a percentage of the total payment less any buydown subsidy or optional insurance portion of that payment.	NP = Based on total payment less buydown or optional insurance	2	
		Percentage Of Principal Balance (PB): Late charge is a percentage of the principal balance.	PB = Based on principal balance TP = Based on total payment		
		Percentage Of Total Payment (TP): Late charge is a percentage of the total payment. Percent of Principal And Interest (PI): Late charge is a percentage of principal and interest amount.	PI = Based on PI only		



Order	Field Name	Definition	Data Type/ Example	Length	Arvest Central Mortgage Company Required Fields
119	Loan Interest Rate Buydown Balance Purchased Amount	The remaining dollar amount of the interest rate buydown funds acquired by the investor (Fannie Mae).	Currency (xxxxxxxxxxxxx.x x)	15	
120	Loan Interest Rate Original Buydown Balance Amount	The original amount of all funds held in trust for payment of the monthly buydown subsidy portion of the principal and interest payments per the buydown schedule.	Currency (xxxxxxxxxxxxx.x x)	15	
121	Loan Interest Rate Original Buydown Term	Total number of months of the buydown subsidy from the buydown agreement.	Integer	3	
122	Loan Interest Rate Buydown Term	Applicable number of months for a specific buydown subsidy.	Integer	3	
123	Loan Interest Rate Buydown First Payment Amount	The amount of subsidy for the first payment per the buydown schedule.	From Buydown Schedule Currency (xxxxxxxxxxxxx.x x)	15	
124	Loan Interest Rate Buydown Second Payment Amount	The amount of subsidy for the second payment per the buydown schedule.	From Buydown Schedule Currency (xxxxxxxxxxxxx.x x)	15	
125	Loan Monthly Tax And Insurance Payment Amount	The dollar amount of the periodic payment that is made to cover tax and insurance expenses.	Currency (xxxxxxxxxxxxx.x x)	15	X