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# Instructions

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## ARM/GPARM Loan Schedule

The lender uses this form when an emergency situation prevents it from electronically transmitting loan delivery data to us in connection with a cash purchase for our portfolio. The form can be used to describe adjustable-rate (ARM) mortgages.

**Note:** This form has a later revision date than the version that is illustrated in the Forms Guide. We have added additional fields that do not appear in the Forms Guide illustration; therefore, lenders should use this revised version of the form.

## Copies

Original, plus one.

## Printing Instructions

This form must be printed on legal size paper, using landscape format. When printing this form, you must use the "shrink to fit" option in the Adobe Acrobat print dialogue box.

## Instructions

Generally, a lender submits the ARM/GPARM Loan Schedule (Form 1069) through the Loan Delivery System. However, in emergency situations, we will accept a hard copy of this form. When a lender needs to submit hard copy loan delivery data, it should contact our Delivery Helpline (by calling 1-800-940-4646). The lender should retain a copy of any ARM/GPARM Loan Schedule it submits to us as a hard copy.

## Individual Field Instructions

The lender-supplied fields in the heading at the top of a manually prepared loan schedule--Blocks 1, 2, 3, 4a, 4b, 4c, 6, 7, 8, and 9--need to be completed only one time per submission. Up to six mortgages that have the characteristics shown in those blocks in common may be submitted on the same form. Whenever a mortgage has characteristics that differ from those shown, it must be submitted on a different form--although it may be grouped with another batch of mortgages that share its basic characteristics. The lender should insert totals for loan count, interest rate, P & I, and unpaid balance at the bottom of each schedule. If multiple schedules are used for the submission, the lender should insert the "grand total" figure for these categories on the first page only. In addition, the lender's authorized representative must sign the first schedule in each submission package.

Specific instructions for completing individual fields on the ARM/GPARM Loan Schedule, along with the various edits that lenders can program into their computers, are included in the Selling Guide.