

**Step 2 Bulk Filing Directions**  
**Where Step 1 was filed on or after January 1, 2014**  
**Effective January 1, 2014**

**Step 2 - File Specification**

Step 2 must be filed within five days of mailing the *lis pendens*. The following specification is applicable for loans where Step 1 was filed on or after January 1, 2014. If Step 1 was filed before January 1, 2014, please use Specification for Step 2 where Step 1 was filed before January 1, 2014.

**Acquired loans**

For loans that were acquired and Step 1 was filed by another servicer, enter a 'Y' in row number 3. Such filings should also include the last name of the borrower and the 5-digit zip code of the property in rows 4 and 5, respectively.

Step 2 information may be amended by answering Y in row number 2 in the specifications below.

**Data File Requirements:**

**Data format :** ASCII delimited text file

**Field Separator :** Tilde (~)

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

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

Row Number	Column Name	Data Type	Maximum Width	Required?	Notes/ Sample
1	TRACKING_NUM_ORIG_FILING	Alphanumeric	13	Y	Tracking Number (from the 90 day pre-foreclosure filing Step1)
2	FLG_EDIT	Alphanumeric	1	Y	Is this an edit to a previous Step 2 filing? Y - Yes N - No
3	FLG_NEW_SERVICER	Alphanumeric	1	Y	Has the servicer changed since the original filing with the Department? Please use code below: Y - Yes N - No
4	LAST_NAME_OF_PRI_BORROWER	Alphanumeric	150	*	Lastname of primary borrower *Required if Line 3 is 'Y'
5	ZIP5_PROPERTY	Alphanumeric	5	*	*Required if Line 3 is 'Y'
7	DATE_LIS_PENDENS_MAILING	Numeric	8	Y	Format: MMDDYYYY
8	LOAN_REFERENCE_NUMBER_STEP2	Alphanumeric	20	Y	Your reference number for this loan. Loan ID may be used.
9	EMAIL_TRACKING_STEP2	Alphanumeric	150	Y	Email to receive Step 2 filing confirmation

10	FILER_NAME_STEP2	Alphanumeric	50		Name of contact person for queries about this filing
11	FILER_PHONE_STEP2	Alphanumeric	10		Phone of contact person for queries about this filing
12	FILER_PHONE_EXT_STEP2	Alphanumeric	10		Phone extension of contact person for queries about this filing
13	LOAN_CURRENT_RATE	Numeric	6	Y	Current Interest Rate at time of mailing lis pendens Up to 3 decimal points – (example 07.875 or 7.875)
15	LOAN_CUR_CONTRACTUAL_AMT_DUE	Numeric	11	Y	Contractual payment due and owing to bring loan current at time of mailing lis pendens
16	LOAN_CUR_LATE_FEES	Numeric	9	Y	Late Fees due and owing to bring loan current at time of mailing lis pendens
17	LOAN_CUR_OTHER_AMT	Numeric	9	Y	Other amount due and owing to bring loan current at time of mailing lis pendens