



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, D.C. 20410-9000

THE GOVERNMENT NATIONAL
MORTGAGE ASSOCIATION

February 21, 2003

03-06

MEMORANDUM FOR: All Participants in Ginnie Mae Programs

FROM: George S. Anderson, Executive Vice President

SUBJECT: Reporting of Multifamily Project Address Information to Ginnie Mae

This memorandum clarifies existing guidelines found in Ginnie Mae Mortgage-Backed Securities Guide 5500.3 ("MBS Guide") for reporting all loan level data on multifamily pools. The current MBS Guide requires that the address reported by issuers when submitting quarterly loan level data and pooling of loans that back multifamily securities shall be the "full street address of property including zip code". That is, the address of associated entities such as the owner or management agent is not to be included in reporting to Ginnie Mae. All address information must be complete, valid and reported consistently.

The "Street Address" field is both the number and street name of the project being reported. The following are components of a typical street address and should be reported in this order: primary address number, pre-directional indicator (e.g., North, South, etc. using standard abbreviations), street name (no abbreviations), street type (e.g., St., Dr., Pl., etc. using standard abbreviations), and post-directional indicator (e.g., NW, NE, SW, SE). In cases where the project uses a Post Office Box for the mailing address, report the physical property street address. In cases where a project may cover several numbered units on a street or streets (e.g., 390 - 396 Main Street) report only the first or primary address (e.g., 390 Main Street).

The "City Name" field is the city in which the property is located. The "State" field is the US Postal Service standard 2-letter abbreviation for the state in which the property is located. The "Zip Code" field is the 9-digit zip code in which the property is located. If only 5 digits of the zip code are available, zero-fill the right four positions (e.g., 123450000).

The “Project Address” fields (e.g., Street Address, City, State, and Zip Code) cannot have any of the following conditions:

- The character string “NA”;
- A single “X” in any of the fields or multiple “X”s in any of the fields;
- A single “0” in any of the fields or multiple “0”s in any of the fields; or
- More than one embedded space between words or individual components of the fields.

If you have any questions regarding this memorandum, please contact your Multifamily Account Executive at (202) 708-2043.