

# CASA Ad Hoc Batch Report - Input File Spec

## MEDIA AND FORMAT SPECIFICATIONS

Data should be formatted in tab-delimited or comma-delimited ASCII text file or Microsoft Excel transmitted via one of the following media:

- Email
- CD Rom
- File Transfer Protocol (FTP)

## INPUT FILE FORMAT

The file you send us should contain the following fields and be comprised of only **single family** and **condominium/townhouse** residential property types:

<i>Fields</i>	<i>Format</i>	<i>Sample</i>
<u>Standard Inputs:</u>		
Loan Number (optional)		3541400
Property Type (optional)		S
Street Address		1698 Massachusetts Ave
City		Cambridge
State	2 characters	MA
Zip Code	5 digits	02138
<u>Optional Prior Known Value Data:</u>		
Year of Known Value	4 digits	1995
Month of Known Value	2 digits	10
Known Value	in dollars, no decimal places	120000
Source of Known Value	2 characters	SP
<u>For Retrospective Valuations:</u>		
Year of Target Date	4 digits	2002
Month of Target Date	2 digits	3

## DESCRIPTION OF FIELDS

- Loan Number** This optional field is used to uniquely identify each of the loans.
- Property Type** If designating the property type, please identify either “S” for single-family or “C” for condo/townhouse. Please note that the CASA Service is currently designed to value these two property types only. If you use other coding for property types, please include a translation table.
- Prior Known Value Data**  
 If providing prior known value information, all four fields must be filled in. The prior known value should be an accurate historical value of the property. The Year and Month fields should show the year and month on which each known value was valid. Please use 1 - 12 for January - December. Acceptable Sources are: Sale Price (SP), Sale Appraisal (SA), or Refinance Appraisal (RA).
- Target Date** Include dates prior to the current month and year if you would like CASA to estimate the value as of this **retrospective** date. If target dates are not specified, CASA will default to calculating a current value estimate.