



## Instructions for Reconciliation of Mortgage Portfolio (Form SER-11)

**Prepared by:** Seller/Servicer

**Distribution:** Remit this report with Forms SER-12, SER-13 and SER-14. This report is due quarterly for the periods ending March 31, June 30, September 30 and December 31. Reports are due by the 20<sup>th</sup> of the following month (e.g., if remitting reconciliation reports for the June 30 cutoff, reports are due by July 20).

**Reporting Period:** Effective date of reconciliation (mm/yy).

**Portfolio Balances per Servicer's Records/Loan Count:** Servicer's loan count for portfolio as of the end of the reporting period.

**Portfolio Balances per Servicer's Records/Unpaid Principal Balance:** Servicer's principal balance for the portfolio as of the end of the reporting period.

**AHFC Loan Number:** AHFC loan number for loans with principal balance differences between AHFC and Servicer records.

**Explanation of Differences:** Reason for the discrepancy in principal balance between AHFC and Servicer records.

**Loan Count:** Used if the loan count is affected by the discrepancy.

**Reconciling Principal Balance Differences:** Difference between AHFC and Servicer records in unpaid principal balance.

**Portfolio Totals per AHFC Records/Loan Count:** Loan count on the AHFC Trial Balance.

**Portfolio Total per AHFC Records/Unpaid Principal Balance:** AHFC principal balance on the AHFC Trial Balance.

**Note:** The Portfolio Balances per Servicer Records, plus the detailed Reconciling Differences for both Loan Count and Principal Balance must equal the Portfolio Totals per AHFC Records.

**Servicer Name:** Name of the servicing institution.

**Submit:** Form SER-11 by the 20<sup>th</sup> of the month following the cut-off date.