

## MILAR Frequently Asked Questions

Updated August 2015

1. **What is the Mortgage Insurance Loan Activity Report (MILAR)?** A standard report developed by the MI industry to meet the new reporting requirements in the new Master Policy.
2. **Where do I find the MILAR Dataset Templates?**  
Full MILAR - <https://miservicing.genworth.com/pdfu/ServicingReportTemplate201501.xlsx>  
Minimal MILAR - <https://miservicing.genworth.com/pdfu/MinDataForServicerTemplate201501.xlsx>
3. **Does this replace the monthly delinquency (ADR) report?** No. You will still need to submit your monthly delinquency report.
4. **How often and when do I need to deliver the MILAR report?** The report must be received on a monthly basis prior to the 25<sup>th</sup> of the month, but preferably by the 7<sup>th</sup> business day of the month.
5. **What are the acceptable file formats?** We can accept the following formats: Microsoft Excel (.xlsx, .xls), Pipe Delimited File (.txt) and CSV File (.csv - as long as there are no commas in the data).
6. **Is there a preferred naming convention for the MILAR report?** The preferred naming convention is ServicerName\_MILAR\_yyyymmdd. An example of an acceptable file name would be: AnywhereBank\_MILAR\_20150331.
7. **Which loans should be included on the MILAR report?** Your report should include all Genworth insured loans in your portfolio.
8. **What date should be used in the Reporting Date Column (Column A)?** The date entered should be the last date of the reporting period. This date should be the same for each loan documented in the report.
9. **What if certain data fields do not apply to a particular loan?** Any field that does not have applicable data for that loan should be left blank.
10. **How do I submit the MILAR report?** Go to <https://miservicing.genworth.com>. In the bottom right hand corner find **Secure Submission**. Click "GO" to access the secure submission tool. Follow the directions at the top of the submission tool in order to upload you report.
11. **Do I need a username and password to submit the MILAR report?** No. You will need to enter your Org/Master Policy # in order to submit the report. If you are unsure of your Org/Master Policy #, please contact the Genworth Action Center at 800 444.5664.
12. **Can I submit a test file?** Yes. All test files must be sent to: [GNW.MortServicingReport@genworth.com](mailto:GNW.MortServicingReport@genworth.com). Please include all servicer contact information in the email and indicate "test data" in the subject line of the email. **Please do not send test data through the Secure Submission link.**

**13. How do I ensure my report will process correctly?**

- a. Keep the columns in the EXACT order as on the approved template, even if you know the last column will be blank.
- b. Ensure all data entered is in the correct report format.
- c. Do not enter data outside the template parameters.
- d. Leave data fields blank if data is not applicable. Do not populate blank fields with “N/A”, “0”, or “Null”.
- e. Continue to use the exact same name and format in the *Servicer Name* column month after month.
- f. Ensure there are no spaces in the file name prior to submission. Refer to question 6 for file naming convention.
- g. Confirm you have updated the reporting date in Column A of the template.

**14. On a monthly basis, which reports am I responsible to submit to Genworth?**

If I am a Servicer who is:	MILAR 169 Dataset	MILAR 32/19 Dataset	ADR	Delegated On-line Workout Reporting Tool	Submit Individual Loans for Decision
Utilizing Genworth’s Workout Delegation and opts to use the full MILAR Report	X		X		
Utilizing Genworth’s Workout Delegation and opts to use the Minimal MILAR Data Set		X	X	X	
Not Utilizing Genworth’s Workout Delegation		X	X		X

**15. How do I know if our company is a delegated servicer for loss mitigation workouts?** All servicers have been offered delegation within specific guidelines subject to reporting all delegated workouts decided. You can request a copy of our delegated parameters from Genworth ActionCenter® at 800 444.5664.

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