

Metro 2 HEADER RECORD information				
TransUnion Program Id	TransUnion Description	Metro 2 Program Identifier	Metro 2 Description	NOTE
Block Descriptor Word	Report the value equal to the length of the block of data being reported. The BDW must be reported when reporting records of variable length. Refer to the standard IBM variable record length conventions.	Block Descriptor Word (BDW)	Report the value equal to the length of the block of data being reported. The BDW must be reported when reporting records of variable length. Refer to the standard IBM variable record length conventions.	This is a default that the program will automatically set. You do not need to manually enter or import it
Record Length	Report the value equal to the length of the physical record being reported. The RDW must be reported for all records. The recording technique for the packed 366 format is binary and for the 426 character format is numeric.	Record Descriptor Word (RDW)	Report the value equal to the length of the physical record being reported. The RDW must be reported for all records. The recording technique for the packed 366 format is binary and for the 426 character format is numeric.	This is a default that the program will automatically set. You do not need to manually enter or import it
Record Identifier	Report a constant of HEADER.	Record Identifier	Report a constant of HEADER.	This is a default that the program will automatically set. You do not need to manually enter or import it
Reserved	Blank fill	Cycle Identifier	Blank fill	This is a default that the program will automatically set. You do not need to manually enter or import it
Reserved	Blank fill	Innovis Program Identifier	A unique value to the specific Property Manager. Should remain constant.	This is a company settings and will be entered one time when doing the setup for M2R. You will only enter this ID if you are reporting to this bureau
Reserved	Blank fill	Equifax Program Identifier	A unique value to the specific Property Manager. Should remain constant.	This is a company settings and will be entered one time when doing the setup for M2R. You will only enter this ID if you are reporting to this bureau

Metro 2 HEADER RECORD information Cont.				
TransUnion Program Id	TransUnion Description	Metro 2 Program Identifier	Metro 2 Description	NOTE
Reserved	Blank fill	Experian Program Identifier	A unique value to the specific Property Manager. Should remain constant.	This is a company settings and will be entered one time when doing the setup for M2R. You will only enter this ID if you are reporting to this bureau
TransUnion Program Identifier	A unique value to the specific Property Manager. Should remain constant.	TransUnion Program Identifier	A unique value to the specific Property Manager. Should remain constant.	This is a company settings and will be entered one time when doing the setup for M2R. You will only enter this ID if you are reporting to this bureau
Effective (Activity) Date	Identifies the most recent date for updates to Rental/Lease agreements. Format is MMDDCCYY.	Activity Date	Identifies the most recent date for updates to Rental/Lease agreements. Format is MMDDCCYY.	This is a default that the program will automatically set. You do not need to manually enter or import it
Date Created	Date in which the file was created.	Date Created	Date in which the file was created.	This is a default that the program will automatically set. You do not need to manually enter or import it
Program Date	Date in which the Property Manager's specific format was developed	Program Date	Program information	This is a default that the program will automatically set. You do not need to manually enter or import it
Reserved	Zero Fill	Program Revision Date	Program information	This is a default that the program will automatically set. You do not need to manually enter or import it
Property Management Name	Contains the name of the Property Management company that is sending/reporting the data to TransUnion. (Can also be used as the TransUnion Program Identifier- Header ID)	Reporter Name	Contains the name of the Property Management company that is sending/reporting the data to TransUnion. (Can also be used as the TransUnion Program Identifier- Header ID)	This is a company settings and will be entered one time when doing the setup for M2R.

Metro 2 HEADER RECORD information Cont.				
TransUnion Program Id	TransUnion Description	Metro 2 Program Identifier	Metro 2 Description	NOTE
Property Management Address	Contains the complete mailing address of the Property Management Company. (street, city, state, and zip code)	Reporter Address	Contains the complete mailing address of the Property Management Company. (street, city, state, and zip code)	This is a company settings and will be entered one time when doing the setup for M2R.
Property Management Phone Number	Contains the phone number of the Property Management Company.	Reporter Telephone Number	Contains the phone number of the Property Management Company.	This is a company settings and will be entered one time when doing the setup for M2R.
Reserved	Blank fill	Software Vendor Name	Program information	This is a default that the program will automatically set. You do not need to manually enter or import it
Reserved	Blank fill	Software Version Number	Program information	This is a default that the program will automatically set. You do not need to manually enter or import it
Reserved	Blank fill	MicroBilt/PRBC Program Identifier	A unique value to the specific Property Manager. Should remain constant.	This is a company settings and will be entered one time when doing the setup for M2R. You will only enter this ID if you are reporting to this bureau
Reserved	Blank fill	Reserved	Blank fill	Blank by default

Metro 2 BASE RECORD info				
TransUnion Program Id	TransUnion Description	Metro 2 Program Identifier	Metro 2 Description	NOTE
Block Descriptor Word	Report the value equal to the length of the block of data being reported. The BDW must be reported when utilizing records of variable length. Refer to the standard IBM variable record length conventions.	Block Descriptor Word (BDW)	Report the value equal to the length of the block of data being reported. The BDW must be reported when utilizing records of variable length. Refer to the standard IBM variable record length conventions.	This is a default that the program will automatically set. You do not need to manually enter or import it
Record Descriptor Word	Report the value equal to the length of the physical record being reported. The RDW must be reported for all records. The recording technique for the 426 character format is numeric.	Record Descriptor Word (RDW)	Report the value equal to the length of the physical record being reported. The RDW must be reported for all records. The recording technique for the 426 character format is numeric.	This is a default that the program will automatically set. You do not need to manually enter or import it
Processing Indicator	Report a constant of 1	Processing Indicator	Report a constant of 1	This is a default that the program will automatically set. You do not need to manually enter or import it
Time Stamp	Contains date and time of the account information update.	Time Stamp	Contains date and time of the account information update.	This is a default that the program will automatically set. You do not need to manually enter or import it
Correction Indicator	Used to report an update to the most recent update in the same reporting period. Values available: 0 = Regular Update 1 = Correction Update	Reserved	Used to report an update to the most recent update in the same reporting period. Values available: 0 = Regular Update 1 = Correction Update	This is a default that the program will automatically set. You do not need to manually enter or import it
Property Identification Number	Report the internal code that identifies each property/apartment complex. This will be mapped to the TransUnion reporting subscriber code that will display on the credit report.	Identification Number	Report the internal code that identifies each property/apartment complex. This will be mapped to the TransUnion reporting subscriber code that will display on the credit report.	This is a company settings and will be entered one time when doing the setup for M2R.

Metro 2 BASE RECORD info Cont.				
TransUnion Program Id	TransUnion Description	Metro 2 Program Identifier	Metro 2 Description	NOTE
Cycle Identifier	Report the internal cycle code. If billing cycles are used, report the internal billing cycle code. If reporting monthly, blank fill this field.	Cycle Identifier	Report the internal cycle code. If billing cycles are used, report the internal billing cycle code. If reporting monthly, blank fill this field.	This is a company settings and will be entered one time when doing the setup for M2R.
Rental/Lease Number	Report the individual lease number. Do not use blanks or special characters or any part of the consumer's SSN.	Consumer Account Number	Report the individual lease number. Do not use blanks or special characters or any part of the consumer's SSN.	This number should be unique to the tenant, never change and never be used for another tenant
Rental/Lease Type	O– Open	Portfolio Type	O– Open	This is a company settings and will be entered one time when doing the setup for M2R. You can choose from other metro 2 codes if needed.
Rental/Lease Agreement Type	Report the two digit value of 29 – Rental Agreement	Account Type	Report the two digit value of 29 – Rental Agreement	This is a company settings and will be entered one time when doing the setup for M2R. You can choose from other metro 2 codes if needed.
Rental/Lease Obligation Start Date	Report the date that the renter takes possession of the property. Report the date in the MMDDYYYY format.	Date Opened	Report the date that the renter takes possession of the property. Report the date in the MMDDYYYY format.	M2 Reporter displays dates at YYYYMMDD, but reports dates to the bureaus as MMDDYYYY.
Reserved	Zero Fill	Credit Limit	Zero Fill	This is an optional field and can be left as zero
Total Rental Obligation Amount	Report the monthly rental/lease payment amount due excluding any fees for damages.	Highest Credit or Original Loan Amount	Report the monthly rental/lease payment amount due excluding any fees for damages.	
Rental/Lease Duration	Report the number of months of the lease or rental agreement	Terms Duration	Report the number of months of the lease or rental agreement	

Metro 2 BASE RECORD info Cont.				
TransUnion Program Id	TransUnion Description	Metro 2 Program Identifier	Metro 2 Description	NOTE
Rental/Lease Payment Frequency	M – Monthly	Terms Frequency	M – Monthly	This is a company settings and will be entered one time when doing the setup for M2R. You can choose from other metro 2 codes if needed.
Rental/Lease Amount	Agreed monthly rental/lease obligation amount	Scheduled Monthly Payment Amount	Agreed monthly rental/lease obligation amount	This is a company settings and will be entered one time when doing the setup for M2R. You can choose from other metro 2 codes if needed.
Rental/Lease Payment Amount Confirmed	Amount received for rent from tenant/leasee.	Actual Payment Amount	Amount received for rent from tenant/leasee.	
Rental/Lease Status	Report the input value that accurately defines the current state of the account. Refer to the Account Status Codes below for a list of the valid values that can be reported in this field. <i>*Please note the Payment Rating (Field 17B) is required to be reported when the Account Status is 13 (Closed) or 05 (Transferred).</i>	Account Status	Report the input value that accurately defines the current state of the account. Refer to the Account Status Codes below for a list of the valid values that can be reported in this field. <i>*Please note the Payment Rating (Field 17B) is required to be reported when the Account Status is 13 (Closed) or 05 (Transferred).</i>	For manual data entry, choose correct code from drop down list in program. For import option, set value for Account Status in import file to correct code.
Payment Rating	Use Payment Rating code if Account Status is 13 (Closed) or 05 (Transferred).	Payment Rating	Use Payment Rating code if Account Status is 13 (Closed) or 05 (Transferred).	For manual data entry, choose correct code from drop down list in program. For import option, set value for Payment Rating in import file to correct code.
Rental History Profile	Contains up to 24 months of consecutive payment history activity for the previous 24 calendar months prior to the month currently being reported.	Payment History Profile	Contains up to 24 months of consecutive payment history activity for the previous 24 calendar months prior to the month currently being reported.	This is value is set automatically based on accounts account status, payment rating and data of account info.

Metro 2 BASE RECORD info Cont.				
TransUnion Program Id	TransUnion Description	Metro 2 Program Identifier	Metro 2 Description	NOTE
Rental/Lease Comment Code	Used in conjunction with Account Status and Payment Rating to further define the status of the account being reported.	Special Comment	Used in conjunction with Account Status and Payment Rating to further define the status of the account being reported.	
Rental/Lease Dispute Code	Report only if the condition applies to the account being reported. Refer to list of valid Compliance Condition Codes.	Compliance Condition Code	Report only if the condition applies to the account being reported. Refer to list of valid Compliance Condition Codes.	
Rental/Lease Balance	Report the monthly rental/lease payment amount due excluding any fees for damages.	Current Balance	Report the monthly rental/lease payment amount due excluding any fees for damages.	
Amount Past Due	For derogatory accounts, report the dollar amount past due excluding any fees for damages. The current amount due should not be included in this field. Note: If the account being reported is a current account, this field should be zero filled.	Amount Past Due	For Account Status 64 or 97, report the original amount that was charged to loss. If the consumer is making payments, report the outstanding balance in the Current Balance and Amount Past Due fields.	
Original Charge-Off Amount	For Account Status 64 or 97, report the original amount that was charged to loss. If the consumer is making payments, report the outstanding balance in the Current Balance and Amount Past Due fields.	Original Charge-off Amount	For Account Status 64 or 97, report the original amount that was charged to loss. If the consumer is making payments, report the outstanding balance in the Current Balance and Amount Past Due fields.	
Date of Account Information	Report the date of the most recent update to balance information. This should not be a future date. Report the date in the MMDDYYYY format.	Date of Account Information	Report the date of the most recent update to balance information. This should not be a future date. Report the date in the MMDDYYYY format.	M2 Reporter displays dates at YYYYMMDD, but reports dates to the bureaus as MMDDYYYY.

Metro 2 BASE RECORD info Cont.				
TransUnion Program Id	TransUnion Description	Metro 2 Program Identifier	Metro 2 Description	NOTE
Date of First Delinquency	For any Account Status that is not current or Special Comment Codes QQ, RR or SS report the date of the first delinquency that led to the delinquent Account Status being reported. If a delinquent account is brought current, zero fill this field. If the account should go delinquent again, the Date of First Delinquency should be reset for the new date. Report the date in the MMDDYYYY format.	Date of First Delinquency	Report the date the lease was completed or terminated. Report the date in the MMDDYYYY format.	M2 Reporter displays dates at YYYYMMDD, but reports dates to the bureaus as MMDDYYYY.
Date Closed	Report the date the lease was completed or terminated. Report the date in the MMDDYYYY format.	Date Closed	Report the date the lease was completed or terminated. Report the date in the MMDDYYYY format.	M2 Reporter displays dates at YYYYMMDD, but reports dates to the bureaus as MMDDYYYY.
Date of Last Payment	Report the last date a payment was received. Report the date in the MMDDYYYY format.	Date of Last Payment	Report the last date a payment was received. Report the date in the MMDDYYYY format.	M2 Reporter displays dates at YYYYMMDD, but reports dates to the bureaus as MMDDYYYY.
Reserved		Interest Type Indicator	Blank Fill	Leave Blank-Do not choose a value from list
Reserved	Blank Fill	Reserved	Blank Fill	program defaults to blank
Tenant Transaction Type	Not required. Can be blank filled.	Reserved	Blank Fill	program defaults to blank

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Metro 2 BASE RECORD info Cont.				
TransUnion Program Id	TransUnion Description	Metro 2 Program Identifier	Metro 2 Description	NOTE
Tenant Surname	Report the last name of the primary tenant/leasee. If the surname contains two last names, hyphenate the two surnames. If the surname contains multiple words, the hyphen is not required, use a space between the two words. If reporting Hispanic names, place a hyphen after the paternal name. Do not report generation codes, trustee or estate accounts.	Surname	Report the last name of the primary tenant/leasee. If the surname contains two last names, hyphenate the two surnames. If the surname contains multiple words, the hyphen is not required, use a space between the two words. If reporting Hispanic names, place a hyphen after the paternal name. Do not report generation codes, trustee or estate accounts.	
Tenant First Name	Report the first name of the primary tenant/leasee.	First Name	Report the first name of the primary tenant/leasee.	
Tenant Middle Name	Report the middle name or initial of the primary tenant/leasee.	Middle Name	Report the middle name or initial of the primary tenant/leasee.	
Generation Code	Report the generation code of the primary tenant/leasee if applicable.	Generation Code	Report the generation code of the primary tenant/leasee if applicable.	Choose from drop down list in M2R or import correct code value
Tenant Social Security Number	Report the SSN of the primary tenant/leasee. Do not report Tax Identification Numbers.	Social Security Number	Report the SSN of the primary tenant/leasee. Do not report Tax Identification Numbers.	
Tenant Date of Birth	Report the date of birth of the primary tenant/leasee. Report the date in the MMDDYYYY format.	Date of Birth	Report the date of birth of the primary tenant/leasee. Report the date in the MMDDYYYY format.	
Tenant Telephone Number	Report the telephone number of the primary tenant/leasee including the area code.	Telephone Number	Report the telephone number of the primary tenant/leasee including the area code.	

Metro 2 BASE RECORD info Cont.				
TransUnion Program Id	TransUnion Description	Metro 2 Program Identifier	Metro 2 Description	NOTE
Rental/Lease Relationship Code	Defines the relationship of the primary tenant/leasee to the account being reported in compliance with the Equal Credit Opportunity Act. Refer to the ECOA Code tab for a list of valid values that can be reported in this field.	ECOA Code	Defines the relationship of the primary tenant/leasee to the account being reported in compliance with the Equal Credit Opportunity Act. Refer to the ECOA Code tab for a list of valid values that can be reported in this field.	Choose from drop down list in M2R or import correct code value
Reserved	Blank Fill	Consumer Information Indicator	Blank Fill	Leave Blank-Do not choose a value from list
Country Code	Report the standard two-character country code abbreviation.	Country Code	Report the standard two-character country code abbreviation.	M2 Reporter defaults to US. You do not need to changed this manually or via import unless reporting consumers from another country
First Line of Address	Report the mailing address of the primary tenant/leasee. Refer to the United States Postal Service website for standard mailing addresses (www.usps.com).	First Line of Address	Report the mailing address of the primary tenant/leasee. Refer to the United States Postal Service website for standard mailing addresses (www.usps.com).	
Second Line of Address	Report the second line of address, if needed. Refer to the United States Postal Service website for standard mailing addresses (www.usps.com).	Second Line of Address	Report the second line of address, if needed. Refer to the United States Postal Service website for standard mailing addresses (www.usps.com).	
City	Report the city name for the address of the primary tenant/leasee. Refer to the United States Postal Service website for standard City abbreviations.	City	Report the city name for the address of the primary tenant/leasee. Refer to the United States Postal Service website for standard City abbreviations.	
State	Report the standard two-character state code abbreviation.	State	Report the standard two-character state code abbreviation.	Choose from drop down list in M2R or import correct code value

Metro 2 BASE RECORD info Cont.				
TransUnion Program Id	TransUnion Description	Metro 2 Program Identifier	Metro 2 Description	NOTE
Postal / Zip Code	Report the Zip Code of the primary tenant/leasee. If not reporting the entire 9 digit zip code, left justify and zero fill the field.	Postal/Zip Code	Report the Zip Code of the primary tenant/leasee. If not reporting the entire 9 digit zip code, left justify and zero fill the field.	
Reserved	Blank Fill	Address Indicator	Blank Fill	Leave Blank-Do not choose a value from list
Residence Code	Report R (Rents)	Residence Code	Report R (Rents)	Choose from drop down list in M2R or import R value
Segment Identifier	J1	Segment Identifier	J1	Program default. You do not need to enter this value.
Tenant Transaction Type	Not required. Can be blank filled.	Reserved	Blank Fill	program defaults to blank
Tenant Surname	Report the last name of the associated tenant/leasee. If the surname contains two last names, hyphenate the two surnames. If the surname contains multiple words, the hyphen is not required, use a space between the two words. If reporting Hispanic names, place a hyphen after the paternal name. Do not report generation codes, trustee or estate accounts.	Surname	Report the last name of the associated tenant/leasee. If the surname contains two last names, hyphenate the two surnames. If the surname contains multiple words, the hyphen is not required, use a space between the two words. If reporting Hispanic names, place a hyphen after the paternal name. Do not report generation codes, trustee or estate accounts.	
Tenant First Name	Report the first name of the associated tenant/leasee.	First Name	Report the first name of the associated tenant/leasee.	
Tenant Middle Name	Report the middle name or initial of the associated tenant/leasee.	Middle Name	Report the middle name or initial of the associated tenant/leasee.	
Generation Code	Report the generation code of the associated tenant/leasee if applicable.	Generation Code	Report the generation code of the associated tenant/leasee if applicable.	Choose from drop down list in M2R or import correct code value
Tenant Social Security Number	Report the SSN of the associated tenant/leasee. Do not report Tax Identification Numbers.	Social Security Number	Report the SSN of the associated tenant/leasee. Do not report Tax Identification Numbers.	

Metro 2 BASE RECORD info Cont.				
TransUnion Program Id	TransUnion Description	Metro 2 Program Identifier	Metro 2 Description	NOTE
Tenant Date of Birth	Report the date of birth of the associated tenant/leasee. Report the date in the MMDDYYYY format.	Date of Birth	Report the date of birth of the associated tenant/leasee. Report the date in the MMDDYYYY format.	
Tenant Telephone Number	Report the telephone number of the primary consumer including the area code.	Telephone Number	Report the telephone number of the primary consumer including the area code.	
Rental/Lease Relationship Code	Defines the relationship of the associated consumer to the account being reported in compliance with the Equal Credit Opportunity Act. Refer to the ECOA Code tab for a list of valid values that can be reported in this field.	ECOA Code	Defines the relationship of the associated consumer to the account being reported in compliance with the Equal Credit Opportunity Act. Refer to the ECOA Code tab for a list of valid values that can be reported in this field.	Choose from drop down list in M2R or import correct code value
Reserved	Blank Fill	Consumer Information Indicator	Blank Fill	Leave Blank-Do not choose a value from list
Reserved	Blank Fill	Reserved	Blank Fill	Program will default to blank