Top 5 Tips for Entering Addresses



Sending incorrect abbreviations or incomplete address data to Loan Product Advisor may result in the return of Data Quality and/or System Messages. For Loan Product Advisor to interpret the data you enter into your system correctly, use standard U.S. Postal Service abbreviations to enter address-related information for pre- and post-directional and street suffix abbreviations, routes and residence types. Verify with your system administrator that the use of these abbreviations does not affect the format of your printed mortgage documents. Any errors or omissions must be corrected.

Tips and Best Practices					
Ι.	Review the following top tips and best practices for e	itering address information:			
	 Provide a complete subject property address containing all address elements (e.g., house number, street address, city, state, and zip code, and if applicable, a unit designator followed by a unit/apt number, pre- and/or post-directional or suffix abbreviations). 	• Include apartment, suite, or unit numbers or letters, when applicable. Provide a valid unit designator abbreviation (e.g., APT, STE, #) to distinguish the unit number from other elements of the street address. This approach improves the address standardization process (e.g., 456 Alden ST #7). Refer to <u>Appendix B.</u>			
	 To enter city names with punctuation, use standard punctuation (e.g., Winston-Salem, St. Louis). 	 Note: Use "#" if the exact unit designator is either not known or undefined in lieu of not providing a designator. 			
	 Include pre- (e.g., 123 N Main ST) and post- (e.g., 123 18 ST NE) directional abbreviations. Note: Exception if the street name is a directional word, enter the full word for the street name (e.g., 456 North ST SW). 	• Do not begin a military address with a house number (e.g. Barrack 12). For Army or Air Force post office (APO) previous addresses, use APO, AP or AE for the city. When the previous address is a military address, the country code must be indicated as United States.			
	 Place the house number at the beginning of the street address. 	 To enter street names with an apostrophe, remove the apostrophe. 			
	• Zip code: You can include up to a nine- digit numeric value. Do not use hyphens. (e.g. 23424-9987, enter as: 234249987).	 New construction: do not use "Lot", "Parcel", or "XXX" etc., for an unknown street house or house number. Refer to <u>Table 1</u>. 			
	 Country Code for pior and current address must contain only two alhabetic characters in upper case, (e.g., United States – US). 	 For addresses that have a fraction as part of the number, use the standard keyboard numbers and include a slash. 			
	 Prequalifications: Do not use zero's (e.g. "000) or "XXX" for an unknown street address or house number. Refer to <u>Table 1</u>. 	 Loan Product Advisor does not contain a County Name data field. Loan Product Advisor uses the property address to determine the county name; therefore, it is critical to provide accurate address 			
	 Enter a valid street suffix (e.g., AVE, PKWY, TER). Refer to <u>Appendix A</u>. 	information. For example, the address will drive the FHA maximum mortgage limit.			



	Tips and Best Practices
2.	Review the Standard Street Suffix Abbreviations, <u>Appendix A</u> .
3.	Review the Standard Unit Designator Abbreviations, <u>Appendix B.</u>
4.	For direct entry users accessing Loan Product Advisor via the Loan Advisor single sign-on portal, refer to <u>Appendix</u> <u>C</u> for steps for entering address data.
5.	If there is a discrepancy with the address a message is provided to confirm the accuracy of the address and resubmit if necessary. For example, Message Code FPA0082 may be returned "Unable to match address entered. Please confirm accuracy and resubmit if necessary."
	Refer to the <u>Loan Product Advisor Data Quality and System Messages – Cause and Resolution</u> job aid for additional data quality messages.

Reminder

If the address changes re-enter the property address and resubmit to Loan Product Advisor.

Table 1: Address examples

If the property street address is this	Enter the street address like this	Action taken
Lot 350 Anywhere Street	123 Anywhere Street	Remove the word Lot
TBD Anywhere Street	123 Anywhere Street	Remove TBD and replace with 123
Anywhere Street	123 Anywhere Street	Add in 123 when the street number is not known
XXX Anywhere Street	123 Anywhere Street	Remove XXX and replace with 123
0000 Preapproval Street	999999 Preapproval Street	Replace the zeros in the street number with 999999
123 Anywhere's Street	123 Anywheres Street	Remove the apostrophe

 This information is not a replacement or substitute for the requirements in the Freddie Mac Single-Family

 Seller/Servicer Guide or your other Purchase Documents.

 © 2023 Freddie Mac

 Freddie Mac



Addendum A: Standard Street Suffix Abbreviations



This table lists examples of street types and their suffix abbreviations as the official recommended <u>Standard Suffix</u> <u>Abbreviations</u> of the U.S. Postal Service.

Street Type	Abbr	Examples	Street Type	Abbr	Examples
Alley	ALY	456 Blues ALY	Common	CMN	456 Meadows CMN
Annex	ANX	456 Sports ANX	Commons	CMNS	456 Ballston CMNS
Arcade	ARC	456 Shops ARC	Corner	COR	456 Tyson COR
Avenue	AVE	456 Nice AVE	Corners	CORS	456 Seven CORS
Bayou	BYU	456 Eve BYU	Course	CRSE	456 Gentleman CRSE
Beach	BCH	456 Malibu BCH	Court	CT	456 Village CT
Bend	BND	456 River BND	Courts	CTS	456 Haley CTS
Bluff	BLF	456 Highpoint BLF	Cove	CV	456 Waterman CV
Bluffs	BLFS	456 Geyser BLFS	Coves	CVS	456 Breaker CVS
Bottom	BTM	456 River BTM	Creek	CRK	456 Mingo CRK
Boulevard	BLVD	456 Lazy BLVD	Crescent	CRES	456 Appalachian CRES
Branch	BR	456 East BR	Crest	CRST	456 Eagle CRST
Bridge	BRG	456 London BRG	Crossing	XING	456 Shenandoah XING
Brook	BRK	456 Lazy BRK	Crossroad	XRD	456 Baileys XRD
Brooks	BRKS	456 Twin BRKS	Crossroads	XRDS	456 Jones Branch XRDS
Burg	BG	456 Lower BG	Curve	CURV	456 Water CURV
Burgs	BGS	456 South BGS	Dale	DL	456 Green Grass DL
Bypass	BYP	456 Town BYP	Dam	DM	456 Beaver DM
Camp	СР	456 Highland CP	Divide	DV	456 County DV
Canyon	CYN	456 Grand CYN	Drive	DR	456 Lake DR
Cape	CPE	456 South CPE	Drives	DRS	456 Twin Lakes DRS
Causeway	CSWY	456 Rolling CSWY	Estate	EST	456 Gentlemans EST
Center	CTR	456 Market CTR	Estates	ESTS	456 Heritage ESTS
Centers	CTRS	456 Twin CTRS	Expressway	EXPY	456 Capitol EXPY
Circle	CIR	456 Greenbriar CIR	Extension	EXT	456 Park Avenue EXT
Circles	CIRS	456 Strong CIRS	Extensions	EXTS	456 Beltway EXTS
Cliff	CLF	456 Highpoint CLF	Fall	FALL	456 Water FALL
Cliffs	CLFS	456 Joining CLFS	Falls	FLS	456 Niagra FLS
Club	CLB	456 Yacht CLB	Ferry	FRY	456 Grand FRY
Field	FLD	456 Montebello FLD	Junctions	JCTS	456 Three Rivers JCTS



Street Type	Abbr	Examples
Fields	FLDS	456 Haymarket FLDS
Flat	FLT	456 Schoal FLT
Flats	FLTS	456 London FLTS
Ford	FRD	456 Manatau FRD
Fords	FRDS	456 Braddock FRDS
Forest	FRST	456 Sherwood FRST
Forge	FRG	456 Necessity FRG
Forges	FRGS	456 Battlelawn FRGS
Fork	FRK	456 Meridian FRK
Forks	FRKS	456 River FRKS
Fort	FT	456 Washington FT
Freeway	FWY	456 Grand Rapids FWY
Garden	GDN	456 New Jersey GDN
Gardens	GDNS	456 Montebello GDNS
Gateway	GTWY	456 Tri-Rivers GTWY
Glen	GLN	456 Jordan's GLN
Glens	GLNS	456 Valley GLNS
Harbor	HBR	456 Boston HBR
Harbors	HBRS	456 Kensington HBRS
Haven	HVN	456 Light House HVN
Heights	HTS	456 Colonial HTS
Highway	HWY	456 Shirley HWY
Hill	HL	456 Ginger HL
Hills	HLS	456 Newberry HLS
Hollow	HOLW	456 Turkey HOLW
Inlet	INLT	456 Casper INLT
Island	IS	456 Gilligans IS
Islands	ISS	456 Hawaiian ISS
Isle	ISLE	456 Mediterranean ISLE
Junction	JCT	456 Petticoat JCT

Street Type	Abbr	Examples
Кеу	KY	456 Coral Reef KY
Keys	KYS	456 Destin KYS
Knoll	KNL	456 Highpoint KNL
Knolls	KNLS	456 Rock Canyon KNLS
Lake	LK	456 Serenity LK
Lakes	LKS	456 South LKS
Land	LAND	456 River's Bend LAND
Landing	LNDG	456 Potomac LNDG
Lane	LN	456 Berry LN
Light	LGT	456 Lamp Post LGT
Lights	LGTS	456 Meridian LGTS
Loaf	LF	456 Sugar Mount LF
Lock	LCK	456 Ship's Way LCK
Locks	LCKS	456 Mountain LCKS
Lodge	LDG	456 Arial's LDG
Loop	LOOP	456 Inner LOOP
Mall	MALL	456 Trinity MALL
Manor	MNR	456 Highland MNR
Manors	MNRS	456 Hilltop MNRS
Meadow	MDW	456 Rich MDW
Meadows	MDWS	456 Richland MDWS
Mews	MEWS	456 Cherry MEWS
Mill	ML	456 Union ML
Mills	MLS	456 Confederate MLS
Mountains	MTNS	456 Blue Ridge MTNS
Neck	NCK	456 Colt's NCK
Orchard	ORCH	456 Rich Meadow ORCH
Oval	OVAL	456 Peyton OVAL
Overpass	OPAS	456 Winchester OPAS
Park	PARK	456 Green PARK





Street Type	Abbr	Examples
Parks	PARK	456 Copenhagen PARK
Parkway	PKWY	456 Richard Lee PKWY
Pass	PASS	456 Mountain PASS
Passage	PSGE	456 Millenium PSGE
Path	PATH	456 Brookman PATH
Pike	PIKE	456 Stover PIKE
Pine	PNE	456 Evergreen PNE
Pines	PNES	456 Wintergreen PNES
Place	PL	456 Park PL
Plain	PLN	456 Western PLN
Plains	PLNS	456 Chatanooga PLNS
Plaza	PLZ	456 Copley PLZ
Point	PT	456 Haines PT
Points	PTS	456 Stones Throw PTS
Port	PRT	456 Boston PRT
Ports	PRTS	456 Three Rivers PRTS
Prairie	PR	456 Great Meadow PR
Radial	RADL	456 New Bend RADL
Ramp	RAMP	456 Patent RAMP
Ranch	RNCH	456 Homestead RNCH
Rapid	RPD	456 Mountain View RPD
Rapids	RPDS	456 Rivers Head RPDS
Rest	RST	456 Hampton RST
Ridge	RDG	456 Keyser RDG
Ridges	RDGS	456 Cayman RDGS
River	RIV	456 Monongahela RIV
Road	RD	456 Falls RD
Roads	RDS	456 Twin Bends RDS
Route	RTE	456 RTE 403
Row	ROW	456 Henning ROW
Rue	RUE	456 Baltimore RUE

Street Type	Abbr	Examples
Run	RUN	456 River Ben RUN
Skyway	SKWY	456 Arial View SKWY
Spring	SPG	456 Hotwater SPG
Springs	SPGS	456 Berkley SPGS
Spur	SPUR	456 Leesburg SPUR
Spurs	SPUR	456 Katchewan SPUR
Square	SQ	456 Times SQ
Squares	SQS	456 Times & Stanton SQS
Station	STA	456 Newberry STA
Stravenue	STRA	456 Park STRA
Stream	STRM	456 Gopher's STRM
Street	ST	456 Alden ST
Streets	STS	456 Main and West STS
Summit	SMT	456 Mountain SMT
Terrace	TER	456 Stone Maple TER
Throughway	TRWY	456 King Gorge TRWY
Trace	TRCE	456 Old Village TRCE
Track	TRAK	456 Rock Canyon TRAK
Trafficway	TRFY	456 Old Kent TRFY
Trail	TRL	456 Hidden TRL
Trailer	TRLR	456 Mountain Park TRLR
Tunnel	TUNL	456 Hudson Bay TUNL
Turnpike	TPKE	456 Orange County TPKE
Underpass	UPAS	456 Metrodome UPAS
Union	UN	456 Mill Court UN
Unions	UNS	456 Old Mill UNS
Valley	VLY	456 Shenandoah VLY
Viaduct	VIA	456 Duck Valley VIA
View	VW	456 Prairie Lane VW
Views	VWS	456 Mountain Lake VWS
Village	VLG	456 Greenbrier VLG



Street Type	Abbr	Examples
Villages	VLGS	456 Disney VLGS
Ville	VL	456 Woodmont VL
Vista	VIS	456 Buena VIS
Walk	WALK	456 Century WALK
Walks	WALK	456 Sun and Star WALK

Street Type	Abbr	Examples
Wall	WALL	456 Jericho WALL
Way	WAY	456 Fox WAY
Ways	WAYS	456 Fox and Mill WAYS
Well	WL	456 Trinity WL
Wells	WLS	456 Reservoir WLS



Addendum B: Standard Unit Designators



This table lists examples of unit designators and the official <u>Standard Unit Designator Abbreviations</u> recommended by the U.S. Postal Service.

Unit Designator	Abbr	Examples
Apartment	APT	456 Alden ST APT 7
Basement	BSMT*	456 Alden ST BSMT
Blank, unable to determine	#	456 Alden ST # 7
Building	BLDG	456 Alden ST BLDG 7
Department	DEPT	456 Alden ST DEPT 7
Floor	FL	456 Alden ST FL 7
Front	FRNT*	456 Alden ST FRNT
Hanger	HNGR	456 Alden ST HNGR 7
Кеу	KEY	456 Alden ST KEY 7
Lobby	LBBY*	456 Alden ST LBBY
Lot	LOT	456 Alden ST LOT 7
Lower	LOWR*	456 Alden ST LOWR
Office	OFC*	456 Alden ST OFC
Penthouse	PH*	456 Alden ST PH 7
Pier	PIER	456 Alden ST PIER 7
Rear	REAR*	456 Alden ST REAR
Room	RM	456 Alden ST RM 7
Side	SIDE*	456 Alden ST SIDE
Slip	SLIP	456 Alden ST SLIP 7
Space	SPC	456 Alden ST SPC 7
Stop	STOP	456 Alden ST STOP 7
Suite	STE	456 Alden ST STE 7
Trailer	TRLR	456 Alden ST TRLR 7
Unit	UNIT	456 Alden ST UNIT 7
Upper	UPPR*	456 Alden ST UPPR

*Does not require a unit/apartment number to follow.

Note: Use "#" if the exact unit designator is either not known or undefined in lieu of not providing a designator.

Addendum B: Standard Unit Designators



This section supports Loan Product Advisor users accessing Loan Product Advisor via the Loan Advisor single sign-on portal.

Follow these guidelines for entering complete address information into Loan Product Advisor.

Steps	Results
 Log in to Loan Product Advisor. The Welcome page displays. 	Frédie Mac Loan Advisor* Image: Control advisor Image: Control advisor
2. Click Create Loan.	Fréddie Mac Terms and Coattings Fréddie Mac Loan AdVisor E MENU Central to © Loan Product Advisor CREATE LOAN OTHERE LINKS Import Application
3. Enter the loan information on the Loan File Setup Select Create Loan File.	



Steps	Results
4. Complete all the required fields as you navigate through each metro stop.	Create Loan: Loan File Setup Loan File Setup O
 5. Enter Borrower Address: Navigate to the Borrower Information metro stop. Enter Current Address, and if applicable, Previous Address and Mailing Address using the guidelines outlined in this job aid. 	
 6. Enter Subject Property Address: Navigate to the Loan and Property Info metro stop. Complete the Subject Property Address information using the guidelines outlined in this job aid. 	Image: State and the Property Information Image: State and the Property Information Image: State and the Property Information Image: State and the Property Information Image: State and the Property Information Image: State and the Property Information Image: State and the Property Information Image: State and the Property Information Image: State and the Property Information Image: State and the Property Information Image: State and the Property Information Image: State and the Property Information Image: State and the Property Information Image: State and the Property Information Image: State and the Property Information Image: State and the Property Information Image: State and the Property Information Image: State and the Property Information Image: State and the Property Information Image: State and the Property Information Image: State and the Property Information Image: State and the Property Information Image: State and the Property Information Image: State and the Property Information Image: State and the Property Information Image: State and the Property Information Image: State and the Property Information Image: State and the Property Information Image: State and the Property Ima



Results				
 Note: To ensure the information you enter is interpreted correctly, use standard abbreviations for the address-related information. If you send incorrect abbreviations to Loan Product Advisor, you may receive Data Quality and System Messages, which may delay a response from Loan Product Advisor. For Data Quality and System issues/errors refer to the, <u>Loan Product Advisor Data Quality and System Messages – Cause and Resolution</u>, job aid. 				
FHA Loans: Loan Product Advisor does not contain a County Name data field. Loan Product Advisor uses the property address to determine the county name; therefore, it is critical to provide				
accurate address information. For example, the address will drive the FHA maximum mortgage limit.				
accurate address information. For example, the address will drive the FHA maximum				
accurate address information. For example, the address will drive the FHA maximum mortgage limit.				
accurate address information. For example, the address will drive the FHA maximum mortgage limit.				
accurate address information. For example, the address will drive the FHA maximum mortgage limit. General Messages CODE MESSAGE				
accurate address information. For example, the address will drive the FHA maximum mortgage limit. General Messages CODE MESSAGE FGM0075 FHA Case Number is required to be submitted to Loan Product Advisor at or before the last submission of this loan. FGM0041 Lender is responsible for documenting any situation not addressed on this feedback certificate according to the FHA TOTAL Mortgage				
accurate address information. For example, the address will drive the FHA maximum mortgage limit. General Messages CODE MESSAGE FGM0075 FHA Case Number is required to be submitted to Loan Product Advisor at or before the last submission of this loan. FGM0041 Lender is responsible for documenting any situation not addressed on this feedback certificate according to the FHA TOTAL Mortgage Scorecard User's Guide and/or HUD Handbook 4155.				
accurate address information. For example, the address will drive the FHA maximum mortgage limit. General Messages CODE MESSAGE FGM0075 FHA Case Number is required to be submitted to Loan Product Advisor at or before the last submission of this loan. FGM0041 Lender is responsible for documenting any situation not addressed on this feedback certificate according to the FHA TOTAL Mortgage				
accurate address information. For example, the address will drive the FHA maximum mortgage limit. General Messages CODE MESSAGE FGM0075 FHA Case Number is required to be submitted to Loan Product Advisor at or before the last submission of this loan. FGM0041 Lender is responsible for documenting any situation not addressed on this feedback certificate according to the FHA TOTAL Mortgage FGM0041 Lender is responsible for documenting any situation not addressed on this feedback certificate according to the FHA TOTAL Mortgage FGM0041 Lender is responsible for documenting any situation not addressed on this feedback certificate according to the FHA TOTAL Mortgage				
accurate address information. For example, the address will drive the FHA maximum mortgage limit. General Messages CODE MESSAGE FGM0075 FHA Case Number is required to be submitted to Loan Product Advisor at or before the last submission of this loan. FGM0041 Lender is responsible for documenting any situation not addressed on this feedback certificate according to the FHA TOTAL Mortgage Scorecard User's Guide and/or HUD Handbook 4155. Fighter for the fig				
accurate address information. For example, the address will drive the FHA maximum mortgage limit. General Messages CODE MESSAGE FGM0075 FHA Case Number is required to be submitted to Loan Product Advisor at or before the last submission of this loan. FGM0041 Lender is responsible for documenting any situation not addressed on this feedback certificate according to the FHA TOTAL Mortgage Scorecard User's Guide and/or HUD Handbook 4155. FGM0041 Lender is responsible for documenting any situation not addressed on this feedback certificate according to the FHA TOTAL Mortgage Scorecard User's Guide and/or HUD Handbook 4155.				
accurate address information. For example, the address will drive the FHA maximum mortgage limit. General Messages CODE MESSAGE FGM0075 FHA Case Number is required to be submitted to Loan Product Advisor at or before the last submission of this loan. FGM0041 Lender is responsible for documenting any situation not addressed on this feedback certificate according to the FHA TOTAL Mortgage Scorecard User's Guide and/or HUD Handbook 4155. FGM0041 Lender is responsible for documenting any situation not addressed on this feedback certificate according to the FHA TOTAL Mortgage Scorecard User's Guide and/or HUD Handbook 4155. FGM0041 Lender is responsible for documenting any situation not addressed on this feedback certificate according to the FHA TOTAL Mortgage Scorecard User's Guide and/or HUD Handbook 4155. FGM0041 Lender is responsible for documenting any situation for the former form				
accurate address information. For example, the address will drive the FHA maximum mortgage limit. General Messages CODE MESSAGE FGM0075 FHA Case Number is required to be submitted to Loan Product Advisor at or before the last submission of this Ioan. FGM0041 Lender is responsible for documenting any situation not addressed on this feedback certificate according to the FHA TOTAL Mortgage Scorecard User's Guide and/or HUD Handbook 4155. FGM0041 Lender is responsible for documenting any situation not addressed on this feedback certificate according to the FHA TOTAL Mortgage Scorecard User's Guide and/or HUD Handbook 4155. FUNCTION FUNCTION FUNCTION				
accurate address information. For example, the address will drive the FHA maximum mortgage limit. General Messages CODE MESSAGE FGM0075 FHA Case Number is required to be submitted to Loan Product Advisor at or before the last submission of this loan. FGM0041 Lender is responsible for documenting any situation not addressed on this feedback certificate according to the FHA TOTAL Mortgage Scorecard User's Guide and/or HUD Handbook 4155. FGM0041 Lender is responsible for documenting any situation not addressed on this feedback certificate according to the FHA TOTAL Mortgage Scorecard User's Guide and/or HUD Handbook 4155. FGM0041 Lender is responsible for documenting any situation not addressed on this feedback certificate according to the FHA TOTAL Mortgage Scorecard User's Guide and/or HUD Handbook 4155. FGM0041 Lender is responsible for documenting any situation not addressed on this feedback certificate according to the FHA TOTAL Mortgage Scorecard User's Guide and/or HUD Handbook 4155. FGM0041 Lender is responsible for documenting any situation not addressed on this feedback certificate according to the FHA TOTAL Mortgage Scorecard User's Guide and/or HUD Handbook 4155. FGM0041 Lender is responsible for documenting any situation not addressed on this feedback certificate according to the FHA TOTAL Mortgage Scorecard User's Guide and/or HUD Handbook 4155. FGM0041 Lender is responsible for documenting and the first fi				





Steps		Results						
	Excerpt from the Loan Product Advisor Feedback Certificate Loan Details and Property and Appraisal Messages sections.	Confirm the accuracy of the Property Address entered.						
		Loan Details						
		BORROWER NA JOHN FRED 1		APPRAISAL IDENTIFIER N/A	LENDER LOAN NUMBER	MORTGAGE TYPE Conventional		
		PROPERTY ADD		DOCUMENTATION LEVEL Streamlined Accept				
		Property	he feedback messages y And Appraisal Messag					
		FPA0023	MESSAGE Loan is eligible for collateral represent purchase price is accepted as the valu and warranties related to value, condition	of the subject property; an appra on and marketability. If an apprais	isal is not required and Seller w	ill be relieved of representations		
		FPA0072	associated loan will not be eligible for t 510,400.00 is the maximum loan limit a		d in BUFFALO County, WI.			
		FPA0057	Address entered matched to:	,	4755 , Buffalo County. Please c	confirm accuracy.		
		accuracy FPA0082	there is a discrepancy w of the address and res 2 may be returned "Una bmit if necessary."	ubmit if necessary.	For example, Mes	sage Code		

