

## Appendix – Real Estate Report Summary of Data Fields

### NOTE:

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Fields with an asterisk (\*) symbol are required by default (*i.e.*, in the report's initial state, fields with an asterisk symbol must contain an entry); however, field requirements may change based on certain data entry conditions (as noted in *italic text* throughout this document). Data entry conditions may also result in fields becoming non-required or disabled/not applicable. That fields are not labeled with an asterisk does not imply that they are optional; rather, all fields must contain a valid entity if the data is available (unless otherwise directed by FinCEN).

### Filing Information

1. \*Type of filing (*select one*)
  - a. Initial report
  - b. Correct/Amend prior report
    - i. BSA Identifier (BSA ID) of/associated with the prior report  
(*If Correct/Amend prior report is selected, the BSA ID assigned to the previously filed report must be entered; otherwise, must be blank.*)
  - c. FinCEN directed back-filing  
(*Select only if FinCEN directs the reporting person to file the report for a reportable transfer that was not previously reported.*)
2. \*Date prepared  
(*This is the date on which the report preparation is complete and it is ready for submission to FinCEN.*)
3. Note to FinCEN  
(*Must be blank unless otherwise directed by FinCEN*)

# Part I. Reporting Person Information

The report must include information about the reporting person as determined according to 31 CFR 1031.320(c). Only one reporting person may be recorded.

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4. \*Reporting Person category (*select one*)
  - a. Person listed as closing or settlement agent on the closing or settlement statement for the transfer
  - b. Person that prepares the closing or settlement statement for the transfer
  - c. Person that files with the recordation office the deed or other instrument that transfers ownership of the residential real property
  - d. Person that underwrites an owner's title insurance policy for the transferee with respect to the transferred residential real property
  - e. Person that disburses in any form the greatest amount of funds in connection with the residential real property transfer
  - f. Person that provides an evaluation of the status of the title
  - g. Person that prepares the deed or any other legal instrument that transfers ownership of the residential real property
5. \*Reporting person's last name if an individual or legal name if an entity
6. Entity (*checkbox indicator*)  
(*Select if the reporting person is an entity; as a result, first/middle/suffix name must be blank.*)
7. \*First name
8. Middle name
9. Suffix
10. \*Street address – number, street, and apt. or suite no.  
(*Enter the reporting person's principal place of business in the United States.*)
11. \*City
12. \*U.S. or U.S. Territory
13. \*State or U.S. Territory  
(*If a U.S. Territory is selected in prior field, the same U.S. Territory will auto-populate in this field.*)
14. \*ZIP code
15. \*Date of closing

## Part II. Property Information

The report must include information about the property involved in the reportable transfer. Multiple properties may be recorded, in which case Part II of the report will repeat for each property.

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16. \*Street address – number, street, and apt. or suite no.
  - a. No street address (*checkbox indicator*)  
(*Select if there is no street address for this property; as a result, only this field will be blank for the property address.*)
17. \*City
18. \*U.S. or U.S. Territory
19. \*State or U.S. Territory  
(*If a U.S. Territory is selected in prior field, the same U.S. Territory will auto-populate in this field.*)
20. \*ZIP code
21. \*Legal description type (*select one*)
  - a. Lot and block
  - b. Subdivision
  - c. Government rectangular survey system
  - d. Metes and bounds
  - e. Other | Description  
(*If “Other” is selected, the type must be described.*)
22. \*Legal description  
(*Enter the legal description of the property verbatim from the relevant deed.*)

## Part III. Transferee Information

The report must include information about the transferee entity and/or trust involved. Multiple transferees may be recorded, in which case Part III of the report will repeat for each transferee entity or trust.

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23. \*Transferee type (*select one*)

- a. Transferee Entity
- b. Transferee Trust

24. \*Legal name

*(Enter the full legal name of the transferee entity or full legal name of the transferee trust, such as the full title of the agreement establishing the trust.)*

25. Alternate name (if any.)

*(Enter the trade name or "doing business as name." This field applies to a transferee entity only.)*

26. \*Total consideration paid or to be paid, by or on behalf of this transferee (in U.S. dollars.)

- a. No consideration paid (*checkbox indicator*)  
*(Select if there was no consideration paid by or on behalf of this transferee entity or trust; as a result, total consideration paid above must be blank.)*

27. Foreign principal place of business with no U.S. location (*checkbox indicator*)

*(This field may be selected for a transferee entity only. Select if the entity's principal place of business is not in the United States and there is no U.S. location where business is conducted; as a result, only the entity's foreign principal place of business address is recorded below.)*

28. Address type (*select one; this may contain an entry for a transferee entity only*)

- a. Principal place of business (U.S.)  
*(Select if the entity's principal place of business is in the United States and record the address as the only address for the entity.)*
- b. Foreign principal place of business (non-U.S.)  
*(Select if the entity's principal place of business is not in the United States and record the non-U.S. address below. If the entity has a primary location in the United States where it conducts business, a second set of address fields must be recorded by selecting the address type: -c- Primary U.S. location where entity conducts business.)*
- c. Primary U.S. location where entity conducts business  
*(Select if the entity has a primary location in the United States where it conducts business in addition to the recorded foreign principal place of business. This selection can only be made when the principal place of business is not in the United States.)*

29. \*Street address – number, street, and apt. or suite no.

*(This field, along with the address fields below, may contain an entry for a transferee entity only. Enter the principal place of business and, if applicable, the primary U.S. location. If such principal place of business is not in the United States, record the foreign address of the principal place of business and then add a second set of address fields to record the primary location in the United States where the transferee entity conducts business, if any.)*

30. \*City

31. \*Country/Jurisdiction

32. \*State or U.S. Territory

*(If a U.S. Territory is selected in prior field, the same U.S. Territory will auto-populate in this field.)*

33. \*ZIP/Foreign postal code

34. \*Type of unique identifying number (*select one*)

- a. EIN
- b. SSN-ITIN
- c. Foreign tax identification number
- d. Foreign entity registration number

*(This type of unique identifying number may be selected for a transferee entity only.)*

- e. No identification

*(Select if the transferee entity/trust does not have any of the above types of unique identifying numbers; as a result, unique identifying number and issuing jurisdiction must be blank.)*

35. \*Unique identifying number

36. Issuing jurisdiction (if foreign)

*(If a foreign tax identification number or foreign entity registration number is selected above, the foreign issuing jurisdiction must be entered; otherwise, this field must be blank.)*

37. \*Date trust instrument was executed

*(This field is applicable only for a transferee trust.)*

38. Revocable trust (*checkbox indicator*)

*(This field is applicable only for a transferee trust. Select if the trust is revocable or leave blank if it is not.)*

## Person(s) associated with this Transferee

The report must include information about the person(s) associated with each recorded transferee.

Multiple persons may be recorded per transferee. The same person may be reportable in more than one category of associated person, as both a beneficial owner and a signing individual.

The following guidelines apply when recording the person(s) associated with the transferee:

❖ For each recorded transferee entity:

- One or more beneficial owners, or parent/guardian of a beneficial owner minor child, must be recorded.
- One or more signing individuals must be recorded (if any) must be recorded.

❖ For each recorded transferee trust:

- One or more beneficial owners (if any), or parent/guardian of a beneficial owner minor child where the child is a beneficial owner of the trust indirectly through a legal entity, must be recorded.
- One or more signing individuals (if any) must be recorded.
- One or more trustees, limited to trustees that are legal entities (if any), must be recorded – NOTE: A trustee that is an individual is considered to be a beneficial owner of the transferee trust for the purposes of this report; therefore, they should be recorded as a beneficial owner. If a trustee is a legal entity (reported here as a trustee that is a legal entity) or a trust, a beneficial owner of that legal entity or trust is considered to be a beneficial owner of the transferee trust.

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39. \*Person type (*select one*)

- a. Beneficial Owner
- b. Signing Individual
- c. Trustee that is a Legal Entity

40. Parent/guardian information instead of minor child *(checkbox indicator)*  
*(Select if the person type is beneficial owner and the parent/guardian of the beneficial owner minor child is being recorded instead of the minor child; otherwise, this field must be blank)*
41. \*Last name or entity legal name of person associated with this transferee  
*(Enter the last name of the beneficial owner / signing individual, or the full legal name of the trustee that is a legal entity)*
42. Alternate name (if any)  
*(This field applies to a trustee that is a legal entity only.)*
43. \*First name  
*(This field applies to a beneficial owner / signing individual only.)*
44. Middle name  
*(This field applies to a beneficial owner / signing individual only.)*
45. Suffix  
*(This field applies to a beneficial owner / signing individual only.)*
46. \*Date of birth  
*(This field applies to a beneficial owner / signing individual only.)*
47. Foreign principal place of business with no U.S. location *(checkbox indicator)*  
*(This field may be selected for a trustee that is a legal entity only. Select if the entity's principal place of business is not in the United States and there is no U.S. location where business is conducted; as a result, only the entity's foreign principal place of business address is recorded below.)*
48. Address type *(select one; this field applies to a trustee that is a legal entity and must contain an entry)*
- a. Principal place of business (U.S.)  
*(Select if the entity's principal place of business is in the United States and record the address as the only address for the entity.)*
  - b. Foreign principal place of business (non-U.S.)  
*(Select if the entity's principal place of business is not in the United States and record the non-U.S. address below. If the entity has a primary location in the United States where it conducts business, a second set of address fields must be recorded by selecting the address type: -c- Primary U.S. location where entity conducts business.)*
  - c. Primary U.S. location where entity conducts business  
*(Select if the entity has a primary location in the United States where it conducts business in addition to the recorded foreign principal place of business. This selection can only be made when the principal place of business is not in the United States.)*
49. \*Street address – number, street, and apt. or suite no.  
*(If the person recorded is a beneficial owner or signing individual, enter current residential address. If the person recorded is a trustee that is a legal entity, enter the principal place of business and, if applicable, the primary U.S. location. If such principal place of business is not in the United States, record the foreign address here and then add a second set of address fields to record the primary location in the United States where the transferee entity conducts business, if any.)*
50. \*City
51. \*Country/Jurisdiction
52. \*State or U.S. Territory
53. \*ZIP/Foreign postal code
54. \* Type of unique identifying number *(select one)*

- a. EIN
- b. SSN-ITIN
- c. Foreign tax identification number
- d. Foreign passport  
*(This type of unique identifying number may be selected for a beneficial owner / signing individual only.)*
- e. Foreign entity registration number  
*(This type of unique identifying number may be selected for a trustee that is a legal entity only.)*
- f. No identification  
*(Select if the trustee that is a legal entity does not have any of the above types of unique identifying numbers; as a result, unique identifying number and issuing jurisdiction must be blank.)*

55. \* Unique identifying number

56. Issuing jurisdiction (if foreign)

*(If a foreign tax identification number, foreign passport, or foreign entity registration number is selected above, the foreign issuing jurisdiction must be entered; otherwise, this field must be blank.)*

57. Beneficial Owner category

*(This field applies to a beneficial owner associated with a transferee trust only. Select all that apply.)*

- a. An individual who is a trustee of the transferee trust
- b. An individual other than a trustee with the authority to dispose of transferee trust assets
- c. A beneficiary who is the sole permissible recipient of income and principal from the transferee trust or who has the right to demand a distribution of, or withdraw, substantially all of the assets from the transferee trust
- d. A grantor or settlor who has the right to revoke the transferee trust or otherwise withdraw the assets of the transferee trust
- e. A beneficial owner of a legal entity or trust that is a trustee of the transferee trust
- f. A beneficial owner of a legal entity or trust with authority to dispose of transferee trust assets in a manner other than as a trustee of a transferee trust
- g. A beneficial owner of a legal entity or trust that is the sole permissible recipient of income and principal from the transferee trust or who has the right to demand a distribution of, or withdraw, substantially all of the assets from the transferee trust
- h. A beneficial owner of legal entity or trust that is a grantor or settlor with the right to revoke the transferee trust or otherwise withdraw the assets of the transferee trust

58. Country/Jurisdiction of citizenship

*(Select all that apply for the beneficial owner.)*

59. Authorization capacity description *(select one for the signing individual).*

- a. Employee
- b. Agent
- c. Partner
- d. Officer
- e. Counsel
- f. Trustee
- g. Other | Description  
*(If "Other" is selected, a description must be entered.)*

60. Name of employer, principal, partnership, etc.

*(Enter for signing individual unless authorization capacity above is "Other" in which case this field may be blank.)*

## Part IV. Transferor Information

The report must include information about the transferor individual, entity, and/or trust involved in the reportable transfer. Multiple transferors may be recorded, in which case Part IV of the report will repeat for each transferor.

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61. If transferor is not an individual, select the appropriate option  
(By default, the transferor is considered an individual; otherwise, one of the below values must be selected.)
- a. Transferor Entity
  - b. Transferor Trust
62. \*Transferor's last name if an individual or legal name if an entity  
(Enter the transferor's last name if an individual, full legal name if a legal entity, or full legal name, such as the full title of the agreement establishing the trust, if a trust.)
63. Alternate name (if any)  
(This field applies to a transferor entity only.)
64. \*First name  
(This field applies to a transferor individual only.)
65. Middle name  
(This field applies to a transferor individual only.)
66. Suffix  
(This field applies to a transferor individual only.)
67. \*Date of birth  
(This field applies to a transferor individual only.)
68. Foreign principal place of business with no U.S. location (checkbox indicator)  
(This field may be selected for a transferor entity only. Select if the entity's principal place of business is not in the United States and there is no U.S. location where business is conducted; as a result, only the entity's foreign principal place of business address is recorded below.)
69. Address type (select one; this field applies to a transferor entity and must contain an entry)
- a. Principal place of business (U.S.)  
(Select if the entity's principal place of business is in the United States and record the address as the only address for the entity.)
  - b. Foreign principal place of business (non-U.S.)  
(Select if the entity's principal place of business is not in the United States and record the non-U.S. address below. If the entity has a primary location in the United States where it conducts business, a second set of address fields must be recorded where the address type selected is -c- Primary U.S. location where business is conducted.)
  - c. Primary U.S. location where business is conducted  
(Select if the entity has a primary location in the United States where it conducts business in addition to the recorded foreign principal place of business. This selection can only be made when the principal place of business is not in the United States.)
70. \*Street address – number, street, and apt. or suite no.  
(If the transferor is an individual, enter current residential address. If the transferor is an entity, enter the principal place of business and, if applicable, the primary U.S. location. If such principal place of business is not in the United States, record the foreign address here and then add a second set of address fields to record the primary location in the United States where the transferee entity conducts business, if any.)
71. \*City



72. \*Country/Jurisdiction
73. \*State or U.S. Territory
74. \*ZIP/Foreign postal code
75. \* Type of unique identifying number *(select one)*
- a. EIN
  - b. SSN-ITIN
  - c. Foreign tax identification number
  - d. Foreign passport  
*(This type of unique identifying number may be selected for a transferor individual only.)*
  - e. Foreign entity registration number  
*(This type of unique identifying number may be selected for a transferor entity only.)*
  - f. No identification  
*(Select if the transferor entity or trust does not have any of the above types of unique identifying numbers; as a result, unique identifying number and issuing jurisdiction must be blank.)*
76. \*Unique identifying number
77. Issuing jurisdiction (if foreign)  
*(If a foreign tax identification number, foreign passport, or foreign entity registration number is selected above, the foreign issuing jurisdiction must be entered; otherwise, this field must be blank.)*
78. \*Date trust instrument was executed  
*(This field applies to a transferor trust only.)*

## If the Transferor is a trust, then record the Trustee(s)

The report must include information about the trustee(s) of each recorded transferor trust. Multiple trustees may be recorded per transferor trust.

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79. \*Trustee's last name, if an individual or legal name if an entity
80. Entity *(checkbox indicator)*  
*(Select if the trustee is an entity; as a result, first/middle/suffix name and date of birth must be blank.)*
81. Alternate name (if any)  
*(This field applies to a trustee entity only.)*
82. \*First name  
*(This field applies to a trustee individual only.)*
83. Middle name  
*(This field applies to a trustee individual only.)*
84. Suffix  
*(This field applies to a trustee individual only.)*
85. Foreign principal place of business with no U.S. location *(checkbox indicator)*  
*(This field may be selected for a trustee entity only. Select if the entity's principal place of business is not in the United States and there is no U.S. location where business is conducted; as a result, only the entity's foreign principal place of business address is recorded below.)*
86. Address type *(select one; this field applies to a trustee entity and must contain an entry)*
- a. Principal place of business (U.S.)  
*(Select if the entity's principal place of business is in the United States and record the address as the only address for the entity)*

- b. Foreign principal place of business (non-U.S.)  
*(Select if the entity's principal place of business is not in the United States and record the non-U.S. address below. If the entity has a primary location in the United States where it conducts business, a second set of address fields must be recorded where the address type selected is -c- Primary U.S. location where business is conducted.)*
  - c. Primary U.S. location where business is conducted  
*(Select if the entity has a primary location in the United States where it conducts business in addition to the recorded foreign principal place of business. This selection can only be made when the principal place of business is not in the United States.)*
87. \*Street address – number, street, and apt. or suite no.  
*(If the trustee is an individual, enter current residential address. If the trustee is an entity, enter the principal place of business and, if applicable, the primary U.S. location. If such principal place of business is not in the United States, record the foreign address here and then add a second set of address fields to record the primary location in the United States where the transferee entity conducts business, if any.)*
88. \*City
89. \*Country/Jurisdiction
90. \*State or U.S. Territory
91. \*ZIP/Foreign postal code
92. \* Type of unique identifying number *(select one)*
- a. EIN
  - b. SSN-ITIN
  - c. Foreign tax identification number
  - d. Foreign passport  
*(This type of unique identifying number may be selected for a trustee individual only)*
  - e. Foreign entity registration number  
*(This type of unique identifying number may be selected for a trustee entity only)*
  - f. No identification  
*(Select if the trustee entity does not have any of the above types of unique identifying numbers; as a result, unique identifying number and issuing jurisdiction must be blank.)*
93. \*Unique identifying number
94. Issuing jurisdiction (if foreign)  
*(If a foreign tax identification number, foreign passport, or foreign entity registration number is selected above, the foreign issuing jurisdiction must be entered; otherwise, this field must be blank.)*

## Part V. Payment Information

The report must include information about the total consideration paid for the reportable transfer as well as each payment made by or on behalf of each recorded transferee entity/trust.

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95. \*Total consideration paid or to be paid for the transfer by all transferees, including transferees not reportable in Part III (in U.S. dollars).
- a. No consideration paid (*checkbox indicator*)  
(*Select if there is no paid consideration associated with the transfer, such as in the case of a non-sale transfer; as a result, the above total consideration paid field along with all remaining fields in the section must be blank.*)
96. Hard money, private, or other similar loans involved in reportable transfer  
(*Select if the buyer is using credit extended by a person that is not a financial institution with an obligation to maintain an anti-money laundering program and an obligation to report suspicious transactions under Chapter X of Subtitle B of Title 31 of the Code of Federal Regulations; as a result, the type of credit must be entered below*)
97. Type of hard money, private, and other similar loans (*select one*)
- a. Hard money
  - b. Private money
  - c. Seller financed
  - d. Other | Description  
(*If "Other" is selected, a description must be entered.*)

### Payment made by or on behalf of the Transferee entity/trust

The report must include information about each payment made by or on behalf of each recorded transferee entity/trust; however, this section must be blank when "No consideration paid" is indicated above for the transfer. Multiple payments may be recorded.

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98. \*Payment amount (in U.S. dollars.)
99. \*Payment method
- a. Wire
  - b. Cashier's check
  - c. Personal/Business check
  - d. Money order
  - e. U.S. currency
  - f. Foreign currency
  - g. Digital assets
  - h. Stocks/Bonds
  - i. Other | Description  
(*If "Other" is selected, a description must be entered.*)
100. If foreign payment method, select currency code  
(*Select the currency code from the ISO-4217 currency code list when foreign currency payment method is selected above. If the appropriate foreign currency code is not found in this list, enter a description, such as the currency name and issuing country/jurisdiction name, below.*)
- a. If the foreign currency code is not listed above, enter description
101. Payment not from financial institution account  
(*Select if the recorded payment did not originate from an account held at a financial institution; as a result, account number and financial institution legal name must be blank.*)
102. \*Account number

103. \*Financial institution legal name
104. Payment associated with all recorded transferees  
*(Select if the recorded payment is associated with all recorded transferee entities and trusts; as a result, the "Associated Transferee legal name" must be blank.)*
105. \*Associated transferee legal name  
*(Enter the full legal name of the recorded transferee entity or trust that is associated with this payment. If more than one recorded transferee is associated with this payment, add multiples of this field to record each associated transferee legal name. If this payment is associated with all recorded transferees, leave this field blank and select "Payment associated with all recorded Transferees" above.)*
106. All payors are recorded transferees (checkbox indicator)  
*(Select if this payment only involved payors that are the above recorded transferee entities or trusts. If not selected, the name of the payor(s) must be entered in the fields below.)*
107. \*Payor's last name if an individual or legal name if an entity  
*(Enter the last name of the payor if an individual or the legal name of the payor if an entity. Record multiple payors by adding additional sets of payor name fields.)*
108. Entity (checkbox indicator)  
*(Select if the payor is an entity; as a result, first/middle/suffix name must be blank)*
109. \*First name
110. Middle name
111. Suffix