

- RESIDENTIAL MORTGAGE QUALITY MATRIX MODEL -

INSTRUCTION SHEET

1. Introduction

The Residential Mortgage Quality Matrix Model (the “Model”) has been designed to provide filers with a tool for calculating residential mortgage pool quality scores pursuant to the filing of an application to the Securities Valuation Office (“SVO”) for the assignment of NAIC Designations to residential mortgage-backed securities (“RMBS”) not rated by any Nationally Recognized Statistical Rating Organization (“NRSRO”). This Model should only be used in conjunction with the filing instructions specified in the *Residential Mortgage-Backed Security Never Rated by an NRSRO Filing Instructions* (available for download from the NAIC web site at <http://www.naic.org/1svo/svoforms.htm>) and the *Purposes and Procedures Manual of the NAIC Securities Valuation Office* (the “P&P”).

2. Required Software

The Model has been programmed using Microsoft® Excel 97 SR-2 software. The Model should work properly using this or any later version of Microsoft® Excel. Microsoft® Windows 95 or any later version of the software should be used as the operating system.

3. Opening the Model

The Model can be found at <http://www.naic.org/svo/svolist.htm> under the bullet “Residential Mortgage Quality Matrix Model and Instruction Sheet.” To open and download:

- Click once on the “Residential Mortgage Quality Matrix Model” hyperlink.
- An “Unknown File Type” dialogue box will appear.
- Click the “Pick App...” button once.
- A “Configure External Viewer” dialogue box will appear.
- Click the “OK” button once.
- Depending upon your browser security features, the Microsoft® Excel file will either immediately open or you will be prompted to choose to open the file.
- As the software opens, a macro activation dialogue box may prompt the user. If it does, the user should click the “Enable Macros” button. This will allow the user to operate the Model’s printing macros.

Once the Model has been downloaded on your PC hard drive, it can be opened using the standard Microsoft® Windows menu or Windows Explorer.

4. Navigating and Printing

Once opened, the best method for navigating from one Model page to another is to use the Name Box drop down menu. (This box can be found directly above the worksheet's column A header.)

Before navigating within the Model or entering any data it is recommended that the user print out all four pages. This can be easily accomplished by pressing the Alt and F8 keys simultaneously. A Macro dialogue box will appear with one macro listed, "PrintAll". Click the "Run" button and all the pages should print out.

5. Saving and Data Entry

Always save the Model using a unique transaction/file name before entering any data.

Following the instructions provided in the *Residential Mortgage-Backed Security Never Rated by an NRSRO Filing Instructions*, enter the required data in Reports (pages) 1 and 2 of the Model only. All other data should automatically appear (including the cover and comparison pages).