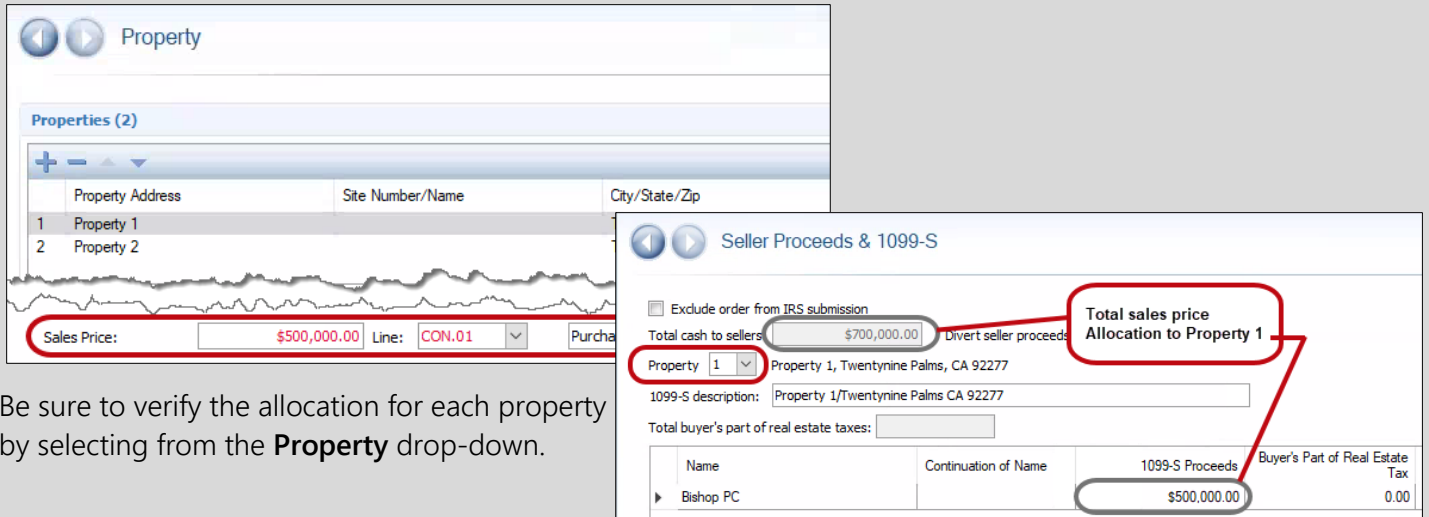# Reporting on CDF/HUD Orders with Multiple Properties

Follow these steps for 1099 reporting when the order covers multiple properties and using a CDF or HUD.

NOTE: It is not necessary to follow the process outlined in this job aid if the order is opened as a **Commercial** order using a CSS.

In a CSS order, the **Property** screen provides fields to allocate the sales price for each property which flows to the **Seller Proceeds & 1099-S** screen.

Be sure to verify the allocation for each property by selecting from the **Property** drop-down.

If the sales price is **not allocated** per property, refer to the job aid, **_Multiple Properties – 1099 Reporting when the Sales Price is NOT Allocated_** for the proper steps.

1. Navigate to the **Order Contacts** screen

2. Verify or enter for each Seller the,

    a) **Tax ID/SSN**

    b) **Forwarding address**

3. Navigate to the **Sales Proceeds & 1099-S** screen

Reporting on CDF/HUD Orders with Multiple Properties

The **1099-S description** field populates with the first property address.

4. After the populated address, enter "*et al*" or "*and others*"

> **NOTE**: This field is limited to 39 characters. To allow the "et al" or "and others" to show, you may need to shorten the populated address by,
>
> 〉 using abbreviations
>
> 〉 excluding the city, state and use the zip code only
>
> In our example, we abbreviated the city (Las Vegas to LV) to allow the field to show "et al".

5. Check the appropriate check boxes for each Seller or check the **Exempt from 1099 Reporting** check boxes as identified on the completed form

7. Press the **Ctrl + Alt + C** keyboard shortcut to close the order
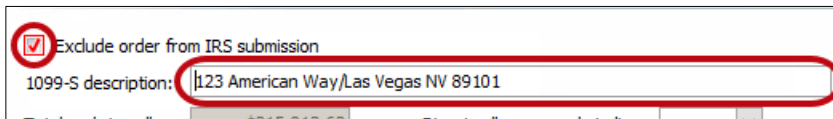
8. **Save** and exit the order

> **CAUTION**: When closing an order in SoftPro Select, follow the above instructions to complete 1099 requirements. SoftPro Select captures and submits 1099 information to the 1099 team for you. **DO NOT SUBMIT MANUAL COPIES OF 1099 FORMS**; this causes double reporting!

Properties Requiring Separate Reporting

If the transaction has properties located in multiple states or if each property should be reported separately,

1. Check the **Exclude order from IRS submission** check box

2. With your cursor in the **1099-S description** field, press the **F2** key; it will then show the default property information (in black text)

3. Click the **Documents** button

4. Search for/select the **1099 Batch Header Form**

5. Upload a copy to smartview and send the **1099 Batch Header Form** and all signed 1099s from your Seller(s) to the 1099 Department at 1099info@fnf.com with a request for them to manually create 1099's for the properties.

6. Press the **Ctrl + Alt + C** keyboard shortcut to close the order

7. **Save** and exit the order

For details on the FNF 1099 submission policy, please refer to the ***Escrow Tech Memo 151-2012 1099-S Proceeds from Real Estate Transactions*** or you can email Settlement@FNF.com.