



RREAL IN provides users with the ability to upload multiple transactions into the system – saving you time. Using our included template, you can add up to 100 transactions into your Comma Separated Value (CSV) file. Below are instructions to get you started.

Download the RREAL IN CSV Template

You can easily access the file at this link:

<http://www.in.gov/doi/files/rrealuploadtemplate.csv>

OR

On your RREAL IN Dashboard, click the UPLOAD FILING CSV button

Which transaction type would you like to file?

First Lien Purchase Money Mortgage CREATE FILING	Refinance CREATE FILING	Cash Transaction CREATE FILING
Land Contract CREATE FILING	Reverse Mortgage CREATE FILING	Home Equity CREATE FILING
Subordinate Mortgage CREATE FILING	Business Loan Secured by Residential Property CREATE FILING	Commercial Loan Secured by Residential Property CREATE FILING
	Import Filings UPLOAD FILING CSV	

And then click, DOWNLOAD CSV TEMPLATE

UPLOAD FILINGS

You can upload multiple filings by clicking the button below and uploading a **csv** file. The multiple filings will then be generated.
Please save and close the file before uploading it.

DOWNLOAD CSV TEMPLATE **UPLOAD FILING CSV**

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Using the RREAL IN 2.0 CSV Template

NOTE

- You must use this template for all bulk uploads.
- Each field is CASE SENSITIVE
- You can only upload up to 100 transactions at a time

Let's review a few key columns you'll need to use:

Column Name	Description
Type	<p>Please use this column to define the type of transaction that you will be creating. Your Options are:</p> <p>purchaseMoneyMortgage This is a First Purchase Money Mortgage</p> <p>refinance This is a Refinance</p> <p>cashTransaction This is a Cash Transaction</p> <p>landContract This is a Land Contract</p> <p>reverseMortgage This is a Reverse Mortgage</p> <p>homeEquity This is a Home Equity</p> <p>subordinateMortgage This is a Subordinate Mortgage</p> <p>businessLoan This is a Business Loan Secured By Residential Property</p> <p>commercialLoan This is a Commercial Loan Secured by Residential Property</p>
Comments	For comments about a transaction
AppraisalAmount	You can enter the appraisal amount here
AppraisalDate	Date when the appraisal took place
AppraisalConducted	<p>You can answer this column using the following options:</p> <ul style="list-style-type: none"> • YES • Yes • TRUE • NO • No • FALSE
LoanAmount	Enter the loan amount here
PolicyType	<p>You can answer this question using the following options:</p> <ul style="list-style-type: none"> • None • Owners • Lenders • Both



Indiana Department of Insurance

RREAL IN Bulk Upload Guide

PurchasePrice	Please enter the purchase price here
AppraisalRemarks	Enter your appraisal remarks here. This is required if appraisal conducted was no/false.
ClosingDate	Enter your closing date here
InstructionsDate	Enter the date closing instructions were received
TitleAgent1	Enter the title agent name here, if there is not one, please use N/A
TitleAgentLicense1	Enter the title agent license number here, if there is not one, please use N/A
TitleAgent2	Enter the second title agent name here, if there is not one, please use N/A
TitleAgentLicense2	Enter the second title agent license number here, if there is not one, please use N/A
TitleAgent3	Enter the third title agent name here, if there is not one, please use N/A
TitleAgentLicense3	Enter the third title agent license number here, if there is not one, please leave blank
TitleAgency1	Enter the title agency name here, if there is not one, please use N/A
TitleAgencyLicense1	Enter the title agency license number here, if there is not one, please use N/A
TitleAgency2	Enter the second title agency name here, if there is not one, please use N/A
TitleAgencyLicense2	Enter the second title agency license number here, if there is not one, please use N/A
TitleAgency3	Enter the third title agency name here, if there is not one, please use N/A
TitleAgencyLicense3	Enter the third title agency license number here, if there is not one, please use N/A
TitleAgency4	Enter the fourth title agency name here, if there is not one, please use N/A
TitleAgencyLicense4	Enter the fourth title agency license number here, if there is not one, please use N/A
TitleInsuranceCompany1	Enter the name of the Title Insurance Company here, if there is not one, please use N/A
NAICCode1	Enter the NAIC code here, if there is not one, please use N/A
TitleInsuranceCompany2	Enter the second name of the Title Insurance Company here, if there is not one, please use N/A
NAICCode2	Enter the second NAIC code here, if there is not one, please use N/A
TitleInsuranceCompany3	Enter the third name of the Title Insurance Company here, if there is not one, please use N/A
NAICCode3	Enter the third NAIC code here, if there is not one, please use N/A
TitleInsuranceCompany4	Enter the fourth name of the Title Insurance Company here, if there is not one, please use N/A
NAICCode4	Enter the fourth NAIC code here, if there is not one, please use N/A
Title Agent Title Agent License	For these fields, you may add up to 4 entries depending on the transaction.
Title Agency Title Agency License	If your filing does not have any information for any of the 4 entries per group, please put N/A in the Field1 columns and leave Field2, Field3, and Field4 blank.
Title Insurance Company	If your filing has data for Field1 columns, please add that and put N/A in Field2, Field3, and Field4 columns.



NAIC Code	
Buyer First Name	
Buyer Last Name	
Seller First Name	
Seller Last Name	
Borrower First Name	
Borrower Last Name	
Loan Brokerage Business	
Loan Brokerage Business License	
Loan Originator License	
Mortgagee Mortgagee License	
Real Estate Appraiser Real Estate Appraiser License	
Appraisal Management Company	
Appraisal Management Company License	
Buyer's Managing Broker Company	
Buyer's Managing Broker Company License	
Buyer's Associate Broker Agent	
Buyer's Associate Broker Agent License	
Seller's Managing Broker Company	
Seller's Managing Broker Company License	
Seller's Associate Broker Agent	
Seller's Associate Broker Agent	
Property Parcel Number	



Property Street Address Property City Property Zip	
Property County	<p>You can enter any of the following counties in this column:</p> <ul style="list-style-type: none">• Other• Adams• Allen• Bartholomew• Benton• Blackford• Boone• Brown• Carroll• Cass• Clark• Clay• Clinton• Crawford• Daviess• Dearborn• Decatur• DeKalb• Delaware• Dubois• Elkhart• Fayette• Floyd• Fountain• Franklin• Fulton• Gibson• Grant• Greene• Hamilton• Hancock• Harrison• Hendricks• Henry• Howard• Huntington• Jackson• Jasper• Jay• Jefferson• Jennings



	<ul style="list-style-type: none">• Johnson• Knox• Kosciusko• LaGrange• Lake• LaPorte• Lawrence• Madison• Marion• Marshall• Martin• Miami• Monroe• Montgomery• Morgan• Newton• Noble• Ohio• Orange• Owen• Parke• Perry• Pike• Porter• Posey• Pulaski• Putnam• Randolph• Ripley• Rush• StJoseph• Scott• Shelby• Spencer• Starke• Steuben• Sullivan• Switzerland• Tippecanoe• Tipton• Union• Vanderburgh• Vermillion• Vigo• Wabash• Warren
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	<ul style="list-style-type: none">• Warrick• Washington• Wayne• Wells• White• Whitley
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Uploading Your CSV File

Now that you have entered your data into the template, you're now ready to upload it into the system.

UPLOAD FILINGS

You can upload multiple filings by clicking the button below and uploading a **csv** file. The multiple filings will then be generated.
Please save and close the file before uploading it.

[DOWNLOAD CSV TEMPLATE](#) [UPLOAD FILING CSV](#)

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Click the Upload Filing CSV and select the file from your computer that you want to use. If the system finds errors in your data, it will display them in a list format:

UPLOAD FILINGS

You can upload multiple filings by clicking the button below and uploading a csv file. The multiple filings will then be generated.
Please save and close the file before uploading it.

Errors were found with your file

- Row 2: Title Agent1 must be between 1 and 100 characters.
- Row 3: Title Agent1 must be between 1 and 100 characters.
- Row 4: Title Agent1 must be between 1 and 100 characters.
- Row 5: Title Agent1 must be between 1 and 100 characters.
- Row 6: Title Agent1 must be between 1 and 100 characters.
- Row 7: Title Agent1 must be between 1 and 100 characters.
- Row 8: Title Agent1 must be between 1 and 100 characters.
- Row 9: Title Agent1 must be between 1 and 100 characters.
- Row 10: Title Agent1 must be between 1 and 100 characters.

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You can make updates to your file and re-upload at any time.

If you have any questions or need assistance, please call.

Customer Service Contact Information

If you have questions on the database or subsequent processes send an email to the RREAL IN Administrator at rrealin@idoi.in.gov or for immediate assistance contact the RREAL IN Administrator at 317-234-5152.

For questions regarding resident or non-resident licensing, contact the Department of Insurance, Agency services at 317-232-0688 or AgentLicensing@idoi.in.gov.