



### PLEDGE PROPOSAL APPLICATION

#### FOR SECONDARY AND/OR OTHER REAL ESTATE RELATED ("ORER") COLLATERAL

DATE: \_\_\_\_\_

TO: Collateral Services Group  
Federal Home Loan Bank of New York  
30 Montgomery Street, 3<sup>rd</sup> Floor  
Jersey City, NJ 07302  
Phone: (201) 356-1084 Fax: (201) 356-1967

FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Collateral type(s) being requested for approval:

Secondary Mortgage Collateral:

- \_\_\_\_\_ Mixed-Use Residence – 50% or more of appraised value is based on residential use.
- \_\_\_\_\_ First Lien Home Equity Loans
- \_\_\_\_\_ Multifamily Mortgage – 80% or more of the gross income is from residential use
- \_\_\_\_\_ Multifamily Mixed-Use – from 21% to <35% of the gross income is generated by commercial tenants; the property is located in a densely populated urban area; services offered by commercial tenants supplement the residential character of the neighborhood
- \_\_\_\_\_ Health-Nursing/Elderly Homes (Multifamily)
- \_\_\_\_\_ Dormitories (Multifamily)

**ORER Collateral:**

- \_\_\_\_\_ **Commercial Real Estate Mortgages**
- \_\_\_\_\_ **Mixed-Use Commercial Real Estate Mortgages – 21% or more of gross income is from commercial tenants**
- \_\_\_\_\_ **Second Mortgages on Residences**
- \_\_\_\_\_ **Home Equity Loans – second lien, closed-end only**
- \_\_\_\_\_ **Second Mortgages on Multifamilies**
- \_\_\_\_\_ **Second Mortgages on Commercial Real Estate**

**Questions, Data & Documentation:**

- 1) **Approximately how many years has your institution been making loans of the type(s) being requested for approval as eligible collateral? (discuss on blank sheet and attach if more space needed)**

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- 2) **Has your institution received a secure File Transfer Service (FTS) login? Has your institution prepared an automated electronic listing in the Collateral Asset Management System (CAMS) format? This data listing format is required by Collateral Services, when you report the loans you intend to pledge.**

- a) \_\_\_\_\_ **YES, an FTS login has already been provided and a CAMS file is prepared.**
- b) \_\_\_\_\_ **IF NO, when will your institution be prepared to request an FTS login and submit an electronic listing?**

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***For more information on how to send your file through a secure transmission using FTS, please refer to the information provided on the HLB website at:***

***<http://www.fhlbny.com/aboutus/bankforms/bytype/collateralfiletransfer.htm>***

- 3) **Are any of the assets being considered for pledge held by subsidiaries or affiliates?**

\_\_\_\_\_ **If yes, have you completed and returned the forms noted below to Collateral Services?**

\_\_\_\_\_ **If not, please indicate that the following forms will be forwarded.**

- a) **Subsidiary/Affiliate Questionnaire** \_\_\_\_\_
- b) **Subsidiary/Affiliate Collateral Pledge and Security Agreement**  
*(if currently pledging)* \_\_\_\_\_
- c) **Collateral Assurance Letter (if not pledging)** \_\_\_\_\_

4) **Where are the mortgage loan files (legal and credit docs) housed for the loans being considered for pledge? (discuss on blank sheet and attach if more space needed)**

a) **Location: Legal documents (original note, recorded mortgage, original title policy, etc.)**

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b) **Location: Credit and all other documents**

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c) **If not held by your institution, name and address of custodian**

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d) **Provide copy of custodian agreement**

\_\_\_\_\_ attached (please check when included)

5) **Does your institution service the loans being considered for pledge? (discuss on blank sheet and attach if more space needed)**

a) \_\_\_\_\_ **YES**

b) \_\_\_\_\_ **IF NO, Name and Address of outside servicer.**

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c) **Do you own the servicing rights for the loans you want to pledge?** \_\_\_\_\_

d) Provide copy of outside servicing agreement(s).

\_\_\_\_\_ attached (please check when included)

6) What is the name of the loan servicing software package/platform used by your institution or outside servicer? (discuss on blank sheet and attach if more space needed)

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7) Please provide the following information from your institution's Lending Department for the collateral being considered for pledge:  
(discuss on blank sheet and attach if more space needed)

a) Number of employees in Department: \_\_\_\_\_

b) Approximate combined number of years of experience: \_\_\_\_\_ yrs.

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8) Does your institution pledge loans to anyone else? \_\_\_\_\_  
(discuss on blank sheet and attach if more space needed)

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9) Does your institution purchase or sell loans to/from anyone? \_\_\_\_\_

a) To Whom? \_\_\_\_\_

b) # of Loans: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

c) From Whom? \_\_\_\_\_

d) # of Loans: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

10) Does your institution participate in loans with anyone? \_\_\_\_\_  
(discuss on blank sheet and attach if more space needed)

a) Participants \_\_\_\_\_

b) # of Loans: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

c) Lead bank \_\_\_\_\_

11) Provide additional breakdowns of the collateral types reported on the most recent call/thrift financial report:

Call/Thrift Financial Report Date: \_\_\_\_\_

a) FDIC Schedule RC-C Part 1 – Loans and Leases

2) Closed-end loans secured by 1-4 family residential properties:

Secured by first lien mortgages 2a) \$ \_\_\_\_\_

Secured by first lien equity loans 2b) \$ \_\_\_\_\_

Secured by second lien equity loans \$ \_\_\_\_\_

b) OTS TFR Schedule SC

Permanent Mortgage on:  
1-4 Dwelling Units:

Secured by first lien mortgages SC254 \$ \_\_\_\_\_

Secured by second lien mortgages SC255 \$ \_\_\_\_\_

Secured by first lien equity loans \$ \_\_\_\_\_

Secured by second lien equity loans \$ \_\_\_\_\_

12) Copies of your institution's Policy/Procedures or Reports to be attached:

- Most recently prepared annual report.

- **Three year historical portfolio growth/decline in loan types being considered for pledge.**
- **Policies, Procedures and Underwriting Guidelines for loan types being considered for pledge.**
- **Internal Loan Review Policy/Procedures and risk rating criteria.**
- **Two most recent QC Reports (quality control) and related procedures.**
- **Most recent month-end delinquency report for loans being considered for pledge.**
- **Most recent month-end or quarter-end criticized/classified loan report or problem loan report.**
- **Copy of loan application for loans being considered for pledge.**
- **Any additional information requested, including items on the data submission checklist if the request is for home equity loans.**
- **Business cards of authorized officer, Chief Lending Officer and Head of Loan Servicing**

**13) Customer's Authorized Officer:**

**PRINT NAME:** \_\_\_\_\_

**PRINT TITLE:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**FAX NUMBER:** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_