



Loan # _____ Borrower(s) _____
 Loan Type: Conv _____ FHA _____ VA _____ Other _____
 Original LTV: _____ % Original Appraised Value \$ _____
 No. of units _____ PMIPolicy # _____
 Project Name _____

CO-OP LOAN REQUIRED DOCUMENTS CHECKLIST

PLACE LOAN NUMBER ON ALL DOCUMENTS

NOTE

- _____ Original
- _____ Must be endorsed to "Pay to the order of the Federal Home Loan Bank of New York" or "Pay to the order of Bearer"
- _____ Signature(s)
- _____ Unpaid principal equal or less than loan amount

PROPRIETARY LEASE

- _____ Date
- _____ Signed
- _____ Unit number – against stock certificate
- _____ No. of shares – against stock certificate
- _____ Notarized acknowledgment

ASSIGNMENT OF PROPRIETY LEASE (Borrower to Member)

- _____ Signature(s)
- _____ Date
- _____ Notarized acknowledgment

ASSIGNMENT OF PROPRIETY LEASE (Member to Bank or Bearer)

- _____ Signature(s)
- _____ Date
- _____ Notarized acknowledgment

STOCK CERTIFICATE

- _____ Number (_____)
- _____ Seal
- _____ No. of shares – against Proprietary Lease

STOCK POWER (Borrower to Member) – against Stock Certificate

- _____ No. of shares
- _____ Certificate number
- _____ Date
- _____ Signature(s)

SECURITY AGREEMENT- Against Stock Certificate

- _____ Name
- _____ No. of shares
- _____ Corporation name
- _____ Unit number
- _____ Signature(s)

UCC-1

- | | |
|--------------------|---|
| County copy | State copy (Not applicable for loans originated after 9/89) |
| _____ Filed | _____ Filed |
| _____ Signature(s) | _____ Signature(s) |

UCC-3 (Extension)

- | | |
|--------------------|--------------------|
| County copy | State copy |
| _____ Filed | _____ Filed |
| _____ Signature(s) | _____ Signature(s) |

UCC-3 (Assignment) – in filing form

- _____ County copy
- _____ Signed by Member

OTHERS

- _____ Power of Attorney (if applicable)
- _____ Consent(s) of Assignment (if applicable)
- _____ Acceptance(s) of Assignment (if applicable)
- _____ Other Assignments of Proprietary Lease (if applicable)

PMI/MIC/LGC Certificate (if applicable)

- _____ Renewal Certificate
- _____ Original Certificate
- _____ Insert Yes if LTV is in excess of 80% and PMI has been waived

APPRAISAL (if original loan amount > = \$1,000,000)

- _____ Copy