



**MULTIFAMILY/COMMERCIAL MORTGAGE LOANS REQUIRED DOCUMENTATION CHECKLIST  
(LIST LOAN NUMBERS ON ALL DOCUMENTS AND ALL ORIGINAL DOCUMENTS REQUIRED)**

Date of Submission: \_\_\_\_\_ Customer Submitting: \_\_\_\_\_

Loan #: \_\_\_\_\_

Borrower: \_\_\_\_\_

Project Name: \_\_\_\_\_

Check if a Multifamily/Health Property Type: \_\_\_\_\_ No. of Units: \_\_\_\_\_

Multifamily/Rental Apts \_\_\_\_\_ Underlying Co-op \_\_\_\_\_ MF Mixed Use \_\_\_\_\_ Dorm \_\_\_\_\_

Nursing Home \_\_\_\_\_ Senior Housing \_\_\_\_\_ Health Related \_\_\_\_\_

Check if a Commercial Property Type: \_\_\_\_\_ No. of Units: \_\_\_\_\_

Office \_\_\_\_\_ Industrial \_\_\_\_\_ Hospitality \_\_\_\_\_ Retail \_\_\_\_\_ Warehouse \_\_\_\_\_ Other \_\_\_\_\_

Original LTV: \_\_\_\_\_% Original Appraised Value \$ \_\_\_\_\_ Appraisal Date: \_\_\_\_\_

**1) STATUS REPORT FORM (COL-107): \_\_\_\_\_**

- a) List and certify loans by collateral type, total number of each type and total unpaid principal balance of each type pledged.

**2) MORTGAGE SUBMISSION FORM (COL-108): \_\_\_\_\_**

- a) List all loans pledged as collateral.

**3) BORROWING ENTITY**

- \_\_\_\_\_ Individual (s)
- \_\_\_\_\_ Partnership Certification/Agreement (if Partnership or Limited Liability Partnership)
- \_\_\_\_\_ Corporate Borrowing Resolution (if Corporation or Limited Liability Company)
- \_\_\_\_\_ Certificate of Incorporation

**4) NOTE (S) [ORIGINAL (S)]: \_\_\_\_\_**

- a) Each Note must be endorsed (signed) by an officer of the customer "Pay to the Order of (Leave Blank)".
- b) Note Allonge(s) \_\_\_\_\_

**5) MORTGAGE (S)/DEEDS OF TRUST (S) [ORIGINAL (S)/RECORDED]: \_\_\_\_\_**

- \_\_\_\_\_ Assignment
- \_\_\_\_\_ Intervening Assignment
- \_\_\_\_\_ Leasehold Agreement

**6) RECORDED CONSOLIDATION, EXTENSION, MODIFICATION AGREEMENT(S) [ORIGINAL (S)]: \_\_\_\_\_**

- a) Modification (s)/Ext. (s)/Consol. of original note (s), endorsed same as original note (s) and recordation (s) must be submitted.

**7) ASSIGNMENTS TO FHLBNY: \_\_\_\_\_**

- a) Individual FHLBNY assignments must accompany each recorded document.

**8) INTERVENING ASSIGNMENTS: \_\_\_\_\_****9) RECORDED ASSIGNMENT OF RENTS/LEASES: \_\_\_\_\_****10) ASSIGNMENT OF ASSIGNMENT OF LEASES AND RENTS: \_\_\_\_\_****11) TITLE POLICY (ORIGINAL WITH ALL APPLICABLE ENDORSEMENTS): \_\_\_\_\_****12) UCC's**

- \_\_\_\_\_ UCC-1's (Original County & State)  
\_\_\_\_\_ UCC-3's (Extension of Original County & State Due 5yrs. After original recordation's)  
\_\_\_\_\_ UCC-3's (Assignment to FHLBNY)

**13) OTHER SUPPORTING DOCUMENTATION:**

- \_\_\_\_\_ Power of Attorney  
\_\_\_\_\_ Cross Collateralization  
\_\_\_\_\_ Participation/Co-Lending Agreement (Pre-Approved Members Only)

**14) MORTGAGE ELECTRONIC REGISTRATION SYSTEMS (MERS)**

- \_\_\_\_\_ Update FHLBNY as Primary Associate Member # 1002493 in MERS  
\_\_\_\_\_ MIN Summary Report  
\_\_\_\_\_ MERS Milestone Report