



**SUBMISSION FORM TO REQUEST APPROVAL FOR  
PARTICIPATION/SYNDICATION LOAN**

**Date of Submission:** \_\_\_\_\_ **Member #** \_\_\_\_\_ **Member Name:** \_\_\_\_\_

**Loan Number:** \_\_\_\_\_

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

**Property Address:** \_\_\_\_\_

**Property Name:** \_\_\_\_\_

**Property Type:** \_\_\_\_\_ **No. of Units:** \_\_\_\_\_

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

**The following documentation is requested to support your institution's request to pledge participation/syndication loans.**

1)  Submitted test file sample loan level data (TESTPART) through FHLB NY SFTP?  YES  NO

2)  Participation/Co-Lending Agreement (s)

3)  Servicing Agreement (s) Servicer Name: \_\_\_\_\_ (If applicable)

4)  Custodial Agreement (s) Custodial Name: \_\_\_\_\_ (If applicable)

5) Is your institution the Lead Bank in the participation/syndication?  YES  NO

If No, are the other participants and/or Lead Bank FHLB NY Members?  YES  NO

6) Mortgage Servicing Rights ("MSR") Owned By: \_\_\_\_\_

**Participant Information: (Please list in order of largest participant ownership percentages to smallest)**

Lead Bank Name: \_\_\_\_\_ % Owned: \_\_\_\_\_

Participant #2 Name: \_\_\_\_\_ % Owned: \_\_\_\_\_

Participant #3 Name: \_\_\_\_\_ % Owned: \_\_\_\_\_

Participant #4 Name: \_\_\_\_\_ % Owned: \_\_\_\_\_

**\* Lead Bank and Participants' Ownership Percentages must equal 100%**

After approval of the participation/ syndication loan, a semi-annual certification will be required from the CFO of the Member that pledges the loan. The certification is required to confirm if any changes have occurred with regards to participants, their roles and/or percentage of participation/syndication from the original submission for approval. Changes identified from the certification will require the Member to provide an update on their next monthly data submission for the participation/ syndication loan.

**Please be advised if the participation/ syndication loan is \$25,000,000 or greater, review and approval is required for the loan by FHLBNY's staff. Complete the Submission Form to Request Approval of Individual Loans of \$25 Million or Greater ([COL-128-RESI](#)) and/or ([COL-128-IP](#)) along with any required documentation.**

**Sign this form and click on the submit button to send:**

<p><b>Date:</b> _____</p> <p><b>Institution Name:</b> _____</p> <p><b>Phone:</b> _____ <b>FAX:</b> _____</p> <p><b>E-Mail:</b> _____ @ _____</p> <p><b>Title:</b> _____</p> <p><b>By:</b></p> <p>S/ _____</p> <p><b>(By typing or signing your name next to the S/ you indicate placement of your signature on this form and agree to be bound by the statements contained in this document.)</b></p>
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**Send the supporting documentation via one of the following methods:**

- **Electronically through the [SFTP connection to the FHLBNY](#).** (Reference the letters "doc" in each filename. Email [crlargeloans@fhlbny.com](mailto:crlargeloans@fhlbny.com) and [mediapro@fhlbny.com](mailto:mediapro@fhlbny.com) to advise that information has been submitted.
- **Hard copy or disc via postal mail:**

ATTN: Collateral Requests  
 Federal Home Loan Bank of New York  
 30 Montgomery Street, 3rd Floor  
 Jersey City, NJ 07302

**Please direct all questions regarding the pledge requirements to:**

Tisa Surat, AVP/Collateral Initiatives & Support Manager

Phone (201) 356-1058

Email [CollateralDocs@fhlbny.com](mailto:CollateralDocs@fhlbny.com)

Toll Free (888) 852-8460