



Member Name & Number: _____

Loan # _____ Borrower(s) _____

Loan Type: Conv _____ FHA _____ VA _____ Other _____

Original LTV: _____% Original Appraised Value \$ _____

No. of units _____ PMI/FHA/VA Case/Policy # _____

Project Name (Condo/Townhouse/Subdivision) _____

1-4 FAMILY/ MANUFACTURING HOUSING LOAN REQUIRED DOCUMENTS CHECKLIST

PLACE LOAN NUMBER ON ALL DOCUMENTS

NOTE

- _____ Original
- _____ Must be endorsed to "Pay to the order of (leave blank)". Attach (staple) any allonge to the note, if present.
- _____ Signature(s)
- _____ Allonge (if applicable)

MORTGAGE / DEED OF TRUST

- _____ Original/Recorded
- _____ Notarized acknowledgment
- _____ Signature(s)
- _____ Power of Attorney (if applicable)

FOR LOANS IN MORTGAGE ELECTRONIC REGISTRATION SYSTEMS (MERS)

- _____ Update FHLBNY as Primary Associate
- _____ Member with Org ID # 1002493 in MERS
- _____ MIN Summary Report
- _____ MERS Milestone Report

RIDERS (if applicable)

- _____ Adjustable Rate
- _____ Condominium
- _____ 2-4 Family
- _____ Others(s) _____

ASSIGNMENT (Member to Bank)

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

INTERVENING ASSIGNMENTS (if applicable)

- _____ Original/Recorded
- _____ Notarized acknowledgment
- _____ Signature(s)

ASSUMPTION AGREEMENT (if applicable)

- _____ Original/Recorded
- _____ Notarized acknowledgment
- _____ Signature(s)

MODIFICATION AGREEMENT (if applicable)

- _____ Original/Recorded
- _____ Notarized acknowledgment
- _____ Signature(s)

TITLE POLICY (if applicable)

- _____ Original
- _____ All applicable endorsements

PMI/MIC/LGC Certificate (if applicable)

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

NAME CHANGE DOCUMENTATION (if name has changed since loan closing due to:)

- _____ Marriage
- _____ Divorce
- _____ Legal change
- _____ Others(s) _____

APPRAISAL (if original loan amount > = \$2,000,000)

- _____ Copy