



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 LOAN REQUIRED DOCUMENTS CHECKLIST (PUERTO RICO PROPERTIES)**

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**

- \_\_\_\_\_ Original/ Duly Recorded
- \_\_\_\_\_ Certified Copy
- \_\_\_\_\_ Notarized acknowledgment
- \_\_\_\_\_ Signature(s)
- \_\_\_\_\_ Presentation slip
- \_\_\_\_\_ Power of Attorney (if applicable)

**ASSIGNMENT (Member to Bank)**

- \_\_\_\_\_ Original
- \_\_\_\_\_ 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
- \_\_\_\_\_ Puerto Rico Housing Bank (Banco Vivienda) 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) \_\_\_\_\_

**FOR LOANS IN MORTGAGE ELECTRONIC REGISTRATION SYSTEMS (MERS)**

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