



Member Name & Number: _____

Loan # _____ Borrower(s) _____

Loan Type: Conv _____ FHA _____ VA _____ Other _____

Original LTV: _____ % Other Appraised Value \$ _____

No. of units _____ PMI Policy # _____

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 (_____ leave blank _____)", Attach (staple) any allonge to note, if present.
- _____ Signature(s)
- _____ Unpaid principal equal or less than loan amount

SECURITY AGREEMENT- Against Stock Certificate

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

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)

STOCK POWER (MEMBER TO FHLB NY) – against Stock Certificate

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

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

UCC-1

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

UCC-3 (Extension)

_____ County copy	_____ State copy
_____ Filed	_____ Filed
_____ Signature(s)	_____ Signature(s)
_____ Co-op Addendum	_____ Co-op Addendum

UCC-3 (Assignment) – in filing form

_____ County copy
 _____ Signed by Member
 _____ Co-op Addendum

OTHERS

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

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 > = \$2,000,000)

_____ Copy

Recognition Agreement (AZTEC)

_____ Name
 _____ No. of shares
 _____ Executed by Co-Op Board
 _____ Executed by Borrower
 _____ Executed by Lender
 _____ Consent (the boards' approval of the security transfer-purchase only)

Title Search

_____ Co-Operative
 _____ Borrower(s)
 _____ Seller(s)

* If borrower lives in a state other than the state where the co-op is located UCCs must be filed in the office of the Secretary of State of the state of the Borrower's residence:

UCC1

_____ Filed
 _____ Signature(s)
 _____ Co-op Addendum

UCC-3 (Assignment) in filing form for Secretary of State's Office

_____ Signed by Member
 _____ Co-op Addendum

UCC-3 (Continuation) in filing form for Secretary of State's Office

_____ Signed by Member
 _____ Co-op Addendum