



**REQUEST FORM FOR APPROVAL OF INDIVIDUAL  
RESIDENTIAL LOANS OF \$25 MILLION OR GREATER**

**Date of Submission:** \_\_\_\_\_

**Member #:** \_\_\_\_\_ **Member Name:** \_\_\_\_\_

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

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

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

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

**Property Type:** \_\_\_\_\_

**No. of Units:** \_\_\_\_\_ **Original Loan Amount: \$** \_\_\_\_\_

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

**Attached please find the Request Form for approval of individual loans of \$25 Million or greater.**

**Please list loan numbers on all documents**

- 1)  Note(s)
- 2)  Recorded Mortgage (s)/Deeds of Trust (s)
- 3)  Consolidation, Modification & Extension Agreement(s)
- 4)  Co-op Documentation (i.e., proprietary lease, assignment of proprietary lease, security agreement, stock certificate, stock power, UCC-1, recognition agreement.
- 5)  Title Policy
- 6)  Appraisal (s)
- 7)  Current hazard insurance binder
- 8)  Flood Certificate (if applicable copy of flood insurance binder)
- 9)  Credit/Approval Package (i.e. credit report, income docs, assets, 1003, 1008, hud-1, etc.)
- 10)  Loan payment history covering the last 24 months.

**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: S/</b> _____</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>
--

**Send the supporting documentation via one of the following methods:**

- **Electronically through the [SFTP connection to the FHLB NY](#).**  
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  
70 Hudson Street, 7th 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