



**MULTIFAMILY/COMMERCIAL MORTGAGE LOANS REQUIRED DOCUMENTATION CHECKLIST
(LIST LOAN NUMBERS ON ALL DOCUMENTS AND ALL ORIGINAL DOCUMENTS REQUIRED)**

Date of Submission: _____ Customer Submitting: _____

Loan #: _____

Borrower: _____

Project Name: _____

Check if a Multifamily/Health Property Type: _____ No. of Units: _____

Multifamily/Rental Apts _____ Underlying Co-op _____ MF Mixed Use _____ Dorm _____

Nursing Home _____ Senior Housing _____ Health Related _____

Check if a Commercial Property Type: _____ No. of Units: _____

Office _____ Industrial _____ Hospitality _____ Retail _____ Warehouse _____ Other _____

Original LTV: _____ % Original Appraised Value \$ _____ Appraisal Date: _____

1) STATUS REPORT FORM (COL-107): _____

- a) List and certify loans by collateral type, total number of each type and total unpaid principal balance of each type pledged.

2) EMAIL SUBMISSION FORM (COL-154): _____

- a) List all loans pledged as collateral.

3) BORROWING ENTITY

- _____ Individual (s)
- _____ Partnership Certification/Agreement (if Partnership or Limited Liability Partnership)
- _____ Corporate Borrowing Resolution (if Corporation or Limited Liability Company)
- _____ Certificate of Incorporation

4) NOTE (S) [ORIGINAL (S)]: _____

- a) Each Note must be endorsed (signed) by an officer of the customer "Pay to the Order of (Leave Blank)".
- b) Note Allonge(s) _____

5) MORTGAGE (S)/DEEDS OF TRUST (S) [ORIGINAL (S)/RECORDED]: _____

- _____ Assignment
- _____ Intervening Assignment
- _____ Leasehold Agreement

6) RECORDED CONSOLIDATION, EXTENSION, MODIFICATION AGREEMENT(S) [ORIGINAL (S)]: _____

- a) Modification (s)/Ext. (s)/Consol. of original note (s), endorsed same as original note (s) and recordation (s) must be submitted.

7) ASSIGNMENTS TO FHLBNY: _____

- a) Individual FHLBNY assignments must accompany each recorded document.

8) INTERVENING ASSIGNMENTS: _____**9) RECORDED ASSIGNMENT OF RENTS/LEASES: _____****10) ASSIGNMENT OF ASSIGNMENT OF LEASES AND RENTS: _____****11) TITLE POLICY (ORIGINAL WITH ALL APPLICABLE ENDORSEMENTS): _____****12) UCC's**

- _____ UCC-1's (Original County & State)
_____ UCC-3's (Extension of Original County & State Due 5yrs. After original recordation's)
_____ UCC-3's (Assignment to FHLBNY)

13) OTHER SUPPORTING DOCUMENTATION:

- _____ Power of Attorney
_____ Cross Collateralization
_____ Participation/Co-Lending Agreement (Pre-Approved Members Only)

14) MORTGAGE ELECTRONIC REGISTRATION SYSTEMS (MERS)

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