



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	Nursing Home
Senior Housing	Health Related
Dorm	

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

Office	Retail
Industrial	Warehouse
Hospitality	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 (For Corporation or Limited Liability Company)

Certificate of Incorporation with filing receipt, Certificate or Articles of Organization, Operating Agreement

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