



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