



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