



**SUBMISSION FORM TO REQUEST APPROVAL FOR
PARTICIPATION/SYNDICATION LOAN**

Date of Submission: _____ Member # _____ Member Name: _____

If there are multiple loans related to a single Participation Agreement, please complete the [COL-144a Submission Worksheet – Participation Loan List](#) and send the worksheet with this form through the SFTP connection or send it to CollateralDocs@fhlbny.com once this form is completed and sent.

Loan Number: _____ Borrower: _____

Property Address: _____

Property Name: _____

Property Type: _____ No. of Units: _____

Original Loan Amount \$: _____ Origination Date: _____ Original LTV: _____

Appraisal Amount \$: _____ Appraisal Date: _____

The following documentation is requested to support your institution’s request to pledge participation/syndication loans.

- 1) Submitted test file sample loan level data (TESTPART) through FHLB NY SFTP? YES NO
- 2) Participation/Co-Lending Agreement (s)
- 3) Servicing Agreement (s) Servicer Name: _____ (If applicable)
- 4) Custodial Agreement (s) Custodial Name: _____ (If applicable)
- 5) Is your institution the Lead Bank in the participation/syndication? YES NO
If No, are the other participants and/or Lead Bank FHLB NY Members? YES NO
- 6) Mortgage Servicing Rights (“MSR”) Owned By: _____

Participant Information: (Please list in order of largest participant ownership percentages to smallest)

Lead Bank Name: _____ % Owned: _____

Participant #2 Name: _____ % Owned: _____

Participant #3 Name: _____ % Owned: _____

Participant #4 Name: _____ % Owned: _____

*** Lead Bank and Participants’ Ownership Percentages must equal 100%**

After approval of the participation/ syndication loan, a semi-annual certification will be required from the CFO of the Member that pledges the loan. The certification is required to confirm if any changes have occurred with regards to participants, their roles and/or percentage of participation/syndication from the original submission for approval. Changes identified from the certification will require the Member to provide an update on their next monthly data submission for the participation/ syndication loan.

Please be advised if the participation/ syndication loan is \$25,000,000 or greater, review and approval is required for the loan by FHLBNY's staff. Complete the Submission Form to Request Approval of Individual Loans of \$25 Million or Greater ([COL-128-IP](#)) along with any required documentation.

Sign this form and click on the submit button to send:

<p>Date: ____ / ____ / ____</p> <p>Institution Name: _____</p> <p>Phone: (____) ____ - ____ FAX: (____) ____ - ____</p> <p>E-Mail: _____@_____</p> <p>Title: _____</p> <p>By:</p> <p>S/ _____</p> <p>(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.)</p>

Send the supporting documentation via one of the following methods:

- Electronically through the [SFTP connection to the FHLBNY](#). (Reference the letters "doc" in each filename.)
- Hard copy or disc via postal mail:

ATTN: Collateral Requests
 Federal Home Loan Bank of New York
 30 Montgomery Street, 3rd Floor
 Jersey City, NJ 07302

Please direct all questions regarding the pledge requirements to:

Tisa Surat, Collateral Officer, Collateral Services Manager, Phone (201) 356-1058

Email CollateralDocs@fhlbny.com