

## US BANK NATIONAL ASSOCIATION

1. The collateral file documents for each loan should be in a manila file folder, clearly labeled with the current loan number and the borrower's name.
2. A schedule of loans should be included with each delivery.
3. Files should arrive at the document custodian at least 48 hours prior to the settlement date.

### ***If you have any questions regarding collateral delivery, contact:***

*U.S. Bank Document Custody Services*

*1133 Rankin Street, Suite 100*

*Saint Paul, MN 55116*

*Attention: Agency Certification*

*Phone: 651-695-5907 | Fax: 651-695-6102*

## WHAT YOU NEED IN THE FILE

***(See MPP Guide Appendix A, Sec 1.3)***

- Schedule of Mortgages (LAS generated at loan delivery)
- Original Note, endorsed in blank without recourse

The original promissory note or other evidence of indebtedness (or, in the case of a modified Mortgage, the original note and the Allonge, modification agreement, or other evidence of modification) endorsed in blank without recourse as follows:

PAY TO THE ORDER OF \_\_\_\_\_  
WITHOUT RECOURSE  
NAME OF LENDER  
AUTHORIZED SIGNATURE (must be on corporate resolution)  
NAME OF AUTHORIZED SIGNER  
TITLE OF AUTHORIZED SIGNER

- Original Assignment of the Security Instrument to Federal Home Loan Bank of Indianapolis in recordable form but unrecorded (not required for mortgages on MERS).
- Copy of the signed mortgage sent for recording
- Copies of any interim assignments that were sent for recording
- Copies of POA sent for recording, as applicable

## SELF-CUSTODY

**All requirements are the same – with the following exception:**

- Files should arrive at the document custodian at least one business day (or as required by your Trust Department) prior to the settlement date.