



DOCUMENT CUSTODIAN INSTRUCTIONS

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.
4. Questions about collateral delivery? Please contact:

U.S. Bank Document Custody Services
1133 Rankin Street, Suite 100 Saint Paul, MN 55116
Attention: Agency Certification.
Tel: (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 mortgage **in blank** (recordable form but unrecorded) **OR** registered 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
- Copy of mortgagee title insurance policy, preliminary title commitment or preliminary attorney's opinion of title showing policy number

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.

