

# 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.



If you should 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  
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 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
- Title Insurance Policy
  - i. Original or copy of the mortgage insurance title policy showing the policy number, or
  - ii. The attorney's opinion of title.

### 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.