



## **Delivery Instructions**

**for loans shipped to**  
**Bank of New York Mellon, (BNY)**

For members in required delivery pledge status, the Federal Home Loan Bank of Des Moines (Bank) requires the following loan documents to be delivered to the Bank or its agent custodian:

### **Required Documents– All members and pledgers:**

- The original Mortgage Note together with all intervening endorsements evidencing a complete chain of endorsements from the originator of the Mortgage Loan to Owner or to blank.
- Each original recorded assignment of the security instrument form as may be necessary to show a complete chain of title from originator to the Owner AND an original assignment of the security instrument in recordable form from the Member to the Holder, Federal Home Loan Bank of Des Moines or, with respect to MERS Mortgage Loans, the Mortgage names MERS as the “mortgagee” or “beneficiary” thereof .
- Each original assumption, modification, consolidation, extension agreements or change of terms (if any) of the original Mortgage Note;
- An original or copy of any recorded power of attorney or other instrument that authorized or empowered such Person to sign the Mortgage Note.
- A Title Policy or document showing evidence of clear title.



## **Required Imaged Documents – Non-federally insured Members and Housing Associates**

The Bank requires the following loan documents, as applicable and available, in imaged and electronic form in addition to the above listed original documents to be delivered to the Bank or its agent custodian from all non-FDIC federally insured members and Housing Associates in Required Delivery Collateral Pledge status pledging residential mortgage loans:

- the recorded mortgage or deed of trust
- the final Truth in Lending Statement
- the final HUD-1/Settlement Statement
- the loan agreement (commercial, ag or multifamily real estate)
- any environmental reports (commercial, ag or multifamily real estate)
- the property inspection report, and Seismic if applicable (commercial or multifamily real estate)
- the assignment(s) of leases and rents (commercial, ag or multifamily real estate)
- the borrower financials at time of origination (commercial, ag or multifamily real estate)
- the original guaranty(ies) (commercial, ag or multifamily real estate)
- the current proof of property insurance
- the loan's pay history
- legal Correspondence, if any
- property operating statements (commercial, ag or multifamily real estate)
- rent rolls (commercial, ag or multifamily real estate)
- leases if possible (commercial, ag or multifamily real estate)
- proof of current insurance (commercial, ag or multifamily real estate)

**The Bank retains the right to periodically request updated and or current versions of the above listed documents.**

### **Document Exceptions**

*Document exceptions will be noted by Custodian and reported to FHLB Des Moines. Advance equivalent value will be given to delivered loans **once all required documents have been received and inventoried by the Custodian.***



### Delivery Instructions

1. Place all New or Reinstated Loan Documents in a legal size, manila folder for each loan.
  - a. Label the folder with
    - i. Loan Number
    - ii. Borrower Name
    - iii. Member Number
    - iv. FDSM (Account Code) –code identifying loan folder as being pledged to FHLB Des Moines
  
2. Trailing Documents do not need to be sent in a folder but must have the following information listed somewhere on the document.
  - i. Loan Number
  - ii. Borrower Name
  - iii. Member Name
  
3. Create an electronic Loan Schedule file. Please use the Loan Schedule provided to you by Federal Home Loan Bank of Des Moines. For inventory purposes, it is important that you use the “Doc Type” descriptions .
  - a. Make sure data provided on the Loan Schedule matches the data on the Original Note.
  - b. Every document needs to have its own line on the Loan Schedule.
  - c. Sort & package by Document Type
    - i. New Loans (rubber band together)
    - ii. Trailing Docs (rubber band together)
    - iii. Reinstatements (rubber band together)
  - d. One Loan Schedule is needed for each shipment and can contain multiple loans. Sort by Document Type so that it coincides with the package.
  
4. Print off a copy of the Loan Schedule to include in shipment as a transmittal for Custodian to reconcile to.
  
5. Email Loan Schedule and document shipping tracking information to [advancecollateral@fhlbdm.com](mailto:advancecollateral@fhlbdm.com)

***\*It is important that FHLB DES MOINES receive the Loan Schedule **PRIOR** to shipping loan documents to the Custodian.***



6. Send documents via a secure carrier and maintain tracking number for research if needed.
7. Ship to:

BNY Mellon  
Attn: FDSM Processing  
2322 French Settlement Rd, Ste 100  
Dallas Texas 75212

### **MORTGAGE LOAN SCHEDULE FIELDS**

The Loan Schedule is an Excel spreadsheet that is used as a transmittal whenever new documents are sent to Custodian. The loan schedule is to be completed by the member and forwarded onto [advancecollateral@fhlbdm.com](mailto:advancecollateral@fhlbdm.com). The collateral staff will in turn notify Custodian to expect the shipment.

1. Loan information provided on the schedule must match that of the original loan note.
2. Sort the Loan Schedule by Document Type; New Loans, Trailing Docs and Reinstatements. New Loans will use more than one line. Each document within the new loan file needs to be identified individually for inventory purposes.
3. Email Loan Schedule to [advancecollateral@fhlbdm.com](mailto:advancecollateral@fhlbdm.com)
4. Please print a copy of the loan schedule and include in your shipment of documents to Custodian.



REQUIRED FIELDS	COMMENTS
MEMBER	Member/Owner Name
POOL NUMBER	Member Number
COLLATERAL TYPE CODE	FHLB DM Loan Type
MORTGAGE LOAN NUMBER	
BORROWER NAME	
ORIGINAL LOAN AMOUNT	Face of Original Note
ORIGINAL LOAN DATE	Face of Original Note
MATURITY DATE	
MERS ID NUMBER	IF APPLICABLE
INSTRUCTIONS	New Loan or Trailing Document
DOC TYPE	(for Trailing Documents only)
DOC DATE	(for Trailing Documents only)
LEVEL OF REVIEW	(1or 2)

Sample Loan Schedule

MEMBER	POOL NUMBER	COLLATERAL TYPE CODE	MORTGAGE LOAN NUMBER	BORROWER(S) NAME	ORIGINAL LOAN AMOUNT (Face Amount)	ORIGINAL LOAN DATE (On Note Face)	MATURITY DATE	MERS ID NUMBER (If Applicable)	INSTRUCTIONS (New Loan or Trailing Doc)	Doc Type (Trailing Only)	Doc Date (Trailing Only)	Level of Review (1 or 2)
FDSM	1234	1403	77309	ABC MORTGAGE	\$ 2,670,000.00	1/31/2011	2/1/2021		New Loan			1
FDSM	1234	1403	77344	John Doe Family Trust	\$ 1,900,000.00	6/19/2005	7/1/2027		Trailing Document	MODIFICATION	6/19/2012	1
FDSM	1234	1402	77345	CCB, LLC	\$ 2,100,000.00	8/5/2000	7/5/2030		Trailing Document	RENEWAL NOTE	6/29/2012	1
FDSM	1234	1402	77345	CCB, LLC	\$ 2,100,000.00	1/29/2008	7/5/2023		Trailing Document	AMENDMENT	6/29/2012	1
FDSM	1234	1402	77346	MAIN STREET LLC	\$ 2,100,000.00	6/1/2011	7/1/2028		Trailing Document	ASSUMPTION	6/29/2012	1