

**Bureau of Indian Affairs-Palm Springs Agency  
Checklist for Commercial Deed of Trust**

REVIEW	ITEMS TO CONSIDER	CROSS REFERENCE	STAFF COMMENTS / NOTES
Yes/No/NA	Lease Number	Tab 1	Comments / Notes
Yes/No/NA	Master Lessor	Tab 1	Comments / Notes
Yes/No/NA	Master Lessee	Tab 1	Comments / Notes
Yes/No/NA	Trustee	Tab 1	Comments / Notes
Yes/No/NA	Beneficiary	Tab 1	Comments / Notes
Yes/No/NA	Loan Amount	Tab 1	Comments / Notes
Yes/No/NA	Case initiation letter provided to BIA.	Tab 1	Comments / Notes
Yes/No/NA	DOT entered into TAAMS as a proposal.	Tab 1	Comments / Notes
Yes/No/NA	Provided Deed of Trust Checklist to parties.	Tab 1	Comments / Notes
Yes/No/NA	Invoiced Administrative Fee.	Tab 1	Comments / Notes
Yes/No/NA	Administrative Fee Paid.	Tab 1	Comments / Notes
Yes/No/NA	Landowner consent to encumber.	Tab 1	Comments / Notes
Yes/No/NA	Fees paid to landowner.	Tab 1	Comments / Notes
Yes/No/NA	Certified and signed escrow instructions.	Tab 1	Comments / Notes
Yes/No/NA	Legal Instrument file prepared for Deed of Trust.	Tab 1	Comments / Notes
Yes/No/NA	Requested reconciliation from BIA Accounting and ensure lessee cures any monetary defaults.	Tab 1	Comments / Notes
Yes/No/NA	Borrower on Deed of Trust, Assignment of Rents, and Note matches the Lessee on Title.	Tab 1	Comments / Notes
Yes/No/NA	Legal Description on Deed of Trust must match the legal description on the lease.	Tab 1	Comments / Notes
Yes/No/NA	Corporate Documents for Corporations / Corp. <input type="checkbox"/> Articles of Incorporation <input type="checkbox"/> Corporate Resolution with Authority to Sign Statement/List of Officers <input type="checkbox"/> Financial Statement(s) <input type="checkbox"/> Credit Report (if foreign Corp. or CA filing reports) <input type="checkbox"/> Certificate of Good Standing <input type="checkbox"/> Fictitious Name Filing	Tab 1	Comments / Notes

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REVIEW	ITEMS TO CONSIDER	CROSS REFERENCE	STAFF COMMENTS / NOTES
Yes/No/NA	Corporate Documents for Limited Liability Company / LLC <input type="checkbox"/> Articles of Organization or Cert. of Formation <input type="checkbox"/> Evidence of Authority to Sign <input type="checkbox"/> Operating Agreement <input type="checkbox"/> Financial Statement(s) <input type="checkbox"/> Certificate of Good Standing <input type="checkbox"/> Fictitious Name Filing	Tab 1	Comments / Notes
Yes/No/NA	Corporate Documents for Partnership / Limited Partnership <input type="checkbox"/> Partnership Agreement <input type="checkbox"/> Financial Statement(s) <input type="checkbox"/> Certificate of Limited Partnership <input type="checkbox"/> Evidence of Authority to Sign <input type="checkbox"/> Operating Agreement <input type="checkbox"/> Certificate of Good Standing <input type="checkbox"/> Fictitious Name Filing	Tab 1	Comments / Notes
Yes/No/NA	Corporate Documents for Public Entity <input type="checkbox"/> Articles of Incorporation <input type="checkbox"/> Powers of Board Members <input type="checkbox"/> Financial Statement(s) <input type="checkbox"/> Evidence of Authority to Sign <input type="checkbox"/> Operating Agreement <input type="checkbox"/> Fictitious Name Filing	Tab 1	Comments / Notes
Yes/No/NA	Corporate Documents for Homeowner's Association <input type="checkbox"/> Articles of Incorporation <input type="checkbox"/> Powers of Board Members <input type="checkbox"/> Financial Statement(s) <input type="checkbox"/> Evidence of Authority to Sign <input type="checkbox"/> Operating Agreement	Tab 1	Comments / Notes
Yes/No/NA	Term on Deed of Trust does not exceed the expiration of the Lease (Sublease if applicable)	Tab 1	Comments / Notes
Yes/No/NA	Lender's appraisal reviewed and value supports that the Deed of Trust does not over-encumber the leasehold estate.	Tab 1	Comments / Notes
Yes/No/NA	No unapproved Deeds of Trust encumber the leasehold.	Tab 1	Comments / Notes
Yes/No/NA	Legal instruments folder reviewed; total of current approved deeds of trust does not over encumber the leasehold estate.	Tab 1	Comments / Notes
Yes/No/NA	Escrow instructions do not include any other liens against the leasehold upon funding	Tab 1	Comments / Notes
Yes/No/NA	Documents reviewed; no cross collateralization exists.	Tab 1	Comments / Notes
Yes/No/NA	Title Status Report does not indicate other encumbrances.	Tab 1	Comments / Notes
Yes/No/NA	Approval pages prepared for Deed of Trust, Assignment of Rents and Note.	Tab 1	Comments / Notes

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REVIEW	ITEMS TO CONSIDER	CROSS REFERENCE	STAFF COMMENTS / NOTES
Yes/No/NA	Realty Specialist's Recommendation	Tab 1	Comments / Notes
Yes/No/NA	Realty Officer's Review	Tab 1	Comments / Notes
Yes/No/NA	Deputy Superintendent's Review	Tab 1	Comments / Notes
Yes/No/NA	Superintendent's review / approval	Tab 1	Comments / Notes
Yes/No/NA	Regional Director's review / approval	Tab 1	Comments / Notes
Yes/No/NA	Elevate the proposal to an approved encumbrance attached to the leasehold in TAAMS	Tab 1	Comments / Notes
Yes/No/NA	Record Deed of Trust on Title	Tab 1	Comments / Notes
Yes/No/NA	Provide original documents to parties	Tab 1	Comments / Notes
Yes/No/NA	Send BIA County Recorded copies of Deed of Trust, Assignment of Rents and Note	Tab 1	Comments / Notes
Yes/No/NA		Tab 1	Comments / Notes
Yes/No/NA		Tab 1	Comments / Notes
Yes/No/NA		Tab 1	Comments / Notes
Yes/No/NA		Tab 1	Comments / Notes
Yes/No/NA		Tab 1	Comments / Notes