# Leasehold Mortgage Loan Checklist

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| **LEASEHOLD MORTGAGE INFORMATION** |
| Borrower(s) Name(s) and Address, City, State, Zip:  |  |
| Borrower’s Email: |  |
| Lender Name and mailing address (including dba):  |  |
| Lender’s Email: |  |
| Lender phone number:  |  |
| Lender fax number: |  |
| Package Request Received date:  |  |
| Loan Number: | Loan Amount: |
| **LEASE INFORMATION** |
| LAC/Tract/Allotment Number: |  | BIA Lease/ROW Number:  |
| LTRO Recording Number (for lease): |  | Lessee/Contractor Name: |
| **CHECKLIST****Notes** |
| **Preliminary Review:** |
| 1. | ☐ | Enter in RTS (Realty Tracking System) and Mortgage Tracker |  |
| 2. | ☐ | Request NEPA review for the Leasehold Mortgage | Attachment 7 |
| 3. | ☐ | Does borrower have a BIA approved lease?  | If no or if the lease prohibits a mortgage, STOP, contact the mortgage lender. Applicant will need to obtain a BIA approved lease, or modify existing lease to allow for leasehold mortgage. |
| 4. | ☐ | Is Leasehold Mortgage/Deed of Trust term the same as the lease term? ☐ Yes ☐ No | If no, STOP. The leasehold mortgage term cannot exceed the lease term.  |
| 5. | ☐ | Original Leasehold Mortgage/Deed of Trust document |  |

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| 6. | ☐ | Original/Certified copy of Promissory Note |  |
| 7. | ☐ | Consents or Notice (as applicable) |  |
| 8. | ☐ | Program Rider (if applicable) |  |
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| 9. | ☐ | Survey Plat (if applicable), legal description, and/or lot number/physical address |  |
|  10. | ☐ | Satisfaction/Release for previous mortgage (if applicable) |  |
|  11. | ☐ | Mail Incomplete letter or Acknowledgement letter and update tracking systems (Attachments 4-6.) | **Within 10 days of receipt of leasehold mortgage application** |
|  12. | ☐ | Print uncertified TSR  | Review for any updates/ defects that may need to be corrected |
| **Comprehensive Review:** |
|  13. | ☐ | Create a TAAMS Contractor ID Number for the leasehold mortgage lender (if applicable) |  |
|  14. | ☐ | Confirm legal/property description | Verify property described is the same as property described in lease |
|  15. | ☐ | Review dollar amounts on promissory note and leasehold mortgage document, verify that they match | If no, contact lender for clarification/correction |
| **Approval Process: Must be completed by 20th day after receipt of complete application** |
|  16. | ☐ | Prepare recommendation memo to the Approving Official for approval/disapproval | Attachment 8 |
|  17. | ☐ | Prepare a Decision Letter per the templates.  | Attachment 9 - approvalAttachment 11 - disapproval |
|  18. | ☐ | Prepare Certificate of Approval for Approving Official * If disapproved, do not prepare this document
 | Attachment 10 |
|  19. | ☐ | Submit mortgage package for approval/signature, include all documents and attachments |  |
|  20.  | ☐ | Update tracking systems with decision date  |  |

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| **Recording Process: Within 2 working days of receipt of approved documents****(EXCEPTION: agencies/regions that submit the documents directly to LTRO for recordation.)** |
|  21. | ☐ | Assign a Legal Document number for the mortgage documents, if applicable.  |  |
|  22. | ☐ | Create/Select Name & Address ID for the lender  |  |
|  23. | ☐ | Scan/Image the Mortgage/Deed of Trust and all Exhibits and attachments to TIR - Legal Document Module  | Date of scan/image:Hold originals until recorded by LTRO  |
|  24. | ☐ | X-REF to associated lease if applicable |  |
|  25. | ☐ | Request certified TSR  | Request date: |

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| **AGENCY/REGION TO RETURN TO LENDER: Within two (2) days after recordation** |
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|  26. | ☐ | After recording **A**) print one (1) copy of recorded document for the official file and **B**) one (1) copy for the lender plus the original document.  |  |
|  27. | ☐ | Prepare final letter with recorded leasehold mortgage package, with copy of the certified TSR for Superintendent’s/Regional Director’s signature and return to lender. |  Attachment 12  |
| ☐ | 1. Recorded Mortgage/Deed of Trust document
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| ☐ | 1. Recorded Promissory Note
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| ☐ | 1. Recorded Certificate of Approval
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| ☐ | 1. Certified TSR
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| ☐ | e) Other documents, as applicable |  |
|  28. | ☐ | Close transaction in tracking systems | Date Completed:  |

**Notes:**