

Attachment 2 - Leasehold Mortgage Lender Checklist

Please return this form to the following Agency:

REGION		
AGENCY		
AGENCY POC		
PHONE NO.		
COMPANY INFORMATION		
Lender Name and mailing address (including dba):		
Lender's Contact Name:		Phone Number:
Lender Case File No.:		
Lender's Fax Number:	Lender's Email Address:	
Borrower(s) Name(s) and Address, City, State, Zip:		
Borrower(s) Loan Amount: \$		
Maturity Date of Loan:		
RESIDENTIAL/MASTER LEASE/ROW INFORMATION – NOTE: Borrower must have an encoded, approved and recorded Residential lease with the BIA Agency.		
LAND AREA CODE/Tract or Allotment Number: (attach copy of latest TSR)		
BIA LEASE/ROW NUMBER:		
Lease/ROW Expiration Date:		
CHECKLIST		
1.	Does borrower have a BIA approved (master or direct) lease? - If NO, STOP , do not proceed. Contact borrower and/or BIA Agency to confirm a Residential Lease has been filed, approved and recorded. A Mortgage/Deed of Trust cannot be filed for approval or recording without an approved lease.	YES or NO
	- If YES, attach a copy of an approved and recorded Residential/Master Lease (1 st page is sufficient).	
2.	Attach a copy of TSR. Dated:	YES or NO or N/A
3.	Original Mortgage/Deed of Trust document. Dated:	
4.	Attach a copy of the legal description (Metes and Bounds)/Survey Plat of the home site location to the Deed of Trust/Mortgage.	
5.	Attach an original or certified copy of Promissory Note.	YES or NO or N/A
6.	Attach Consents or Notice (as applicable). As required by 25 CFR Part 162.358, unless the lease states otherwise; notify all landowners of a Mortgage/Deed of Trust filing.	YES or NO
7.	Program Rider (if applicable)	YES or NO
8.	Release or Satisfaction (if applicable)	YES or NO