**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 Title Status Report (TSR)) | | | | | |
| BIA LEASE/RIGHTS-OF-WAY (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 (1st page is sufficient). | | | |
| 2. | Attach a copy of TSR. Dated: | | | |  |
| 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. | | | | YES or NO or N/A |
| 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 |