**Leasehold Mortgage Lender Checklist**

***Please return this form to the following Agency:***

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| --- | --- |
| 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 |