



Delivery Instructions for Loans shipped to Wells Fargo Document Custody

Required Documents– All members and pledgors

For members in required delivery pledge status, the Federal Home Loan Bank of Des Moines requires the following loan documents to be delivered to the Bank or its agent custodian:

- The original Mortgage Note together with all intervening endorsements evidencing a complete chain of endorsements from the originator of the Mortgage Loan to Owner or to blank.
- Each original recorded assignment of the security instrument form as may be necessary to show a complete chain of title from originator to the Owner AND an original assignment of the security instrument in recordable form from the Member to the Holder, Federal Home Loan Bank of Des Moines or, with respect to MERS Mortgage Loans, the Mortgage names MERS as the "mortgagee" or "beneficiary" thereof .
- Each original assumption, modification, consolidation, extension agreements or change of terms (if any) of the original Mortgage Note;
- An original or copy of any recorded power of attorney or other instrument that authorized or empowered such Person to sign the Mortgage Note.
- A Title Policy or document showing evidence of clear title.

Required Imaged Documents – Non-federally insured Members and Housing Associates

The Bank requires the following loan documents, as applicable and available, in imaged and electronic form in addition to the above listed original documents to be delivered to the Bank or its agent custodian from all non-FDIC federally insured members and Housing Associates in Required Delivery Collateral Pledge status pledging residential mortgage loans:

- the recorded mortgage or deed of trust
- the final Truth in Lending Statement
- the final HUD-1/Settlement Statement
- the loan agreement (commercial, ag or multifamily real estate)
- any environmental reports (commercial, ag or multifamily real estate)
- the property inspection report, and Seismic if applicable (commercial or multifamily real estate)
- the assignment(s) of leases and rents (commercial, ag or multifamily real estate)
- the borrower financials at time of origination (commercial, ag or multifamily real estate)
- the original guaranty(ies) (commercial, ag or multifamily real estate)
- the current proof of property insurance
- the loan's pay history
- legal Correspondence, if any
- property operating statements (commercial, ag or multifamily real estate)
- rent rolls (commercial, ag or multifamily real estate)
- leases if possible (commercial, ag or multifamily real estate)
- proof of current insurance (commercial, ag or multifamily real estate)

The Bank retains the right to periodically request updated and or current versions of the above listed documents.



Delivery Instructions

1. Place all New or Reinstated Loan Documents in a legal size, pocket file folder for each loan.
 - a. Label affixed to the upper right-hand corner of the folder with
 - i. Loan Number (matching the loan schedule)
 - ii. Previous Loan Number (if any)
 - iii. Borrower Name
 - b. Loan files should be placed in sequential, numerical loan number order inside archive boxes.
 - c. A packing list consisting of a list of the loans and the box number must be included in each box.
 - d. Each box must be marked on the outside to identify its contents as follows:
Member Name/Loans # _____ through _____ pledged to FHLBDM and
Box # ____ of ____
2. Trailing Documents do not need to be sent in a folder but must have the following information listed somewhere on the document.
 - i. Loan Number
 - ii. Borrower Name
 - iii. Member Name
3. Create an electronic Loan Schedule file. Please use the Loan Schedule provided to you by Federal Home Loan Bank of Des Moines. For inventory purposes, it is important that you use the "Doc Type" descriptions as indicated in the drop-down menu for Column K and provide a description any time you choose "Other".
 - a. Make sure data provided on the Loan Schedule matches the data on the Original Note.
 - b. Every document needs to have its own line on the Loan Schedule and include the number of pages of the document.
 - c. Sort & package by Document Type
 - i. New Loans (rubber band together)
 - ii. Trailing Docs (rubber band together)
 - iii. Reinstatements (rubber band together)
 - d. One Loan Schedule is needed for each shipment and can contain multiple loans. Sort by Document Type so that it coincides with the package.
4. Print off a copy of the Loan Schedule to include in shipment as a transmittal for Custodian to reconcile to.
5. Email Loan Schedule and document shipping tracking information to advancecollateral@fhlbdm.com

****It is important that FHLB DES MOINES receive the Loan Schedule before loan documents arrive at the Custodian.***



6. Send documents via a secure carrier and maintain tracking number for research if needed.
7. Ship the loans to Wells Fargo, as custodian, using a trackable overnight or 2nd day courier.

For **RESIDENTIAL** loans, ship to:

Wells Fargo Bank, N.A.
Attn: Private Certs - FDSM
751 Kasota Ave
Minneapolis, MN 55414

For **COMMERCIAL** loans, ship to:

Wells Fargo Bank, N.A.
Attn: CMBS / FHDM-MEMBERNAME
1055 10th Ave SE
Minneapolis, MN 55414

MORTGAGE LOAN SCHEDULE FIELDS

The Loan Schedule is an Excel spreadsheet that is used as a transmittal whenever new documents are sent to Custodian. The loan schedule is to be completed by the member and forwarded [onto advancecollateral@fhlbdm.com](mailto:advancecollateral@fhlbdm.com). The collateral staff will in turn notify Custodian to expect the shipment.

1. Loan information provided on the schedule must match that of the original loan note.
2. Sort the Loan Schedule by Document Type; New Loans, Trailing Docs and Reinstatements. New Loans will use more than one line. Each document within the new loan file needs to be identified individually for inventory purposes.
3. Email Loan Schedule [to advancecollateral@fhlbdm.com](mailto:advancecollateral@fhlbdm.com)
4. Please print a copy of the loan schedule and include in your shipment of documents to Custodian (see following pages for samples).

Document Exceptions

Document exceptions will be noted by Custodian and reported to FHLB Des Moines. Advance equivalent value will be given to delivered loans **once all required documents have been received and inventoried by the Custodian.**



RESIDENTIAL Loan Schedule Formatting

WELLS FARGO HEADERS (Required)	FHLB DESCRIPTIONS OF HEADER FIELDS	COMMENTS
COLLATERAL_USER_KEY	Mortgage Loan Number	
TRACK_USER_DESCRIPTION	Borrower Last Name	
BORR1_FIRST	Borrower First Name	
BORR1_MID	Borrower Middle Name	
ADDRESS2	Leave Blank	
ADDRESS	Property Address	
CITY	City	
STATE	State	
ZIP	Zip Code	
LNAMOUNT	Original Loan Amount	
CLOSEDATE	Original Loan Date	
MATURITY	Maturity Date	
MERS_MIN	MERS ID Number	If Applicable
SERVICER_CODE	Servicer Name	Four character abbreviation of FDSM
ALTERNATE_ID	Alternate Mortgage Loan Number	If any – could be a previous loan number
UDF CHAR1	Member Number	Unique ID assigned by FHLB



RESIDENTIAL Sample Loan Schedule

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
COLLATERAL_USER_KEY	TRACK_USER_DESCRIPTION	BORR1_FIRST	BORR1_MID	ADDRESS2	ADDRESS	CITY	STATE	ZIP	LNAMOUNT	CLOSEDATE	MATURITY	MERS_MIN	SERVICER_CODE	ALTERNATE_ID	UDF_CHAR1	
12345	Smith	John	B		800 Grand	Des Moines	IA	50309	55000	2/28/2016	2/28/2022		FDSM			

Loan Number

Should always be FDSM

Member Number



COMMERCIAL Loan Schedule Formatting

FHLB REQUIRED FIELDS	COMMENTS
Member Name	Member/Owner Name
Member Number	
Collateral Type Code	FHLB DM Loan Type
Mortgage Loan Number	
Borrower Name	
Property Address	
City	
State	
Zip Code	
Original Loan Amount	
Original Loan Date	
Maturity Date	
Instructions (new loans or trailing Docs)	New loan or trailing doc?
Doc Type (trailing docs only)	Title Policy? Modification? Assignment?

COMMERCIAL Loan Schedule Sample

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	Member Name	Member Number	Collateral Type Code	Mortgage Loan Number	Borrower Name	Property Address	City	State	Zip	Original Loan Amount	Original Loan Date	Maturity Date	Instructions (new loans or trailing docs)	Doc Type (trailing docs only)	Doc Date (trailing docs only)
1	Sun Country Bank	1234	1402	456789	Sally Smith	1245 Happy Lane	Sunnydale	CA	67584	\$ 20,000.00	\$ 42,034.00	\$ 45,350.00	new loan		
2	Sun Country Bank	1235	1109	675947	Chris Johnson	2037 Parkview	Parkersburg	WA	77423	\$ 9,000.00	\$ 40,360.00	\$ 48,396.00	trailing doc	modification	07/01/2016