

Commercial Real Estate (CRE) Loan Collateral

Mortgage Servicing and Origination Questionnaire for Multifamily (5 or more units) Residential, and Commercial Real Estate Loan Collateral

To expedite the collateral review and to gain a better understanding of your real estate lending practices, please provide the following information. This questionnaire may be completed on the hard copy version or electronic version.

Institution Name:
Institution Docket #:
Name of person completing questionnaire:
Title:
Date:
Signature:

1. Do you retain physical possession of the note, mortgage or deed of trust and title policy? If so, please provide the following information related to the physical location of those documents:
 - a. Contact Name:
 - b. Address:
 - c. Phone Number:
 - d. FAX Number:

2. If a third party custodian has physical possession of the note, mortgage or deed of trust and title policy, please provide the following information:
 - a. Custodian Name:
 - b. Contact Person:
 - c. Address:
 - d. Phone Number:
 - e. FAX Number:

3. What type of environmental analysis is performed prior to loan approval?

4. Does your loan policy address the frequency that customers are required to submit updated financial information?

5. What is the procedure for monitoring past due, classified and criticized loans?

6. Does your commercial real estate portfolio contain a significant percentage (10% or more) of loans collateralized with special purpose property types?

7. Do the loan policies establish concentration limits in the loan portfolio?

8. Please describe the method your institution uses to identify the type of property that is collateralizing a commercial loan (e.g. SIC code, etc.)
9. Are your CRE loans reviewed by a credit officer on at least an annual basis? If, not, please describe your review process, including a description of your loan amount threshold waiving review, if applicable
10. Do you use in-house appraisers or independent fee appraisers? Is there an appraisal review process? How many outside appraisal firms do you currently use? Does your institution have a loan amount threshold whereby a tax-assessed value or other opinion of value is used to determine property value in your underwriting process in lieu of a certified appraisal report? Are computer-generated or desktop appraisal programs used by your institution to value real estate for lending purposes? If so, please describe the valuation product(s) used.
11. Does the member or an outside vendor track the following items? Please provide the vendor name if applicable.
 - a. Property Tax Payments
 - b. Hazard and Flood Insurance
 - c. Loan Payments and Delinquency
12. Do you have a policy for force-placing insurance when the borrower's policy is about to expire? If so, please provide a copy of the policy and procedures upon our arrival at your institution. Do you have a master mortgage impairment insurance policy to cover any lapses in coverage on individual hazard insurance policies? If so, please provide a copy of the policy upon our arrival.
13. What are your primary geographic lending markets? Have you entered new lending markets in the last two years?
14. Have you changed your origination strategy in the last two years? If so, explain.
15. Who approves the loans (Underwriters, Chief Lending Officer, Loan Committee, President or Board of Directors, or combination(s), if applicable.

Please include the following items with this completed questionnaire:

- Your institution's lending policies and underwriting guidelines
- Your institution's internal risk rating policy.