

MPF Custody ensures all mortgage loans meet investor certification criteria. The [Custody webpage](#) (included on the MPF Website's [Welcome Center](#)) provides excellent resources such as process flows, quick reference guides, on-demand webinars, and FAQs to assist you in the custody process.

## Initial Certification

All collateral files must be shipped through overnight delivery to the MPF Program Custodian, Deutsche Bank National Trust Company (DBTNC), for review, initial certification and safekeeping within seven (7) calendar days of the funding date.

[Exhibit K-M: MPF Government MBS Initial Certification Review Checklist](#) is a helpful resource to ensure all documents in the Collateral File are executed and delivered to the MPF Program Custodian.

## Final Certification

The final documents for MPF Government MBS loans must be submitted and certified by the MPF Program Custodian for Final Certification within 12 months of the Funding Date (Conventional Mortgage Loans are not subject to Final Certification).

[Exhibit L: Government Mortgage Final Certification Review Checklist](#) is a helpful resource to ensure all documents in the Collateral File are executed and delivered to the MPF Program Custodian.

## Collateral Files

Documents to be included in the Initial Certification Collateral File:

- The original Note endorsed to the PFI (if applicable) and “in blank.”
- The original, unrecorded Assignment of the security instrument (Mortgage or Deed of Trust) “in blank” from the PFI
- All recorded intervening Assignments (or certified copies if sent for recording)
- Original or certified copy of the Power of Attorney (if applicable)
- Any riders, addendum, modification, or assumption that modifies the Note Certified copy of the Illinois Land Trust Agreement and New York Consolidation, Extension, and Modification Agreements (CEMA) (if applicable)

Collateral documents should be put into a manila legal – sized folder. The outside of the folder should have the following information:

(For the Custody shipping labels use Avery File Label # 5163 or a generic version)

Master Commitment Number:

MPF Loan Number:

PFI Loan Number:

Borrower Name:

**Notes:** Folders must be shipped Fed Ex or UPS in order to maintain tracking of the files. Multiple files must be shipped in Master Commitment order and then by MPF Loan Number order in each Master Commitment.

PFI must use [Exhibit G-M: MPF Government MBS Manifest Template](#), to create a manifest list of the mortgage loan documents that are being delivered to the DBTNC. The PFI must include the completed manifest list in every shipment envelope that is delivered to the DBTNC.

**Address to ship the collateral files:**

Deutsche Bank National Trust Company  
Attn: FHLBC Review  
1761 E Saint Andrews Pl  
Santa Ana, CA 92705

**DBTNC Contact Information:**

Telephone: 714-247-6000  
Email: [santaana.custodyrequests@db.com](mailto:santaana.custodyrequests@db.com)

**Release Requests & Custody Questions**

All release requests and release status changes for MPF Government MBS mortgage loans must be sent to [santaana.custodyrequests@db.com](mailto:santaana.custodyrequests@db.com).

General custody questions, copy and research requests must be sent to [MPF\\_Custody@fhlbc.com](mailto:MPF_Custody@fhlbc.com).

**Resources**

The following resources can be found on the [MPF Website](#) under the Guides section:

- [MPF Government MBS Selling Guide](#) (Collateral File Package – Chapter 8.1)
- [Exhibit J-M: MPF Custody Frequently Asked Questions and Answers](#)
- [Exhibit H-M: MPF Government MBS Custodian - Document Codes](#)

To monitor the status of your initial and final certification, use the MPF Custody Reports.

- Job aid: [MPF Custody Reports and Invoices](#)