

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.

Mailing Collateral Files

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

Computershare Limited
Attn: MPF Program
751 Kasota Avenue
Minneapolis, MN 55414

Documents to be included in the 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 (if applicable)

[Exhibit K: MPF Traditional 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.

Collateral Files (Initial Certification)

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)

FHLB MPF Program
PFI Name:
Master Commitment Number:
Borrower Name:
MPF Loan Number:
PFI Loan Number:

Note: When shipping more than one file, organize files by MPF Loan Number. Each loan must be in a separate manila folder.

Address to ship the collateral files:

Computershare
Attn: MPF Program
751 Kasota Avenue
Minneapolis, MN 55414

Final Certification (for MPF Government loans only)

The final documents for MPF Government 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.

Computershare Contact Information

Group email address: MPFrequest@computershare.com

Telephone: 877-886-5400

Release requests and release status requests must be emailed to:

MPFReleaseTeam@computershare.com

Fax Number: 855-833-6327

**If email option is not available due to secured email requirements*

Release status changes must be addressed with your FHLBank MPF Relationship Manager or FHLBank Relations Department.

Guides and Manuals

The MPF Traditional Selling Guide can be found on the [MPF Website](#) under the Guides section:

- [MPF Traditional Selling Guide](#) (Custodial Guide & Fees – Chapter 15.5)

MPF Custody Sample Documents, Reports, and Labels:

- [Sample Allonge](#)
- [Sample Assignment with Numbers and Key](#)
- [Custody Shipping Labels Template](#)

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

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