

### Instructions Page

#### Purpose

This Exhibit serves as a job aid for PFIs to refer to when document codes are cited on the Exception Report for the Collateral File during Initial Certification, Final Certification, or recertification.

#### Preparation

- **When:** PFIs should refer to this exhibit when Exceptions are cited on a Collateral File.
- **Who:** This exhibit should be used by an employee of the PFI who has responsibilities that would cause such individual to be knowledgeable of the facts and processes needed to correct an Exception.
- **How:** PFIs may use this exhibit to review any document codes listed on the Exception to determine why the Exception was cited.

#### Additional Guidance

Please contact the MPF Service Center by using one of the following options for any questions or assistance regarding this job aid:

- [MPF Customer Service Portal](#)
- Email: [MPF-Help@fhlbc.com](mailto:MPF-Help@fhlbc.com)
- Phone: (877) 345-2673

#### Helpful Hints

- Exception reports are available on the eMPF® website.

# MPF® Program Custodian – Document Codes

Code	Document	Document Description
AFFD	Name Affidavit	Reflects that signature of Borrower on Note is correct
ALNG	Allonge	Attached page to note, used for endorsements
APPL	Loan Application	Reflects Applicant and property information.
APPR	Appraisal	The report completed by an appraiser used to set for an opinion or estimate of fair market value for the property.
ASL1	Assignment 1 of Lease	The first Assignment in the chain (for lease agreements)
ASL2	Assignment 2 of Lease	The second Assignment in the chain
ASL3	Assignment 3 of Lease	The third Assignment in the chain
ASL4	Assignment 4 of Lease	The fourth Assignment in the chain
ASLV	Assignment of Lease to the Investor	Assignment of Lease To the investor from the first tenant in the chain
ASN1	Assignment 1	Assignment to the issuer from previous lender
ASN2	Assignment 2	Next Assignment
ASN3	Assignment 3	Next Assignment
ASN4	Assignment 4	Next Assignment
ASN5	Assignment 5	Next Assignment
ASN6	Assignment 6	Next Assignment
ASN7	Assignment 7	Next Assignment
ASN9	Assignment 9	Next Assignment
ASNB	Blanket Assignment	An Assignment covering 2 or more loans within the same pool & county
ASNV	Assignment to the investor from the issuer	Assignment from the issuer either (a) in blank for agency pools or warehouse loans, or (b) to the investor for private issues.
ASUM	Assumption Agreement	One party agrees to pay an obligation originally incurred by another.
ATTY	Attorney's Opinion	Form of title insurance for Iowa loans
BOND	Lost Instrument Bond	Replaces the original Note which is lost
BUYD	Buydown Agreement	Lowers the Borrower's P&I for a period of time
CEM	Consolidation, Extension and Modification Agreement	Usually for refinanced New York loans, changing the term, principal, and P&I amount
CONT	Contract for Deed	Land contract between buyer and seller where seller provides financing for the borrower

# MPF® Program Custodian – Document Codes

Code	Document	Document Description
DOC	Miscellaneous Documents	Documents for which no code exists.
END1	First Intervening Endorsement	Intervening Endorsement from the Originator to the PFI
END2	Second Intervening Endorsement	Intervening Endorsement from the Originator to the entity other than the PFI.
ENDI	Additional Endorsement	Note endorsement that does not follow the Assignment chain.
FILE	The Custody Loan File	The file folder and its contents
FINL	All Final Documents	The final certification package (Government Loans only)
ILGC	Indian Loan Guaranty Certificate	HUD Section 184 Indian Loan Guaranty Certificate
LEGL	Legal Description Document	Legal Description Document included in Note Pocket with Note
LGC	Loan Guaranty Certificate	Loan Insurance certificate for VA loans
LNA	Lost Note Affidavit	Replaces the original note which is lost
LNG	Loan Note Guaranty	RHS Loan Note Guaranty
LEAS	Lease Document	For other asset types
MIC	Mortgage Insurance Certificate	Loan Insurance certificate for FHA loans
MODF	Modification Agreement	A document signed by the Borrower changing the terms of the Mortgage or Note
NOTE	Mortgage Note, Promissory Note, or Installment Contract	Document executed by Mortgage or evidencing the debt.
NRID	Note Rider	Rider attached to the Promissory Note
PMI	Private Mortgage Insurance Certificate	Loan Insurance certificate for Conventional loans.
POA	Power of Attorney	The document evidencing the signatory's legal right to sign as the "attorney in fact" & agent of the person granting the power.
QCLD	Quit Claim Deed	Transfers interest in real property
RCER	Recertification Form	Fannie Mae, Freddie Mac, Ginnie Mae, or Private Pool document for recertification's.
RECG	Recognition Agreement	Recognition of interests in a loan
RIDR	Riders: ARM, 2-4 Family, VA, PUD, Condo, etc.	Changes the terms of the Note of Mortgage.

# MPF® Program Custodian – Document Codes

Code	Document	Document Description
SCHD	Schedule of Pooled Mortgages	Fannie Mae, Freddie Mac, Ginnie Mae, or Private Pool document
SECI	Mortgage, Deed of Trust, or Security Agreement	Document signed by Mortgagor evidencing the security interest of the Mortgagee in the
SUBD	Subordination Agreement	Reflects that a debt is subordinated to the interest of another debt secured by the same.
TAGR	Trust Agreement	Land Trust Agreement
TCMT	Title Commitment/ Binder/ Preliminary Report	Preliminary evidence of title insurance
TPOL	Title Policy	Insures losses caused by title problems
TRNS	Torrens Certificate of Title	Torrens Certificate of Title (an alternate to a title policy)
TTRB	Transfer Trial Balance	Balances of loans in a sale
UCC1	UCC-1 Financing Statement	Statement filed by Originator as secured party
UCC3	UCC-3 Financing Statement	Assignment of the secured interest established in the related UCC-1
WDED	Warranty Deed	Warranty Deed

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