

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.

Note: This form is provided as a job aid and should be used for informational purposes only. PFIs and Servicers must refer to the applicable MPF Guide sections referenced below to ensure the applicable requirements are met. If the guidance provided in this job aid conflicts with the provisions of the MPF Guides, the MPF Guide supersedes.

## 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 loan purchase by your FHLBank.

**Reference:** MPF Xtra Selling Guide Chapter 15

Documents to be included in the Collateral File:

- The original Note endorsed “in blank” and proper endorsements
- 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) (if applicable)
- Original or certified copy of the Power of Attorney (if applicable)
- Any riders, addendum, modification, or assumption that modifies the Note (if applicable)
- Certified copy of the Trust Agreement(s) or New York Consolidation, Extension, and Modification Agreements (CEMA) (if applicable)

[Exhibit K-X: MPF Xtra 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 Documents

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 Xtra

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 Xtra Program  
751 Kasota Avenue  
Minneapolis, MN 55414

## Computershare Contact Information

Group email address: [ctsmprrequest@computershare.com](mailto:ctsmprrequest@computershare.com)

Telephone: 877-886-5400

Release requests and release status requests must be emailed to:  
[MPFReleaseTeam@computershare.com](mailto: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 Xtra Selling Guide can be found on the [MPF Website](#) under the Guides section:

- [MPF Xtra Selling Guide](#) (Collateral File Package – Chapter 15.1)

## Resources

The [Welcome Center](#) (located on the MPF Website) has excellent resources available to assist in understanding Custody, Master Servicer, Investor Accounting, Quality Control and Default Management. Take a few minutes to review the Welcome Center.