

Note: Loan must be properly closed and fully disbursed prior to settlement date in the secondary market.

Documents to be included in all Transaction Packages:

A. Assignment of Guarantee (Current Form, FSA - 2242)

This form must be the current published form, and can be obtained from your USDA office, or on FTN’s Website.

1. This form must be the original published document, must be assigned to **FTN Financial Capital Markets**, and must not predate the Loan Note Guarantee (Form FSA -2235). Copies will not be accepted.
2. All signatures on last page must be original signatures. Facsimile signatures are unacceptable.
3. This form must have no white-outs, mark-outs, or any other methods of correction.
4. Please type the Loan Identification Number exactly as it appears on the Loan Guarantee (Form FSA-2235).

B. Payment History indicating the current status of Borrower; if new loan, please send transcript showing date(s) and amounts of disbursement(s) to borrower.

C. The Note (as defined in the applicable Agency regulations)

1. This form must be a copy.
2. Note must have no white outs, mark-outs, or any other methods of correction.
3. Any modifications to the original note must accompany the note. Agency approval in letter form is required for any change dated after the date of the Loan Note Guarantee.

D. Loan Guarantee (Form FSA-2235)

1. This form is provided by the Agency after the loan is guaranteed.
2. This document must be a copy executed by the Farm Service Agency.
3. This form must have no white-outs, mark-outs, or any other methods of correction.

E. Prepayment Pass-Through Letter

If prepayment penalty language is incorporated in the Note, a Prepayment Pass-Through Letter from the originating lender must be prepared and addressed to FTN Financial Capital Markets as indicated on [sample letter](#). The Letter should state the Lender’s intent to pass through to the holder a pro rata share of any prepayment collected from the borrower. One (1) original letter on lender letterhead with original signature should be included for each transaction.

F. If the seller is not the original lender, three (3) Transfer Documents must be properly executed, assigning the loan from seller to purchaser. If the loan is already in the Secondary Market, include all Transfer Documents representing the chain of ownership from the original holder to the current purchaser.

1. Transfer document must have no white-outs, mark-outs, or any other methods of correction.
2. All signatures must be original. Facsimile signatures are unacceptable.

Please submit the executed documents to the following address:

**FTN Financial Capital Markets
Attn: Settlement Dept.
920 Memorial City Way, 11th Floor
Houston, TX 77024**

Should you have any questions regarding the above information, please contact your FTN Financial Sales Representative or a Government Loan Specialist at 1.800.489.3232.