**Mortgage Documents**

**Louisiana Notarial Endorsement & Note/Mortgage Assignment - Single Family - Fannie Mae UNIFORM INSTRUMENT (Form 3746)**

**Type of Instrument Instrument Revision Date**

Assignment of Mortgage Note 07/2021

and Mortgage

**Instrument Last Modified Summary Page Last Modified**

N/A N/A

**Printing Instructions**

The PDF document must be printed on letter size paper, using portrait format.

**Use This Document For**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| State | Lien Type | Product Type | Property Type | Occupancy Type |
| Louisiana | **First** | **All** | **All, except cooperatives** | **All** |

**Required Changes**

The following changes MUST always be made to this document:

None

**Authorized Changes**

The following changes MAY be made to this document at the lender’s option or MUST be made under certain circumstances only:

1. Lenders MAY make any textual spacing adjustments that are needed to accommodate information that is pertinent to a specific mortgage -- for example, to list the names of all borrowers when a number of individuals sign the mortgage note -- or to delete explanatory parentheticals or excess lines (such as extra witness lines or attest lines that are not required). Lenders MAY place the acknowledgement on a separate 8½" X 11" page or print the form as an 8½" X 14" page (if permitted by the local jurisdiction).

1. Lenders MAY insert the appropriate acknowledgment in the blank space after the signature lines as documents for individual mortgages are prepared or MAY print specific forms bearing the appropriate acknowledgment(s) in advance for use as the need arises.

**Other Pertinent Information**

Any special instructions related to preparation of this document, use of special signature forms, required riders or addenda, etc. are discussed below.

1. Lenders must use this notarial endorsement and assignment form in Louisiana since state law requires both the mortgage note and the mortgage to be assigned.

2. Lenders should print this form in 10-point type on one side of an 8½" X 11" page (although lenders may use an 8½" X 14" page if more space is needed and the applicable jurisdiction accepts pages of that size). The standard margins for this form are 2" at the top and 1" at the bottom and on both sides. If a state (or local recording jurisdiction) does not specify a particular margin, the standard margin(s) should be used.

3. Lenders should not insert information in the space for “Recording Requested By/Return To” (since we will enter that information if we decide to record the assignment at a later date).

5. Lenders should have one of their officers who is authorized to execute documents on the lender’s behalf sign the Attest line, if the local jurisdiction requires an “attest” signature.