# Mortgage Documents

**Multistate Mortgage Assignment - Single Family - Fannie Mae Uniform Instrument (Form 3741)**

**Type of Instrument Instrument Revision Date**

Assignment of Mortgage 07/2021

**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 |
| **All Mortgage States, except for KY & LA** | **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 security instrument -- 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).

2. 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.

3. Lenders MUST keep the “This Instrument Prepared By” language on the first page, if they extend the assignment to two pages and the security property is located in Arkansas.

4. Lenders MUST add “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Town” before the words “\_\_\_\_\_\_\_\_\_\_\_\_\_ County” in the first paragraph and provide information about both the Town and County (if applicable), if the security property is located in Connecticut.

5. Lenders MUST insert the exact Tax Parcel Identification Number (including all dots and dashes) in the property description portion of the assignment, if the security property is located in Delaware.

6. Lenders MUST change the margins as follows, if the security property is located in Kent

County, Delaware: Top: 1.25″; Left & Right .75″; Bottom: 2″. Lenders MUST move the “This Instrument Prepared By” language to the top of the first page and place it immediately below the 1.25″ top margin. If the assignment is extended to a second page, the bottom margin on the first page must be 1″.

7. Lenders MUST change the top margin to 3″, if the security property is located in Florida. Lenders MUST also reserve a 3″ X 3″ space for recording information on the right side of the top margin on the first page. If the assignment is extended to a second page, the top margin on that page must be 1″.

8. Lenders MUST change the top and left margins as follows, if the security property is located in Hawaii: Top: 3.5″; Left 1.5″. Lenders MUST also reserve a 3.5″ space (beginning at the left margin) for the name and return address of the party requesting recordation of the assignment.

9. Lenders MUST change the margins as follows, if the security property is located in Illinois: Top: 3″; Left & Right: .5″; Bottom: .5″. Lenders MUST also reserve a 5″ X 3″ space for recording information on the right side of the top margin on the first page. If the assignment is extended to a second page, the top margin on that page must be .5″ and the “This Instrument Prepared By” language must appear on the first page.

10. Lenders MUST keep the “This Instrument Prepared By” language on the first page, if they extend the assignment to two pages and the security property is located in Indiana.

11. Lenders MUST move the “This Instrument Prepared By” language to the top of the page and place it in the last .25″ of the top margin, if the security property is located in Iowa.

12. Lenders MUST substitute the word “Commonwealth” for the word “State” wherever it appears in the first paragraph, if the security property is located in Massachusetts. Lenders MUST also add “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ District” before the words “\_\_\_\_\_\_\_\_\_\_\_\_\_ County” in the first paragraph and provide information about both the District and County (if applicable).

13. Lenders MUST insert the following sentence as a separate paragraph immediately preceding the paragraph that begins with “In Witness Whereof”, if the security property is located in New York:

*This Assignment is not subject to the requirements of Section 275 of the Real Property Law because it is an assignment within the secondary mortgage market.*

If there have been prior assignments or consolidations of mortgages, lenders MUST also amend the latter part of the first paragraph (after the language that follows the legal description of the property) by reciting the recording information, dates, and parties for all such prior assignments or mortgages.

14. Lenders MUST include the property address in the caption of the assignment, if the security property is located in any of the five boroughs of New York City.

15. Lenders MUST include as part of the property description the “Section”, “Block”, and “Lot” numbers that identify the property, if the security property is located in any of the five boroughs of New York City or in Nassau, Orange, Suffolk, or Westchester Counties in New York State.

16. Lenders MUST place the “This Instrument Prepared By” language on the last page, if they extend the assignment to two pages and the security property is located in Ohio.

17. Lenders MUST substitute the word “Commonwealth” for the word “State” wherever it appears in the first paragraph, if the security property is located in Pennsylvania. In addition, if there have been prior assignments, lenders MUST also amend the latter part of the first paragraph (after the language that follows the legal description of the property) by reciting the recording information, dates, and parties for all such prior assignments.

Lenders MUST also attach to the assignment a “certificate of the precise address of the assignee.”

18. Lenders MUST substitute the word “Town” for the word “County” in the first paragraph, if the security property is located in Rhode Island.

19. Lenders MUST add “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Town” before the words “\_\_\_\_\_\_\_\_\_\_\_\_\_ County” in the first paragraph and provide information about both the Town and County (if applicable), if the security property is located in Vermont.

20. Lenders MUST include as part of the property description the “Tax Key” number for the property, if the security property is located in Wisconsin.

21. Lenders MAY make any additional modifications that are required to comply with county recording requirements and to assure that the assignments continue to conform to state law (including the incorporation of any new requirements).

22. Lenders MAY delete the words “IN WITNESS WHEREOF” in jurisdictions where the witness signature block is not required.

**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 may use this assignment form in most jurisdictions that use a Mortgage as the security instrument. However, it should not be used in Louisiana, Kentucky, or any jurisdiction that requires inclusion of the maturity date of the note in the assignment. Form 3746 should be used for mortgages secured by Louisiana properties and Form 3742 should be used for mortgages secured by Kentucky properties or properties located in any jurisdiction that requires inclusion of the maturity date of the note in the assignment.

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 insert in the blank preceding the word “Records” in the latter part of the first paragraph (after the language that follows the legal description of the property) the official name of the records in which the security instrument is recorded in the applicable jurisdiction -- such as “Official,” “Land,” or “Real Property”.

4. 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.

6. Lenders should check with the local recording jurisdiction to determine if Acknowledgement (which is sometimes referred to as notarization) of the assignment is required. If required, the Acknowledgement should be inserted in the space reserved for it.