MGBA-ESCO-JA-04

Mortgage Lender Consent Package Guide

Holders-of-record worksheet, package contents, routing, and timeline expectations by loan type

TRACK	JOB AID	VERSION	DATE
ESCO · MGBA-ESCO-101	Job Aid 4 · Module 3	v1.0	August 23, 2026

Every mortgage holder of record consents in writing before the assessment is placed. No consent, no deal, and there is no way around it. Treat it as a technical sale to somebody who was not in your first meeting — and start it early, because it is the longest-lead item in the transaction.

Holders-of-record worksheet

Complete this at Gate 4 of the eligibility screen, before you scope. A subordinate position discovered in week ten costs a month.

#	Holder of record	Position	Loan type	Servicer?	Consent desk / contact
1		First mortgage			
2					
3		Mezzanine			
4		Subordinate / seller			
5					

- Identify every holder, not just the first mortgage. Mezzanine and subordinate positions consent too.
- Get the request to the right desk. It is usually not the relationship manager — most institutions route lien accommodations to a separate credit or asset management group.
- If the loan is securitized, a servicer is involved and frequently a special servicer as well. Identify both before you build a schedule.

What the lender is actually deciding

They hold a mortgage. Something is being placed on the property, and they want to know how much and what happens on a default. Four points answer that, in this order.

	Point	How to present it
1	The assessment is non-accelerating	On a default, what is at risk is the delinquent installments — not a balance competing with their loan. This is the single point that decides most consents. Lead with it
2	The annual amount is fixed, known, and small against the operating budget	Give them the actual dollar figure, not a percentage. "$316,900 a year against $4.1M of operating revenue" lands; "under 2%" does not

	Point	How to present it
3	The improvements make their collateral better	Lower operating expense, higher net operating income, longer asset life, better tenant retention. Same loan, stronger building
4	Projected avoided cost exceeds the assessment	This is where your savings analysis genuinely does work — not as the credit, but as the answer to the lender's coverage question. Show the year-one figure and the methodology

Package contents

Send a complete package the first time. A second request restarts the clock, and the clock is the whole problem.

- ☐ Description of the improvements, by measure
- ☐ Total financed amount, with hard and soft costs broken out
- ☐ Annual assessment figure and the term
- ☐ Summary of the savings analysis, with stated methodology and baseline
- ☐ Projected annual avoided cost against the annual assessment
- ☐ The program's standard consent form
- ☐ Statement that the assessment is non-accelerating
- ☐ Assessment-to-value and combined loan-to-value figures
- ☐ Pro forma net operating income with the assessment included
- ☐ Construction schedule and expected completion

FORM PENDING

A draft MCED Senior Lender Consent Form exists from the Capital Provider track. Confirm with MGB that it is the form referenced in Segment 3.3 before you send anything to a lender. See MGBA-ESCO-BR-01, item 8.

Timeline by loan type

Build the longer number into your schedule and tell the owner the longer number. Illustrative planning ranges — confirm against the specific institution.

Loan type	Planning range	What drives it
Local or regional bank, portfolio	3–5 weeks	One credit committee. Frequently the fastest, especially where the bank knows the sponsor
National bank, portfolio	4–7 weeks	Routed to a separate credit group; the relationship manager is a conduit, not the decision
Life company	4–8 weeks	Conservative but predictable. They read the savings analysis carefully
Securitized / CMBS	8–12+ weeks	Master servicer, frequently special servicer, sometimes rating agency

Loan type	Planning range	What drives it
		confirmation. Start here first and assume the longest path
Agency multifamily (Fannie / Freddie)	8–12+ weeks	Program-level review with its own criteria. Confirm the agency's current PACE position before scoping
Mezzanine or subordinate	Add 2–4 weeks	Runs in parallel but rarely starts on time because it is discovered late

The boundary — who asks

You can prepare the package. You can be on the call. You can answer every technical question in it.

> **THE REQUEST COMES FROM THE OWNER**
> Do not let a lender come away thinking a vendor is asking them for a lien accommodation. That is a bad first impression and it is hard to undo. Draft it for the owner's signature, on the owner's letterhead, from the owner's relationship.

Consent tracking

Holder	Package sent	Follow-up 1	Follow-up 2	Consent received

If the consent conversation opens this month instead of after the performance contract is signed, you take four to six weeks out of the transaction. That is the single largest schedule lever available to you, and it costs nothing.