

Lender

Mortgagor(s) Name(s)

Contact Person and Phone Number

Property Address

Loan Program

U.S. Bank Loan Number

Clear Form

Documents Required For All Loans

1. **TRID** Initial Loan Estimate Disclosure
2. **TRID** Written List of Providers
3. **TRID** All Revised Loan Estimate Disclosures and supporting documentation
4. **TRID** Initial Closing Disclosure
5. **TRID** All Revised Closing Disclosures with final CD signed and dated at loan consummation - if DPA is utilized, source must be disclosed on Closing Disclosure
6. **TRID** Post-consummation Closing Disclosure (if applicable) - if DPA is utilized, source must be disclosed on Closing Disclosure
7. **TRID** Seller Closing Disclosure (if separate)
8. Variance calculation (off sheet or worksheet)
9. Wiring Instructions or Bailee Letter with Warehouse Bank Information
10. Original Note endorsed to: U.S. Bank National Association or acceptable Note Allonge
11. Certified copy of all Mortgage(s) / Deed(s) of Trust with attached legal description and applicable riders. (If MERS, must be on MOM Docs)
12. Certified copy of Assignment of Mortgage to U.S. Bank National Association (if applicable)
13. Certified copy of Power of Attorney, (if applicable)
14. Original notarized Name Affidavit(s), (if applicable)
15. Initial / First Payment Letter
16. Title Commitment / Binder
17. Plat Drawing / Survey, (if applicable)
18. Tax Certification Sheet
19. Initial Escrow Account Disclosure
20. Hazard Policy with paid receipt to include Mortgagee Clause to U.S. Bank National Association
21. Standard Flood Hazard Determination
22. Notice to Borrower in Special Flood Hazard Area, signed and dated on or before closing, (if applicable)
23. Flood Policy with paid receipt (if applicable), to include Mortgagee Clause to U.S. Bank National Association
24. Wind/Hail Policy with paid receipt (if applicable)
25. Notice of Assignment of Servicing Rights / RESPA
26. Anti-Steering Disclosure (if applicable)
27. Sales Contract/Purchase Agreement (if applicable)
28. Certification of Delivery of Values (ECHOA)
29. Initial Uniform Residential Loan Application (URLA / 1003 signed and dated by Interviewer
30. Final initialed, fully executed Uniform Residential Loan Application (URLA / 1003) (7/05)
31. 1008 (Fannie Mae) or 1077 (Freddie Mac Uniform Underwriting Transmittal
32. Signed Mortgage Insurance Certificate / Evidence of payment to MI
33. Company (if applicable) – 2 copies
34. Private Mortgage Insurance Disclosure (if applicable)
35. Amortization Schedule (if applicable)
36. Pay History (if applicable)
37. Live Check (if Principal Reduction is present)
38. Copy of Buydown Agreement (if applicable) - 2 copies
39. Automated Compliance Testing (if available)
40. Appraisal for subject property to include all pages
41. Appraisal Delivery Certification Acknowledgement Form
42. FNMA / FHLMC UCDP / SSR Submission Summary Report
43. Final Inspection(s) (if applicable)
44. Work Completion Escrow Agreement (if applicable)
45. FFIEC Rate Spread Calculator Results (if HPML)
46. Documentation of Lender Lock-in Date (if HPML)
47. DU/LP/GUS with all pages included (if applicable)
48. VOE for each employed borrower (if applicable or per DU LP findings)
49. Credit Report(s) for all Borrowers
50. Copies of Underwriting Conditions
51. IRS W-9 (primary borrower only)
52. IRS 4506-T (8821 if self-employed) for all borrowers
53. Most recent year's IRS Tax Transcript or Record of Account for all borrowers
54. One month Year-to-Date paystubs (if applicable or per DU/LP findings)
55. Two years most recent W-2/1099 (if applicable or per DU/LP findings)
56. One year most recent fully executed tax returns (if applicable or per DU/LP findings)
57. Two months Bank Statements / VOD (if applicable or per DU/LP findings) Homebuyers Education Certificate (if applicable)
58. Non-HFA Gift/Grant Letter(s) & proof of transfer (if applicable)
59. Compliance / Errors and Omissions Agreement
60. Customer ID Notice – Patriot Act (only if u/w by USBHM)
61. Landlord Counseling Certificate (if applicable)
62. Homeownership Counseling Organizations Disclosure
63. Borrower Authorization for Counseling
64. Other Compliance Disclosures provided to the applicant

Additional Documents for FHA, VA, and USDA Loans

Resale Restricted

Restrictions may not survive foreclosure, SFC 631 not allowed, FNMA only

1. Copy of the fully signed Covenant
2. Appraisal with correct language to meet FNMA requirements

Community Land Trust Transaction (FNMA loans only)

1. Copy of the fully signed Ground Lease / Leasehold Agreement
2. Copy of the fully signed Ground Lease Rider (use most recent Fannie Mae approved version)
3. Appraisal with correct language to meet FNMA requirements

For Housing Finance Agency Required Documents See the HFA Specific Checklists

IMPORTANT MAILING ADDRESSES

ORIGINAL COLLATERAL OVERNIGHT ADDRESS

U.S. BANK HOME MORTGAGE
ATTN: Note Vault
1550 American Blvd. E., Suite 440
Bloomington, MN 55425

NOTE: For all imaged and paper files send **ONLY**
Original Notes, Original Allonges, and Bailee Letters

HAZARD INS LOSS PAYEE CLAUSE

U.S. BANK NATIONAL ASSOCIATION
Its successors and or assigns as
their interest may appear
c/o U.S. Bank Home Mortgage
P.O. Box 7298
Springfield, OH 44501-7298

CLOSED LOAN FILE ADDRESS

U.S. BANK HOME MORTGAGE
ATTN: HFA Operations Dept.
17500 Rockside Road
Bedford, OH 44146

ELECTRONIC FILES

Use this link to submit to **DOC-VELOCITY**

BORROWER PAYMENT ADDRESS

U.S. BANK HOME MORTGAGE
P.O. Box 468002
Bedford, OH 44146-8002

usbankhomemortgage.com

U.S. Bank Help Desk Tel: (800)-562-5165 U.S. Bank Help Desk Email: hfa.programs@usbank.com
Click here to access the [HFA Division Lending Guide](#)

HFA LOAN DELIVERY CHECKLIST

Page 2

SPECIFIC HFA REQUIRED DOCUMENTS

REI Gift100 – REI Down Payment Assistance
Loan Program

U.S. Bank Loan Number

HFA Documents Required For All Loan Types

- 1. Notice of Down Payment/Closing Cost Assistance Gift
- 2. Down Payment Assistance Funding Form (USB002) and attachment (if HFA DPA funds are being used)