



Seller Guide Update



SEL-2024-051: Multiple Topics

December 13, 2024

- Correspondent Lending
- Housing Finance Agency (HFA)

Table of Contents The following topics are included in this update:

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Summary



U.S. Bank Correspondent Seller and HFA Lending Guides

The items listed above have recently been updated in the Correspondent Seller and HFA Lending Guides, specific to Loan Delivery, Underwriting and Credit Policy.

- Unless notated within each section as Correspondent only policy or based on product availability such as Portfolio products available only in Correspondent, these updates are applicable to both our Correspondent and HFA lenders.
- The respective sections of the Correspondent Seller and HFA Lending Guides are included in each section. This communication serves to announce changes and updates including an effective date.
- Always review the U.S. Bank Correspondent Seller and HFA Lending Guides for the most current policy.
- Guidelines are updated with the information in this communication and should always be utilized as the source of truth.
- As a reminder, U.S. Bank publishes a monthly summary of all Correspondent and HFA communications published for the previous month. This summary is intended to assist you in making sure your organization received and read all U.S. Bank communications published during the prior month. All documents are published in our Correspondent and HFA Communications libraries in Section 1000 of AllRegs:
 - 1010: Bulletins
 - 1011: Seller Guide Updates
 - 1012: Best Practices
 - 1013: Pricing Flashes

Underwriting, Delivery, and Product Grids

For overall ease of use, we have enhanced our communications to include underwriting and delivery method checkboxes to each section when applicable.

You'll also find grids that outline the applicable products.

Effective Date

Immediately unless otherwise noted within each section.



Final Document Updates and Best Practices

| Underwriting/Delivery | |
|-----------------------|---------------------|
| X | Corr. Delegated |
| X | Corr. Non-Delegated |
| X | Corr. EZD |
| X | Corr. Mandatory |
| X | HFA Delegated |
| X | HFA Non-Delegated |
| Products | |
| X | Conv. (Freddie) |
| X | Conv. (Fannie) |
| X | Conv. (Portfolio) |
| X | FHA |
| X | VA |
| X | Rural Development |

Effective Date: Immediately

U.S. Bank has updated the required Correspondent and HFA Final Documents. Please refer to the Correspondent Seller and HFA Lending Guides for the complete list of updated documentation requirements for both Correspondent and HFA, as well as the attached new Best Practice.

As referenced in our Correspondent Seller and HFA Lending Guides, Sellers shall perfect title to any Mortgage Loan sold and assigned to U.S. Bank. Sellers shall deliver accurate/correct final documents for each purchased Mortgage Loan no later than 90-days from the date of purchase. Penalty fees will be assessed after 120-days from purchase.

Guide Updates:

| Correspondent Lending | HFA Lending |
|--|--|
| <ul style="list-style-type: none"> 900: Delivery and Funding > M. Final Documentation 1100: Exhibits, Forms, & Checklists > 1160: General > 1160.7: Final Documents Delivery Cover Sheet Correspondent Lending Directory | <ul style="list-style-type: none"> 900: Delivery and Funding > M. Final Documentation 1100: Exhibits, Forms, & Checklists > 1160: General > 1160.7: Final Documents Delivery Cover Sheet HFA Lending Directory |

Best Practices for Final Documentation Delivery

We have also created the attached **Best Practices for Final Documentation Delivery** document which includes more information on the following items:

- Final Document Delivery
- Final Document Cover Sheets
- Final Document Reporting Availability via Email
- Final Document Delivery Penalties
- Additional Resources

Disaster Area Declarations

| Underwriting/Delivery | |
|-----------------------|---------------------|
| X | Corr. Delegated |
| X | Corr. Non-Delegated |
| X | Corr. EZD |
| X | Corr. Mandatory |
| X | HFA Delegated |
| X | HFA Non-Delegated |
| Products | |
| X | Conv. (Freddie) |
| X | Conv. (Fannie) |
| X | Conv. (Portfolio) |
| X | FHA |
| X | VA |
| X | Rural Development |

The following counties have been declared as Presidential Disaster Areas with Individual Assistance.

- Agency, Portfolio, VA, and RD loans with subject properties located in counties listed below that have not CLOSED by the Disaster Declaration Date must follow the requirements listed in AllRegs.
- FHA loans with subject properties located in the counties listed below that have not been ENDORSED as of the Disaster Declaration Date must follow the FHA requirements listed in AllRegs.

| Declaration Date | State | County |
|------------------|---------------|--------|
| December 9, 2024 | West Virginia | Mercer |

Guide Section: 711.20 FHA – Natural Disaster Procedures, 712.21 VA - Natural Disaster Procedures, 713.20 - Natural Disaster Procedures, 714.1.10 - Natural Disaster Procedures, 715.20 RD - Natural Disaster Procedures

Questions



Correspondent: Please contact your Account Executive or the Client Support Area at 800.200.5881, option 1.

HFA: Please contact the Housing Finance Agency Hotline at 800.562.5165, option 1 for the HFA Customer Care Team.



Best Practices



Best Practices for Final Documentation Delivery

December 13, 2024

Correspondent Lending

Housing Finance Agency (HFA)

Purpose

The purpose of this communication is to remind lenders of their obligations regarding Final Document delivery, and to provide best practices to ensure the documentation is received and processed in as timely a manner as possible.

Final Document Delivery

As outlined in our Correspondent Seller and HFA Lending Guides, Sellers shall perfect title to any Mortgage Loan sold and assigned to U.S. Bank. Sellers shall deliver the following accurate/correct final documents for each purchased Mortgage Loan no later than 90-days from the date of purchase. Penalty fees will be assessed after 120-days from purchase.

For ease of review, we have included both Correspondent and HFA Lending Final Document requirements below; items in **red** highlight the different requirements.

| Item | Correspondent Lending | HFA Lending |
|------|---|---|
| 1 | Original Recorded Security Instrument. Short Form Security Instruments not allowed. | Original Recorded Security Instrument (1st and 2nd lien, per HFA requirements) |
| 2 | Original Recorded Corrective or Re-recorded Security Instrument (if applicable) | |
| 3 | Original Recorded Assignment of Security Instrument | |
| 4 | Original Recorded Corrective or Re-recorded Assignments (if applicable) | Original Recorded Corrective or Re-recorded Assignments (if applicable) (MN Housing 2nd loans require a recorded assignment) |
| 5 | Original Recorded Manufactured Affidavit of Affixture (if applicable) | |
| 6 | Original Recorded Manufactured Power of Attorney (if applicable) | |
| 7 | Original Recorded Power of Attorney (if applicable) | |
| 8 | N/A | Original Recorded FL Affidavit (if applicable) |
| 9 | Original Trust Certification (if applicable) | |
| 10 | Original Subordination Agreement (if applicable) | |
| 11 | Final Title Policy | |
| 12 | Mortgage Insurance Certificate (MIC) for FHA loans | U.S. Bank will obtain the Mortgage Insurance Certificate (MIC) from FHA to verify the loan is FHA-insured. |
| 13 | Loan Guaranty Certificate (LGC) for VA loans | |
| 14 | Loan Note Guarantee (LNG) for GRH loans | |
| 15 | Other: _____ | Other: _____ |



Final Document Delivery, continued

All follow-up documentation should be forwarded to the following address with the Final Documents Delivery Coversheet as shown in the [Additional Resources](#) section of this best practice:

| Correspondent Lending | HFA Lending |
|--|---|
| U.S. Bank National Association Attn: CICR CN-KY-WHCI 800 Moreland Street Owensboro, KY 42301-2046 | U.S. Bank Attn: CICR EP-MN-X3CI Hopkins Excelsior Blvd 9380 Excelsior Blvd, 3rd Floor Hopkins, MN 55343 |

Best Practices:

1. Please include a transmittal summary in the package; you may also include your own manifest provided it contains all required fields as detailed in the **Cover Sheets**.
2. Lenders should include the 10-digit U.S. Bank loan number in emails when sending documents to our shared mailboxes as shown below.
3. Please place first and stand-alone second lien documents that have their own loan number in separate PDF files. Combining documentation may cause significant delays in processing.

| Final Documents | Final Document Fee Questions |
|--|--|
| USBHMKYCICFORFINALDOCUMENTUPLOADS@usbank.com | Documentcontrol@usbank.com |

Final Document Cover Sheets

As outlined in our Correspondent Seller and HFA Lending Guides, all follow-up documentation should be forwarded to the physical mailing address with the Final Documents Delivery Cover Sheet located in in the Exhibits & Forms section of our AllRegs library.

Lenders may also include their own manifest provided it contains all required fields as outlined in the U.S. Bank Cover Sheets as outlined later in this communication.

- Correspondent: [1160.7: Final Documents Delivery Cover Sheet](#)
- HFA: [1160.7: Final Documents Delivery Cover Sheet](#)

Best Practices:

1. Ensure all required fields on the Final Document Delivery Cover Sheet is included:
 - Lender Name
 - Lender Contact
 - Telephone Number
 - Borrower Name
 - Property Address
 - U.S. Bank Loan Number
 - Loan Type
 - Email Address
2. Verify the correct mailing address for Correspondent and HFA Final Documents:

| Correspondent Lending | HFA Lending |
|--|--|
| U.S. Bank National Association Attn: CICR CN-KY-WHCI 800 Moreland Street Owensboro, KY 42301-2046 | U.S. Bank Attn: CICR Final Docs EP-MN-X3CI Hopkins Excelsior Blvd 9380 Excelsior Blvd, 3rd Floor Hopkins, MN 55343 |



Reporting Available via Email

U.S. Bank provides monthly reports identifying outstanding final documents to assist lenders in complying with our policies. Today, many lenders receive our monthly final document reporting via email which provides an efficient means of reporting delivery; however, an existing population of lenders continue to receive printed versions of the reports. We strongly encourage lenders who are still receiving our final document reporting via hard copies to transition to take advantage of the benefits of the email reporting option as outlined below.

Best Practices:

1. Email versions of final document reports are distributed monthly on the second Wednesday.
2. Reports are produced in Excel spreadsheet format which provides the end user the benefit of utilizing sorting/filtering capabilities and more.
3. For some areas of the report, additional detail is contained in the Excel version including:
 - **Invoices** - There is a break down of the previous and current billing cycle that shows payments received and any past due and unpaid balance. The mailed reports only lists an amount due.
 - **Deficiencies** - The emailed reports list the Business Line, Client code, Purchase Date, and can have up to four columns per document for each deficiency. Each deficiency (document error) will be listed in its own column up to four times. Within each of the document, the report shows when Docs Received, Defi Posted, Past Days (days past the purchase date), and the date the Defi Cleared (if applicable).
 - **Remaining Fee** - If a loan remains on the report due to a remaining fee, but the documents have completed review, the report reflects when the document was received, how many days past the purchase date, deficiency information as listed above, and how many days past the purchased date did it take to clear the deficiency. This information provides lenders more data to determine if the fees are accurate.
4. **Request to Receive Reporting via Email:** To request final document reporting via email going forward, please email us at: documentcontrol@usbank.com

Final Document Delivery Penalties

If Seller does not deliver all accurate/correct final documents required for any Mortgage Loan to U.S. Bank within 120-days of purchase, U.S. Bank may assess a \$50 monthly penalty fee per deficient Mortgage Loan. U.S. Bank may enforce other Agreement remedies for Seller's breach of obligation.

Billing notification will be delivered once a month for outstanding final documents from the previous month and will be due within 30-days from billing date.

U.S. Bank may elect to collect outstanding documentation from other sources, such as the title company and/or county recorder's office, and any costs associated with the collection will be invoiced to the lender with timely reimbursement expected.

Best Practices:

1. To avoid penalties, lenders are encouraged to physically mail documents no later than 90-days from the date of purchase.
 2. Please ensure the loan number is included on each document. If a document does not have an associated loan number on it, it can significantly delay processing.
 3. Please include a transmittal summary when submitting payment to U.S. Bank.
-

Additional Resources

Please review the following information contained in our Correspondent Seller and HFA Lending Guides:

Correspondent Lending

- U.S. Bank Correspondent Seller Guide > 600: Pricing, Registration, & Fees > 640: Fees > [640.2: Final Document Delivery Penalties](#)
- U.S. Bank Correspondent Seller Guide > 900: Delivery and Funding > [M. Final Documentation](#)
- U.S. Bank Correspondent Seller Guide > 1100: Exhibits, Forms, & Checklists > 1160: General > [1160.7: Final Documents Delivery Cover Sheet](#)

HFA Lending

- U.S. Bank HFA Lending Guide > 600: Pricing, Registration, & Fees > 640: Fees > [640.2: Final Document Delivery Penalties](#)
- U.S. Bank HFA Lending Guide > 900: Delivery and Funding > [M. Final Documentation](#)
- U.S. Bank HFA Lending Guide > 1100: Exhibits, Forms, & Checklists > 1160: General > [1160.7: Final Documents Delivery Cover Sheet](#)

Questions



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