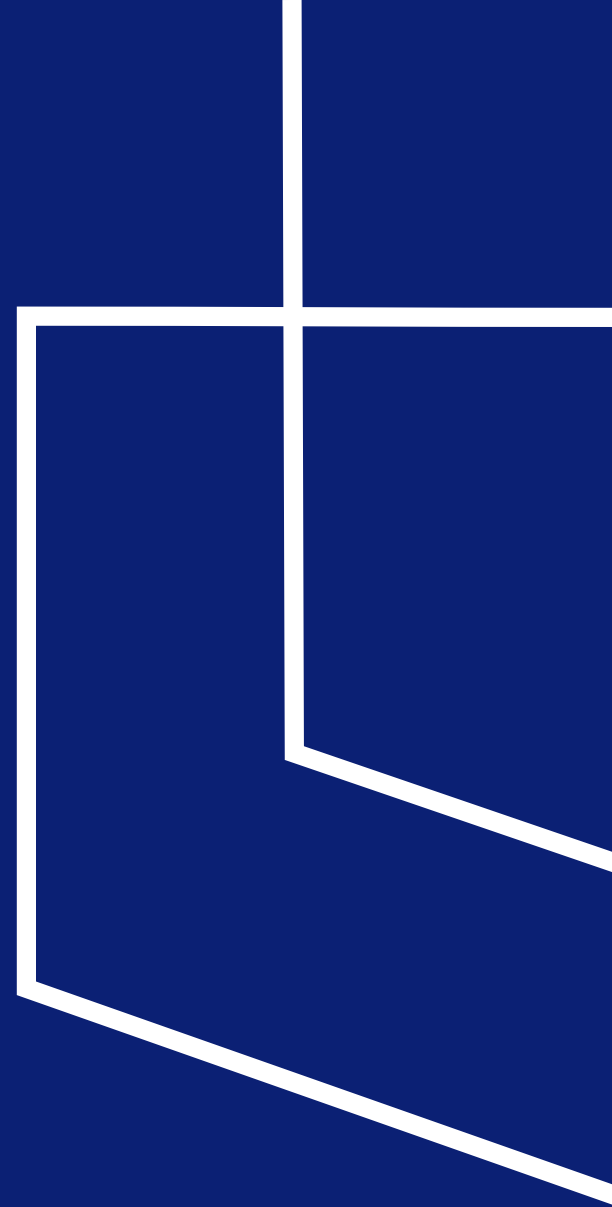


Closed Loan Delivery and Funding Presentation



Rev. xx.xx.2020

Agenda

- Lender Approval & Recertification
- Role of U.S. Bank Home Mortgage's HFA Division
- Communication to Borrowers
- U.S. Bank Lending Guide/Bulletins/Delivery Checklists
- Loan Review/Purchase/Deficiency Information
- Compliance Audit/Policy Reminders
- UW/General Highlights/Reference
- Post Purchase Final Documents
- Collateral Delivery Address/Reference
- Contacting U.S. Bank
- Customer Service

Lender Approval & Annual Recertification

Lender requesting approval to participate in any Housing Finance Agency/Authority (HFA) program must:

- Seek approval with the HFAs that you are interested in after receiving approval from U.S. Bank. Refer to section 500 of the guide for HFA contact information.
- The HFA Division's Lender Management team will contact lenders annually requesting recertification documentation that must be completed as requested

U.S. Bank Home Mortgage – HFA Division

- U.S. Bank Home Mortgage reviews, purchases, securitizes, and services mortgage loans from all participating lenders who are approved to originate in a program.
- Loans must meet compliance requirements and loan product underwriting guidelines, and any U.S. Bank guidelines.

Communicate to borrowers

Advise borrowers their loans are
being sold to U.S. Bank Home
Mortgage as soon as possible!

Delivery and Funding

Access the HFA Division Lending
Guide at
www.usbank.com/correspondent

Enjoy Housing Finance Agency services

Discover customized partnerships for Housing Finance Agency (HFA) lending through our dedicated HFA Division. We help bring home ownership opportunities to their local constituents and offer a full range of services, including:

- Product development
- Program administration and facilitation
- Loan administration

[Learn more →](#)

Access the Lending Guide

HFA Division Lending Guide

[Table of Contents](#)

[E-Mail Subscriptions](#)

[Contact Us](#)

[Home Page](#)

Last 20 Documents Viewed

▶ [HFA Division Lending Guide](#)

▶ [Archive HFA Division Lending Guide](#)



Company Announcements

No company announcements at this time

Not for consumer distribution. Loans are subject to normal credit qualification and program guidelines. Not all loans and loan programs are available in all states for all loan amounts. Program rate and terms may change without notice

Delivery and Funding

HFA Division Lending Guide

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Home Page

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- HFA Division Lending Guide
 - Lender Training
 - 100: Lender Eligibility
 - 200: Policies and Provisions
 - 300: Representations, Warranties and Covenants
 - 400: Compliance
 - 500: Housing Finance Agency Programs
 - 600: Pricing/Registration Fees'
 - 700: Underwriting / Credit Policy
 - 800: Condominium Project Review
 - 900: Delivery and Funding**
 - Closed Loan Delivery Checklists
 - A. General Information (06/07/19)
 - B. Loan Delivery Requirements (06/07/19)
 - C. Funding Documentation Requirements (08/23/2019)
 - D. Escrow Information (04/19/2019)
 - E. Aggregate Escrows (05/31/19)
 - F. First Payment Date (06/07/19)

Housing Finance Agency Lending Guide

us bank

Company Announcements
No company announcements at this time

Recent Updates

SEL-2019-037
Seller Guide Updates
The following topics are included in this update:

Not for consumer distribution. Loans are subject to normal credit qualification and program guidelines. Not all loans and loan programs are available in all states for all loan amounts. Program rate and terms may change without notice

Loan Delivery Checklists

HFA Division Lending Guide

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Last 20 Documents Viewed

- ▶ 400: Compliance
- ▶ 500: Housing Finance Agency Programs
- ▶ 600: Pricing/Registration Fees'
- ▶ 700: Underwriting / Credit Policy
- ▶ 800: Condominium Project Review
- ▶ 900: Delivery and Funding
- ▶ 1000: Bulletins and Communications
- ▶ 1100: Exhibits, Forms, & Checklists
 - ▶ 1110: Underwriting
 - ▶ 1118: Closed Loan Delivery Checklists
 - ▣ Conventional Loan Delivery Checklist
 - ▣ Government Loan Delivery Checklist
 - ▶ 1130: Condominium Project Review

Housing Finance Agency Lending Guide

us bank

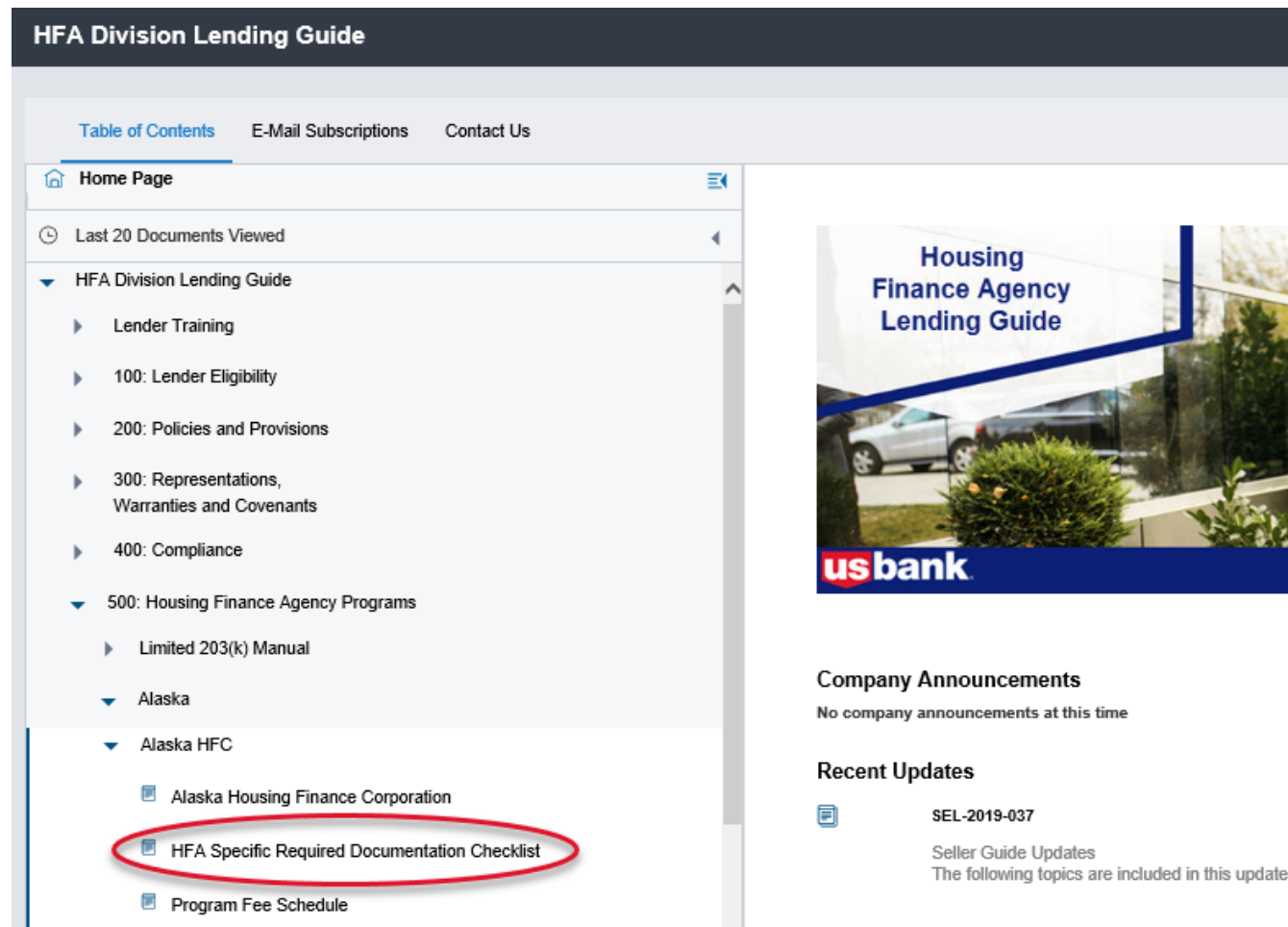
Company Announcements
No company announcements at this time

Recent Updates

SEL-2019-037
Seller Guide Updates
The following topics are included in this update:

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Page 2 Checklists



HFA Division Lending Guide

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- ▼ HFA Division Lending Guide
 - ▶ Lender Training
 - ▶ 100: Lender Eligibility
 - ▶ 200: Policies and Provisions
 - ▶ 300: Representations, Warranties and Covenants
 - ▶ 400: Compliance
- ▼ 500: Housing Finance Agency Programs
 - ▶ Limited 203(k) Manual
- ▼ Alaska
 - ▼ Alaska HFC
 - ▶ Alaska Housing Finance Corporation
 - ▶ **HFA Specific Required Documentation Checklist**
 - ▶ Program Fee Schedule


Housing Finance Agency Lending Guide

usbank

Company Announcements

No company announcements at this time

Recent Updates

 **SEL-2019-037**

Seller Guide Updates

The following topics are included in this update:

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Loan Delivery Checklist

HFA Conventional Loan Delivery Checklist

LENDER	<input type="text"/>	U.S. BANK LOAN #:	<input type="text"/>
LENDER CONTACT:	<input type="text"/>	BORROWER NAME(S):	<input type="text"/>
CONTACT PHONE:	<input type="text"/>	PROPERTY ADDRESS:	<input type="text"/>
LENDER LOAN #:	<input type="text"/>	LEI NUMBER:	<input type="text"/>
HMDA EXEMPT:	<input type="checkbox"/> YES <input type="checkbox"/> NO	ULI NUMBER: <small>Requires interest history exempt</small>	<input type="text"/>
RATE LOCK DATE:	<input type="text"/>	CHECK DIGITS: <small>2 Characters</small>	<input type="text"/>

TRID DOCUMENTATION	
<input type="checkbox"/> All Initial Loan Estimates - Initial, Revised, and 2 nd (as applicable)	<input type="checkbox"/> Written List of Providers - List must cover services on section C of LE and must be delivered within 3 general business days of initial 1003
<input type="checkbox"/> All Closing Disclosures - Initial, Final, Corrected, 2 nd , Seller's, Post-Consummation (as applicable) - If DPA is utilized, source must be disclosed on Final/Post Consummation CD - Page 5 to be completed in its entirety per CFPB and State Regulations	<input type="checkbox"/> Proof of delivery for Closing Disclosures and Loan Estimates that do not assume the Mail Delivery Rule and/or are not signed and dated by borrower <input type="checkbox"/> Variance Calculation (off sheet or worksheet)
COLLATERAL DOCUMENTATION	
<input type="checkbox"/> Original Note endorsed to U.S. Bank National Association. If the Note is not endorsed, include acceptable original allonge	<input type="checkbox"/> Certified copy of Assignment of Mortgage to U.S. Bank National Association (if applicable)
<input type="checkbox"/> Certified copy of Power of Attorney	<input type="checkbox"/> Certified copy of Name Affidavit
<input type="checkbox"/> Wiring Instructions and/or Bailee Letter	<input type="checkbox"/> Title Commitment / Binder
<input type="checkbox"/> Certified copy of all Security Instruments/Deed(s) of Trust. Legal description must be attached with all applicable riders (if MERS, must be on MOM Docs)	
INCOME AND ASSET DOCUMENTATION	
<input type="checkbox"/> Two months most recent bank statements / VOD (Per DU/LPA Findings)	<input type="checkbox"/> IRS 4506-T (8821 if self-employed) for all borrowers
<input type="checkbox"/> IRS W-9 (Primary borrower only)	<input type="checkbox"/> One month Year-to-Date paystubs (Per DU/LPA Findings)
<input type="checkbox"/> Two years most recent W-2/1099 (Per DU/LPA Findings)	<input type="checkbox"/> VOE for each employed borrower (if applicable or per DU/LPA findings)
<input type="checkbox"/> Hourly/Salaried: Most recent year's IRS W-2 Transcript, 1040/Record of Account Transcript for all borrowers. (if applicable)	<input type="checkbox"/> Self-employed: Most recent year's 1040/Record of Account for all borrowers per DU/LPA Findings. (if applicable)
CREDIT DOCUMENTATION	
<input type="checkbox"/> Credit report for all borrowers	<input type="checkbox"/> Copy of underwriting conditions
<input type="checkbox"/> DU/LPA/GUS with all pages included (if applicable)	<input type="checkbox"/> 1008 Underwriting Transmittal
<input type="checkbox"/> 1003 Initial Uniform Residential Loan Application (Signed and dated by interviewer)	<input type="checkbox"/> Final 1003 Residential Loan Application, fully executed with initials

1 of 2

Not for consumer distribution. Loans are subject to normal credit qualification and program guidelines. Not all loans and loan programs are available in all states for all loan amounts. Program rate and terms may change without notice

Doc Velocity

The screenshot displays the Doc Velocity website interface. At the top, there are navigation links for "Table of Contents", "E-Mail Subscriptions", and "Contact Us". Below this is a "Home Page" section with a house icon and a search icon. A "Last 20 Documents Viewed" section is also present. The main content area is a table of contents for the "HFA Division Lending Guide". The items listed are:

- Lender Training
- 100: Lender Eligibility
- 200: Policies and Provisions
- 300: Representations, Warranties and Covenants
- 400: Compliance
- 500: Housing Finance Agency Programs
- 600: Pricing/Registration Fees
- 700: Underwriting / Credit Policy
- 800: Condominium Project Review
- 900: Delivery and Funding** (circled in red)
 - Closed Loan Delivery Checklists
 - A. General Information (06/07/19)
 - B. Loan Delivery Requirements (06/07/19)
 - C. Funding Documentation Requirements (08/23/2019)
 - D. Escrow Information (04/19/2019)
 - E. Aggregate Escrows (05/31/19)
 - F. First Payment Date (06/07/19)
 - G. Natural Disaster Procedures (06/07/19)
 - H. Manufactured Housing Requirements
 - I. DocVelocity Client User Manual** (circled in red)
 - J. Loan Review and Deficiencies (06/04/19)

On the right side of the page, there is a breadcrumb trail: "HFA Division Lending Guide > 1100: Exhibits, Forms, & > 1118: Closed Lo". Below this is a section titled "Conventional Loan Delivery Checklist" with the instruction "Click title to view document".

Not for consumer distribution. Loans are subject to normal credit qualification and program guidelines. Not all loans and loan programs are available in all states for all loan amounts. Program rate and terms may change without notice

File Process/Interim Servicing

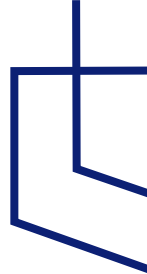
Imaged File Review Process

- Scanning center enters loan into our Doc Velocity system
- Assigned to Review Team for handling

Interim Servicing

- The lender is responsible for servicing the loan until it is purchased by U.S. Bank

Loan Review Process



File Review Process

- Scan loan files in to us through the Doc Velocity system as soon after loan closing as possible.
- Utilize the loan delivery checklists posted for your convenience on our website, and include all **applicable** documentation listed.
- Do not scan in duplicate documentation unless requested on the loan delivery checklist.
- Include all necessary credit and regulatory documentation.

Loans with Deficiencies

- Notified through Doc Velocity thread.
- Exception Recap Reports.
- Submit deficiencies through Doc Velocity thread as soon as possible.
- Current payment histories are required if any payments have been made to you prior to purchase.

Loan Purchase Process

- Once eligible, loans are purchased throughout the day
- Loans are funded at an amortized balance net of escrows, interest, any HFA extension, or penalty fees (Please do not send these via separate check)
- Purchased loan summary faxed to designated contact
- Post funding inquiries should be directed to:
hfa.postfunding@usbank.com



Compliance Audit and Policy Reminders

Not for consumer distribution. Loans are subject to normal credit qualification and program guidelines.
Not all loans and loan programs are available in all states for all loan amounts. Program rate and terms
may change without notice

Compliance Reminders

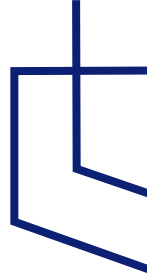
TILA RESPA INTEGRATED DISCLOSURES (TRID)

- ✓ U.S. Bank requires copies of all Loan Estimates and Closing Disclosures provided to the borrowers
- ✓ If you fail to submit full and accurate documentation, it will delay the processing of loan files and **may** result in purchase rejection
- ✓ Please refer to the most recent Lender Operations Updates for details on issues we are currently experiencing and guidance on what is required.

Compliance Audit Deficiencies

- **The file does not contain a correctly marked LUTS showing the LDP/GSA had been checked.**
 - ✓ “The LDP/GSA box should be marked to indicate whether or not the borrower(s) appeared on these lists, **not** that the lists were actually checked.”
- **The file does not contain a fully completed Amendatory Clause signed by all parties and dated prior to closing**
 - ✓ “An amendatory clause must be included in the sales contract when the borrower has not been informed of the appraised value by receiving a copy of HUD-92900.5B, *Conditional Commitment/DE Statement of Appraised Value* or VA-NOV before signing the sales contract.” (Per HUD guidelines)
- **Undisclosed Debts that have an adverse effect on the DTI ratio.**
 - ✓ Borrowers should be signing an undisclosed debt disclosure at application

Post-Funding Audit Deficiencies



The file does not contain income/employment documentation

Common items that are missing:

- ✓ Paystubs, Verification of Employment (VOE), and YTD Paystubs.
- ✓ If OT, Bonus Pay, or similar income was used to qualify in addition to wages, documentation that supports those items' continuance is required.

The file does not contain a fully completed Real Estate Certification signed by all parties.

- ✓ “The borrower, seller, and the selling real estate agent or broker involved in the sales transaction must certify that the terms and conditions of the sales contract are true, to the best of their knowledge and belief, and any other agreement entered into by any parties in connection with the real estate transaction is part of, or attached to, the sales agreement.” Per HUD guidelines

Other Reminders

Homeownership Counseling

- ✓ Lenders are required to provide loan applicants a list of 10 HUD-approved counseling agencies
- ✓ Created no more than 30 days before provided to the applicant.
- ✓ List based on applicant's current mailing zip code, unless specified differently by the applicant
- ✓ Lenders must provide a list of 10 counseling agencies within 3 business days of receipt of a RESPA application
- ✓ Lenders can go to CFPB website for a list or may create their own using information provided by CFPB and HUD

Other Reminders Continued

Required Loan Origination Information – Note and Security Instruments

- ✓ TILA requirements under Reg Z requires the loan originator name and NMLS ID number and Originating company name and its NMLS ID number appear on the following documents:
 - Initial and final loan applications (1003)
 - Note
 - Security instrument
- ✓ Loan originator name must appear exactly as listed in the NMLS registry
- ✓ USBHM will verify this information all files
- ✓ Incorrect or missing information could result in rejection from purchase

High Priced vs. High Cost Loans

U.S. Bank may purchase Higher-Priced Mortgage Loans (HPML)

- A HPML is based on the APR and the APOR, and is defined as a closed-end consumer credit transaction secured by the consumer's principal dwelling with an annual percentage rate that exceeds the average prime offer rate for a comparable transaction as of the date the interest rate is set:
 1. **By 1.5 or more percentage points for loans secured by a first lien for loan amounts not exceeding the Freddie Mac eligibility limit**
 2. **2.5 or more percentage points for loans secured by a first lien with loan amount that exceeds the Freddie Mac eligibility limit**
 3. **3.5 percentage points for loans secured by a subordinate lien**

U.S. Bank will not purchase a High Cost mortgage

- High Cost is determined by excessive fees in the loan transaction, defined as loans that have even higher APR vs APOR thresholds than HPML as well as fee thresholds in determining the definition of High Cost loans.

NOTE: It is the lender's responsibility to make sure all loans pass HOEPA & TILA guidelines as they relate to HPML & High Cost testing.

Property Insurance

Hazard Insurance Guidelines are located in our Lending Guide as shown below:

The screenshot displays a web application interface. On the left, a sidebar titled "Our Library" lists "Last 20 Documents Viewed". The list includes categories from 300 to 800, with "900: Delivery and Funding" circled in red. Under "900: Delivery and Funding", there are sub-items: "Closed Loan Delivery Checklists", "A. General Information (06/07/19)", "B. Loan Delivery Requirements (06/07/19)", "C. Funding Documentation Requirements (08/23/2019)" (circled in red), and "D. Escrow Information (04/19/2019)".

The main content area shows the breadcrumb "HFA Division Lending Guide > 900: Delivery" and navigation links "< Prev | Next >". Below this is the section header "C. Funding Documentation Requirements" and a "Table of Contents" section. The table of contents lists the following items:

- [Electronic Signatures](#)
- [Note](#)
- [Name Affidavit](#)
- [Power of Attorney \(POA\)](#)
- [Security Instrument](#)
- [Security Instrument Riders](#)
- [Corporate Assignment of Security Instrument—AKA Assignment of Mortgage, Transfer of Lien, Assign of Security Deed.](#)
- [Second Mortgage Note](#)
- [Second Security Instrument](#)

At the bottom of the table of contents, a note states: "This section clarifies the funding document requirements for a Bank Home Mortgage for purchase. U.S. document submitted is complete and a"

Underwriting Highlights

- It is the lender's responsibility to underwrite loans in compliance with the most current underwriting guidelines and follow all guidelines specific to the HFA program, GSE as well as any U.S. Bank guidelines
- Approved (AUS UW systems):
 - FHA/VA (DU or LPA)
 - USDA-RD (GUS)
 - Conventional (DU or LPA), reference both HFA & U.S. Bank Product Guides for what is acceptable in each specific HFA's program
- Manual Underwriting is permitted if allowable per GSE, HFA, and U.S. Bank program guidelines (Must follow all HFA, GSE, and U.S. Bank guidelines)

NOTE: In the even that any guidelines conflict, the more restrictive requirements should be followed

Post Purchase – Final Documents

- Organize documents according to checklist
- All lenders are responsible for delivery of documents to U.S. Bank
- A late fee of \$50 will be assessed after 120 days

Deliver to:

U.S. Bank Home Mortgage
Attn: CIC Final Docs EP-MN-X3CI
Hopkins Excelsior Blvd
9380 Excelsior Blvd, 3rd Floor
Hopkins, MN 55343

Post Purchase – Trailing Doc Exceptions

- **Title Policy:**
 - Mortgage amount is missing
 - Schedule A, item 4 contains incorrect deed of trust recording information
 - Name of insured is incomplete (needs to mirror deed of trust)
 - Missing required endorsements
 - Policy is not in jacket that includes cover pages along with Sch. A & B (long form only)
- **Deed of Trust or Mortgage:**
 - Closing date is incomplete
 - Missing marital status
 - Incorrect maturity date
 - Legal description missing
 - Riders are recorded with second deed of trust instead of the first deed of trust
 - Notary sections incomplete or not executed correctly
- **Assignments**
 - Missing all recordings of the deed of trust

Collateral File Delivery Address

U.S. Bank Home Mortgage
ATTN: HFA Note Vault
9380 Excelsior Blvd., 5th floor
Hopkins, MN 55343

Reference

Endorsements and Assignments

“U.S. Bank National Association” (First Mortgages)

**Hazard Insurance
Loss Payee Clause**

**U.S. Bank National Association
Its Successor and or Assigns as Their
Interest May Appear**

C/O U.S. Bank Home Mortgage

P.O. Box 961045

Fort Worth, TX 76161-0045

Contact U.S. Bank HFA Division

1. HFA Help Desk – Contact for general program questions.

a. hfa.programs@usbank.com – E-mail box

b. **800-562-5165, option 2**, between 8:00 a.m. and 5:00 p.m. Eastern Time.

2. Customer Care Team - Contact for questions regarding loan review, status, deficiencies, loan documentation requirements, or US Bank policy and procedures

a. hfacustomer@usbank.com

b. **800-562-5165, Option 1**, between 8:00 a.m. and 5:00 p.m. Eastern Time.

3. Compliance – Contact for questions regarding TRID and other general compliance information.

USBHMLenderSupport@usbank.com

4. Post Funding Questions – Contact for questions after the loan is purchased

a. hfa.postfunding@usbank.com

5. Final Documents – Contact for questions regarding final and recorded documents.

a. documentcontrol@usbank.com

6. Lender Management Team – Contact for questions regarding participation in HFA programs with U.S. Bank Home Mortgage.

a. lender.management@usbank.com

7. Doc Velocity – Imaging Delivery System – Contact for questions regarding training and access to the site, password resets, loan and document delivery issues.

a. hfadocvelocityassistance@usbank.com

8. HFA Note Vault

a. hfanotevault@usbank.com

Customer Service

Borrower Payment Address and Website

U.S. Bank Home Mortgage

Attn: Payment Processing

4801 Frederica Street

Owensboro, KY 42301

www.usbankhomemortgage.com

Customer Service Contact Information

800.365.7772

Hours: 7:00 am – 8:00 pm Central

Monday – Friday

Customer Service

- Borrowers receive **monthly billing statements**
- Spanish Speaking Customer Service and Default Representatives
- Interactive Voice Response System (24 hours a day)
- Mortgagor Website Access (24/7) at www.usbankhomemortgage.com
- Default Servicing Call Center Operations (8:00 am – 8:00 pm Eastern)
- Flexible Payment Methods: **ACH**, Mail, Website, Phone

Thank you

For your participation
in the HFA programs!



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