Overview

This Lender Operations Update is to notify lenders the HFA Division will be centralizing the receipt and processing of all original endorsed notes, original Allonges and Bailee Letters in our Bloomington, Minnesota, location.

Background

In the past, all HFA collateral documentation for imaged files was sent to the Bloomington, Minnesota, office and the collateral documents for paper files were sent to our Bedford, Ohio, office.

To align our HFA Division with the rest of USBHM, all collateral processing will be centralized within the Bloomington office.

Effective Date

These changes are effective for all HFA original collateral packages mailed to USBHM beginning August 17, 2015.

The revised Loan Delivery Checklists reflecting the address change will be available in the HFA Lending Guide on August 15, 2015.

Action Items

The original documents must be shipped via UPS or FedEx to allow for the tracking of deliveries. Please discard all previous versions of the Loan Delivery Checklists, update your contact, and distribution information to reflect this address for HFA collateral submissions to USBHM:

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

Please note that ONLY these HFA collateral documents should be sent to the above address:

- Original Endorsed Notes
- Original Allonges
- Bailee Letters

Do not ship any other mortgage documents with these original documentation packages. If you submit any other documents with the collateral package, it could delay the processing of your loan file.

Questions

If you have questions regarding this Lender Operations Update, please contact the HFA Hotline at 800-562-5165, Option 2.

We appreciate your continued partnership.