



Best Practices



Best Practices for Final Documentation Delivery (12/25)

December 26, 2025

☒ 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 and HFA Lending
U.S. Bank National Association Attn: CICR CN-KY-WHCI 800 Moreland Street Owensboro, KY 42301-2046

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 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 and HFA Lending
U.S. Bank National Association Attn: CICR CN-KY-WHCI 800 Moreland Street Owensboro, KY 42301-2046

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



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.
