Best Practices

August 2026 – Common Compliance Conditions

August 26, 2026

☒ Correspondent Lending

☒ Housing Finance Agency (HFA)

Summary U.S. Bank provides the most recent **Common Compliance Conditions** to assist Correspondent and HFA lenders submit complete loan files for purchase. This information provides the most recent findings and best practices to resolve.

Finding	Common Error(s)	Best Practice
FHA Settlement Certification	Missing/Incomplete	Ensure that the FHA Settlement Certification including all pages is provided, and that the document is signed and dated by borrower(s), seller(s), and Settlement Agent. This document must be completed prior to submission The document must include the date of the sales contract in the Seller transaction section.
Appraisal Delivery	Missing Acknowledgement or Waiver	Appraisal Delivery Acknowledgement or Appraisal Delivery Waiver must be provided with your loan submission package. The Consumer Financial Protection Bureau (CFPB) reminds creditors that applicants must receive copies of appraisals and other written valuations upon completion, or no later than 3 business days before consummation (closed-end credit) or account opening (open-end credit), whichever is earlier. and documentation should be maintained to demonstrate compliance with these requirements. Please ensure one of the following is included in the file: - Appraisal Delivery Acknowledgement signed by the borrower(s), confirming receipt of the appraisal and/or written valuation(s), or - Appraisal Delivery Waiver signed by the borrower(s), when applicable Providing the required documentation helps verify compliance with ECOA appraisal delivery requirements and prevents unnecessary purchase delays or document requests. For additional information, please refer to the ECOA appraisal delivery requirements.
Written List of Providers	Missing, Incomplete or Blank	Provide the Written List of Providers, issued as a separate document, that was made available to the borrower for services they were permitted to shop for within the required three-business-day period following receipt of the initial loan application.
Initial Loan Application	Missing or not signed by Loan Officer	Ensure all pages are provided, signed, and dated by the loan officer and signed by the borrower, if face-to-face. Other common issues associated with the loan application are the written list of providers and LE that are within the 3-day timing requirement of the initial loan application date are missing from the file.
Final Closing Disclosure	Missing Real Estate Commissions	Borrower and Seller Paid Commissions for real estate brokers should be listed in 'Section H' of the consumer's final CD in the appropriate column. This is regardless of whether a seller's CD was provided in the file. Please verify that: - The real estate commission amounts disclosed on the Borrower's Final CD match the commissions reflected on the Seller CD. - Any adjustments, credits, or changes to commissions are consistently reflected on both disclosures. - The final figures align with the executed settlement documentation. Discrepancies between the Borrower CD and Seller CD can result in additional documentation requests and may delay the loan purchase process.
Seller Closing Disclosure	Missing	Ensure all pages of the Seller's Final Closing Disclosure are in the file at the time of delivery.
HFA Only: 2nd Lien Documents	Missing or Incomplete	Provide all disclosures applicable to the second lien including but not limited to Good Faith Estimate (GFE), HUD-1, Truth in Lending Disclosure (TIL), Partial Exemption, Loan Estimate (LE), and Closing Disclosures (CD).

EQUAL HOUSING LENDER

This document is not a Consumer Credit Advertisement and is intended for Correspondent/HFA use only. This information is provided to assist Correspondents/HFA and is not a consumer credit advertisement as defined by Regulation Z. Loan approval is subject to credit approval and program guidelines. Not all loan programs are available in all states for all amounts. Interest rates and program terms are subject to change without notice. Mortgage and Home Equity products are offered by U.S. Bank National Association. Deposit Products offered by U.S. Bank National Association. Member FDIC. ©2026 U.S. Bank CR-68410819

Loan Delivery Checklists

U.S. Bank utilizes multiple methods to reduce loan quality findings and eliminate potential delays in purchase including loan delivery and underwriting checklists located in the **Correspondent and HFA Lending Guide** (1100: Exhibits, Forms, & Checklists):

- **Correspondent**
  - 1141.1: Conventional Closed Loan Documentation Requirements
  - 1141.2: Government Closed Loan Documentation Requirements
- **HFA**
  - Conventional Loan Delivery Checklist
  - Government Loan Delivery Checklist

Please remember to send a complete loan package, including all credit/underwriting documents, to avoid pre-funding and post-funding deficiencies and quality findings. Lenders may not receive notice of loan deficiencies for all items included on the checklist; however, we do require the credit package along with the full closed loan package.

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.