

# Lender Operations Update



Attn: Correspondent and HFA Lenders

L-2018-11

## U.S. Bank Home Mortgage Vault Address Change

February 9, 2018

### Correspondent and Housing Finance Agency

### Update

#### Summary

This Lender Operations Update provides the new address for the U.S. Bank Home Mortgage Note Vault and supplies additional information related to this address change.

#### Background

U.S. Bank Home Mortgage employees are in the process of moving to our new Home Mortgage headquarters in Hopkins, Minnesota. This move includes a change of address for all Correspondent and HFA original collateral packages shipped to U.S. Bank Home Mortgage.

#### New Address

U.S. Bank Home Mortgage will **require** that any original collateral packages arriving on **February 20, 2018**, and beyond must be shipped to the new address shown below.

**U.S. Bank Home Mortgage**  
**ATTN: Note Vault**  
**5<sup>th</sup> Floor**  
**9380 Excelsior Blvd.**  
**Hopkins, MN 55343**

These changes are effective for all Correspondent and HFA original collateral packages shipped to U.S. Bank Home Mortgage.

#### Shipping Information

All original endorsed notes, original allonges, and bailee letters must be shipped by UPS or FedEx to allow for tracking deliveries to the above location.

Send only:

- Original endorsed notes
- Original allonges
- Bailee letters

Please do not ship any other documentation with the original collateral packages. If you submit any other documents with the collateral package, the processing of your loan files may be delayed.

#### Other Contacts

We recommend that you notify your contacts and any individuals on your distribution list to inform them of our new collateral mailing address.

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**Revised Checklists**

**HFA Lenders:** Revised Loan Delivery Checklists are available in the [HFA Division Lending Guide](#). Please discard all previous versions of the Loan Delivery Checklists.

**Correspondent Lenders:** Closed Loan Documentation and Delivery Requirements forms are available in the [U.S. Bank Correspondent Seller Guide](#). Please discard all previous versions of the Closed Loan Documentation and Delivery Requirements.

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**AllRegs Updates**

Where applicable, we are currently making additional address updates to the HFA and Correspondent guides in AllRegs.

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**Questions**

**HFA Lenders:** Please refer to the [HFA Division Lending Guide](#) for information regarding the delivery and funding of loans through the HFA Division. From the home page, select **U.S. Bank Lending Manuals**, and then **Continue**.

If you experience problems accessing the guide you may need to temporarily allow pop-ups or add hfa.usbank.com as a favorite.

If you have questions regarding this Lender Operations Update, please contact the Housing Finance Hotline at 800.562.5165 and press 1 for an HFA Customer Care Specialist.

**Correspondent Lenders:** Please refer to the [U.S. Bank Correspondent Seller Guide](#) for information regarding the delivery and funding of loans through the Correspondent Division.

If you have questions regarding this Lender Operations Update, please contact your Account Executive or the Client Support Area at 800.200.5881, option 1.

We appreciate your continued partnership.

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