

Start Up   Step Up Loans	Downpayment and Closing Cost Loans
Assignment of Mortgage and Endorsement of Note	Assignment of Mortgage and Endorsement of Note
<p>You may use industry-standard documents for the assignment of mortgage, or the Minnesota Department of Commerce provides an <a href="#">Assignment of Mortgage</a> form as a convenience to the public.</p> <p>For all Start Up and Step Up loans:</p> <ol style="list-style-type: none"> <li>1. Close in the lender's name.</li> <li>2. MERS is acceptable OR</li> <li>3. Assign to U.S. Bank National Association, its successors and/or assigns <ul style="list-style-type: none"> <li>• The wording in bold must be printed verbatim on the assignment.</li> <li>• If the assignment asks for an address, the address should be: Owensboro Operations Center 2800 Tamarack Road Owensboro, KY 42301</li> </ul> </li> <li>4. Endorse the note as follows: Pay to the Order of: U.S. Bank National Association Without Recourse By: _____ (signature) XYZ Mortgage Corporation (full legal name) John Doe, Vice President (typed name &amp; title)</li> <li>5. Mail original notes and copies of assignment(s) to: U.S. Bank National Association Attn: HFA Note Vault 9380 Excelsior Blvd. 6<sup>th</sup> Floor Hopkins, MN 55343</li> <li>6. Mail final recorded documents to: U.S. Bank National Association Attn: CICR CN-KY-WHCI 800 Moreland Street Owensboro, KY 42301-2046</li> <li>7. Email copy of the final title work to <a href="mailto:documentcontrol@usbank.com">documentcontrol@usbank.com</a></li> </ol>	<p>You may use any of the following options for the Assignment of Mortgage:</p> <ul style="list-style-type: none"> <li>• Industry-standard documents for the assignment of mortgage</li> <li>• The Minnesota Department of Commerce provides an <a href="#">Assignment of Mortgage form</a></li> <li>• <a href="#">Minnesota Housing Assignment of Mortgage</a></li> </ul> <p>See <a href="#">Best practice and tips for assignment of mortgage</a></p> <p>For all Downpayment and Closing Cost Loans:</p> <ol style="list-style-type: none"> <li>1. Close in the lender's name</li> <li>2. Assign to <b>Minnesota Housing Finance Agency</b>. <ul style="list-style-type: none"> <li>• MERS is not acceptable</li> <li>• The wording in bold must be printed verbatim on the assignment.</li> <li>• If the assignment asks for an address, the address should be: 400 Wabasha Street North, Suite 400 St. Paul, MN 55102</li> </ul> </li> <li>3. Minnesota Housing requires either the loan amount or the recorded document number on the Downpayment and Closing Cost Loan mortgage assignment.</li> <li>4. Endorse the note to <b>Minnesota Housing Finance Agency</b> <ul style="list-style-type: none"> <li>• The wording in bold must be printed verbatim on the endorsement.</li> </ul> </li> <li>5. Mail original notes and copies of assignment(s) to: U.S. Bank National Association Attn: HFA Note Vault 9380 Excelsior Blvd. 6<sup>th</sup> Floor Hopkins, MN 55343</li> <li>6. Mail final recorded documents to: U.S. Bank National Association Attn: CICR CN-KY-WHCI 800 Moreland Street Owensboro, KY 42301-2046</li> </ol>
For Hazard Insurance Mortgagee Clauses, see Page 2	

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Hazard Insurance Mortgagee Clause	Hazard Insurance Mortgagee Clause
<p>All insurance policies must contain a 'standard' or 'union' mortgagee clause in the form customarily used.</p> <p>The mortgagee clause should read:</p> <p>U.S. Bank National Association its successors and or assigns as their interest may appear.</p> <p>c/o U.S. Bank Home Mortgage  P.O. Box 961045  Fort Worth, TX 76161-0045</p>	<p>Insurance policies must name the Lender as the mortgagee for each downpayment and closing cost loan and/or as an additional loss payee in the order of the priority of its lien.</p> <p>Each Minnesota Housing Downpayment and Closing Cost Loan must be listed in the mortgagee clause.</p> <ul style="list-style-type: none"> <li>• If applicable: The 2<sup>nd</sup> and 3<sup>rd</sup> Minnesota Housing Downpayment and Closing Cost Loan may be combined in the same mortgagee clause with each individual loan number listed.</li> </ul>