THDA POST CLOSING PROCEDURES FOR LENDERS

- **Send a Copy of Note** (showing endorsement) to THDA within 24 hour of closing / Fax 615-564-2881 or to closing@thda.org Suggestion: Make this a part of closing instructions to attorney or title company.

- **THDA is your Investor.** Complete closed **Investor** package (unrecorded copies of Deed of Trust/Rider) (recorded originals to US Bank) must be sent to THDA electronically within 10 days of closing. See Closed Loan Submission Checklist at www.thda.org. Search “Loan Documents”.

- **Original of Endorsed Note must be delivered hard copy.** Hard copy overnight delivery address is:
  Tennessee Housing Development Agency  
  THDA EIN#  62-6001445  
  502 Deaderick St, Third Floor  
  FHA Holder THDA #49390  
  Nashville, TN  37243-0900  
  FHA Servicer US Bank #16001

- Loans should be complete at 120 days with no outstanding conditions.

- At 150 days a Repurchase Demand may be sent. Letters may be issued putting monetary loss back on the Lender if all required document are not submitted.

- **US Bank is the Servicer and must receive Registration Form** in order to assign their Servicing Loan # and be able to receive the Servicing package. Servicing Package must be received **prior to the first payment due date** or **no service release premium (SRP) will be paid to Lender.** Servicing Package Stack Order Document (hard copy not electronic delivery) may be requested directly from USBank by calling 1-888-689-7636. See US Bank Home Mortgage Form, “Delivery Information for THDA Customer”.
  **Servicing Package Delivery Address is:**
  US Bank Home Mortgage  
  Attention:  Correspondent Lending Loan Review  
  CN-KY-MCWH  
  4801 Frederica Street  
  Owensboro, KY  42301  
  owensboro@usbank.com

- As Servicer, USBank will receive payments, pay taxes and insurance, and answer any servicing question on behalf of THDA. They also handle delinquencies, foreclosure proceedings and short sale offers.

- Buyer’s first payment is due the first day of the second month after closing.  
  **First Payment Address is:**
  US Bank Home Mortgage  
  Attn:  Payment Processing  
  4801 Frederica Street  
  Owensboro, KY  42301  
  US Bank Customer Service Number:  1-800-365-7772

FYI: **THDA holds the Note for the life of the THDA loan.** Endorsement to Original Note should read as follows:

Without further recourse, pay to the order of  
**TENNESSEE HOUSING DEVELOPMENT AGENCY**

Typed Name of Lender:

By: _________________________________  
Signature  
Typed Name of Signer / Company Position