



**Lender Contact Sheet**

**GENERAL INFORMATION**

HFA Program(s): \_\_\_\_\_

Corporate Legal Name: \_\_\_\_\_ Tax ID #: \_\_\_\_\_

MERS ID # (if applicable): \_\_\_\_\_ NMLS ID #: \_\_\_\_\_

Legal Trade Name (i.e. DBA): \_\_\_\_\_

*(List all active DBAs that may appear on closing docs. Include separate attachment if necessary)*

Address (Main Office): \_\_\_\_\_

City ST Zip

Mailing Address (if different): \_\_\_\_\_

City ST Zip

Corporate Address (if different): \_\_\_\_\_

City ST Zip

Primary Contact Person: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Primary Email Address \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Alternate Contact Person: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Alternate Email Address \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

\*800#/Toll Free # for Notice of Service Transfer: ( ) \_\_\_\_\_ Main Phone Number: ( ) \_\_\_\_\_

*\*(# will print on the Notification of Assignment, Sale or Transfer of Ownership Hello/Goodbye Letter. Must be an 800 or Collect #)*

Main Fax #: ( ) \_\_\_\_\_

Exception Contact Person: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Exception Email Address \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Final Docs Contact Person: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Final Docs Email Address \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Purchase Advice Contact Person: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Purchase Advice Email Address \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Authorized Signature \_\_\_\_\_

**EMAIL AND FAX CONSENT CERTIFICATION**

By providing the following email address(es) and fax number(s) below, authorization is given to receive emails and faxes sent by or on behalf of U.S. Bank National Association (and its subsidiaries and affiliates). This consent remains in effect until such consent is withdrawn in writing.

Scan and email this completed authorization form to: [lender.management@usbank.com](mailto:lender.management@usbank.com)