

Paperwork Reduction Act Submission

Please read the instruction before completing this form. For additional forms or assistance in completing this forms, contact your agency's Paperwork Reduction Officer. Send two copies of this form, the collection instrument to be reviewed, the Supporting Statement, and any additional documentation to: Office of Information and Regulatory Affairs, Office of Management and Budget, Docket Library, Room 10102, 725 Seventeenth St. NW, Washington, DC 20503.

1. Agency/Subagency Originating Request: U.S. Department of Housing and Urban Development Office of Regulatory Affairs and Manufactured Housing, Office of RESPA and Interstate Land Sales	2. OMB Control Number: a. 2502-0265 b. <input type="checkbox"/> None
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3. Type of information collection: (check one) a. <input type="checkbox"/> New Collection b. <input checked="" type="checkbox"/> Revision of a currently approved collection c. <input type="checkbox"/> Extension of a currently approved collection d. <input type="checkbox"/> Reinstatement, without change , of previously approved collection for which approval has expired e. <input type="checkbox"/> Reinstatement, with change , of previously approved collection for which approval has expired f. <input type="checkbox"/> Existing collection in use without an OMB control number For b-f, note item A2 of Supporting Statement instructions.	4. Type of review requested: (check one) a. <input checked="" type="checkbox"/> Regular b. <input type="checkbox"/> Emergency - Approval requested by c. <input type="checkbox"/> Delegated 5. Small entities: Will this information collection have a significant economic impact on a substantial number of small entities? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 6. Requested expiration date: a. <input checked="" type="checkbox"/> Three years form approval date b. <input type="checkbox"/> Other (specify)
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7. Title:
Real Estate Settlement Procedures Act (RESPA) Disclosures

8. Agency form number(s): (if applicable)
HUD-1, HUD-1A, Good Faith Estimate

9. Keywords:
Housing, Mortgages, RESPA, HUD-1, Good Faith Estimate, Escrow

10. Abstract:
The Real Estate Settlement Procedures Act of 1974, (RESPA), 12 U.S.C. 2601 et. seq., and Regulation X, codified at 24 CFR 3500, require real estate settlement service providers to give homebuyers certain disclosure information at and before settlement, and pursuant to the servicing of the loan and escrow account. This includes a Special Information Booklet, a Good Faith Estimate, a Servicing Disclosure Statement, the Form HUD-1 or Form HUD-1A, and when applicable an Initial Escrow Account Statement, an Annual Escrow Account Statement, a Consumer Disclosure for Voluntary Escrow Account Payments, an Affiliated Business Arrangement Disclosure, and a Servicing Transfer Disclosure.

11. Affected public: (mark primary with "P" and all others that apply with "X") a. <input checked="" type="checkbox"/> Individuals or households e. Farms b. <input checked="" type="checkbox"/> Business or other for-profit f. Federal Government c. Not-for-profit institutions g. State, Local or Tribal Government	12. Obligation to respond: (mark primary with "P" and all others that apply with "X") a. Voluntary b. Required to obtain or retain benefits c. <input checked="" type="checkbox"/> Mandatory
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13. Annual reporting and recordkeeping hour burden: a. Number of respondents 50,000 b. Total annual responses 149,589,500 Percentage of these responses collected electronically 1% c. Total annual hours requested 17,183,450 d. Current OMB inventory 11,238,680 e. Difference +5,944,770 f. Explanation of difference: 1. Program change: 5,612,500 2. Adjustment: 332,270	14. Annual reporting and recordkeeping cost burden: (in thousands of dollars) a. Total annualized capital/startup costs 0 b. Total annual costs (O&M) 0 c. Total annualized cost requested 0 d. Total annual cost requested 0 e. Current OMB inventory 0 f. Explanation of difference: 1. Program change: 0 2. Adjustment: 0
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15. Purpose of Information collection: (mark primary with "P" and all others that apply with "X") a. Application for benefits e. Program planning or management b. <input checked="" type="checkbox"/> Program evaluation f. Research c. General purpose statistics g. <input checked="" type="checkbox"/> Regulatory or compliance d. Audit	16. Frequency of recordkeeping or reporting: (check all that apply) a. <input checked="" type="checkbox"/> Recordkeeping b. <input checked="" type="checkbox"/> Third party disclosure c. <input checked="" type="checkbox"/> Reporting: 1. <input checked="" type="checkbox"/> On occasion 2. <input type="checkbox"/> Weekly 3. <input type="checkbox"/> Monthly 4. <input type="checkbox"/> Quarterly 5. <input type="checkbox"/> Semi-annually 6. <input checked="" type="checkbox"/> Annually 7. <input type="checkbox"/> Biannually 8. <input type="checkbox"/> Other (describe)
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17. Statistical methods: Does this information collection employ statistical methods? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Agency contact: (person who can best answer questions regarding the content of this submission) Name: Ivy M. Jackson Phone: 202-708-0502
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19. Certification for Paperwork Reduction Act Submissions

On behalf of this Federal Agency, I certify that the collection of information encompassed by this request complies with 5 CFR 1320.9.

Note: The text of 5 CFR 1320.9, and the related provisions of 5 CFR 1320/8(b)(3) appears at the end of the instructions. The certification is to be made with reference to those regulatory provisions as set forth in the instructions.

The following is a summary of the topics, regarding the proposed collections of information that the certification covers:

- (a) It is necessary for the proper performance of agency functions;
- (b) It avoids unnecessary duplication;
- (c) It reduces burden on small entities;
- (d) It uses plain, coherent, and unambiguous terminology that is understandable to respondents;
- (e) Its implementation will be consistent and compatible with current reporting and recordkeeping practices;
- (f) It indicates the retention periods for recordkeeping requirements;
- (g) It informs respondents of the information called for under 5 CFR 1320.8(b)(3):
 - (i) Why the information is being collected;
 - (ii) Use of the information;
 - (iii) Burden estimate;
 - (iv) Nature of response (voluntary, required for a benefit, or mandatory);
 - (v) Nature and extent of confidentiality; and
 - (vi) Need to display currently valid OMB control number;
- (h) It was developed by an office that has planned and allocated resources for the efficient and effective management and use of the information to collected (see note in item 19 of the instructions);
- (i) It uses effective and efficient statistical survey methodology; and
- (j) It makes appropriate use of information technology.

If you are unable to certify compliance with any of these provisions, identify the item below and explain the reason in item 18 of the Supporting Statement.

Signature of Program Official:	Date:
X _____, Director, Organizational Policy, Planning and Analysis Division, HROA	
Signature of Senior Officer or Designee:	Date:
X _____, Departmental Reports Management Officer Office of Investment Strategies, Policy, and Management, Office of the Chief Information Officer	

Supporting Statement for Paperwork Reduction Act Submissions

Real Estate Settlement Procedures Act Disclosures OMB Control No. 2502-0265 (Forms HUD-1 and HUD-1A)

A. Justification

1. The information collection, which consists of third party disclosures needed to inform borrowers about the home loan and settlement process, as well as loan servicing and escrow, is being submitted by the Department of Housing and Urban Development to revise a currently approved collection. Certain disclosures are required by the Real Estate Settlement Procedures Act (RESPA) of 1974 amended by Section 461 of the Housing and Urban-Rural Recovery Act of 1983 (HURRA), and other various amendments. The statute is found at 12 U.S.C. 2601 *et seq.* and the implementing regulations at 24 CFR 3500. Required disclosures include: the Good Faith Estimate (“GFE”), Special Information Booklet and the HUD-1/HUD-1A Settlement Statement. Other disclosures may be required under certain circumstances and include: the Initial Escrow Account Statement, Annual Escrow Account Statement, Affiliated Business Disclosure, and Consumer Disclosure for Voluntary Escrow Account Payments. The Department is revising this collection to protect consumers from unnecessarily high settlement costs by taking steps to: (1) improve and standardize the GFE form to make it easier to use for shopping among settlement service providers; (2) ensure that page one of the GFE provides a clear summary of the loan terms and total settlement charges so that borrowers will be able to use the GFE to comparison shop among loan originators for a mortgage loan; (3) provide more accurate estimates of costs of settlement services shown on the GFE; (4) improve disclosure of yield spread premiums to help borrowers understand how they can affect their settlement charges; (5) facilitate comparison of the GFE and the HUD-1/HUD-1A Settlement Statements; (6) ensure that at settlement, borrowers are aware of final loan terms and settlement costs, by reading and providing a copy of a “closing script” to borrowers.

2. Further explanations of RESPA, including the statute and regulations that require these disclosures are available through HUD’s web page at <http://www.hud.gov/RESPA>. These third party disclosures are required by statute and regulations. Real estate settlement service providers make these disclosures to homebuyers/borrowers, and in some cases, sellers, pursuant to transactions involving Federally related mortgages. Disclosures are not submitted to the Federal Government.

- Good Faith Estimate (GFE). Lenders must give borrowers an estimate of the settlement costs that the borrower is likely to incur in connection with settlement (see Section 5 (c) of RESPA). The proposed rule would make the GFE a form and expand the information provided the borrower at the time a GFE application was submitted. These changes would greatly improve the ability for a borrower to shop for the best loan product for the borrower.
- Special Information Booklet. Homebuyers receive this disclosure regarding the nature and costs of real estate settlement services (see Section 5(d) of RESPA).
- HUD-1/HUD-1A - Uniform Settlement Statement. Borrowers and sellers receive a statement of actual charges and disbursements pursuant to the settlement (see Section 4(a) of RESPA). The proposed rule would modify the HUD-1 to reflect changes to the GFE, facilitate comparison of the GFE and the HUD-1/HUD-1A, and require that the settlement agent read a closing script to borrowers. The closing script is designed to compare the settlement charges on the HUD-1/HUD-1A with those listed on the GFE and to compare the final loan terms contained in the loan documents with those indicated on the GFE. Inconsistencies would have to be explained to the borrower.
- Escrow Disclosures. An initial escrow account statement is provided to borrowers at or within forty-five calendar days of the loan closing, and an annual statement is provided to borrowers showing the previous year's activities in the escrow account. The lender may ask the borrower to voluntarily contribute additional funds if the charge will substantially rise in the second year; a disclosure must be signed by the borrower. Section 924 of the Cranston-Gonzalez Affordable Housing Act of 1990 (P. L. 101-625, approved November 28, 1990), amended Section 10 of the Real Estate Settlement Procedures Act of 1974 (RESPA, U.S.C. 2609 (c)). Regulations allowing voluntary collection of additional funds were published January 21, 1998, FR-3236.

- **Affiliated Business Arrangement Disclosure (formerly Controlled Business Arrangement).** This disclosure is required when a settlement service provider refers a borrower to an affiliated provider. Section 461 of the Housing and Urban-Rural Recovery Act of 1983 added an exemption under Section 8 of RESPA for affiliated business arrangements (AfBAs) as long as certain requirements were met. The implementing regulations at 24 CFR 3500.15, require that a disclosure be given when a settlement service provider refers a borrower to another settlement service provider, when an AfBA exists.
 - **Notice of Transfer.** This disclosure is required of all transferring and transferee loan servicers upon assignment, sale, or transfer of the servicing of the loan. These servicers must notify the borrower in writing of any assignment, sale, or transfer of the servicing of the loan. The transferring loan servicer must provide notice to the borrower not less than 15 days before the effective date of transfer of the servicing of the loan and the transferee loan servicer must provide notice to the borrower not more than 15 days after the effective date of the loan transfer. (Section 941 of the Cranston-Gonzalez National Affordable Housing Act, P.L. 101-625 amended Section 6 of RESPA).
 - **Servicing Disclosure Statement/Acknowledgement of Probable Transfer of Loan Servicing Disclosure.** The proposed rule would substitute the Servicing Disclosure Statement for the Acknowledgement of Probable Transfer of Loan Servicing Disclosure. All lenders would be required to provide a Servicing Disclosure Statement at the time a GFE application is received or within three business days after delivery of a GFE to a potential borrower. The Servicing Disclosure Statement would provide notice to the borrower that the servicing of the loan may be transferred. This proposed change would bring this disclosure into conformity with the Economic Growth and Regulatory Paperwork Reduction Act of 1996 (Title II of the Omnibus Consolidated Appropriations Act, 1997) (Pub. L. 104-208) (the Act). Section 2103(a) of the Act amended section 6(a) of RESPA to eliminate the requirement that applicants for federally related mortgage loans be provided a disclosure describing the lender's historical practice regarding the sale or transfer of servicing rights, and the requirement that loan applications contain signed statements from applicants acknowledging that they have read and understood the disclosure provided.
3. With the exception of the reading of the closing script, these third party disclosures may be submitted to consumers electronically. Additionally, most disclosures are computer generated. The HUD-1 and HUD-1A are available on the RESPA web site and private companies offer software programs which generate the HUD-1. The new GFE form will be made available on the RESPA web site and the Department anticipates that private companies would offer software programs that would generate the GFE. Except for the HUD-1, HUD-1A and proposed GFE, settlement providers are free to develop forms that are tailored to their individual procedures and needs. Lenders/brokers may use a computer generated program to estimate costs reported on the GFE for specific settlement services. Approximately 50,000 lenders process an estimated 21,250,000 loan applications which would require a GFE. It is estimated that at least 90% of the GFEs are now generated by computer. Most servicers are using integrated computer systems for billing, recordkeeping, and generating escrow statements. Software manufacturers continue to market improved versions of these systems.
 4. The only disclosure containing partial duplication is the annual escrow account statement. To reduce duplication, servicers may adapt HUD-required information to comply with IRS reporting requirements regarding escrow account items, such as taxes. Furthermore, the rule allows servicers to report a "short year" in the first annual statement so that HUD-required annual statements can be issued coincident with IRS forms. In open-end lines of credit, the GFE and HUD-1 are not required when certain truth-in-lending disclosures are given.
 5. The Department estimates that 52% of the paperwork costs associated with the GFE are borne by small business and that 38% of the closings are performed by small business. This proposed revision will not disproportionately affect small businesses as compared to the previous cost and time burden estimate.
 6. This information is not submitted to the Federal Government. These third-party disclosures are required by statute, 12 U.S.C. 2601 et seq. and regulations. The burdens on respondents are the minimum necessary to comply with the statute, and to assist borrowers in comparison shopping for loans and tracking escrow funds.
 7. Information is not reported to HUD. Respondents are required to keep records (HUD-1, HUD-1A, escrow account records) for five years. Respondents are required to keep the GFE for three years and, if the respondent uses average cost pricing, records that document that the respondents' average cost pricing is accurate for three years. Information may be requested from providers as part of an investigation. There is a three-year statute of limitations for the Secretary to bring an action under Sections 6, 8 and 9. RESPA does not provide for a statute of limitations for escrow disclosures. The Inspector General recommended a five year record retention to limit the paperwork burden.

8. The Proposed Rule was published in the *Federal Register* on March 14, 2008. The Preamble includes a request for public comment on Paperwork Reduction.
9. There are no payments or gifts to respondents.
10. There are no assurances of confidentiality provided to respondents.
11. There is no information of a sensitive nature being requested.
12. Estimated Number of Respondents, Responses and Burden Hours Per Annum

Information Collection	Number of Respondents	Frequency of Response	Responses per Annum	Burden Hour per Response	Annual Burden Hours	Hourly Cost	Annual Cost
GFE/Information Booklet	50,000	425	21,250,000	0.17	3,612,500	\$31.14	\$112,493,250
Servicing Disclosure	0	0	0	0	0	0	0
Transfer Disclosure	20,000	3,000	60,000,000	0.03	1,800,000	10.00	18,000,000
HUD-1 or HUD-1A and Closing Script	20,000	625	12,500,000	0.58	7,250,000	33.74	244,615,000
Initial Escrow	2,000	4,875	9,750,000	0.08	780,000	*0.00	0
Annual Escrow	2,000	21,110	42,200,000	0.08	3,376,000	*20.00	67,520,000
Voluntary Escrow Account Payments	2,000	600	1,200,000	0.08	96,000	20.00	1,920,000
AfBA	10,000	269	2,689,500	0.10	268,950	20.00	5,379,000
TOTALS			149,589,500		17,183,450		\$449,927,250

* Cost of initial escrow is included in the annual escrow cost of \$20.00, which also includes staff time, mailing cost, and equipment.

Explanation of Burden:

Good Faith Estimate and Special Information Booklet

- Minimum Burden hours are assigned to the Booklet since lenders merely “hand” it to prospective borrowers. It is estimated that the GFE can be completed in ten minutes. This represents an increase from the previous estimate of six minutes to complete the GFE. The increased time to complete the GFE is due to an increase in the amount of information that will be transmitted to consumers on the GFE. Specifically, the GFE will contain additional information on the loan product and closing charges associated with the closing of a mortgage transaction. Additionally, lenders are likely to spend additional time ensuring that information on the GFE is accurate because lenders will be prohibited from increasing certain charges above the cost listed on the GFE at closing. The additional information required on the GFE and the required accuracy of the GFE will help borrowers shop among settlement service providers and will facilitate comparison of the GFE and the HUD-1/HUD-1A Settlement Statements at closing.

Servicing Disclosure Statement

- The burden time and cost associated with the Acknowledgement of Probable Transfer of Loan Servicing Disclosure has been eliminated because the form is being replaced with a one line disclosure (Servicing Disclosure Statement) that does not require any calculations by the lender. The Servicing Disclosure Statement will be similar to the Special Information Booklet in that lenders will merely “hand” it to prospective borrowers at the time that they provide the prospective borrower with the GFE. Accordingly, the Servicing Disclosure Statement will no longer constitute a measurable burden on respondents.

Servicing Transfer Disclosures

- Loan servicers must give this disclosure when there is an assignment, sale, or transfer of the servicing of the loan. The transferor and transferee may send this disclosure jointly. About 60 million transfers of servicing rights occur every year. HUD estimates that approximately 10 percent of the 60 million transfers receive a single disclosure. There is no change to this disclosure and accordingly no change to the burden estimate for this disclosure.

HUD-1/HUD-1A – Closing Script

- Approximately 12,500,000 RESPA covered mortgage loans close per year; each requires a HUD-1/HUD-1A and reading of a Closing Script to explain the loan terms and transaction. Open-end lines of credit (home equity plans), even if covered by RESPA, do not require the use of a HUD-1/HUD-1A or the reading of a closing script if the provisions of Regulation Z are followed. The increase in total number of responses for HUD-1/HUD-1A is solely attributable to adjustments in the expected number of mortgage transactions. The proposed rule does not expand the definition of covered transactions. The total response burden for the HUD-1/HUD-1A and Closing Script is estimated at thirty five minutes. This represents an increase of twenty minutes from the previous burden estimate. The total response burden of thirty five minutes for the HUD-1/HUD-1A and Closing Script includes fifteen minutes for a Senior Real Estate Clerk (Title Processor) to prepare the HUD-1/HUD-1A, ten minutes for that same person to prepare the Closing Script and ten minutes for a Real Estate Attorney or other experienced personnel to review the HUD-1/HUD-1A and Closing Script. The Department did not include additional time for the reading of the closing script because conveying the information in the Closing Script represents the standardization of what has been a customary and usual business practice in closing mortgage loans and does not increase the burden associated with closing a transaction.

Initial Escrow Account Statement

- Approximately 78 percent of the 12,500,000 loans carry escrow accounts requiring an initial statement (12.5 million loans x .78 = 9,750,000 responses). There is no change to this disclosure and accordingly no change to the burden estimate for this disclosure.

Consumer Disclosure for Voluntary Escrow Account Payments

- The Department estimates that 1,200,000 borrowers will voluntarily contribute additional escrow funds into accounts. Servicers may collect additional funds as long as borrowers agree to do so through a disclosure. There is no change to this disclosure and accordingly no change to the burden estimate for this disclosure.

Annual Escrow Account Statement

- Approximately thirty-seven million mortgages carry escrow accounts. It is estimated that 15 percent of these mortgages change servicers each year requiring a new annual escrow account statement. Thirty-seven million escrowed mortgages plus 5.55 million (15 percent of 37 million) change servicers each year, which equals to approximately 42,200,000 responses. Actual responses per respondent will vary according to the number of escrowed mortgages serviced by each respondent. There is no change to this disclosure and accordingly no change to the burden estimate for this disclosure.

Affiliated Business Arrangement Disclosure

- An estimated 4.516 percent of all home sales transactions will involve an affiliated relationship (12,500,000 mortgages x .04516 = 564,500). An additional 10 percent of all contacts that lead to a GFE will require an AfBA disclosure (21,250,000 x .10 = 2,125,000). The Department estimates the total AfBA disclosures to be 2,689,500 annually. There is no change to this disclosure and accordingly no change to the burden estimate for this disclosure.

13. In speaking with industry representatives, the Department believes that many lenders and loan servicers subscribe to services that provide updated forms as they become available. Some industry representatives have indicated to the Department that these services do not charge for updating their services to reflect changes in information collection. Rather, updating services are included in the regular cost of the service. Accordingly, the Department does not believe that there will be significant costs to respondents associated with updating to reflect the changes on these forms. Additionally, the Department will propose a one year transition period before the updated information disclosures are required. During the one year transition period, settlement service providers and other persons may comply with either the current requirements or the revised requirements of the amended provisions. The Department believes that this transition period will allow service providers to train personnel and implement changes without significant opportunity cost. This one year transition period should also allow service providers to provide training on the new disclosures during the normal course of employee training throughout the year. The Department does not believe that this revision will result in additional capital, start-up, operation, maintenance or purchase of services costs.
14. There are no costs to the government except for a small cost associated with keeping the Special Information Booklet and the HUD-1 or HUD-1A up-to-date. These are third party disclosures that are not reported to the government.

15. The Department is adjusting the previous estimate of 11,000,000 loans per year to 12,500,000 loans per year, resulting in increased burden hours. The adjustment is based on research conducted through the Federal National Mortgage Association (FNMA), a housing Government Sponsored Enterprise (GSE). This rule change will not increase the number of required responses. Changes in the number of responses, in all categories, are related to adjustments due to market changes, not program changes. Responses previously required through the Acknowledgement of Probable Transfer of Loan Servicing Disclosure will no longer be required. The information that was on the Acknowledgement of Probable Transfer of Loan Servicing Disclosure form will now be included on the Servicing Disclosure Statement which will be handed to borrowers with the GFE. The Servicing Disclosure Statement will not appreciably increase the burden of completing the GFE. The program change in line 13(f) is more fully explained in justification 12.
16. The results of the information collection will not be published.
17. HUD is seeking approval to not display the expiration date on the forms HUD-1, HUD-1A and GFE because of the very large volume that is generated. The forms are not only required by RESPA but are used for virtually all one-to-four family residential transactions and have become a standard instrument for settlement procedures throughout the industry.
18. There are no other exceptions to the certification statement identified in item 19 of the OMB 83-I than what is stated in item 17 above.

B. Collections of Information Employing Statistical Methods

The collection of information does not employ statistical methods.