HOME MORTGAGE DISCLOSURE ACT CHECKLIST

	Yes	No
1. Did the credit union originate, in the preceding calendar year, at least one home-purchase loan (other than temporary financing such as a construction loan) or refinancing of a home purchase loan secured by a first lien on a one- to four-family dwelling? [§ 203.2(e) (1)]	_____	_____
2. Did the credit union have a home or branch office in a Metropolitan Statistical Area (MSA) on December 31 of the preceding year? [§ 203.3(a)(1)(i)]	_____	_____
3. Did the credit union have assets of more than $33 million as of December 31 of the preceding year? [§203.3(a)(1)(ii)]	_____	_____

Note: The Federal Reserve Board adjusts the asset-size exemption threshold annually.

If all of the answers to questions 1, 2, & 3 are "Yes," the credit union is subject to HMDA and the remainder of the checklist should be completed (unless exempt by virtue of similar state law).[1] If the answer to any one of the questions is "No," then the credit union is exempt from HMDA.

4. Is the credit union ensuring data regarding applications for, and originations and purchases of, home purchase loans (including refinancings) and home improvement loans for each calendar year are properly compiled? [§ 203.4(a)]	_____	_____
5. Does the credit union maintain the necessary records to compile the required data?	_____	_____
6. Is there an adequate audit trail to test the accuracy of the data compiled?	_____	_____

7. Is accurate census tract information available for the compilation of data? (Beginning January 1, 2003, HMDA

[1] Credit unions that are not federally insured are subject to HMDA only if they answered "Yes" to questions 1, 2, & 3 and at least one of the loans in question 1 was insured, guaranteed, or supplemented by a federal agency or was intended by the credit union for sale to Fannie Mae or Freddie Mac. §203.2(e) (1) (iv).

reporters must begin using 2000 census data rather than 1990 census data) _____ _____

8. Are loan/application registers (Form FR HMDA-LAR) completed fully and accurately? [§ 203.4(a) and Appendix A] _____ _____

9. Is the credit union properly collecting data on ethnicity, race, sex, and income? [§ 203.4(b) and Appendix B] _____ _____

If an applicant chooses not to provide information, for applications taken in person, on ethnicity, race, or sex, is this fact noted on the form and is this data noted, based on visual observation or surname, to the extent possible? [§203.4(b)(1) and Appendix B] _____ _____

10. Does the credit union avoid reporting data on transactions excluded by the regulation? [§203.4(d)] _____ _____

11. If the credit union reports 26 or more entries, is the credit union submitting data in an automated, machine readable format conforming to form FR HMDA LAR no later than March 1 following the calendar year for which data was compiled? [§ 203.5(a) and Appendix A] _____ _____

If the credit union reports 25 or fewer entries on their HMDA-LAR and submits reports in paper form, does the credit union submit two copies that are typed or computer printed in the format of form FR HMDA-LAR? _____ _____

12. Are applications and loans recorded on the credit union's register within thirty calendar days after the end of the calendar quarter in which final action is taken? [§ 203.4(a) and Appendix A] _____ _____

13. Is the disclosure statement prepared by the FFIEC made available to the public at the credit union's home office no later than 3 business days after receiving it from the FFIEC? [§ 203.5(b)] _____ _____

14. Is the disclosure statement made available to the public, within ten business days of receiving it, in at least one branch office in each other metropolitan area (MSA) where the credit union has offices? [§ 203.5(b)] _____ _____

OR

14. Does the credit union post the address for sending written requests in the lobby of each branch office in other MSAs where the credit union has offices and mail or deliver a copy of the disclosure statement within fifteen calendar days of receiving a written request? [§ 203.5(b)] _____ _____

15. Does the credit union make its modified loan application register available to the public after removing the application or loan date, the date the application was received, and the date action was taken? [§ 203.5(c)] _____ _____

16. Are the disclosure statements and modified registers available to anyone for inspection and copying during normal public business hours? [§ 203.5(d)] _____ _____

17. Are disclosure statements made available to the public for five years and modified registers made available to the public for three years? [§ 203.5(d)] _____ _____

18. Has the credit union posted a general notice about the availability of its HMDA data in the lobby of its home office and of each branch office located in a metropolitan area? [§ 203.5(e)] _____ _____

19. Are policies, procedures and training adequate, on an ongoing basis, to ensure compliance with HMDA? _____ _____

20. Does management ensure that affected personnel are aware of the requirements of HMDA? _____ _____

Comments _____
_____
_____
_____