

SERVICER LOAN # _____

COMPLIANCE FILE CHECKLIST

MORTGAGOR NAME	
LENDER NAME:	
CONTACT NAME:	
AC & Phone	AC & Fax
E-MAIL ADDRESS OF CONTACT PERSON	

THE FOLLOWING ITEMS MUST BE SUBMITTED IN A LEGAL SIZE FILE FOLDER. DOCUMENTS MUST BE ACCO-BOUND TO THE RIGHT SIDE OF THE FILE FOLDER IN THE ORDER BELOW.

- _____ 1. THIS CHECKLIST
- _____ 2. **COPY** of REAL ESTATE PURCHASE CONTRACT
- _____ 3. **COPY** of TYPED LOAN APPLICATION - 1003
- _____ 4. **COPIES** of SIGNED INCOME TAX RETURNS FOR PAST 3 YRS (Borrowers & Spouses)
Not Necessary for Those Utilizing the Veterans Exception
- _____ 5. **ORIGINAL SIGNED** Notices to Buyers
- _____ 6. **ORIGINAL SIGNED** Affidavits/Certification -Mortgagor & Seller/Builder Affidavit & Lender Certificate (Mortgagor and Seller/Builder Affidavits must be Notarized)
- _____ 7. **COPY** of EXECUTED SETTLEMENT STATEMENT - HUD1
- _____ 8. **COPY** OF WARRANTY DEED
- _____ 9. If applicable, **ORIGINAL, SIGNED** Cosigner/Guarantor Affidavit
- _____ 10 If applicable, Veterans utilizing the non-first-time homebuyer benefit of the Veterans exception, **COPY of DISCHARGE PAPERS**

The Compliance File is submitted with the Mortgage Loan File and Credit Package to the Servicer. Do not include Compliance Fee. Fee will be netted from purchase.