

MCC APPLICATION NUMBER: _____

CAPITAL AREA HOUSING FINANCE CORPORATION
MCC COMPLIANCE FILE CHECKLIST
Rev 8-22-09

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|---------------------------------|
| MORTGAGOR NAME: |
| LENDER NAME: |
| LENDER CONTACT NAME: |
| AREA CODE & PHONE: |
| AREA CODE & FAX |
| EMAIL ADDRESS OF CONTACT PERSON |

THE COMPLETE FILE IS SUBMITTED ELECTRONICALLY TO THE ADMINISTRATOR WITHIN TEN DAYS OF CLOSING. SCAN AND PDF EXECUTED DOCUMENTS AND COPIES OF THE OTHER ITEMS LISTED BELOW. SEND THEM VIA EMAIL AS AN ATTACHMENT TO services@hdsoftware.net PDF DOCUMENTS MUST BE LEGIBLE. NO HARD COPY FILE IS REQUIRED.

_____ THIS CHECKLIST

_____ By checking, Lender is verifying that Closing Agent has remitted .75% of the Note Amount to the Capital Area HFC and \$270 to eHousingPlus.

_____ REAL ESTATE PURCHASE CONTRACT

_____ TYPED LOAN APPLICATION - 1003

_____ SIGNED INCOME TAX RETURNS FOR PAST 3 YRS (Borrowers & Spouses)
(Not required for those qualifying under the Veteran's Exception or for Cosignors)

_____ SIGNED Notices to Buyers Document

_____ SIGNED Affidavit/Certifications Document (Applicant & Seller/Builder Affidavit;
Participant Certificate)

_____ EXECUTED SETTLEMENT STATEMENT - HUD1

_____ HOMEBUYER EDUCATION CERTIFICATE for those listed on
Deed/Mortgage

_____ WARRANTY DEED

_____ If a Qualified Veteran, Discharge Papers.