

SERVICER LOAN # _____

**Minneapolis/Saint Paul 2007
COMPLIANCE FILE CHECKLIST
Revised 2-26-08**

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)
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. _____ **ORIGINAL SIGNED** applicable Final Notice of Potential Recapture
8. _____ COPY of EXECUTED SETTLEMENT STATEMENT - HUD1
9. _____ COPY OF WARRANTY DEED
10. _____ **If Qualified Veteran, COPY OF DISCHARGE PAPERS.**
11. _____ Seller Survey Form
12. _____ Mortgagor Survey Form
13. _____ Copy of Homebuyer Education Certificate

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.