

HFA of Hillsborough County 2007
COMPLIANCE FILE CHECKLIST
 Rev 4-29-09

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.

- _____ THIS CHECKLIST
- _____ COPIES of SIGNED INCOME TAX RETURNS FOR PAST 3 YRS (Borrowers & Spouses)
 (For Bond Program purposes, not required for Targeted Area Buyers, those qualifying using the Veteran's Exception or Cosigners)
- _____ COPY of REAL ESTATE PURCHASE CONTRACT
- _____ COPY of TYPED LOAN APPLICATION - 1003
- _____ **ORIGINAL SIGNED** Notices to Buyers
- _____ **ORIGINAL SIGNED** Affidavit -Mortgagor & Seller/Builder Affidavit & Lender Certificate
 (Mortgagor and Seller/Builder Affidavits must be Notarized) -
- _____ COPY of EXECUTED SETTLEMENT STATEMENT - HUD1
- _____ COPY OF WARRANTY DEED
- _____ **If using the Veteran's Exception**, a copy of honorable discharge papers.
- _____ **For conventional loans and loans with the HFA second Mortgage**, copy of Homebuyer Education Certificate

The Bond Application Fee of \$225 should be wired by the closing agent to --

Beneficiary Account number: 003871585152

Identified as: Leave Blank

To: Bank of America, NA

401 E Las Olas Blvd

Ft.Lauderdale, FL 33301

ABA #: 026009593

Other information: Borrower name and loan number

OR

If the wire fails, the fee may be remitted (cashier's check or corporate checks only) with the Compliance File

The Bond Compliance File should be sent to --

eHousingPlus

2685 Executive Park Drive, Suite 8

Weston, FL 33331