

**New Mexico MFA  
eHousingPlus  
PRE-CLOSING COMPLIANCE REVIEW FILE CHECKLIST**

<b>Servicer Loan Number</b>		
<b>Mortgagor Name(s)</b>		
<b>Property Address</b>		
<b>Loan Amount \$</b>		
<b>Lender Name</b>		
<b>Lender Contact (person who will receive approvals, exception reports)</b>		
<b>Area Code</b>	<b>Phone Number</b>	<b>Fax</b>
<b>Email Address *</b>		

\* This is the email address to which the Approval Letter or Exceptions will be transmitted.

**P L E A S E   D O   N O T   S U B M I T   P A R T I A L   F I L E S**

	<b>DOCUMENTS</b>
	This Checklist
	Copy MBS COMPLIANCE AGREEMENT signed by Lender
	Copy of Homebuyer Counseling Certificate, if applicable
	Copy of Verification of Rental History for preceding 3 years to present
	Copy of Verification of Employment with sections 16, 17, 18 and 19 fully completed
	Copies of Tri-merged Credit Reports for All Borrowers and Spouses , “if they do not have 3 years of credit history <b>or if</b> credit reports indicate ownership interest in previous 3 years, then Federal Income Tax returns for the previous three years will be required
	Year to date paystubs for all borrowers (dated within 30 days of submission of compliance package)
	Copies of W-2 Forms for the most recent year
	Copy of social security award letter, if applicable
	Copies of signed purchase contract, and all addenda thereto
	Copy of Divorce Decree/Settlement Statement evidencing income received, if applicable. If not addressed in divorce decree (particularly unmarried persons), please provide documentation
	Documentation of Income for non-working spouses and other income from other adults over 18 yrs of age who will reside in the property being purchased.

**By utilizing this checklist, the Lender acknowledges and agrees**

- 1) to resubmit any additional income documentation that may be obtained at a later date
- 2) that preliminary review and approval will not ensure the subsequent purchase in the event of factual changes occurring with respect to the Mortgage Loan file or the program between the date of preliminary approval and the Loan Purchase Date or failure on the part of the lender to submit essential information.

**DELIVERY**

**The Pre-closing Compliance Review File is delivered to  
eHousingPlus  
2685 Executive Park Drive, Suite 8  
Weston, FL 33331**