

New Mexico MFA
COMPLIANCE FILE CHECKLIST

Servicer Loan Number _____

Mortgagor Name(s) _____

Lender Name: _____

Contact Name: _____

(This person will receive approvals and exception reports

Area Code _____ and ---- Phone: _____ Fax: _____

E-mail Address: _____

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

1. _____ This Checklist
2. _____ **ORIGINAL** MBS COMPLIANCE AGREEMENT (must be executed by Lender)
3. _____ **ORIGINAL** NOTICE OF POTENTIAL RECAPTURE TAX
4. _____ **ORIGINAL** AFFIDAVIT OF PURCHASER
5. _____ **ORIGINAL** AFFIDAVIT OF SELLER
6. _____ **ORIGINAL** Household Composition/Income Affidavit
7. _____ **Copies** of Tri-merged Credit Reports for All Borrowers and Spouses

Federal Income Tax returns for the previous three years will be required if credit reports indicate ownership interest in previous 3 years.

8. _____ **Copy** of Real Estate Purchase Contract
9. _____ **Copy** of Final Loan Application - 1003
10. _____ **Copy** of Executed Settlement Statement - Hud1
11. _____ **Copy** of Warranty Deed
12. _____ **Copy** of Homebuyer Education Certificate, If Applicable

Files reviewed and status emailed (Includes approval or exceptions). Weekly exception report emailed. Exceptions must be cured in 10 business days

DELIVERY

The Compliance File included with the Mortgage File and submitted to U S Bank