

SERVICER LOAN # _____

**URA OF PITTSBURGH
SINGLE FAMILY MORTGAGE REVENUE BOND PROGRAM**

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** Notice to Buyers
6. _____ **ORIGINAL SIGNED** Affidavit -Mortgagor & Seller/Builder Affidavit & Lender Certificate
(Mortgagor and Seller/Builder Affidavits must be Notarized)
7. _____ COPY of EXECUTED SETTLEMENT STATEMENT - HUD1
8. _____ **COPY OF WARRANTY DEED**
9. _____ COPY OF URA PRE APPROVAL LETTER

The Compliance File is bound separately and submitted with the Mortgage Loan File and Credit Package to the Servicer.