

SERVICER LOAN # \_\_\_\_\_

**ALLEGHENY 2007  
COMPLIANCE FILE CHECKLIST  
Rev 6-11-07**

<b>MORTGAGOR NAME</b>	
<b>LENDER NAME:</b>	
<b>CONTACT NAME:</b>	
<b>AC &amp; Phone</b>	<b>AC &amp; Fax</b>
<b>E-MAIL ADDRESS OF CONTACT PERSON</b>	

- \_\_\_\_\_ 1. THIS CHECKLIST
- \_\_\_\_\_ 2. COPY of REAL ESTATE PURCHASE CONTRACT
- \_\_\_\_\_ 3. COPY of **FINAL, TYPED EXECUTED** LOAN APPLICATION - 1003
- \_\_\_\_\_ 4. COPIES of **SIGNED** COMPLETE INCOME TAX RETURNS FOR PAST 3 YRS ( **Borrowers & Spouses, whether or not spouse is a Mortgagor or has an ownership position**)
- \_\_\_\_\_ 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. COPY of **EXECUTED** SETTLEMENT STATEMENT - HUD1
- \_\_\_\_\_ 8. COPY OF WARRANTY DEED
- \_\_\_\_\_ 9. If applicable, Veterans utilizing the non-first-time homebuyer benefit of the Veterans exception, **COPY of DISCHARGE PAPERS**

**NOTE: Names on all documents must be the same or include a name affidavit.**

**The Compliance File may be submitted as --**

**1. an Electronic File – all the above documents may be scanned, printed as an Adobe (pdf) file, must be legible and may be submitted via email to [Allegheny@hdsoftware.net](mailto:Allegheny@hdsoftware.net)**

**The scanned versions of the Notices to Buyers and Affidavits/Certifications forms serve as the Originals.**

**OR**

**2. may be submitted as a hard copy file with the Mortgage Loan File and Credit Package to the Servicer. Please Acco-bind the above documents in the order shown.**

**Please do not include Bond Application Fee. Fee will be netted from purchase.**