

SERVICER LOAN # _____

**MINNEAPOLIS – SAINT PAUL
COMPLIANCE FILE CHECKLIST**

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 SIZED FILE FOLDER. DOCUMENTS MUST BE ACCO-BOUND TO THE RIGHT SIDE OF THE FILE FOLDER IN THE ORDER BELOW.

- _____ THIS CHECKLIST
- _____ COPY of REAL ESTATE PURCHASE CONTRACT
- _____ COPY of FINAL EXECUTED LOAN APPLICATION - 1003
- _____ COPIES of SIGNED INCOME TAX RETURNS FOR PAST 3 YRS
(Borrowers & Spouses) (not for Targeted Areas including Go Zones or Vets Exception Buyers)
- _____ **ORIGINAL SIGNED** Notice 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
- _____ COPY of Homebuyer Education Certificate
- _____ IF Qualified Veteran, Copy of Discharge/Release Papers
- _____ Compliance Review Fee of \$225
Corporate Checks only made payable to eHousingPlus
Include name of Borrower and Property address

**THE COMPLETE FILE IS SUBMITTED TO eHousingPlus :
eHousingPlus, 2685 Executive Park Drive, Suite 8, Weston, FL 33331**

PLEASE NOTE: MORTGAGE FILE, INCLUDING CREDIT PACKAGE AND SECOND MORTGAGE DOCS ARE SENT TO U S BANK.