

**Escambia County Housing Finance Authority
COMPLIANCE FILE CHECKLIST
Rev 2-18-10**

MORTGAGOR NAME	
LENDER NAME	
CONTACT NAME	
AC & Phone	AC & Fax
E-MAIL ADDRESS OF CONTACT PERSON	

THE FOLLOWING ITEMS ARE TO BE SUBMITTED IN A LEGAL SIZED FILE FOLDER. DOCUMENTS SHOULD BE ACCO-BOUND TO THE RIGHT SIDE OF THE FILE FOLDER IN THE ORDER BELOW.

_____ Compliance Review Fee of \$225
 Corporate Checks only made payable to eHousingPlus
 Include name of Borrower and Property address

_____ 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)

_____ ORIGINAL EXECUTED SIGNED Notice to Buyers

_____ ORIGINAL EXECUTED SIGNED Affidavit -Mortgagor & Seller/Builder Affidavit
 &Lender Certificate (Mortgagor and Seller/Builder Affidavits must be Notarized)

_____ If a Veteran utilizing the Veterans Exception, a COPY of release/discharge papers.

_____ COPY of EXECUTED SETTLEMENT STATEMENT - HUD1

_____ COPY OF WARRANTY DEED

**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.