

**Escambia County Housing Finance Authority
COMPLIANCE FILE CHECKLIST
Rev 5-17-10**

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
- _____ **DOCUMENT DETAILING BREAKDOWN of the Origination Fee**
- _____ 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.