

SERVICER LOAN # _____

**FLORIDA HOUSING
COMPLIANCE CHECKLIST
Rev 5-17-10**

MORTGAGOR NAME _____
LENDER NAME _____
CONTACT NAME _____
AC & Phone _____ AC & Fax _____
E-mail of Contact Person _____

Please submit the following items in the order indicated and submit all items to assure the quickest processing. The Servicer requires Compliance Approval before purchase.

- _____ THIS CHECKLIST
- _____ COPY OF REAL ESTATE PURCHASE CONTRACT
- _____ COPY OF TYPED LOAN APPLICATION - 1003
- _____ COPIES OF SIGNED INCOME TAX RETURNS FOR PAST 3 YEARS
(Borrowers and Spouses) (For bond program purposes, returns not required for Targeted Area, Wilma Go Zone, Veteran Exception Buyers, or for Cosigners)
- _____ **ORIGINAL SIGNED** Notice to Buyers
- _____ **ORIGINAL SIGNED** Affidavit-Mortgagor & Seller/Builder Affidavit & Lender Certificate
- _____ COPY OF EXECUTED SETTLEMENT STATEMENT - HUD1
- _____ **DOCUMENT DETAILING BREAKDOWN of the Origination Fee**
- _____ COPY OF WARRANTY DEED
- _____ COPY OF HOMEBUYER EDUCATION CERTIFICATE
- _____ COPY OF DISCHARGE PAPERS FOR QUALIFIED VETERANS

The Compliance File is submitted with the Mortgage Loan file and Credit Package to the Servicer. Do not include Compliance Fee. Fee will be netted from purchase.