

Housing Finance Authority of Hillsborough County
COMPLIANCE FILE CHECKLIST
 REV 1-16-10

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)
- _____ 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
- _____ If a Veteran utilizing the Veterans Exception, COPY of discharge papers.
- _____ Copy Homebuyer Education Certificate
- _____ Compliance Review Fee of \$225 sent via wire
- _____ Remittance Advice

Wire Instructions:

Beneficiary Account number: 003871585152
 Identified as: Housing and Development Services, Inc.
 To: Bank of America, NA
 401 E Las Olas Blvd
 Ft. Lauderdale, FL 33301
 ABA #: 026009593

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