

SERVICER LOAN # _____

Houston Housing Finance Corporation 2009 Bond Program
COMPLIANCE FILE CHECKLIST
REV 2-24-10

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

Binding the items below in a file folder in the order show, guarantees faster processing times.

_____ 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 discharge/release papers.

_____ COPY of EXECUTED SETTLEMENT STATEMENT - HUD1

_____ COPY OF WARRANTY DEED

PLEASE SEND THE COMPLETE FILE TO eHousingPlus :
eHousingPlus, 2685 Executive Park Drive, Suite 8, Weston, FL 33331

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