

SERVICER LOAN # _____

Jacksonville HFA 2007
COMPLIANCE FILE CHECKLIST
Rev 4-29-09

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 SIZE FILE FOLDER. DOCUMENTS MUST BE ACCO-BOUND TO THE RIGHT SIDE OF THE FILE FOLDER IN THE ORDER BELOW.

- _____ THIS CHECKLIST
- _____ COPIES of SIGNED INCOME TAX RETURNS FOR PAST 3 YRS (Borrowers & Spouses)
(For bond program purposes, not required for Targeted Area Buyers, those using the Veteran's Exception and Cosigners.)
- _____ COPY of REAL ESTATE PURCHASE CONTRACT
- _____ COPY of TYPED LOAN APPLICATION - 1003
- _____ **ORIGINAL SIGNED** Notices 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 using the Veterans Exception**, include a copy of honorable discharge papers.
- _____ **EDUCATION CERTIFICATE**

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.