

**Jacksonville Housing Finance Authority  
COMPLIANCE FILE CHECKLIST  
Rev 2-15-10**

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) (not for Targeted Areas or Vets Exception Buyers)
- \_\_\_\_\_ **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
- \_\_\_\_\_ COPY OF HOMEBUYER EDUCATION CERTIFICATE(S)
- \_\_\_\_\_ If Qualified Veteran, copy of Discharge/Release papers
- \_\_\_\_\_ If a Qualified Refinance under the program guidelines, include a copy of the Approval Letter
- \_\_\_\_\_ Compliance Review Fee of \$225  
Corporate Checks only made payable to eHousingPlus  
Include name of Borrower and Property address

**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.**