

Housing Finance Authority of MIAMI-DADE COUNTY
COMPLIANCE FILE CHECKLIST
 Rev 2-18-10

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

TO ASSURE THE FASTEST REVIEW OF YOUR FILE, PLEASE PROVIDE THE FOLLOWING IN THE ORDER SHOWN. PLEASE DO NOT SEND INCOMPLETE FILES.

_____ Compliance Review Fee of \$225
 Corporate Checks only made payable to eHousingPlus
 Please 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) (not for Targeted Areas including Go Zones 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 Homebuyer Education Certificate

_____ COPY OF WARRANTY DEED

_____ If Qualified Veteran, copy of Discharge/Release papers

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.