

**Housing Finance Authority of MIAMI-DADE COUNTY
COMPLIANCE FILE CHECKLIST
Rev 1-4-12 (New eHousingPlus address)**

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

_____ **ORIGINAL SIGNED** Notice to Buyers

_____ **ORIGINAL SIGNED** Affidavit -Mortgagor & Seller/Builder Affidavit &Lender Certificate
 (Mortgagor and Seller/Builder Affidavits must be Notarized)

_____ COPIES of SIGNED INCOME TAX RETURNS FOR PAST 3 YRS
 (Borrowers & Spouses) (not for Targeted Areas or Vets Exception Buyers)

_____ COPY of Homebuyer Education Certificate

_____ COPY of REAL ESTATE PURCHASE CONTRACT

_____ COPY of FINAL EXECUTED LOAN APPLICATION - 1003

_____ COPY of EXECUTED SETTLEMENT STATEMENT - HUD1

_____ COPY OF WARRANTY DEED

_____ If Qualified Veteran, copy of Discharge/Release papers

**THE COMPLETE COMPLIANCE FILE IS SUBMITTED TO eHousingPlus :
 eHousingPlus, 3050 Universal Blvd., Suite 190, Weston, FL 33331**

PLEASE NOTE: THE COMPLETE MORTGAGE FILE IS submitted to U S Bank. Please use the U S Bank Checklists found on their website to submit the Mortgage File.