

SERVICER LOAN # _____

**HFA of Pinellas County 2009-2010 Bond Program
COMPLIANCE FILE CHECKLIST
Rev 3-15-10**

MORTGAGOR NAME _____

LENDER NAME _____

CONTACT NAME _____

AC & Phone _____ AC & Fax _____

E-MAIL ADDRESS OF CONTACT PERSON _____

_____ Compliance Review Fee of \$225
payable to eHousingPlus (Corporate Check – no personal checks)

_____ 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)

_____ EXECUTED SIGNED Notices to Buyers

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

_____ COPY HOMEBUYER EDUCATION CERTIFICATE

_____ If a Veteran utilizing the Veterans Exception COPY of discharge papers.

_____ COPY of EXECUTED SETTLEMENT STATEMENT - HUD1

_____ COPY OF WARRANTY DEED

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

NOTE: THE MORTGAGE FILE INCLUDING THE CREDIT PACKAGE IS SENT TO U S BANK.