

SERVICER LOAN # \_\_\_\_\_

**Southeast TX Housing Finance Corporation 2009 Bond Program**  
**COMPLIANCE FILE CHECKLIST**  
**REV 2-24-10**

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

**Submitting the items below in the order below, assures faster processing.**

- \_\_\_\_\_ Compliance Review Fee of \$225  
Corporate Checks only made payable to eHousingPlus  
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)
- \_\_\_\_\_ ORIGINAL EXECUTED SIGNED Notice to Buyers
- \_\_\_\_\_ ORIGINAL EXECUTED SIGNED Affidavit -Mortgagor & Seller/Builder Affidavit  
&Lender Certificate (Mortgagor and Seller/Builder Affidavits must be Notarized)
- \_\_\_\_\_ If a Veteran utilizing the Veterans Exception, a COPY of discharge/release papers.
- \_\_\_\_\_ COPY of Homebuyer Education Certificate for all named on Deed
- \_\_\_\_\_ COPY of EXECUTED SETTLEMENT STATEMENT - HUD1
- \_\_\_\_\_ COPY OF WARRANTY DEED

**PLEASE SEND THE COMPLETE FILE TO eHousingPlus :**  
**eHousingPlus, 2685 Executive Park Drive, Suite 8, Weston, FL 33331**

**PLEASE NOTE: MORTGAGE FILE, INCLUDING CREDIT PACKAGE ARE  
SENT TO U S BANK.**