

MCC # : \_\_\_\_\_

**Minneapolis/Saint Paul  
MCC COMPLIANCE FILE CHECKLIST  
Rev 6-3-09**

<b>MORTGAGOR NAME</b>	
<b>LENDER NAME:</b>	
<b>CONTACT NAME:</b>	
<b>AC &amp; Phone</b>	<b>AC &amp; Fax</b>
<b>E-MAIL ADDRESS OF CONTACT PERSON</b>	

THE FOLLOWING ITEMS MUST BE SUBMITTED IN A FILE FOLDER WITH DOCUMENTS ACCO-BOUND TO THE RIGHT SIDE OF THE FILE FOLDER IN THE ORDER BELOW.

\_\_\_\_\_ THIS CHECKLIST

\_\_\_\_\_ **A CHECK FOR \$275 made payable to eHousingPlus (no personal checks)**

\_\_\_\_\_ COPY of REAL ESTATE PURCHASE CONTRACT

\_\_\_\_\_ COPY of FINAL EXECUTED TYPED LOAN APPLICATION - 1003

\_\_\_\_\_ COPIES of SIGNED INCOME TAX RETURNS FOR PAST 3 YRS ( Borrowers & Spouses)

(Not required for Targeted Area Buyers, those using Veterans Exception or for Cosigners)

\_\_\_\_\_ **ORIGINAL SIGNED** Notices to Buyers

\_\_\_\_\_ **ORIGINAL SIGNED** Affidavit/Certifications–Applicant & Seller/Builder Affidavit;  
Lender Certificate

\_\_\_\_\_ COPY of EXECUTED SETTLEMENT STATEMENT - HUD1

\_\_\_\_\_ COPY OF WARRANTY DEED

\_\_\_\_\_ COPY OF HOMEBUYER EDUCATION CERTIFICATE

\_\_\_\_\_ IF A VETERAN'S EXCEPTION LOAN, INCLUDE A COPY OF DISCHARGE PAPERS

THE COMPLETE FILE IS SUBMITTED TO eHousingPlus within 10 days of closing.  
eHousingPlus, 2685 Executive Park Drive, Suite 8, Weston, FL 33331