

SERVICER LOAN # \_\_\_\_\_  
**IDA's of the City of Tucson/Pima County Series 2009**  
COMPLIANCE FILE CHECKLIST

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

**In a folder, please attach the following in the order shown. Doing so speeds processing.**

\_\_\_\_\_ 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 Area 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)

\_\_\_\_\_ If a Veteran utilizing the Veterans Exception , A) **Veteran Qualification Worksheet**  
(as an attachment to the Mortgagor Affidavit)

\_\_\_\_\_ If a Veteran utilizing the Veterans Exception, B) COPY of discharge or release  
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**

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