

SERVICER LOAN # _____

**FLORIDA HOUSING
COMPLIANCE CHECKLIST
Rev 4-29-09**

MORTGAGOR NAME	
LENDER NAME	
CONTACT NAME	
AC & Phone	AC & Fax
E-mail of Contact Person	

The following items must be submitted in a legal size file folder. Documents must be acco-bound to the right side of the file folder in the order below.

1. _____ THIS CHECKLIST
2. _____ COPY OF REAL ESTATE PURCHASE CONTRACT
3. _____ COPY OF TYPED LOAN APPLICATION - 1003
4. _____ COPIES OF SIGNED INCOME TAX RETURNS FOR PAST 3 YEARS
(Borrowers and Spouses) (For bond program purposes, returns not required for Targeted Area or Disaster Area Buyers, for Qualified Veterans under the Veterans Exception or for Cosigners)
5. _____ **ORIGINAL SIGNED** Notice to Buyers
6. _____ **ORIGINAL SIGNED** Affidavit-Mortgagor & Seller/Builder Affidavit & Lender Certificate
7. _____ COPY OF EXECUTED SETTLEMENT STATEMENT - HUD1
8. _____ COPY OF WARRANTY DEED
9. _____ COPY OF HOMEBUYER EDUCATION CERTIFICATE
10. _____ COPY OF DISCHARGE PAPERS FOR QUALIFIED VETERANS

The Compliance File is submitted with the Mortgage Loan file and Credit Package to the Servicer. Do not include Compliance Fee. Fee will be netted from purchase.