

**FLORIDA HOUSING FINANCE CORPORATION  
COMPLIANCE FILE CHECKLIST Rev. 1-31-05**

<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 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 YRS ( Borrowers & Spouses)
5. \_\_\_\_\_ **ORIGINAL SIGNED** Notice to Buyers
6. \_\_\_\_\_ **ORIGINAL SIGNED** Affidavit -Mortgagor & Seller/Builder Affidavit & Lender Certificate (Mortgagor and Seller/Builder Affidavits must be Notarized)
7. \_\_\_\_\_ COPY of EXECUTED SETTLEMENT STATEMENT - HUD1
8. \_\_\_\_\_ COPY OF WARRANTY DEED
9. \_\_\_\_\_ COPY OF HOMEBUYER EDUCATION CERTIFICATE (Education Required for all Buyers)
10. \_\_\_\_\_ FLORIDA HOUSING MORTGAGOR SURVEY FORM (NOT Land Survey)

**All HOME Loans** These Items must Be Acco-fastened to Left Side of File Folder for All HOME Loans

1. \_\_\_\_\_ Summary of Family Income
2. \_\_\_\_\_ **ORIGINAL** of Home Program Homebuyer Assistance Agreement
3. \_\_\_\_\_ **ORIGINAL** of Home Program Notice to Sellers
4. \_\_\_\_\_ **ORIGINAL** of Investment Partnerships Program Environmental Review Checklist
5. \_\_\_\_\_ **ORIGINAL** of Home Program Disclosure of Information on Lead-Based Paint

**All Front Porch OR HOPE VI Loans OR Infill Special Tracts** Fasten to Left Side of File Folder

\_\_\_\_\_ **For Hope VI** Copy of Letter from local Public Housing Authority; **For Front Porch** Copy of Letter from local agency, **For Urban Infill Special Tracts** Copy of letter from designated agency. All as defined in Guide. Letters must list borrower name, property address and statement that the property qualifies

**All Disabled Homebuyer Loans**

\_\_\_\_\_ Any one of the documents listed on Page 11 of the Origination Guidelines under the heading **DOCUMENTATION REQUIRED FOR DISABLED HOMEBUYER LOANS**

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