

FLORIDA HOUSING FINANCE 1-31-05.

MORTGAGOR NAME	
LENDER NAME:	
CONTACT NAME:	
AC & Phone	AC & Fax
E-MAIL ADDRESS 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 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 & Subsidized Loans These Items must Be Acco-fastened to Left Side of File Folder

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 the Servicer. Do not include Compliance Fee. Fee will be netted from purchase.

* Forms found at [http:// www.danda.cc](http://www.danda.cc)

** Forms found at: http://www.denihanassoc.com/florida/florida_programs.htm