

Compliance File Checklist- All Programs

	Applications and VOR *VOR not required for NEXTHome program*
	<ol style="list-style-type: none"> 1. Copy of complete FINAL First mortgage applications for all Borrower(s) 2. Copy of Verification of Rental (VOR) History for a full preceding 1 year to present for Borrower(s) and Non-purchasing Spouse 3. Copy of complete FINAL Second mortgage application(s) for all Borrower(s)
	Appraisal
	<ol style="list-style-type: none"> 1. Complete Copy of appraisal including pictures
	Compliance Addendum
	MFA Compliance Addendum signed and dated by the lender and Borrower(s) and, if applicable, Non-purchasing Spouse
	Income Documentation *Not required for NEXTHome program*
	<ol style="list-style-type: none"> 1. Most Recent Bank Statement for ALL bank accounts 2. Copy of fully completed Verification of Employment within 90 days from Compliance Approval for all Borrower(s) and, if applicable, Non-purchasing Spouse 3. Copy of year-to-date pay stub with the pay period end date within 30 days from Compliance Approval [Or Current (within 12 months) Social Security Award Letter] for all Borrower(s) and, if applicable, the Non-purchasing Spouse 4. Copy of Borrower(s) last two pay stubs received in December of 2019 and, if applicable, the pay stub that includes the last days of December through the beginning of January. (Due to year end income calculations this is required in addition to #3 on checklist) 5. Copy of any other documents that pertain to other household income (i.e. divorce decree) 6. Self-Employed Borrowers: Copy of signed year-to-date profit and loss statement, Federal Tax Returns for previous 2 years and Self-Employment Analysis Sheet
	MFA Locks
	<ol style="list-style-type: none"> 1. Lender signed copy of First Lock Commitment 2. Lender signed copy of Second Lock Commitment
	Purchase Contract and Property Info
	<ol style="list-style-type: none"> 1. Copy of Signed Purchase Contract and all addenda thereto 2. HUD REO/ Bank Owned Property or 203K Loans: Signed and dated Lender Certification stating the exact dollar amount of escrow holdback. (Also need cert if there is no holdback.) 3. Leasehold Land: Copy of Lease for land
	Underwriter Info
	<ol style="list-style-type: none"> 1. Signed copy of Underwriters approval & AUS Findings 2. FIRSTHome: <ul style="list-style-type: none"> - Copy of Credit Report - Copy of Credit Report for Non-purchasing Spouse or three years of tax returns for Verification of first time homebuyer status 3. NEXTHome: <ul style="list-style-type: none"> - Copy of Credit Report 4. Copy of Completed Home Buyer Counseling Certification of Completion for all Borrower(s) 5. Conventional Loans only: Copy of MI Certificate
	Loan Package Complete
	Must upload this checklist into Loan Package Complete section to notify MFA for Compliance review process

By affixing your name below, you are acknowledging the following provisions:

I hereby certify that the following documents are true and correct, for each section listed above, to the best of my knowledge. At MFA's sole discretion, please note, that any missing section or excessive conditions can result in the loan being put back into *Reservation* status.

Name: _____