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Lt. Governor

KENNETH C. HOLT
Secretary

ELLINGTON CHURCHILL, JR.
Deputy Secretary

October 7, 2015

Directive 2015-51

TO: ALL PARTICIPATING LENDERS

SUBJECT: MANDATORY DOCVELOCITY SUBMISSION OF MMP LOANS

The purpose of this Directive is to inform you that as of November 1, 2015 it will be mandatory for all lenders to utilize US Bank's document imaging system, DocVelocity, for the submission of all Maryland Mortgage Program loans. Directive 2015-39 was sent July 17, 2015 announcing the transition to DocVelocity. No paper loan packages will be accepted for processing by US Bank on or after November 1, 2015.

All original notes, allonges, and deeds of trust for the first mortgage must be shipped by UPS or FedEx to allow for the tracking of deliveries to: U.S. BANK HOME MORTGAGE ATTN: Note Vault 1550 American Blvd. E., Suite 440 Bloomington, MN 55425.

Original notes, grant agreements, and deeds of trust for the down payment assistance lien must be shipped to: DCA/Single Family Collections, ATTN: Home Processor, 7800 Harkins Road, Lanham, MD 20706.

If a lender is experiencing technical difficulties that prevent their being active on DocVelocity by this deadline, please send an email to SingleFamilyHousing.dhcd@maryland.gov so that we can follow up. If a lender is unsure of their DocVelocity status they should start by checking with their post-closing department. For additional information or to sign up for training, please contact US Bank at 952-876-9522 or by email at Scott.Dummann@usbank.com.

As always, we appreciate your continued participation in our programs. If you have any questions concerning this Directive or suggestions for improvements, please contact Vicki Jones at vicki.jones@maryland.gov or Ed Anthony at edward.anthony@maryland.gov.

Sincerely,
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Deputy Director Single Family Housing

