

MARYLAND MORTGAGE PROGRAM (MMP)

PRE-CLOSING COMPLIANCE CHECKLIST

1ST TIME ADVANTAGE, HOMEABILITY, MONTGOMERY HOMEOWNERSHIP, MEDPAL, HOMESTART, AND SMARTBUY LOANS**Submit 1st Mortgage Pre-Closing Compliance Documents to Lender Online via EDOCS****1. PLEASE PRINT LEGIBLY OR TYPE****2. ALL APPLICABLE BLANKS MUST BE COMPLETED****3. FILES ARE REQUIRED TO BE SUBMITTED IN THE CHECKLIST ORDER****4. UPLOAD FILES TO LENDER ONLINE VIA EDOCS Link: [Lender On-Line](#)
EDOCS Training Instructions Link: [Lender On-line and EDOCS Guide](#)**MMP Reservation No.: _____ - _____ - _____ Lender's Loan No: _____
(Lender No.) (Sequential loan #)Borrower: _____
Last Name First NameCo-Borrower: _____
Last Name First NamePlease check one: ☐ 1st Time Homebuyer ☐ Repeat Homebuyer

Lender Name: _____ Person Submitting: _____

Direct Phone #: (_____) _____ - _____, Ext.: _____ Fax: (_____) _____ - _____

E-mail address: _____

Programs/Items/Documents		LENDER ✓ and include or "N/A" if not applicable
1.	Attachment CC - Pre-Closing Compliance Checklist - ALL PROGRAM RESERVATIONS (loans and/or MCCs)	
2.	Reservation Acceptance printout from Lender Online	
3.	Attachment R (include all supporting documentation_ and the Email Approval from CDA)	
4.	Final 1003 Loan Application - typed and unsigned	
	*Any Change to 1003; must send a Signed Underwriters Transmittal	
	*Any change to 1003 liabilities must be accompanied by an updated Credit Score Page	
5.	CREDIT SCORE - must be greater than or equal to minimum credit score as indicated on fact sheet	
	• Borrower's Credit Score Page	
	• Co-Borrower's Credit Score Page (if applicable)	
6.	Certificate of Private Mortgage Insurance (if applicable)	
7.	Signed Underwriting Transmittal – 1008 or HUD 92900-LT or VA 26-6393 (MUST BE SIGNED BY UNDERWRITER)	
REQUIRED FOR CONVENTIONAL LOANS ONLY		
8.	Applicable AUS Findings – all pages of the document must be submitted. Please note that if the income changes prior to approval, updated findings must be submitted in Lender Online with the usual income documentation.	
REQUIRED FOR ALL MMP LOANS OR MHCP/MCC RESERVATIONS UNLESS OTHERWISE SPECIFIED		
9.	INCOME DOCUMENTATION - Document ALL jobs (include part time and full time) for ALL household members over 18 not attending school full time.	
	• Child support or Alimony	
	• Other Income: _____	

	Salaried Borrowers and Household Members (18 years old and older):	
	<ul style="list-style-type: none"> Written VOE (When fully completed paystubs and W2s are not required) 	
	OR	
	<ul style="list-style-type: none"> Verbal VOE AND One month's paystubs AND Previous 2 years' W-2s 	
	Self-employed Borrowers and Household Members (18 years old and older):	
	<ul style="list-style-type: none"> Previous 2 years Federal Income Tax Returns (Signed) 	
	<ul style="list-style-type: none"> YTD Profit and Loss Statements (Signed and Dated) 	
	Unemployed Borrowers and/or Non-Applicants:	
	<ul style="list-style-type: none"> Zero Income Statement 	
10.	Attachment D – Signed MMP Income Eligibility Worksheet and Lender Certification (REQUIRED)	
11.	IF PROPERTY IS LOCATED IN A NON-TARGETED AREA, BORROWER MUST BE A FIRST-TIME HOMEBUYER	
	<ul style="list-style-type: none"> 3 years' Signed Federal Income Tax Returns or Transcripts OR 	
	<ul style="list-style-type: none"> Credit Report that includes a 3-year rental history OR 	
	<ul style="list-style-type: none"> Verification of Rent for the last 3 years 	
	Non-First Time Homebuyer Veterans Exemption (ONLY WHEN APPLICABLE)	
	<ul style="list-style-type: none"> Attachment V - Veteran and Active Duty Military First-time Homebuyer Exemption Certification AND 	
	<ul style="list-style-type: none"> Copy of DD-214 for Veteran borrowers OR 	
	<ul style="list-style-type: none"> Copy of Statement of Service for borrowers on Active Duty 	
12.	Attachment J - Affidavit In Lieu of Current Year's Tax Returns when not yet filed	
13.	Attachment S - Affidavit Regarding Not Being Required to File Tax Return(s)	
14.	ASSET DOCUMENTATION – Document ALL Assets Including SOURCE OF ALL FUNDS	
	<ul style="list-style-type: none"> VODs for all liquid asset accounts of each borrower OR 	
	<ul style="list-style-type: none"> Bank Statements – most recent 1 month for all accounts 	
	<ul style="list-style-type: none"> Earnest Money Deposit (EMD) 	
	<ul style="list-style-type: none"> Gift Letter (if applicable) 	
	<ul style="list-style-type: none"> Other Asset Documentation: _____ 	
15.	Attachment F - Asset Test Worksheet (FOR LIQUID ASSETS EXCEEDING 20% OF THE PURCHASE PRICE)	
16.	Buyer's Affidavit (to be signed by all parties taking title to the property)	
17.	Attachment T - Certificate of Pregnancy (if applicable)	
18.	Attachment A - Separation Affidavit (if applicable)	
19.	Notice to Borrowers	
20.	Homebuyer Education Counseling Certificate (dated within 12 months of proposed closing date)	
21.	Contract of Sale - INCLUDE ALL PAGES	
22.	New construction – confirmation from DHCD Mapper website https://portal.dhcd.state.md.us/GIS/MMP/index.html or christina.james@maryland.gov that property is located in a Priority Funding Area	
23.	Proof property involved in short sale or foreclosure transaction (Short Sale agreement must be approved prior to reservation)	
24.	Seller's Affidavit (If the seller is Fannie Mae, Freddie Mac, HUD & VA exempt from completing)	
25.	Appraisal (INCLUDE ALL PAGES)	
	✓ Eligible lot size	
	✓ Leasehold/capitalized ground rent included in Acquisition Cost	
	✓ Appraised value does not exceed 125% of the Maximum Acquisition Cost	
26.	Title Binder - Schedule A Only	

REQUIRED FOR MEDPAL LOANS ONLY		
27.	County Verification of Employment Statement <u>OR</u>	
	County School System Salary Information Notice	
SMARTBUY PROGRAMS		
28.	Current month's billing statement <u>OR</u> Verification from the student loan(s) lender/servicer reflecting account(s) current with NO past due	
29.	Full Credit Report	
HOMEABILITY PROGRAM (CAN ONLY BE OFFERED BY GOLD OR SILVER TIER LENDERS)		
30.	"Certificate of Disability" (available at the following link: https://mmp.maryland.gov/Lenders/Pages/Loan-Documentation.aspx) completed by a health, mental health, or disability professional; and/or	
31.	Proof of income from the Social Security Administration (i.e. SSI or SSDI), VA or former employer: the proof is a copy of the borrower's disability policy, award letter or benefits statement from the benefits payer (insurance company, employer or other qualified disinterested party), per FNMA's guidelines; or	
32.	Proof of application for disability benefits evaluation and a copy of the Social Security Administration office's decision on the application. <i>Note: It is entirely CDA's decision whether to accept the supporting documentation and the lender should not proceed with the loan before obtaining CDA's approval of the disability proof document.</i>	