



Maryland Mortgage Program & Maryland HomeCredit Program

Lender Training – Part I

February 20, 2015



Maryland Mortgage Program

--our flagship program--



Borrower Eligibility

Must be First Time Homebuyers

- Federal Definition: Borrowers who have not had a “present ownership” interest in their principal residence in the last three years.
- ***This is not the same as the first time homebuyer definition used for determining taxes, etc.***

Borrower Eligibility

There are exceptions to the First-Time Homebuyer Requirement!

- A veteran using their exemption for the first time.
(A copy of the DD-214 must be provided to Lender.)
- A borrower purchasing in a **TARGETED AREA.**

Targeted Areas

Areas shaded green represent Targeted Areas.



The following jurisdictions are fully targeted areas:

Allegany Co.

Baltimore City

Caroline Co.

Garrett Co.

Dorchester Co.

Kent Co.

Somerset Co.

❖ 9 other counties have pockets that are Targeted Areas

- **Targeted Area list:** www.mmprogram.org/documents/target_areas.htm
- **Census Tract #:** <http://www.ffiec.gov/geocode/default.aspx>
- **Targeted & PFA Verification:** <http://www.dhcd.maryland.gov/website/DHCDmapper.aspx>

The Mapper

Mapper Process

Go to: <http://www.dhcd.maryland.gov/website/DHCDmapper.aspx>

- Accept the conditions.
- In the “Find Address” box, enter the address. Press GO.
- Results will show on the left. If it is a PFA or Targeted Area, that information will be shown. Print page for submission in the package.
- For a new construction property that is too new to show on the mapper, email christina.james@maryland.gov (may take two weeks or more).

The Mapper

Department of Housing and Community Development (DHCD) Mapper - Microsoft Internet Explorer provided by DHCD

http://www.dhcd.maryland.gov/website/DHCDmapper.aspx

File Edit View Favorites Tools Help

Favorites Google Intranet on My DHCD

Department of Housing and ... Department of Housing a...

HOME HOUSING NEIGHBORHOODS PROGRAMS WORKING WITH DHCD INVESTOR INFORMATION

Maryland Department of Housing and Community Development (DHCD) Mapper

Expand Map

Hello! Legend Data Results

Welcome to the Maryland Department of Housing and Community Development (DHCD) Mapper.

This mapping application is designed to help users determine whether a given address or specific location falls in a Smart Growth Area. This mapping application also includes a DHCD Multifamily Rental Proximity Report tool for use.

To get started you must decide what tool to use. If you want to determine what Smart Growth Areas a location falls within you can input an Address, City, and Zip Code (100 Community Place, Crownsville, 21032) in the Find Address bar and click GO, or you can click anywhere within the State of Maryland. The map will zoom to the selected location and a listing of all data

Find Address:

Multifamily Rental

Programs

- Maryland Mortgage Program
 - FHA, VA, Conventional, and RHS loans
 - Fixed rates
 - Down Payment Assistance (DPA)
- Maryland HomeCredit Program
 - Mortgage Credit Certificates

MMP Borrower Eligibility

- Government Loans (FHA/VA) require a Middle Credit Score of 640 or above.
- Credit score for conventional loans vary—see the fact sheet for specifics.
- 45% DTI - no exceptions

Income & Purchase Price Limits

INCOME: Projected income for ALL household members age 18 or older (including overtime, part-time, commissions, etc.) is utilized to determine income—total household income may not exceed the established limit. (Notarized letter for anyone with zero income.)

PURCHASE PRICE: Purchase price limits vary according to the jurisdiction.

LIMITS:

<http://mmp.maryland.gov/Lenders/Pages/Income-and-Purchase-Limits.aspx>

Income & Purchase Price Limits

http://mmp.maryland.gov/Lenders/Documents/income-and-purchase-limits.pdf - Microsoft Internet Explorer provided by DHCD

http://mmp.maryland.gov/Lenders/Documents/income-and-purchase-limits.pdf

File Edit Go To Favorites Help

Favorites Google Intranet on My DHCD Customize Links Free Hotmail Windows Marketplace Windows Media Windows

http://mmp.maryland.gov/Lenders/D...

Page Safety Tools



INCOME & PURCHASE PRICE LIMITS

County / City	Targeted Area	Household Size	Income Limits		Maximum Acquisition Costs		FHA Max. Mortgage Amounts
			Non-Targeted	Targeted	Non-Targeted	Targeted	
Allegany	Yes	1 or 2		\$106,080		\$289,470	\$271,050
		3 or more		\$123,760			
Anne Arundel	Partial	1 or 2	\$102,720	\$106,080	\$429,620	\$525,091	\$525,091
		3 or more	\$119,840	\$123,760			
Baltimore City	Yes	1 or 2		\$106,080		\$525,091	\$525,091
		3 or more		\$123,760			
Baltimore County	Partial	1 or 2	\$102,720	\$106,080	\$429,620	\$525,091	\$525,091
		3 or more	\$119,840	\$123,760			
Calvert	No	1 or 2	\$128,760		\$429,620		\$429,620
		3 or more	\$150,220				
Caroline	Yes	1 or 2		\$106,080		\$289,470	\$271,050
		3 or more		\$123,760			
Carroll	No	1 or 2	\$102,720		\$429,620		\$429,620
		3 or more	\$119,840				
Cecil	No	1 or 2	\$95,040		\$346,601		\$420,000
		3 or more	\$110,880				
Charles	No	1 or 2	\$128,760		\$429,620		\$429,620
		3 or more	\$150,220				
Dorchester	Yes	1 or 2		\$106,080		\$289,470	\$271,050
		3 or more		\$123,760			
Frederick	Partial	1 or 2	\$128,760	\$128,760	\$429,620	\$525,091	\$525,091
		3 or more	\$150,220	\$150,220			
		1 or 2		\$106,080			

9:14 AM 4/9/2014

MMP Maximum Loan Amount

- Loan amount may not exceed the lesser of \$417,000 or the insurer/guarantor's maximum mortgage amount
- Maximum loan amount may only be exceeded by the FHA UFMIP. VA and RHS loans must be at or below \$417,000 including the financed guarantee or funding fee

Homebuyer Education Requirement

- Required for all borrowers
- A counseling certificate is required from the homebuyer education provider. Certificate must be less than 12 months old at closing.
- The homebuyer education requirements are set by the jurisdiction. **NOTE! Baltimore City, Baltimore County, Anne Arundel County and Harford County have more stringent requirements.**
- Refer to <http://mmp.maryland.gov/Pages/Homebuyer-Education.aspx> for additional information on homebuyer education requirements.





Helpful Information

- > [MMP Home](#)
- > [Today's Interest Rates](#)
- > [Down Payment Assistance](#)
- > [Eligibility Requirements](#)
- > [Find a Lender](#)
- > [Real Estate Agents](#)
- > [Estimate your Loan Repayments](#)
- > [Questions?](#)

Quick Links

- > [Homebuyer Education Home](#)
- > [Homebuyer Education Classes](#)
- > [Down Payment Assistance and Partner Match Programs](#)

Homebuyer Education

"An investment in knowledge pays the best interest."
– Benjamin Franklin

There are a lot of things that you can do to get ready for purchasing a home, but the one that will make the biggest difference to your long-term happiness and satisfaction is educating yourself. The Maryland Mortgage Program provides borrowers with an opportunity to complete a class designed to prepare you for the process of purchasing a home in Maryland.

You'll learn about budgeting for homeownership, and the key differences in your monthly finances between renting and owning. You'll get to know how to prepare for a mortgage application, and how to navigate the process of making an offer on a home you've found.

You'll learn about Down Payment Assistance programs provided by the state, local governments and many other partner organizations, and how these programs can get you into a home of your own sooner and easier than you thought possible.

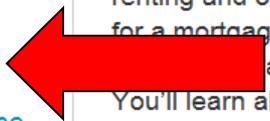
Why is Homebuyer Education so Important?

Completing a Homebuyer Education class puts YOU in control of your home buying experience.

Purchasing a home is one of the biggest financial decisions you may ever make, and even small mistakes and missteps can cost you a lot – a lot of time, a lot of stress, and a lot of money!

When you complete one of our approved classes, you'll know what to expect, what questions to ask, and how to avoid the common pitfalls of home buying.

in addition to becoming a better educated homebuyer, completing an approved Homebuyer Education Class is a requirement for anyone applying for a loan through the Maryland Mortgage



Drop down menus show homebuyer education available in the area—make sure the choice meets the guidelines for the jurisdiction.

Class Providers

Homebuyer Education classes are available throughout Maryland, and are provided by a range of Community and Non-Profit organizations as well as local government housing agencies. Some providers charge a nominal fee for attending classes – call the class provider for details.

To find a class, choose the county closest to your preferred class location (see note about above requirements for purchasing in certain counties), and class providers in in that part of the state will be listed.

[List of all Homebuyer Education Class Providers](#)

Select your County:

Asian-American Homeownership Counseling, Inc. (AAHC)

12320 Parklawn Dr.
Suite 239
Rockville, MD 20852
301-760-7636

HUD Approved

Chinese, Korean, Spanish, Vietnamese

Kairos Development Corp.

5601 Old Branch Avenue
Camp Springs, MD 20746
301-899-0046

HUD Approved

Greater Washington Urban League

6200 Baltimore Avenue,

HUD Approved

MMP Borrower Eligibility

- Must have a valid social security number and be eligible to work in the United States.
- Citizenship of the United States is not required to obtain a CDA loan.

MMP Borrower Eligibility

- May be single or married. If married, both spouses are not required to apply. If separated, a Separation Affidavit must be completed. No co-signers permitted.
- Must intend to occupy the property as a principal residence within 60 days of closing.
- Cannot own any other real property at the time of closing.

MMP Eligible Property Types

- Detached
- Attached
- Semi-detached
- Townhouses
- Modular
- Condominium

Per Directive 2012-14, manufactured housing is currently not an eligible property type

Eligible Property Types (continued)

Maximum Lot Size

Maximum lot size is 4 acres.

For lots greater than 4 acres, an exception must be requested from CDA.

No exceptions will be granted for lots over 10 acres.

MMP Eligible Property

Home Inspection

- Lenders are required to certify that a home inspection was completed (not required for new construction or substantial rehabilitation); and that the borrower has reviewed it (Refer to Directive 2012-10).
- **NOTE! A copy of the home inspection report is not required in the purchase package. CDA does not review the inspection.** The Home Inspection Certification is included in the purchase package submitted to US Bank.

Flip Policy

Flip Policy

- MMP follows the FHA Anti-Flipping Policy.
- Follow instructions in US Bank Bulletin 2013-23 dated October 17, 2013.

Asset Restrictions

- An asset test is required for borrowers whose assets equal or exceed 20% of the purchase price
- A “gift of equity” (difference between the appraised value and the purchase price) in a non-arms length transaction is considered an asset

QM Exemption

Note! As a Housing Finance Agency, CDA and the Maryland Mortgage Program are exempt from the Qualified Mortgage requirements under the CFPB.

Contract Ratification

- **Contracts must be fully ratified prior to reservation.**

MMP reserves the right to cancel any reservation or deny the purchase of a loan that does not have a fully ratified contract, signed by all parties, prior to reservation date.

***This includes third party (lender) approval
for short sale transactions.***



Down Payment & Closing Cost Assistance (DPA)



DPA Programs

- **Regular DPA**: All MMP borrowers can get \$5,000 toward down payment and/or closing costs in a 0% deferred loan.
- **Partner Match Programs**: MMP matches a participating partner contribution up to \$2,500. This is in addition to regular DPA.

DPA Terms

- Both regular DPA and Partner Match funds are in the form of a 0% deferred loan—a second lien.
- The DPA loan is for the same term as the principal loan; it is due upon payoff of the principal loan, or upon sale, refinance, or transfer of the property.
- DPA is available only with a Maryland Mortgage Program purchase loan.

Partner Match Programs

- Participating partners provide down payment and/or closing cost assistance to borrowers. This can be a grant or a loan; amount and terms are set by the partner.
- Partners can be employers, builder/developers, and community agencies. A list of partners is posted on the website.

Partner Match Programs (continued)

- House Keys 4 Employees (HK4E) with Smart Keys 4 Employees (SK4E) component
- Builder/Developer Incentive Program (BDIP)
- Community Partners Incentive Program (CPIP)
- BRAC

www.mmprogram.org/downpayment.aspx

Please Note!

Although borrowers may be eligible for funds from more than one partner, the maximum match is a total of \$2,500 (or \$3,500 with Smart Keys)

INTEREST RATES

DOWN PAYMENT ASSISTANCE

FIND A LENDER

HOMEBUYER EDUCATION

Helpful Information

- > [MMP Home](#)
- > [Today's Interest Rates](#)
- > [Down Payment Assistance](#)
- > [Eligibility Requirements](#)
- > [Find a Lender](#)
- > [Real Estate Agents](#)
- > [Estimate your Loan Repayments](#)
- > [Questions?](#)

Quick Links

- > [Down Payment Assistance and Partner Match Programs](#)
- > [Partner Directory](#)

Down Payment Assistance and Partner Match Programs



Coming up with the money for a down payment and other upfront costs is often the largest hurdle facing first-time homebuyers. Even with certain mortgages that require low down payments, these expenses will still usually total **several thousand dollars**.

The Maryland Mortgage Program provides help in the form of Down Payment Assistance, as well as a range of Partner Match programs from employers, developers and community organizations that can help you cover these

down payment and closing costs. These programs may make it possible for first-time homebuyers to afford a mortgage when they would not be able to do so the conventional way.

How Down Payment Assistance & Partner Match Programs Help You

Down Payment Assistance and Partner Match Programs may be used for things like down payment, closing costs, prepaid/escrow expenses and a home inspection performed by a qualified home inspector, and may be available in the form of zero-interest deferred loans, forgivable loans, or outright cash grants:

- Zero-interest deferred loans are due upon sale or transfer of the property or if the first mortgage is refinanced or paid in full, and do not accrue interest over time (if you borrow \$5,000 now to help with your down payment, you would repay \$5,000 when due – perhaps as far away as 30 years if that is how long you are making payments on the primary mortgage);

Combining Assistance Funds

Example: Partner Contribution \$3,000

Regular DPA (0% deferred loan)	\$5,000
Partner contribution (variable amount; terms set by Partner)	\$3,000
HK4E/BDIP or CPIP maximum match (0% deferred loan)	\$2,500
TOTAL ASSISTANCE	\$10,500

Partner Match Programs (continued)

HK4E – State of Maryland Employees

- A State of Maryland employee can receive a **total contribution of \$2,500** from the State of Maryland (this is the employer contribution plus the match funds).
- State of MD employees provide a copy of the borrower's paystub **in lieu of** a signed Verification of Partnership Contribution form.
- *Employees of the University of MD system are not considered State of MD employees for the purposes of this program*

Partner Match Programs (continued)

SMART KEYS 4 EMPLOYEES (SK4E)

A “Smart Growth” enhancement to the House Keys 4 Employees (HK4E) Program that allows borrowers to receive an additional \$1,000 of match funds if:

- Property is located in a **Priority Funding Area**
AND
- Property is within 10 miles of borrower’s place of employment or within the boundaries of the local jurisdiction

Priority Funding Areas

- If new construction, the property **MUST** be located in a Priority Funding Area.
- PFAs are older communities or locally-designated growth areas where State and local governments already have a significant financial investment in the existing infrastructure.

The Mapper can be used to identify PFAs!

New Development – Targeted Areas or PFAs

- For an official determination of properties too new for the Mapper, the Maryland Department of Planning requires:
 - Map Number
 - Grid Number
 - Parcel Number
 - Full Address (Including County and ZIP Code)
 - For new development, a vicinity map is required.
- You can locate this information through SDAT
<http://sdat.resiusa.org/RealProperty/Pages/default.aspx>
- You may either copy and paste the link for the Real Property Search Results into an email to christina.james@maryland.gov or carefully note the requested details. The response can take two weeks.

Other Second Mortgage Products

PERMITTED IF:

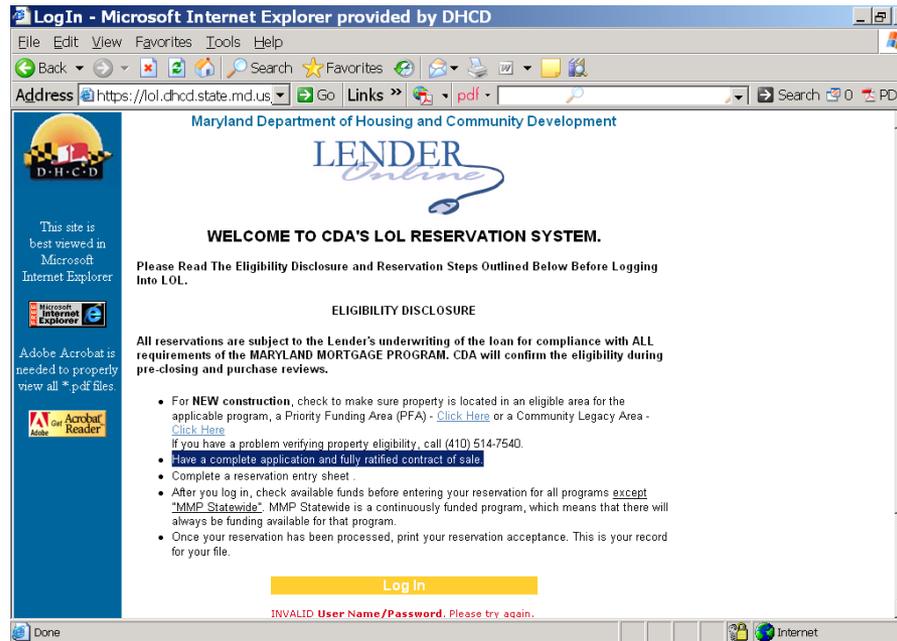
- Terms are acceptable and meet requirements of the guarantor
- Separate lien is recorded after the first mortgage DOT (no deed covenants permitted)
- Terms of repayment (if any) are incorporated into underwriting
- If first mortgage is a conventional loan, second mortgage must meet Fannie Mae “Community Second” requirements (<https://www.efanniemae.com/sf/mortgageproducts/pdf/cschecklist.pdf>)

Reservations for MMP Loans and MD HomeCredits

LENDER ONLINE (LOL)

<https://lol.dhcd.state.md.us>

User ID/Password is set up by the designated Administrative Contact for each lender. Passwords expire after 30 days if not used; if this happens, the Administrative Contact must re-set the password (not DHCD).



REMINDER

DO NOT RESERVE FUNDS FOR YOUR BORROWER UNTIL THE WRITTEN CONTRACT HAS BEEN FULLY RATIFIED. THIS INCLUDES BANK APPROVED SHORT SALES AND FORECLOSED PROPERTIES. VERBAL CONTRACTS ARE NOT ACCEPTED.

Lender Online (LOL) - Online Reservation System

A secure website for MMP approved lenders to:

- Generate reservations for the first mortgage and second mortgage (regular DPA and Partner Match loans)
- Download the current CDA documents & manuals
- Check the status of submitted loans for Compliance & Master Servicer conditions
- Submit EDOCS files and conditions
- Download Post-Closing Compliance Approval Certificates and MD HomeCredit Certificates
- Pull reports: Open Conditions, Expired Commitment & Master Servicer Conditions

<https://lol.dhcd.state.md.us>

All fields—with or without an asterisk (*)--must be completed before submitting

Use the forms from Lender Online!
These get updated regularly—and there are drop-down boxes that must be used to avoid conditions.

LOL- Program Codes - 1st Mortgage

Browser: Microsoft Internet Explorer provided by DHCD
 URL: https://lol.dhcd.state.md.us/Bin/Display.exe/ShowSection

Navigation: NEW RESERVATION | AVAILABLE FUNDS | LOAN STATUS | REPORTS | USER ACCOUNTS | ADMINISTRATION

Select a Mortgage Program (required)

Single Family Series

- Series: 912 -SFHRB/USB(MBS) 2013
- Series: 913 -SFHRB/USB >95%LTV CONV-1
- Series: 914 -SFHRB/USB >95%LTV CONV-2
- Series: 916 -MBS/FHA STREAMLINE REFI
 - Program Type: 400 - REFINANCE
 - 293-FHA STREAMLINE REFI 30YR W/CREDIT
 - 296- FHA STREAMLINE REFI OPT30YR
- Series: 917 -MBS REFI 95%OR< LTV CONV
 - Program Type: 400 - REFINANCE
 - 291-MBS REFI 95%OR< LTV CONV OPT(1/2014)
- Series: 918 -MBS REFI >95%LT CONV(1)
 - Program Type: 400 - REFINANCE
 - 285-MBS REFI >95%LT CONV OPT 30Y(1/2014)
- Series: 919 -MBS REFI >95%LT CONV(2)

Directive 2014-3 lists these bond series and program codes

FHA Streamline – approved lenders only

<95%LTV – available to all lenders

>95%LTV – must be underwritten by USB

>95%LTV – Exempt Lenders Only

By entering this section, you are starting the process of applying for a loan with our agency. A list of mortgage programs is shown to the right of this column.

Please select the mortgage program that you would like to reserve under and proceed to the next step.

Sub-Program Codes – 2nd Mortgage

2nd Mtg Sub-Program Codes

Department of Housing and Community Development
Community Development Administration (CDA)

Lender Online
For All Your Clients' Needs

NEW RESERVATION AVAILABLE FUNDS LOAN STATUS REPORTS USER ACCOUNTS ADMINISTRATION

Lender: [REDACTED]

New Reservation Form

Program: 800-DSELP ONLY
801-DSELP + HK4E
802-DSELP + HK4E + BDIP
803-DSELP+HK4E+BDIP+CPIP
805-DSELP+HK4E+CPIP
808-DSELP+HK4E/SK4E
810-DSELP+HK4E/SK4E+BDIP+CPIP
812-DSELP+HK4E/SK4E+CPIP
815-DSELP+BDIP
818-DSELP+BDIP+CPIP
819-DSELP+CPIP
821-DSELP+BRAC

Program: 806-SELP+BDIP+CPIP+MBS OPT 30YR (2/18/12)

*Loan Amount: \$0

*Term: [] months

*Interest Rate: [] %

Estimated Monthly Payment: []

DO/DU Case File #: []

Program: []

Loan Type: []

*Loan Amount: []

*Sub-program: []

Interest Rate: [] %

BORROWER

*First Name: [] Middle Initial: [] *Last Name: []

*Soc. Sec. No.: [] Date of Birth: [] *Age: []

- Refinance Programs
- Homefront for Disabled Veterans
- DHCD-owned Foreclosure Program

MD HomeCredit Codes Directive 2014-19

The MMP compliance requirements also apply to the MD HomeCredit Program; please review the attached Fact Sheet and visit the website at mmp.maryland.gov.

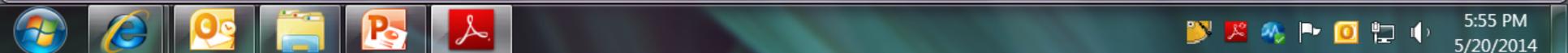
The Lender Online program codes assigned to the MD HomeCredit Program are:

Bond Series: 908 (**All Lenders**)
Program Code: 601-MCC ONLY 30 YR (6/2014)

Bond Series: 909 (**All Lenders**)
Program Code: 605-MBS GOV'T OPT 30YR+MCC (6/2014)
606-MBS 95%OR<LTV CONV OPT 30 YR +MCC (6/2014)

Bond Series: 921 (**For Lenders who are required to have conventional files underwritten by US Bank**)
Program Code: 610-MBS >95% LTV CONV OPT 30 YR +MCC (6/2014)

Bond Series: 922 (**For Lenders who are not required to have conventional files underwritten by US Bank**)
Program Code: 615-MBS >95% LTV CONV OPT 30 YR +MCC (6/2014)



FYI- Reservation Page for Refinance Loans

Lender Online >> New Reservation Form - Microsoft Internet Explorer provided by DHCD

https://lol.dhcd.state.md.us/live/Bin/Display.exe/ShowSection

File Edit Vi

Favorites

Lender Online >> New Reservation Form

Page Safety Tools

CURRENT ADDRESS

Street: City:

Other City:

State: Zip: - County:

Other County:

Home Phone: Business Phone:

Check if CO-BORROWER

Check if CO-SIGNER

Enter the appraised value as the "Purchase Price"

PROPERTY

*Purchase Price: \$0 *Acquisition Cost: \$0 *New/Exist/Rehab:

Year Built: *No. of Units: *Housing Type:

PROPERTY ADDRESS

*House No.: *Street: Unit No.:

*City: *Zip: -

*County: MSA:

*Census Tract: 0.00 Find it! Block Group: Community Code:

Current CDA borrower select: "CDA BORROWER REFI"

Project: CDA BORROWER REFI Builder:

100% 3:19 PM

Attachment R – Loan Revisions

- **FAX** only to dedicated fax # 410-510-1762
 - Send all required supporting documentation with the Attachment R
 - Rush faxes cannot always be accommodated
- 24 hour turnaround time (approval/denial)
 - Keep the approval email with the Attachment R, supporting documentation and place in the file sent to MMP
- 4pm daily cut-off

*Lenders must notify CDA immediately
if the reservation is cancelled or rejected*

ATTACHMENT R

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
CDA/SINGLE FAMILY HOUSING MARYLAND MORTGAGE PROGRAM

REQUEST FOR CHANGE TO RESERVATION OF FUNDS

FAX TO: (410) 510-1762

ALL APPLICABLE BLANKS MUST BE COMPLETED

Name(s) of Borrowers:

Address:

Lender Name: Contact Name:

Telephone No. Ext. Fax No.

Email Address (REQUIRED)

FIRST MORTGAGE: Reservation No.

1. Change loan amount from \$ to \$
 because: (1) Sales price has changed from \$ to \$
 or (2) other reason

2. Change program & Rate
 from: to:
 RATE: RATE:

Note:*CDA loan # may change if program code changes. CDA to provide new loan #.

3. Substitute new property. Substitution is only allowed for reasons beyond the borrower's control (for example, property failed home inspection). Check applicable box below. **Include all of the following with this form:**

- A RELEASE FROM THE PREVIOUS CONTRACT
- A COPY OF THE NEW CONTRACT
- DOCUMENTATION CONCERNING REASON FOR SUBSTITUTION

Lender requests that the original reservation be deleted. Upon receipt of written approval from Single Family Housing, the lender should reserve a loan on the new property. The loan will receive the current interest rate.

Lender requests that the original reservation be retained. The only change is the property address & purchase price (& loan amount); complete Section #1 as applicable. The compensation to the lender will be based on the original reservation date.

4. Assign reservation from another lender. AN ASSIGNMENT LETTER (including loan information and name of new lender) FROM THE ORIGINAL LENDER MUST BE ATTACHED TO THIS FORM. The original reservation will be deleted and upon receipt of written approval from Single Family Housing, the lender should then reserve the loan on the new property. If requested program available at time of new reservation, the loan will receive the current interest rate.

5. Extend reservation date* by days (Request extensions in 15 day increments)

*Existing, DHCD-Owned Foreclosures, Short Sale, Forclosure homes, Newly Constructed Homes & Refinance Reservation: expiration date may not exceed 105 days-Per Directive 2013-38

Reason:

6. Cancel 1st Mtg Reservation- Reason:

7. Other:

IMPORTANT: > SEE PAGE 2 FOR CHANGES TO DSELP AND/OR PARTNER MATCH PROGRAM RESERVATIONS.
 > PAGE 2 MUST BE SIGNED AND DATED BY SUBMITTING LENDER.
 > BOTH PAGES OF ATTACHMENT R MUST BE SUBMITTED TO CDA SINGLE FAMILY.

Both pages are required with every request— must include supporting documentation

Lender signature/date required

← Cancellation



Attachment R- Substituting Property

Include all of the following documentation:

- A release from the previous contract
- A copy of the new executed contract
- Documentation concerning the reason for substitution
 - ex. failed home inspection

Some unacceptable reasons for substitution:

- *Lender reserved the reservation prior to ratified contract*
- *Lender thought the verbal contract was written*
- *Lender thought the bank would approve the Short Sale/Foreclosure*
- *Borrower wants to buy a different property*

HFA Conditions/Exceptions

Lender Online >> Reports - Microsoft Internet Explorer provided by DHCD

https://lol.dhcd.state.md.us/live/Bin/Display.exe/ShowSection

File Edit View Favorites Tools Help

Google Search More >> Sign In

Lender Online >> Reports

Home | Bulletin Board | Program Documents | Glossary | Help | Contact Us | Log Out

Department of Housing and Community Development
Community Development Administration (CDA)

Lender Online
For All Your Clients' Needs

NEW RESERVATION | AVAILABILITY | LOAN STATUS | **REPORTS** | USER ACCOUNTS | ADMINISTRATION

Lender: 001 - CDA Branch: BOGMAN

Reports

Available Reports

- HFA's Conditions/Exceptions**
- Commitment Expiration
- Current Stage Status
- Demographics
- Purchase Advice
- Master Custom Report

This section shows you a list of available reports.

Clicking on any of the reports will take you to a new screen.

This new screen will allow you to customize your report, before you print the results.

Powered by

Internet 100%

HFA's Conditions/Exceptions Report

Lender Online >> Reports >> Report Wizard - Microsoft Internet Explorer provided by DHCD

https://lol.dhcd.state.md.us/live/Bin/Display.exe/ShowSection

File Edit View Favorites Tools Help

Google Search

Lender Online >> Reports >> Report Wizard

Report Wizard for: **HFA's Conditions/Exceptions**

LENDERS/BRANCHES All Select

PROGRAMS All Select

STAGE STATUS All Select

OFFICERS All Select

LAST STAGE ANY STAGE All Select

SORT CRITERIA

Group by: (none) A-Z Z-A Break Page

Then by: (none) A-Z Z-A Break Page

Then by: (none) A-Z Z-A Break Page

Run Report

Select Stage(s) to Include in Report

Filtering Report - Windows Internet Explorer provided by Comcast

https://lol.dhcd.state.md.us/Bin/Display.exe/ShowSection?HTMLFile=ReportsWizardFiltering&gn=LastStages&€

Quick Finder

Press the 'ENTER' key to jump to the next match.

Select from List to Insert

- Reservation
- UW/Compl Rec'd
- UW/Compl Review ←
- Commitment
- Pur/Clsg FI Rcd
- Pur/Clsg FI Rev ←
- Purchase/Clout
- Final Docs

Select Stage(s) then click "insert"

Press the 'SHIFT' or 'CTRL' modifier key simultaneously with the mouse button to select multiple items. Double-click on your selection for a faster insertion.

Insert Close

Done Internet 100%

Select – Stage Status

Filtering Report - Microsoft Internet Explorer provided by DHCD

https://lol.dhcd.state.md.us/live/Bin/Display.exe/ShowSection?HTMLFile=ReportsWizardFiltering&gn=LastSta

Quick Finder

Press the 'ENTER' key to jump to the **next match**.

Select from List to Insert

- APPROVED
- CANCELLED
- NO 15 DAYS
- INCOMPLETE**
- PENDING
- REJECT
- ENTRY ERROR

Press the 'SHIFT' or 'CTRL' modifier key simultaneously with the **mouse** button to select **multiple items**.
Double-click on your selection for a **faster insertion**.

Insert **Close**

Done Internet 100%

Detailed Pipeline Report

by AOD - Microsoft Internet Explorer provided by DHCD

cd.state.md.us/Bin/Display.exe/ShowSection?HTMLFile=ReportsPrintBody&Rpt=ConditionsExceptions &SessionNbr=F746C943D4554538AB8E&UL=8&ULId=8&UB=8&Ids=8&LIds=

ew Favorites Tools Help

Customize Links Intranet on My DHCD LogIn Our DHCD Payroll Online Service Center Windows Windows Marketplace Windows Med

Page Safety Tools



Department of Housing and Community Development

Community Development Administration (CDA)

HFA'S CONDITIONS/EXCEPTIONS REPORT

Updated on Thursday, November 13, 2014, at

ation	Lender Loan No.	Borrower Name	Property Address	Loan Type	Loan Amount	HFA's Conditions/Exceptions
				FHA	\$191,468	1.Remove Attachment EE and all documentation from docs file; 2.these documents do not belong to the Williams file 3.correct file. 4.SUBMIT CONDITIONS TO LOL EDOCS FOR REVIEW 5.Questions-Barbara Schmitt at 410-514-7512 schmitt@mdhousing.org
				FHA	\$126,577	1.REVISED: CORRECT BORROWERS LAST NAME PARSON ON ATTACH 2.FF AND UPLOAD TO 2ND MORTGAGE FILE-AB 3.SUBMIT CONDITIONS TO LOL EDOCS FOR REVIEW 4.Questions-Barbara Schmitt at 410-514-7512 schmitt@mdhousing.org
				FHA	\$158,083	1.Submit Attachment R adding co-borrower to loan n 2.send form to phone number at the top of the page. 3.SUBMIT CONDITIONS TO LOL EDOCS FOR REVIEW 4.SUBMIT CONDITIONS TO LOL EDOCS FOR REVIEW 5.Questions-Barbara Schmitt at 410-514-7512 schmitt@mdhousing.org
				FHA	\$132,554	1.CALL PAT SMITH AT 410-514-7468 WITH ANY QUESTIONS. 2.REVISED: SELLER MUST SIGN SIGNATURE NEXT



EDOCS!



**MANDATORY
FOR ALL RESERVATIONS**

**All Loan Files
All Conditions**

***Attachment R and
Attachment W are emailed***

EDOCS

- Submit loans and conditions to Lender Online EDOCS for review.
- “Upload” and “Submit” are two separate steps in the process—**both are required for each loan** (first and second).
- For MMP internal conditions, the MMP underwriter will complete the worksheet.
- Re-check LOL to ensure all conditions were cleared and that no new conditions were added

EDOCS

https://lol.dhcd.state.md.us/live/Bin/Display.exe/ShowSection

File Edit View Favorites Tools Help

Lender Online >> Loan Status

Home | Bulletin Board | Program Documents | Glossary | Help | Contact Us | Log Out

Lender Online
For All Your Clients' Needs

Department of Housing and Community Development
Community Development Administration (CDA)

NEW RESERVATION AVAILABLE FUNDS **LOAN STATUS** REPORTS USER ACCOUNTS ADMINISTRATION

Quick Search

Reservation No. [] Go

12 characters

Options

Purge Process

Loans Show Active Loans Show Archived Loans Last Updated on Friday, June 7, 2013, at 03:56 PM

Results for Reservation No: []

Reset Search [Page 1 of 1] Page Size: 50 Go Total Records: 1

Actions	Reservation	Lender Loan No.	Borrower Name	Co-Borrower Name	Stage	Status	Date	HFA User
View Reprint PDF Docs eDocs Delete	[]	[]	[]	[]	Reservation	APPROVED	03/14/2013	[]

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Lender Online >> Loan Status >> eMortgage Package Documents - Microsoft Internet Explorer provided by DHCD

https://lol.dhcd.state.md.us/live/Bin/

REPEAT SAME PROCESS FOR 1ST AND 2ND MORTGAGE (PRE & POST CLOSING)

Lender Online >> Loan Status >> eMortgage Package

Lender Online
For All Your Clients' Needs

Community Development Administration (CDA)

NEW RESERVATION AVAILABLE FUNDS **LOAN STATUS** REPORTS USER ACCOUNTS ADMINISTRATION

e-MortgageDocs

Comments Comments Printable Close

First Mortgage Second Mortgage

PACKAGES FOR LOAN NO. [REDACTED]

MBS Pre-Closing Compliance PKG #CC Add New Submit Package Submitted: 04/06/2011 12:00 AM

MBS Post-Closing Compliance PKG #EE Add New

Uploaded Documents (0)

No e-Mortgage documents have been uploaded for this package.

Uploaded Documents (0)

No e-Mortgage documents have been uploaded for this package.

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REPEAT SAME PROCESS FOR 1ST AND 2ND MORTGAGE (PRE & POST CLOSING)



NEW RESERVATION

AVAILABLE FUNDS

LOAN STATUS

REPORTS

USER ACCOUNTS

ADMINISTRATION

Lender

e-MortgageDocs

- Comments
- Comments
- Printable
- Close

First Mortgage **Second Mortgage**

PACKAGES FOR LOAN N

DPA Pre-Closing Compliance PKG #DD

Add New



Submit - Package Submitted: 04/06/2011 12:00 AM

DPA Post-Closing Compliance PKG #FF

Add New

Uploaded Documents (0)

No e-Mortgage documents have been uploaded for this package.

Uploaded Documents (0)

No e-Mortgage documents have been uploaded for this package.



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Lender Online
For All Your Clients' Needs

NEW RESERVATION AVAILABLE FUNDS **LOAN STATUS** REPORTS USER ACCOUNTS

SUBMIT THE ENTIRE PACKAGE IN ORDER PER THE APPLICABLE CHECKLIST –(per loan 1st & 2nd mtg)

Loan Status

* denotes a required field.

To add/modify an eMortgage document fill out the required fields and then click on the "Save" button. If you don't wish to save your changes click on the "Cancel" button.

Notes:
Please make sure that the document that you upload is a valid document. Ex: .pdf, .doc, .xls, .gif, .jpeg, .png, .txt, etc

The 'Login Name' and 'Password' fields are **case sensitive**.

eMortgage Document For Loan No.

*Package:

Please to upload a document.

*Select a document name from the predefined list

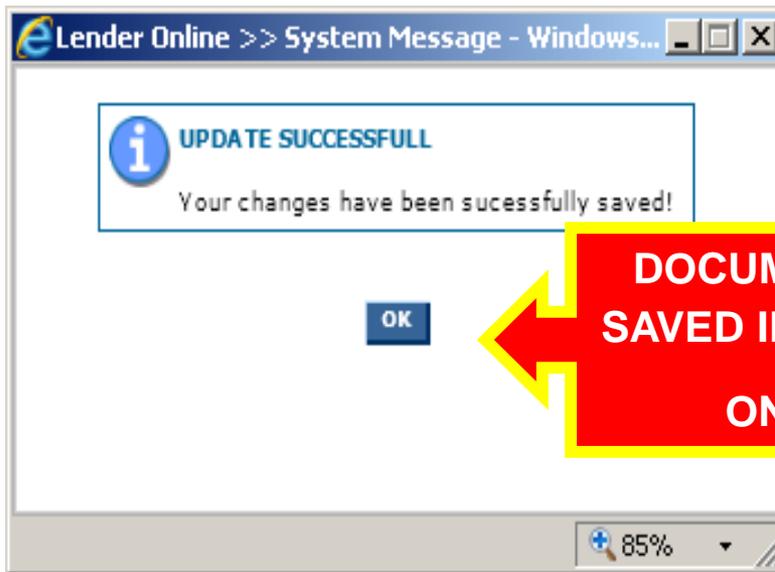
or

*Enter a customized document name.

Enter additional comments about this document

USE "CUSTOMIZED" WHEN SUBMITTING CONDITIONS ONLY

Step 1: UPLOAD



**DOCUMENT IS
SAVED IN EDOCS
ONLY**

After
UPLOAD,
go to
Step 2!

Step 2: SUBMIT

Department of Housing and Community Development
Community Development Administration (CDA)

NEW RESERVATION AVAILABLE FUNDS **LOAN STATUS** REPORTS USER ACCOUNTS

Welcome: [User Name]

e-MortgageDocs Comments Comments Printable Close

First Mortgage Second Mortgage

PACKAGES FOR LOAN NO. [Loan Number]

MBS Pre-Closing Compliance PKG #CC [Package ID] Add New **Submit**

Uploaded Documents (1)	Actions	Last Date Modified	Initial Submitted Date & Time
01.ATTACHMENT CC- MBS PRE-CLOSING COMPLIANCE PACKAGE		06/07/2013	

MBS Post-Closing Compliance PKG #EE [Package ID] Add New Submit

Uploaded Documents (0)
No e-Mortgage documents have been uploaded for this package.

NOTE: THE DOCUMENT IS NOT SUBMITTED TO CDA UNTIL YOU HAVE CLICKED THE "SUBMIT" BUTTON!



NEW RESERVATION AVAILABLE FUNDS LOAN STATUS REPORTS USER ACCOUNT

ender: MortgageDocs Comments Comments Printable Close

PACKAGE SUBMISSION SUCCESSFUL! The e-MortgageDocs MBS Pre-Closing Compliance PKG #CC For Loan No. has been received by our agency.

1st Mortgage Second Mortgage

PACKAGES FOR LOAN NO.

MBS Pre-Closing Compliance PKG #CC Add New Submit Package Submitted: 06/07/2013 12:00 AM

Uploaded Documents (3)	Actions	Last Date Modified	Initial Submitted Date & Time
01.ATTACHMENT CC- MBS PRE-CLOSING COMPLIANCE PACKAGE	↑ ↓ ×	06/07/2013	06/07/2013 01:50 PM
Income Eligibility Worksheet and pg 5 of the Buyer's Affidavit w/correct income	↑ ↓ ×	06/07/2013	06/07/2013 03:20 PM
REVISED ATTACHMENT CC 1ST PAGE CHECKLIST	↑ ↓ ×	06/07/2013	06/07/2013 03:51 PM

MBS Post-Closing Com

Uploaded Documents No e-Mortgage doc package.

Package Submission Successful! 1st Mortgage Repeat for 2nd Mortgage



Department of Housing and Community Development
Community Development Administration (CDA)

NEW RESERVATION AVAILABLE FUNDS **LOAN STATUS** REPORTS USER ACCOUNTS

Welcome: [redacted]
e-MortgageDocs Comments Comments Printable Close

PACKAGE SUBMISSION SUCCESSFUL!
The e-MortgageDocs DPA Pre-Closing Compliance PKG #DD For Loan No [redacted] has been received by our agency.

First Mortgage **Second Mortgage**

PACKAGES FOR LOAN NO [redacted]

DPA Pre-Closing Compliance PKG #DD

Add New Submit Package Submitted: 06/07/2013 12:00 AM

Uploaded Documents (1)

Actions	Last Date Modified	Initial Submitted Date & Time
	06/07/2013	06/07/2013 01:54 PM

DPA Post-Closing Compliance PKG #FF

Add New Submit

Uploaded Documents (0)

No e-Mortgage documents have been uploaded for this package.

Package Submission Successful!
2nd mortgage confirmation

Submitting Compliance Files & Conditions

- Loans (1st & 2nd, pre- & post-compliance) must be submitted in the order outlined on the applicable checklist(s)
- Submit **ONLY** the documents required by each checklist
 - Files with documents out of order or containing non-required documents may be **automatically deleted** from EDOCS, thus requiring re-submission.
- Submitting EDOCS files (Pre- and Post- Compliance)
 - Upload to Lender-on-Line (LOL) EDOCS
 - (24 hour turnaround time / **noon daily cut-off**)
- EDOCS Compliance Conditions
 - Upload to Lender-on-Line (LOL) EDOCS—submit all conditions at the same time whenever possible
 - (24 hour turnaround time / **4pm daily cut-off**)

- Pre-Closing Compliance Checklists
 - 1st Mortgage checklist – Attachment CC
 - 2nd Mortgage checklist – Attachment DD
- Post-Closing Compliance Checklists
 - 1st Mortgage checklist – Attachment EE
 - 2nd Mortgage checklist – Attachment FF

Submit docs in the order of the checklist—only those listed!

MARYLAND MORTGAGE PROGRAM (MMP)
MARYLAND HOMECREDIT PROGRAM (MHCP)
PRE-CLOSING COMPLIANCE CHECKLIST

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: <https://lol.dhcd.state.md.us>
- EDOCS Training Instructions:**
<http://mmp.maryland.gov/Lenders/Webinar%20Presentations/EDOCS.pdf>

MBS/MHCP Reservation No.: **9** _____ - _____ - _____ Lender No: _____
(Lender no.) (Sequential loan #)

Borrower: _____
Last Name First Name Credit Score

Co-Borrower: _____
Last Name First Name Credit Score

Property Address: _____ City: _____, MD Zipcode: _____

County: _____ Census Tract No.: _____ Targeted Area: Yes ___ No ___

Manner in which title will be held: Sole Owner Joint Tenancy Tenants by the Entirety

Housing Type: Detached Duplex (1/2) Townhouse Condo-Garden Condo-High Rise
 PUD Modular

Property: Existing **New (and confirmation that property located in a PFA included - refer to #26 on the checklist)**

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: <https://lol.dhcd.state.md.us>**

EDOCS Training Instructions:
<http://mmp.maryland.gov/Lenders/Webinar%20Presentations/EDOCS.pdf>

MMP/MHCP Reservation No.: 9 - - - - - Lender No: _____
(Lender no.) (Sequential loan #)

Borrower: _____
Last Name First Name Credit Score

Co-Borrower: _____
Last Name First Name Credit Score

Property Address: _____ City: _____, MD Zipcode: _____

County: _____ Census Tract No.: _____ Targeted Area: Yes ___ No ___

Manner in which title will be held: Sole Owner Joint Tenancy Tenants by the Entirety

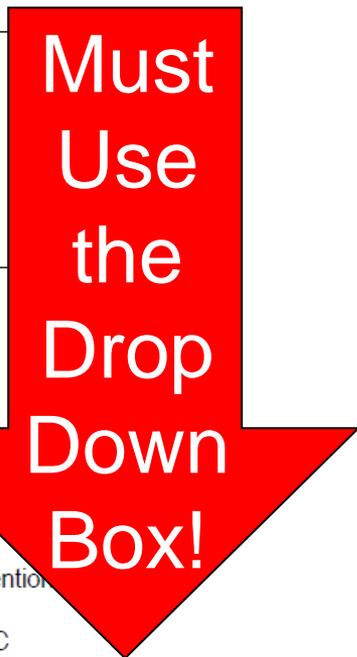
Housing Type: Detached Duplex (1/2) Townhouse Condo-Garden Condo-High Rise
 PUD Modular

Property: Existing **New (and confirmation that property located in a PFA included - refer to #26 on the c**

Loan Type: FHA VA RHS Conventional UNINSURED Conventional

PMI Company: Essent Guaranty Genworth MGIC Radian Guaranty UGRIC

Program Code: _____



File Home Insert Page Layout References Mailings Review View

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Font Paragraph Styles

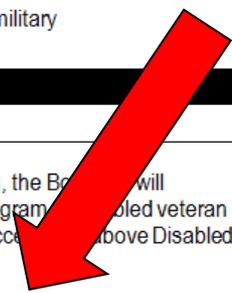
AaBbCcDa AaBbCcI AaBbCcJ AaBbCcDd AaBbCcDd

Emphasis 1 Heading 1 1 Heading 2 1 Normal Strong

Change Styles Editing

	Self-employed Borrowers and Household members (over 18 years old).	
	<ul style="list-style-type: none"> • Previous 2 years' Federal Income Tax Returns • YTD Profit and Loss Statements 	
7.	Income Eligibility Worksheet and Lender Certification -Attach D	
8.	REFINANCE PROGRAM ONLY	
	<ul style="list-style-type: none"> • Borrower's Affidavit for Refinance Loans Only 	
9.	HOMEFRONT PROGRAM ONLY	
	<ul style="list-style-type: none"> • Copy of DD-214 for Veteran borrowers OR • Copy of a Leave & Earnings statement and Confirmation of Active Duty Status using https://www.dmdc.osd.mil/app/scra/scraHome.do if Borrower or Co-Borrower is active duty military 	
10.	HOMEFRONT/DISABLED VETERANS PROGRAM ONLY	
	<ul style="list-style-type: none"> • Copy of DD-214 for Veteran borrowers AND • Borrower must provide a Benefits Summary Letter to the Lender by registering at: https://www.ebenefits.va.gov/ebenefits-portal/ebenefits.portal. Within 24-hours of registration, the Borrower will receive a letter stating that they have a service connected disability. For purposes of this Program, a disabled veteran is defined as one with a 30% or greater disability. If the homebuyer does not have internet access, a Disabled Military Veteran letter can be obtained in person from the Department of Veterans Affairs. 	
11.	MARYLAND HOMECREDIT PROGRAM (MHCP)	
	Buyer's Authorization To Release Confidential Information to CDA - REQUIRED ON ALL MCC RESERVATIONS	
12.	IF PROPERTY LOCATED IN A NON-TARGETED AREA:	
	<ul style="list-style-type: none"> • 3 years' Federal Income Tax Returns OR • Credit Report that includes a 3-year rental history (if the rental history is not included , a Verification of Rent for the last 3 years must also be provided) OR • Copy of DD-214 for Veteran borrowers AND • Veteran First-time Homebuyer Exemption Certification - Attach V 	
13.	Affidavit In Lieu of Current Year's Tax Returns - Attach J	

**For MCCs:
Buyer's Authorization
to Release Confidential
Information**



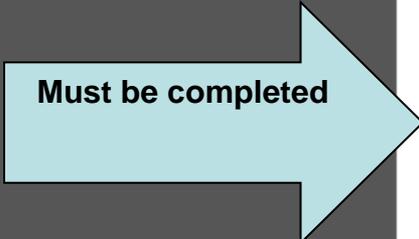
Attachment DD -EDOCS

DOWN PAYMENT ASSISTANCE (DPA) LOAN PROGRAMS

DPA PRE-CLOSING COMPLIANCE CHECKLIST

Submit MBS Pre-Closing Compliance 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. <https://lol.dhcd.state.md.us> (EDOCS Training Instructions: <http://www.mmprogram.org/documents/EDOCS.pdf>)
 - a. Select "SECOND Mortgage" tab
 - b. MBS Pre-Closing Compliance PKG #DD
 - c. Select "Add New" icon
 - d. Select "Submit" icon to transmit file to CDA for review



DSELP Reservation No.: 97 (Lender no.) (Sequential loan #) MMP Reservation No.: 9 (Lender no.) (Sequential loan #)

Borrower: Last Name First Name

Co-Borrower: Last Name First Name

Property Address: City: MD Zip code: County:

Reservation Date: / /

Property: Existing New Construction

Targeted Area: Yes No

CHECK ALL THAT APPLY AND COMPLETE APPLICABLE INFORMATION:

- 1. DSELP \$ _____ DSELP Save-A-Home Certificate Forward Reservation
 - 2. HKIE \$ _____ Name of employer: _____
 - 3. SKIE \$ _____
 - 4. BDIP \$ _____ Name of Builder/Developer: _____
 - 5. CPIP \$ _____ Name of Community Partner: _____
 - 6. BRAC \$ _____ Name of BRAC employer: _____
- \$ _____ Total Loan Amount of Second Mortgage (amount to match DSELP Application & Affidavit and Lender Online Reservation Amount)

Lender Name: Person Submitting:

Direct Phone #: () - Ext: E-mail address:

File Home Insert Page Layout References Mailings Review View

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B I U abc x x² A ab A

Font Paragraph Styles

Emphasis Heading 1 Heading 2 Normal Strong

Find Replace Select Editing

Attachment EE- EDOCS Page 1

MARYLAND MORTGAGE PROGRAM (MMP)
MARYLAND HOMECREDIT PROGRAM (MHCP)

POST-CLOSING COMPLIANCE CHECKLIST

Submit 1st Post-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: <https://lol.dhcd.state.md.us>
- EDocs Training Instructions:**
<http://mmp.maryland.gov/Lenders/Webinar%20Presentations/EDocs.pdf>

MMP/MHCP Reservation No.: 9 _____ - _____ - _____ Lender No: _____
(Lender no.) (Sequential loan #)

Borrower: _____
Last Name First Name Credit Score

Co-Borrower: _____
Last Name First Name Credit Score

Property Address: _____ City: _____ MD Zipcode: _____

County: _____ Census Tract No.: _____ Targeted Area: Yes ___ No ___

Manner in which title will be held: Sole Owner Joint Tenancy Tenants by the Entirety

Housing Type: Detached Duplex (1/2) Townhouse Condo-Garden Condo-High Rise
 PUD Modular

File Home Insert Page Layout References Mailings Review View

Times New Roman 9 A A Aa

B I U abc x² x³ A ab A

Font Paragraph Styles

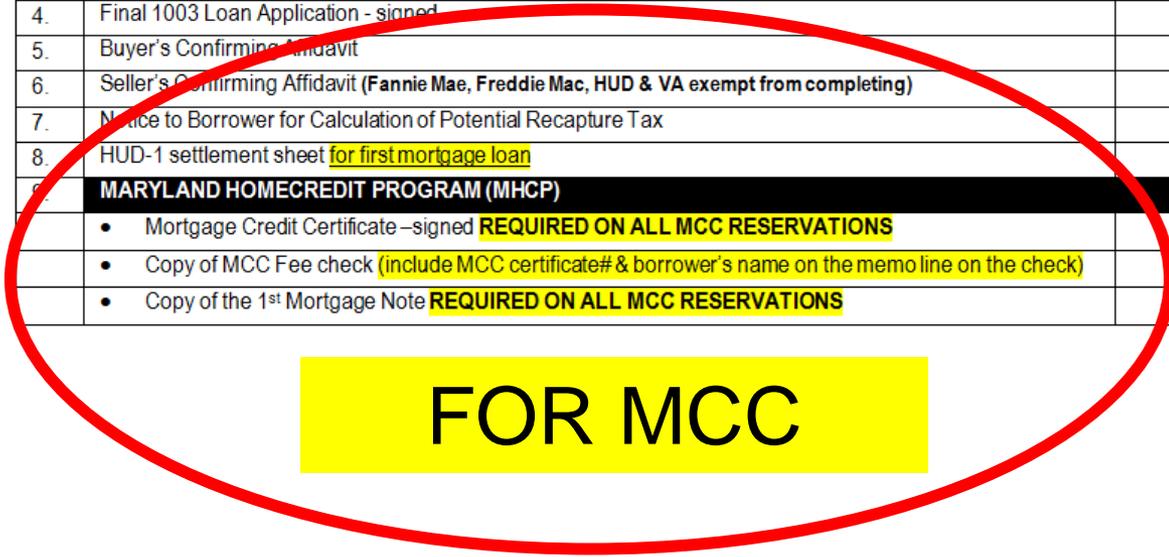
AaBbCcDa AaBbCcI AaBbCcJ AaBbCcDd AaBbCcDd Strong

Emphasis ¶ Heading 1 ¶ Heading 2 ¶ Normal Strong

Find Replace Select Editing

Attachment EE- EDOCS Page 2

		LENDER √ and include or "N/A", if not applicable
1.	MMP/MHCP Post-Closing Compliance Checklist	
2.	Primary Mortgage Insurance-Guarantee/Commitment Certificate (Conditional Commitments are not acceptable) NOT REQUIRED ON MCC ONLY RESERVATIONS	
3.	PROOF OF SALE OF REAL PROPERTY OR PREVIOUS RESIDENCE	
	• Settlement sheet or Deed showing transfer	
	• Proceeds from sale accounted for in liquid assets	
4.	Final 1003 Loan Application - signed	
5.	Buyer's Confirming Affidavit	
6.	Seller's Confirming Affidavit (Fannie Mae, Freddie Mac, HUD & VA exempt from completing)	
7.	Notice to Borrower for Calculation of Potential Recapture Tax	
8.	HUD-1 settlement sheet for first mortgage loan	
	MARYLAND HOMECREDIT PROGRAM (MHCP)	
	• Mortgage Credit Certificate -signed REQUIRED ON ALL MCC RESERVATIONS	
	• Copy of MCC Fee check (include MCC certificate# & borrower's name on the memo line on the check)	
	• Copy of the 1st Mortgage Note REQUIRED ON ALL MCC RESERVATIONS	



FOR MCC

Common Conditions/Exceptions

Pre-Closing Compliance:

- Incorrect homebuyer education certificate
- Additional documentation needed when non-borrowing occupant takes title
- Federal income tax returns not signed

DPA Attachment D - Request for DPA Lien Exception

102% | Tools | Sign | Co | Highlight Exist

DPA ATTACHMENT D

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
CDA/SINGLE FAMILY HOUSING MARYLAND MORTGAGE PROGRAM

REQUEST FOR DSELP LIEN EXCEPTION

Form is auto-populated in Lender Online

FAX TO: 410-510-1406
ALL APPLICABLE BLANKS MUST BE COMPLETED

Name(s) of Borrowers:

Lender Name:

Contact Name:

Telephone No.

Ext.

Fax No.

Email Address (REQUIRED)

DPA Reservation No.:

First Lien Holder:

Second Lien Holder:

Borrower's Affidavit for Refinance Programs Only

MARYLAND DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

COMMUNITY DEVELOPMENT ADMINISTRATION

BORROWER'S AFFIDAVIT FOR REFINANCE LOANS ONLY

Instructions to Lender:

Use this form to apply for a mortgage loan to **REFINANCE** a single-family mortgage. **DO NOT USE THIS FORM TO APPLY FOR A PURCHASE MONEY MORTGAGE LOAN.**

Instructions to Borrower:

- Check true statements and fill in blanks.
 - Attach additional information as necessary.
 - If you need help, ask your lender.
 - Answer all questions accurately and completely.
 - The Lender and the Maryland Community Development Administration will rely on your statements in this affidavit to assure that you qualify for this loan.
-
- **False or incomplete answers may cause default and foreclosure on your mortgage.**
 - **IT IS A STATE OFFENSE PUNISHABLE BY A MAXIMUM FINE OF \$50,000, FIVE YEARS IMPRISONMENT, OR BOTH, TO KNOWINGLY MAKE A FALSE STATEMENT IN THIS AFFIDAVIT (MARYLAND ANNOTATED CODE, HOUSING AND COMMUNITY DEVELOPMENT ARTICLE, SECTION 4-255).**

Include for all
refinance loans –
found under
“Documentation
Sometimes
Required”

New Documentation for FHA Streamline Refinance

DOCUMENT REQUIREMENT : DOCUMENTS THAT ARE SOMETIMES REQUIRED (12)

[Attachment A] Separation Affidavit	Required for loans with financed mortgage insurance.
[Attachment E] Income and Asset Certification	Required when the borrower is doing an FHA Streamline Refinance.
[Attachment F] Asset Test Worksheet	Required when the borrower(s)' assets exceed 20% of the sale price.
[Attachment G] Subordination Request	Required when the borrower is doing an FHA Streamline Refinance.
[Attachment J] Affidavit in Lieu of Current Year's Tax Return(s)	Required when the borrower or co-borrower has not yet filed their current year's tax return (i.e. April 15th or October 15th filings have not taken place).
[Attachment N] Additional Buyer's Affidavit Relating to Business Use of Residence	Required when the borrower(s) will be conducting business at their residence.
[Attachment S] Affidavit Regarding Not Being Required to File Tax Return(s)	Required when the borrower(s) is not required to file Federal Tax Returns.
[Attachment T] Certification of Pregnancy	Required if pregnancy will be used to determine total size of the household as 3 or more.
[Attachment V] Veteran First Time Homebuyer Exemption Certificate	Required when the borrower(s) is using their DD214 for 1st time homebuyer's exemption.
Allonge-DPA Note	Required when the borrower is doing an FHA Streamline Refinance.
Borrower's Affidavit for Refinance Loans Only	Required when the borrower is doing an FHA Streamline Refinance.
Supplemental Buyers Affidavit	Required for loans with financed mortgage insurance.

DPA Fund Reimbursement

Per Directive 2014-34

After Pre-Closing Compliance Approval, email Attachment W for reimbursement of funds fronted for DPA. Form is downloaded with the Closing package.

E-mail to: CDA_WireInstructions.dhcd@maryland.gov

Different form for MMP TriplePlay!



MMP Products



Ending Soon!

MMP TriplePlay *in Prince George's County*

- Rate is a quarter of a percent below regular rates
- \$10,000 in Down Payment Assistance (DPA) in a zero percent deferred loan for all borrowers
- PLUS an additional \$10,000 GRANT for homebuyers purchasing in one of the nine select zip codes
- CDA will waive their fee for a MD HomeCredit purchased under this program (lenders may still charge their fee)

MMP TriplePlay – Eligibility for the \$10,000 Grant

14 Select Zip Codes:

- 20706- Lanham
- 20710 – Bladensburg
- 20722 - Brentwood
- 20737 - Riverdale
- 20743- Capitol Heights
- 20744- Fort Washington
- 20745- Oxon Hill
- 20746- Suitland
- 20747- District Heights
- 20748- Temple Hills
- 20772 & 20774- Upper Marlboro
- 20784 & 20785 - Hyattsville

MD Homefront – launched July 1st!

MD Homefront:

The Veterans and Military Family Mortgage Program

- Rate is a quarter of a percent below the regular government and conventional loans
- \$5,000 in Down Payment Assistance (DPA) available (plus any Partner Match funds)
- CDA will waive their fee for a MD HomeCredit purchased under this program (lenders may still charge their fee).

REO: DHCD-Owned Foreclosures

- DHCD has real estate owned (REO) inventory throughout the State of Maryland
- Properties are listed and sold through Cunningham and Company LLC and Long & Foster and will carry a notation on the MLS listing
- Since the reduced rate ended on June 30th and bond funds are no longer part of these transactions, Maryland HomeCredits and DPA can now be used with government loans used to purchase REO properties. (*Conventional loans may not be used for REO purchases.*)

www.mdhousing.org/website/programs/Reo/Default.aspx

MMP Conventional Loans

Conventional Mortgage Loans

- With Private Mortgage Insurance:
 - Loans must be underwritten to current Fannie Mae HFA Preferred underwriting guidelines
 - Insurer must be on MMP's Participating Private Mortgage Insurance Companies List
- Uninsured:
 - For purchases where the loan-to-value (LTV) ratio is 80% or less.
 - Maximum combined LTV is 105%.

MMP Conventional Loans

Conventional MIP

- Borrower can get a more affordable monthly payment by paying the mortgage insurance up front OR the monthly payment can be terminated when a lower LTV is reached.
- LTV cannot exceed 97% under Fannie Mae's HFA Preferred Program, even if the PMI has a higher guideline.

MMP Rate Advantage

Reduced Mortgage Insurance Premiums! *Coverage required by HFA Preferred*

	<u>MMP</u>	<u>Non-MMP</u>
LTVs > 95% and <=97%	18%	Not Available!
LTVs > 90% and <=95%	16%	30%
LTVs > 85% and <=90%	12%	25%
LTVs > 80% and <=85%	6%	12%

Loan-Level Price Adjustments (LLPAs)

- Fannie Mae prices risk into mortgage interest rates using LLPAs—these can be as high as 1.25% for non-MMP loans.
- There are **no LLPAs charged** for Maryland Mortgage Program loans!

Why Choose Conventional?

- Conventional loans have lower MI
- FHA requires upfront MIP along with monthly
- FHA requires a 3.5% minimum down payment; conventional only requires 3.0%

95-97% LTV Loans

- Some lenders were identified as EXEMPT by US Bank; all others must submit conventional loans with an LTV exceeding 95% to US Bank for underwriting, in accordance with US Bank Bulletin 2013-38.
- US Bank hosted webinars on this process in early January. Please refer to *mrbp.usbank.com* for more information on these loans.

MMP Conventional Loans

Participating Mortgage Insurers*

Essent Guaranty, Inc.

Genworth Financial, Inc. (GE)

Mortgage Guaranty Insurance Corporation (MGIC)

Radian

United Guaranty Residential Insurance Company (UGRIC)

** In addition to Federal Housing Administration (FHA) insurance and Veterans Administration (VA) or Rural Housing Services (RHS) guaranty*



Refinance Loans

MMP Refinance Loans

97% LTV Conventional Refinance Loan Program

30-year, fixed rate, fully amortizing, limited cash out

Higher LTV limit ~ Lower MI premiums

(No DPA available)

CDA FHA Streamline Refinance

- New program launched February 12th!
- All MMP lenders can participate without additional documentation or approval.
- For existing CDA borrowers ONLY! Borrower must complete the Income and Asset Certification (Attachment E) prior to loan reservation.
- Rates shown with and without a lender credit.

CDA FHA Streamline Refinance

US BANK OVERLAYS:

Credit Score for Eligibility

- 660 for loans currently being serviced by US Bank
- 680 for loans being serviced by others
 - Also, these non-USB serviced loans require:
 - Verbal VOE
 - Verification of funds if needed to close
 - No bankruptcy, short sale, or foreclosure in the last 7 years

CDA FHA Streamline Refinance

Pre-Closing Compliance submission must include

- Attachment E – Income and Asset Certification
- Attachment G – Subordination Authorization
- Allonge DPA-Note (loan document)

Rates are shown with and without a lender credit.

CDA FHA Streamline Refinance Reservations

- **Lender must enter income and purchase price as \$1!**
- Existing CDA DPA can be subordinated as a zero percent deferred loan—follow these steps...

Subordination

- For subordination of existing DPA, prior to reservation lender must email CDA the Lender Request for Subordination. See 2/20 directive for the new form, email address and process.

CDA FHA Streamline Refinance DPA Subordination

- Allonge DPA-Note –download from the Lender Online loan documents. It is completed and submitted with Pre-Closing Compliance.
- CDA prints the Allonge DPA-Note from the package, signs it, and sends it to the lender.
- Borrower signs the document at Closing.
- After Closing, it gets mailed to CDA (ATTN: Debra Conner) to be attached to the previous DPA Note. A copy is included in Post-Closing to CDA and to USB.



Maryland HomeCredit Program



New!

Maryland HomeCredit Program

--mortgage credit certificates—

***The HomeCredit is reserved at the same
time as the principal loan***

Can be used with MMP & DPA loans!

The Maryland Mortgage Program



Is the Maryland Mortgage Program Right for Me?

Find out if the Maryland Mortgage Program can help you become a homeowner



Down Payment and Closing Cost Assistance

Learn how you may qualify for thousands of dollars in financial assistance to help with down payment and closing costs



Homebuyer Education

Sign up for a class that will help you navigate the mortgage market and get the best home



Property Information

Get information on homes and locations where you can use the Maryland Mortgage Program



Maryland HomeCredit

DHCD's Maryland HomeCredit Program can save eligible homebuyers thousands with a mortgage credit certificate (MCC).



Current Specials

Take a look at some of the special initiatives that we have for Military Veterans and homebuyers purchasing in Targeted Areas!



Helpful Information

- > [MMP Home](#)
- > [Today's Interest Rates](#)
- > [Down Payment Assistance](#)
- > [Eligibility Requirements](#)
- > [Find a Lender](#)
- > [Real Estate Agents](#)
- > [Estimate your Loan Repayments](#)
- > [Questions?](#)



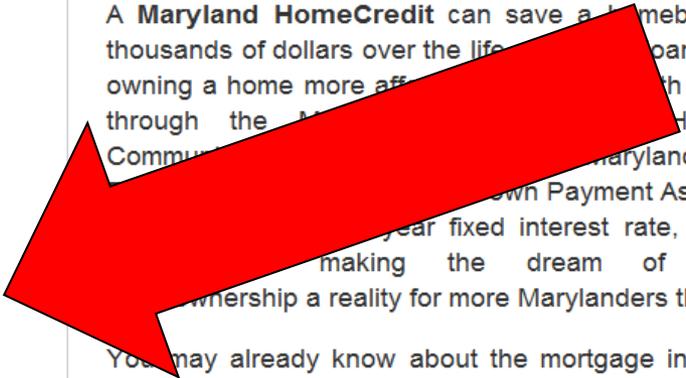
HomeCredit FAQ

Q: Can I get a Maryland HomeCredit for my existing home?
A: A Maryland HomeCredit is available only with the

Maryland HomeCredit Program

Lower Your Federal Taxes, Every Year, For the Life of Your Loan

A **Maryland HomeCredit** can save a homebuyer tens of thousands of dollars over the life of a home loan, and makes owning a home more affordable with a home loan through the Maryland Homebuying and Community Development **Maryland Mortgage Down Payment Assistance** and a **1.25% fixed interest rate**, the State of Maryland is making the dream of sustainable homeownership a reality for more Marylanders than ever.



You may already know about the mortgage interest deduction that most homeowners already claim each year on their federal taxes. The Maryland HomeCredit Program is different, and provides a federal tax credit to eligible homebuyers. A tax deduction reduces the homeowner's "taxable income". In contrast, a tax credit, such as the Maryland HomeCredit, provides the homeowner with a reduction in their actual federal tax liability.

DHCD's Maryland HomeCredit Program provides eligible homebuyers with a federal tax credit that may be claimed annually, the value of which is equal to 25% of the value of mortgage interest payments (up to \$2,000) paid each year, for the life of the loan (i.e. until payoff, sale, refinance or transfer).

How to Get a Maryland HomeCredit



DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT MARYLAND MORTGAGE PROGRAM

- LENDER HOME
- INTEREST RATES
- DOCUMENTS
- TRAINING
- MARKETING TOOLS
- FAQ

Helpful Information

- > MMP Home
- > Homebuyer Education
- > Today's Interest Rates
- > Down Payment Assistance
- > Eligibility Requirements
- > Find a Lender
- > Real Estate Agents
- > Estimate your Loan Repayments
- > Questions?

Maryland HomeCredit Program For Lenders

Downloadable Brochures	Lender Application
Fact Sheet	Lender Training
FAQ	Compliance Manuals
Loan Documents	Reporting

Mortgage Credit Certificates: The Basics

Eligible Maryland homebuyers can now receive a mortgage credit certificate through the Maryland HomeCredit Program, offered by Maryland's Department of Housing and Community Development (DHCD).



DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
MARYLAND MORTGAGE PROGRAM

Enter search term



LENDER HOME

INTEREST RATES

DOCUMENTS

TRAINING

MARKETING TOOLS

FAQ

Helpful Information

- > [MMP Home](#)
- > [Homebuyer Education](#)
- > [Today's Interest Rates](#)
- > [Down Payment Assistance](#)
- > [Eligibility Requirements](#)
- > [Find a Lender](#)
- > [Real Estate Agents](#)
- > [Estimate your Loan Repayments](#)
- > [Questions?](#)

Maryland HomeCredit Program - For Lenders

Download Lender Documents	Lender Application
Fact Sheet	Lender Training
FAQ	Compliance Manuals
Loan Documents	Reporting

Mortgage Credit Certificates: The Basics

Eligible Maryland homebuyers can now receive a mortgage credit certificate through the Maryland HomeCredit Program, offered by Maryland's Department of Housing and Community Development (DHCD).





The Maryland HomeCredit Program FACT SHEET

PROGRAM OVERVIEW:

The Maryland HomeCredit Program ("HomeCredit") provides Mortgage Credit Certificates (MCC) which entitle eligible borrowers to take a federal income tax credit equal to a percentage (the "Certificate Credit Rate" stated below) of the interest paid during the year on a mortgage loan covered by the MCC, up to a maximum of \$2,000 per year.

This is a dollar-for-dollar reduction against the borrower's annual federal tax liability. The borrowers claim the credit on their federal income tax return by using IRS Form 8396, Mortgage Interest Credit. The remaining balance of the mortgage interest continues to qualify as an itemized deduction.*

ISSUER:

The Issuer of the MCC is The Maryland Community Development Administration (CDA).

Borrowers can obtain a Maryland HomeCredit MCC by making application through:

- An approved Maryland Mortgage Program (MMP) Lender, who will process the MCC application along with the borrowers' application for the mortgage loan, or
- An approved Maryland HomeCredit Program-only lender. The lender will process the MCC application through CDA at the same time that they independently process the borrowers' non-MMP mortgage loan.

The MCC can be issued together with any participating lender's fixed rate first mortgage loan. It cannot be used with local housing agency tax exempt bond loans.

- > [MMP Home](#)
- > [Homebuyer Education](#)
- > [Today's Interest Rates](#)
- > [Down Payment Assistance](#)
- > [Eligibility Requirements](#)
- > [Find a Lender](#)
- > [Real Estate Agents](#)
- > [Estimate your Loan Repayments](#)
- > [Questions?](#)

Quick Links

- > [Directives](#)
- > [Eligible Mortgage Insurers/Guarantors](#)
- > [Fact Sheets](#)
- > [Information Packet](#)
- > [Income and Purchase Limits](#)
- > [US Bank](#)

The following brochure can be downloaded and added to any property information package.

You must have Adobe Reader to view and print PDF documents on this page. If you do not have it, [download it for free.](#)



Quick Links to Fact Sheets, Kits, Income Limits & More

Maryland's Department of Housing and Community Development.

	+		+	
DOWN PAYMENT & CLOSING COST ASSISTANCE		30 YEAR FIXED RATE		HOMEBUYER EDUCATION
Interest-free, deferred loans of UP TO \$8500 from the state, and additional assistance from partner organizations. To help you get into your home faster, and start building equity now.		Interest rates that are competitive with commercial lenders, and OFTEN LOWER . So you know your repayments today and tomorrow, and for the life of your loan.		FREE/LOW-COST Homebuyer classes to help you understand what it takes to purchase a home. Giving you the confidence and knowledge you need to make the right decisions.

Contact Information _____ Notes _____

What is a Maryland HomeCredit?

Maryland HomeCredit Program

www.mmp.maryland.gov/MDHomeCredit

- Gives qualified borrowers the opportunity to obtain a mortgage credit certificate that can be used to claim a federal tax credit on 25% of their paid mortgage interest, up to a maximum of \$2,000 per year
- A dollar-for-dollar reduction against the borrower's annual federal tax liability--can be claimed every year for the life of the loan

All principal loans with a HomeCredit component must align with the requirements of the Maryland Mortgage Program, even if obtained with a non-MMP loan. This includes income limitations, purchase price limits, asset limits, 30-year term, fixed rate (but not homebuyer education).

MD HomeCredit may not be used with bond funds or refinance loans.

When calculating the DTI for a borrower who is getting a MD HomeCredit, the credit can be added to income--NOT subtracted from total debt.

To do this, use the MD HomeCredit calculator to identify the interest savings, then divide by 12 to find the addition to monthly income.

MD HomeCredits improve the affordability of purchasing a home!

Borrower Fees

Fees vary according to the lender:

- For a Maryland HomeCredit obtained with an MMP loan
 - \$450 fee to CDA (unless waived)
 - Up to \$350 additional to lender
- For a Maryland HomeCredit obtained with a non-MMP loan
 - \$1,100 fee to CDA
 - Up to \$700 additional to lender

MD HomeCredit Fee Disclosure

Fees to the borrower should be disclosed on the HUD-1 in the normal way for established fees—in the 800 section.

MD HomeCredit Savings

- Savings vary based on the size of the loan and the interest rate
- An average MMP borrower can save \$1,300 - \$1,600 the first year
- Savings for the life of a 30-year loan would be approximately \$27,000—check out the calculator on our website!

From the Calculator...

Mortgage Credit Certificate (MCC)

Homeowner Benefit Schedule

MMP Loan Type	FHA	Use Drop down box if this a Maryland Mortgage Program (MMP) loan. If not, leave the mortgage type blank.
Mortgage Interest Rate	4.500%	Enter Mortgage Interest Rate (preferred) (if this is a MMP Loan and a loan type is entered above; the rate can be blank and spreadsheet will default to a rate)
1st Mortgage Amount	\$175,000	Enter the expected First Mortgage amount
1st Mortgage Payment Date	08/01/14	Enter the expected First Payment Date on First Mortgage; No entry will default to the beginning of the calendar year.
Monthly Principal & Interest Payments	\$886.70	This is a calculated field in Model based mortgage amount and interest rate entered
MCC Credit Rate Applied to the Eligible Mortgage	25%	This is the MCC Credit Rate being used by the MD Department of Housing and Community Development (DHCD) ; it is a default in Model. All loans must use this MCC Rate.

Estimated Homeowner Advantage

	Estimated Overall Homeowner Advantage (Net Benefit)
Est. 2014 MCC Tax Benefit	\$614
Est. 2015 MCC Tax Benefit	\$1,456
Est. 2016 MCC Tax Benefit	\$1,431
Aggregate MCC Savings to homeowner over life of loan	\$27,040
Effective interest rate with MCC benefit over life of loan	3.76%

Scenario is based on a loan of \$175,000 at 4.5%

Claiming a MD HomeCredit

- A Maryland HomeCredit is claimed on the borrower's federal tax return using Form 8396.
- The remainder of the annual paid mortgage interest can be claimed as a regular deduction.

- MD HomeCredit can be used with a Maryland Mortgage Program loan or with a purchase loan through a participating lender. It cannot be purchased by itself for an existing loan.
- The lender application fee of \$2,500 is waived for MMP-approved lenders.

Lender Reporting

The IRS requires that a participating lender provide an annual report of borrowers who received MD HomeCredits the previous year.

The report requires IRS Form 8329. A copy of this form also should be submitted to CDA.

A list of the previous year's borrowers will be generated by CDA and provided to the lender only for MD HomeCredits obtained with MMP loans.

Closing



DPA – Loan Documents

- Lender uses MMP loan documents from Lender Online for the DPA.
- Certification on the DOT must be signed by the attorney for the title company or lender-- whichever one completed the document.
- On Exhibit B on the DOT, #2 must be struck out if it doesn't apply.
- No fees other than the \$60 recording fee may be charged for MMP DPA loans.

File Home Insert Page Layout References Mailings Review View

Print Layout Full Screen Reading Web Outline Draft Document Views

Ruler Gridlines Navigation Pane Show

Zoom 100% One Page Two Pages Page Width Zoom

New Window Arrange All Split Window

View Side by Side Synchronous Scrolling Reset Window Position Window

Switch Windows Macros

Closing Instructions – Page 1



Anthony G. Brown
LT. GOVERNOR
Raymond A. Skinner
SECRETARY
Clarence J. Snuggs
DEPUTY SECRETARY

Re: Closing Instructions for **Maryland HomeCredit Program (MHCP)**
Mortgage Credit Certificate (MCC) for:

Name(s) of Borrower(s): _____

Property Address: _____

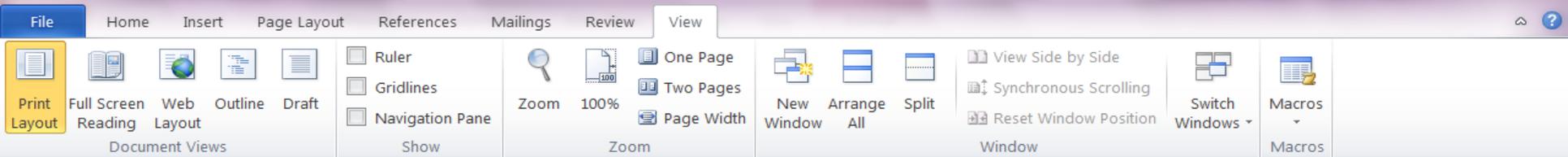
First mortgage is a Maryland Mortgage Program (MMP) loan (Yes/No): _____

MMP/MHCP or MHCP loan number: _____

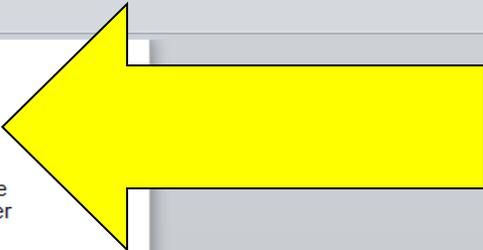
Dear Sir or Madam:

The above-referenced borrower(s) applied for and were approved for an MCC. This letter contains your instructions for handling the closing of their MCC on behalf of the Community Development Administration (CDA).

- I. Have the borrower(s) sign and date the following documents:**
- A. Mortgage Credit Certificate:
 1. Check box number 9 to make sure *name of county* correct;
 2. Check box number 12 to make sure *closing date* correct;
 3. Make one copy of the executed original for the originating lender; and
 4. Give the borrower the original.
 - B. Final 1003 loan application;
 - C. Buyer's Confirming Affidavit;
 - D. Notice to Borrower for Calculation of Potential Recapture Tax (06/01/14) – include cover page only if the first mortgage is an MMP loan; and
 - E. HUD-1 settlement sheet
- II. Have the seller(s) sign and date the Seller's Confirming Affidavit and the HUD-1 settlement sheet**



Closing Instructions – Page 2



Borrower payment for MD HomeCredit

III. Collect the applicable MCC fee from the borrower

- A. \$450, if first mortgage is an MMP loan or
- B. \$1,100, if the first mortgage is not an MMP loan
- C. make check payable to CDA and add: "MCC fee for _____; MCC # _____" to the memo line and make copy of check and mail original check, immediately after closing, to:

Department of Housing & Community Development
P.O. Box 62
Crownsville, MD 21032
CDA Finance

IV. Deliver, within 72 hours of the closing, a copy of the check for the MCC fee along with the following fully executed documents to _____

- A. HUD-1 settlement statement
- B. Copy of the Mortgage Credit Certificate
- C. Final 1003 loan application
- D. Buyer's Confirming Affidavit
- E. Seller's Confirming Affidavit
- F. Notice to Borrower for Calculation of Potential Recapture Tax (06/01/14)

Thank you for your assistance.

Sincerely,
Community Development Administration

By: Tonna Phelps
Tonna Phelps
Director
Single Family Housing

Originating Lender to provide the following documents to the title company:

- Mortgage Credit Certificate
- Final 1003 loan application
- Buyer's Confirming Affidavit
- Seller's Confirming Affidavit
- Notice to Borrower for Calculation of Potential Recapture Tax (06/01/14)



Lender Online
For All Your Clients' Needs

Department of Housing and Community Development
Community Development Administration (CDA)

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- NEW RESERVATION
- AVAILABLE FUNDS
- LOAN STATUS**
- REPORTS
- USER ACCOUNTS
- ADMINISTRATION

Lender: 001 - CDA Branch: BOGMAN

Quick Search Reservation No. [Redacted] **Go**

Advanced Search

- Reserved by Lender: [Dropdown]
- Lender Loan No: [Text]
- Borrower Name/SSN: [Text] SSN: [Text]
- Co-Borrower Name/SSN: [Text] SSN: [Text] **Go**

Options **>> Purge Process**

Loans Show Active Loans Show Archived Loans Last Updated on Tuesday, June 3, 2014, at 09:42

Results for Reservation No: [Redacted] **Reset Search** [Page 1 of 1] Page Size: 50 **Go** Total Record

Actions	Reservation	Lender Loan No.	Borrower Name	Co-Borrower Name	Stage	Status	Date	HFA U
	[Redacted]		TEST, TEST ***-**-3589		UW/Compl Review	APPROVED	06/03/2014	

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For All Your Clients' Needs**Department of Housing and Community Development**

Community Development Administration (CDA)

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NEW RESERVATION

AVAILABLE FUNDS

LOAN STATUS

REPORTS

USER ACCOUNTS

ADMINISTRATION

Lender: 001 - CDA

Branch: BOGHAN

Loan Status

To generate a document with the corresponding loan information, select at least one document from the list and then click on the "Generate Documents" button. If you don't wish to continue click on the "Cancel" button.

Note:
You will need [Adobe Acrobat Reader](#) to view and/or print the document(s). The software is free and may be downloaded from www.adobe.com.

**Select Documents**

Reservation/Loan No: 909001000005 - TEST, TEST

<input type="checkbox"/>	Document Name
<input type="checkbox"/>	DPA Attachment D
<input checked="" type="checkbox"/>	MCC AND DPA CLOSING PACKAGE

Showing 1-2 of 2

Generate Documents**Cancel**



Lender Online
For All Your Clients' Needs

Department of Housing and Community Development
Community Development Administration (CDA)

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- NEW RESERVATION
- AVAILABLE FUNDS
- LOAN STATUS**
- REPORTS
- USER ACCOUNTS
- ADMINISTRATION

Lender: 001 - CDA Branch: BOGMAN

Loan Status

To print the loan information, click on one of the generated documents or click on the "Print ALL Documents" button. If you don't wish to continue click on the "Cancel" button.

Note:
You will need **Adobe Acrobat Reader** to view and/or print the document(s). The software is free and may be downloaded from www.adobe.com.



Generated Documents

MCC AND DPA CLOSING PACKAGE

Print ALL Documents

Attachment W
 Wire Instructions for DPA Program loan funds
 (Required for all DPA Program loans)
 E-mail to: CDA_WireInstructions@dhcd.state.md.us
 Pre-Closing Compliance Approval Date 06/03/2014

**THIS FORM IS REQUIRED TO BE TYPED AND ALL FIELDS COMPLETED
 (HANDWRITTEN WILL NOT BE ACCEPTED)**

Borrower Name	TEST TEST	Closing Date	
DPA Loan Amount	5,000.00	Lender Name	001 - CDA
Title Company		Property Address	100 comm place CROWNGVILLE 21054-0000
Bank Name			
Enter ASA # here if first digit "0"	0	If first digit is not "0" enter ASA # here	
Account Number			
Title Co. Contact Name		DPA Loan #	977001001003
Title Co. Contact Phone		MHP Loan #	909001000005
Lender Contact Name			
Lender Contact Phone			

LENDERS ARE RESPONSIBLE FOR CONFIRMING THAT THE INFORMATION COMPLETED ON THIS FORM IS CORRECT PRIOR TO EMAILING IT TO CDA FOR PROCESSING

- The request for funds must be received by CDA at least three (3) business days prior to closing
- Requests will be processed if received on a weekday (excluding holidays) no later than 2pm

http://mhp.mandand.gov/Lenders/Directives/single_family_directive_2013-12.pdf

The package is now 31 pages and includes the original DPA Closing Package + MHCP Closing Instructions & MCC Certificate

Lender Online >> Loan Status >> Select Documents - Microsoft Internet Explorer provided by DHCD

https://lol.dhcd.state.md.us/live/lin/Display.exe/ShowSection

File Edit View Favorites Tools Help

LongTermCare2012 Fact Sheets MMP Helpcentral Help Equifax - eMortgage mdandrec Smart Network WW Log Out MAPPER

Lender Online >> Loan Status >> Select Documents

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Lender Online
For All Your Clients' Needs

Department of Housing and Community Development
Community Development Administration (CDA)

NEW RESERVATION AVAILABLE FUNDS **LOAN STATUS** REPORTS USER ACCOUNTS ADMINISTRATION

Lender: 001 - CDA Branch: BOGMAN

Loan Status Select Documents

Reservation/Loan No: 908001000002 - TEST, TEST I

<input type="checkbox"/>	Document Name
<input checked="" type="checkbox"/>	MCC ONLY CLOSING PACKAGE

To generate a document with the corresponding loan information, select at least one document from the list and then click on the "Generate Documents" button. If you don't wish to continue click on the "Cancel" button.

Note:
You will need **Adobe Acrobat Reader** to view and/or print the document(s). The software is free and may be downloaded from www.adobe.com.

Showing 1-1 of 1

Generate Documents Cancel

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Internet 100%

For MD HomeCredits obtained with a non-MMP loan



06/03/2014

Re: Closing Instructions for **Maryland Mortgage Credit Certificate (MCC)** for

Name(s) of Borrower(s): TEST I. TEST

Property Address: 100 COMM PLACE CROWNSVILLE, 21054-0000

First mortgage is a Maryland Mortgage Program (MMP) loan (Yes/No):

MMP/MHCP or MHCP loan number: 908001000002

Dear Sir or Madam:

The above-referenced borrower(s) applied for and were approved for an MCC. This letter contains your instructions for handling the closing of their MCC on behalf of the Community Development Administration (CDA).

I. Have the borrower(s) sign and date the following documents:

- A. Mortgage Credit Certificate:
 1. Check box number 9 to make sure *name of county* correct;
 2. Check box number 12 to make sure *closing date* correct;
 3. Make one copy of the executed original for the originating lender, and
 4. Give the borrower the original.

Sample of closing instructions for MD HomeCredit with a non-MMP loan

https://lol.dhcd.state.md.us/live/Bin/Display.exe/ShowSection

File Edit View Favorites Tools Help

Real Estate Companies in M... MMP MAPPER AFT citylift Net Pay Calc DocuShare CHART On The Web LOL Yahoo!

Lender Online >> Loan S... x http://www.mmprogram.org...

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Department of Housing and Community Development
Community Development Administration (CDA)

NEW RESERVATION AVAILABLE FUNDS **LOAN STATUS** REPORTS USER ACCOUNTS ADMINISTRATION

Loan Status

To generate a document with the corresponding loan information, select at least one document from the list and then click on the "Generate Documents" button. If you don't wish to continue click on the "Cancel" button.

Note:
You will need **Adobe Acrobat Reader** to view and/or print the document(s). The software is free and may be downloaded from www.adobe.com.



Select Documents

Reservation/Loan No: [Redacted]

- [Redacted]
- CDA Compliance Certificate [Commitment Letter]
- [Redacted]
- DPAttachment E

Showing 1-3 of 3

Generate Documents **Cancel**

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Done

Internet 100%

https://lol.dhcd.state.md.us/live/Bin/Display.exe/ShowSection

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Real Estate Companies in M... MMP MAPPER AFT citylift Net Pay Calc DocuShare CHART On The Web LOL Yahoo!

Lender Online >> Loan S... x http://www.mmprogram.org...

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For All Your Clients' Needs

Department of Housing and Community Development
Community Development Administration (CDA)

NEW RESERVATION AVAILABLE FUNDS **LOAN STATUS** REPORTS USER ACCOUNTS ADMINISTRATION

Loan Status

To print the loan document, click on one of the generated documents or click on the "Print ALL Documents" button. If you don't wish to continue click on the "Cancel" button.

Note:
You will need **Adobe Acrobat Reader** to view and/or print the document(s). The software is free and may be downloaded from www.adobe.com.



Generated Documents

 ATTACHMENT W- DSELP WIRE INSTRUCTIONS

Print ALL Documents



Post-Closing



Post-Closing Compliance Approval Process

- LOL Stage – Commit/Compliance
 - Approved
- One (1) Compliance Certificate is issued for both the 1st & 2nd loans
- Lenders are required to submit the Compliance Certificate to US Bank (the final compliance approval date is sent electronically to US Bank for each loan)

Common Conditions/Exceptions

- Post-Closing Compliance:
 - Charging title insurance on the DPA
 - Listing DPA as a grant and not a loan on HUD-1
 - Not including current payment history—include this with EVERY submission from closing until purchase is complete!

Post-Closing Compliance Approval Certificate



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Department of Housing and Community Development

Community Development Administration (CDA)

NEW RESERVATION

AVAILABLE FUNDS

LOAN STATUS

REPORTS

USER ACCOUNTS

ADMINISTRATION

Lender:

Quick Search

Reservation No.

12 characters

Advanced Search

Reserved by Lender:

Lender Loan No:

Borrower Name/SSN:

SSN:

Co-Borrower Name/SSN:

SSN:

Options

Loans

Last Updated on Wednesday, October 6, 2010, at 01:30 PM

Results for Reservation No: **902001000001**

◀◀ [Page 1 of 1] ▶▶ Page Size: Total Records: 1

Actions				Reservation	Lender Loan No.	Borrower Name	Co-Borrower Name	Commit/Complan	Status	Date	HFA User
<input type="button" value="View"/>	<input type="button" value="Reprint"/>	<input type="button" value="PDF Docs"/>	<input type="button" value="Delete"/>	902001000001		MBS, TEST 123-85-7894		Commitment	APPROVED	09/13/2010	

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Lender Online
For All Your Clients' Needs

Department of Housing and Community Development

Community Development Administration (CDA)

NEW RESERVATION

AVAILABLE FUNDS

LOAN STATUS

REPORTS

USER ACCOUNTS

ADMINISTRATION

Lender:

Loan Status

To generate a document with the corresponding loan information, select at least one document from the list and then click on the "Generate Documents" button. If you don't wish to continue click on the "Cancel" button.

Note:
You will need **Adobe Acrobat Reader** to view and/or print the document(s). The software is free and may be downloaded from www.adobe.com.



Select Documents

Reservation/Loan No:

<input type="checkbox"/>	Document Name
<input checked="" type="checkbox"/>	CDA Compliance Certificate [Commitment Letter]

Showing 1-1 of 1



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Department of Housing and Community Development

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NEW RESERVATION

AVAILABLE FUNDS

LOAN STATUS

REPORTS

USER ACCOUNTS

ADMINISTRATION

Lender: N

Loan Status

To print the loan information, click on one of the generated documents or click on the "Print ALL Documents" button. If you don't wish to continue click on the "Cancel" button.

Note:
You will need **Adobe Acrobat Reader** to view and/or print the document(s). The software is free and may be downloaded from www.adobe.com.



Generated Documents

 [CDA Compliance Certificate \[Commitment Letter\]](#)

Print ALL Documents

Post-Closing Compliance Approval Certificate

Please fill out the following form. If you are a form author, choose Distribute Form in the Forms menu to send it to your recipients.

Highlight Fields



Maryland Department of Housing and Community Development Community Development Administration MBS Compliance Certificate

Compliance Certificate Date:

Originator:	MMP- Loan #:
Borrower Name:	Purchase Price \$:
Co-Borrower Name:	1 st Loan Amount \$
Address:	Interest Rate:
City, Zip:	Term:
County:	Reservation Date:
	Commitment Expiration Date:

DPA - Loan #
2 nd Loan Amount \$
Interest Rate: Deferred
Term:

The Maryland Department of Housing and Community Development (DHCD) reviewed the compliance submission file as applicable based upon information supplied by the participating lender.

Master Servicer's Conditions/Exceptions Report

The screenshot displays the Lender Online web application interface. At the top, the browser address bar shows the URL <https://lol.dhcd.state.md.us/live/Bin/Display.exe/ShowSection>. The page header includes the Lender Online logo and the text "Department of Housing and Community Development Community Development Administration (CDA)". A navigation menu contains buttons for "NEW RESERVATION", "AVAILABLE FUNDS", "LOAN STATUS", "REPORTS", "USER ACCOUNTS", and "ADMINISTRATION". The "REPORTS" button is circled in red. Below the navigation menu, the "Available Reports" section lists several report options: "HFA's Conditions/Exceptions", "Master Servicer's Conditions/Exceptions", "Commitment Expiration", "Current Stage Status", "Demographics", "Purchase Advice", and "Master Custom Report". The "Master Servicer's Conditions/Exceptions" report is circled in red. A yellow starburst graphic in the upper right corner contains the text "Directive 2012-11".

Directive 2012-11

Department of Housing and Community Development
Community Development Administration (CDA)

NEW RESERVATION AVAILABLE FUNDS LOAN STATUS **REPORTS** USER ACCOUNTS ADMINISTRATION

Available Reports

- HFA's Conditions/Exceptions
- Master Servicer's Conditions/Exceptions**
- Commitment Expiration
- Current Stage Status
- Demographics
- Purchase Advice
- Master Custom Report

Powered by

Master Servicer's Conditions/Exceptions Report (cont.)

Lender Online >> Reports >> Report Wizard - Microsoft Internet Explorer provided by DHCD

https://lol.dhcd.state.md.us/live/Bin/Display.exe/ShowSection

File Edit View Favorites Tools Help

Google Search Share More >> Sign In

Lender Online >> Reports >> Report Wizard

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Lender Online
For All Your Clients' Needs

Department of Housing and Community Development
Community Development Administration (CDA)

NEW RESERVATION AVAILABLE FUNDS LOAN STATUS **REPORTS** USER ACCOUNTS ADMINISTRATION

Lender: []

Report Wizard for: Master Servicer's Conditions/Exceptions

LENDERS/BRANCHES All Select

OFFICERS All Select

PROGRAMS All Select

SORT CRITERIA

Group by: (none) [A-Z] [Z-A] [Break Page]

Then by: (none) [A-Z] [Z-A] [Break Page]

Then by: (none) [A-Z] [Z-A] [Break Page]

Run Report

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Done Internet 100%

Master Servicer's Conditions/Exceptions Report (cont.)

Powered by AOD - Microsoft Internet Explorer provided by DHCD

https://lol.dhcd.state.md.us/live/Bin/Display.exe/ShowSection?HTMLFile=ReportsPrintBody&Rpt=ServicerConditionsExceptions &SessionNbr=FA2EE37133F54E40BDDB&UL=&JLId=&JB=&LIds=8

File Edit View Favorites Tools Help

Google Search More >> Sign In

Favorites Einstein Free Hotmail Suggested Sites

Page Safety Tools



Lender Online
For All Your Clients' Needs

Department of Housing and Community Development Community Development Administration (CDA)

MASTER SERVICER'S CONDITIONS/EXCEPTIONS REPORT

Updated on Tuesday, March 13, 2012, at 02:37 PM

Reservation No.	Lender Loan No.	Borrower Name	Property Address	Loan Type	Loan Amount	Master Servicer's Conditions/Exceptions
1				FHA	\$92,591	1. Need Current Pay History 2. Need Proof of FHA Insurance

Resources

New Website!

www.mmp.maryland.gov

Website contains information on programs, rates, initiatives, counseling, downpayment assistance, approved lenders, directives, and more.

Please plan to attend future training classes to stay informed of MMP's latest changes and updates!

Interest Rates

- Interest rates are calculated daily; in a fluctuating market, rates may change more than once a day
- Interest rates are posted online at <http://mmp.maryland.gov/Pages/Interest-Rates.aspx>

Maryland.gov Phone Directory State Agencies Online Services



DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
MARYLAND MORTGAGE PROGRAM

Enter search term

INTEREST RATES DOWN PAYMENT ASSISTANCE FIND A LENDER HOMEBUYER EDUCATION

The Maryland Mortgage Program



Is the Maryland Mortgage Program Right for Me?

Find out if the Maryland Mortgage Program can help you become a homeowner



Down Payment and Closing Cost Assistance

Learn how you may qualify for thousands of dollars in financial assistance to help with down payment and closing costs



Homebuyer Education

Sign up for a class that will help you navigate the mortgage market and get the best home loan



Property Information

Get information on homes and locations where you can use the Maryland Mortgage Program

Lender Compensation Schedule

Directive 2013-13
Lender Compensation
& Delivery

For both new construction and existing homes:

Lender Compensation	# of days from reservation date
2.25%	Purchased within 60 days of the reservation date
2.00%	Purchased within 61 - 75 days of the reservation date
1.75%	Purchased within 76 - 90 days of the reservation date
1.50%	Purchased within 91-105 days of the reservation date
If purchased, pricing will be subject to the current market.	Considered for purchase more than 105 days after the reservation date [Purchase not guaranteed but evaluated on a case by case basis]

Resources - Repricing After 105 Days

Directive 2013-38
Re-Lock Policy

CDA will not honor a reservation for any loan that is not purchased on or before 105 days from the reservation date.

For any unclosed loan approaching the expiration date, the lender can request a one-time 60-day re-lock from CDA at market rate or the original rate, whichever is higher. The lender will pay a 1% Late Delivery Fee at the time of the re-lock and will not receive any compensation.

The lender must advise CDA three business days in advance of the expiration date in order to request the re-lock and arrange the payment of the Late Delivery Fee directly to CDA.

If the loan has already closed, the lender will warehouse the first mortgage and will work with CDA to determine a solution for the second mortgage (DSELP).

The above rule may not apply if CDA has any involvement in the late delivery of the loan, such as delayed repairs of a DHCD-owned property, etc.

Recapture Tax Reimbursement

**CDA will reimburse
for MMP loans only,
with or without a
MD HomeCredit!**

Lender - Please tear off this top sheet and give it to the applicant at application time

More House 4 Less Maryland Mortgage Program Recapture Tax Reimbursement

Federal law provides for a possible Recapture Tax when some homeowners sell their home within the first nine years after receiving a mortgage through the Community Development Administration's (CDA) Maryland Mortgage Program. In order to remove the confusion and worry about having to pay a recapture tax when the home is sold -- CDA agrees to reimburse any CDA homebuyer, who settles on their home on or after July 1, 2005, the amount of any recapture tax that the CDA homebuyer pays in connection with the sale of the home.

CDA will not calculate the recapture amount. Upon sale or disposition of the residence, the borrower(s) must consult a personal tax adviser or the IRS.

In order to request a recapture tax reimbursement from CDA:

- The borrower(s) first must instruct the IRS, by using IRS Form 4506, to send to CDA a copy of each borrower's federal tax return covering the calendar year in which the residence was sold.

Points of Contact

If there are issues or questions:

- **FIRST CONTACT:** The processor or underwriter you have been working with on the file.

If you can't get an answer or need more help:

- **SFH CUSTOMER SERVICE:**
 - Vicki Jones 410-514-7519
 - Ed Anthony 410-514-7528
 - SingleFamilyHousing.dhcd@maryland.gov

Contact Information

Patricia Smith	patricia.smith@maryland.gov	410-514-7468
Kafayat Abiola	kafayat.abiola@maryland.gov	410-514-7520
Angel Barksdale	angel.barksdale@maryland.gov	410-514-7135
Patrice Locke	patrice.locke@maryland.gov	410-514-7486
Jackie Mitchell	jacquelyn.mitchell@maryland.gov	410-514-7501

Attachment R Email (24 hour turnaround time / 4pm daily cut-off)

Vi Creek Attachment_r_mailbox.dhcd@maryland.gov 410-514-7516

Submitting EDOCS Files (Pre- and Post-Compliance): Upload to Lender-on-Line (LOL) EDOCS
(24 hour turnaround time / noon daily cut-off)

EDOC Compliance Conditions: Upload to Lender-on-Line (LOL) EDOCS
(24 hour turnaround time / 4pm daily cut-off)

Request for POA approvals for Seller Affidavit/Confirming Affidavit: patricia.smith@maryland.gov

PFA New Construction: christina.james@maryland.gov (only if address is not found on the DHCD Mapper website)

Census Tract #: <http://www.ffiec.gov/geocode/default.aspx>

Targeted & PFA Verification: <http://www.dhcd.maryland.gov/website/DHCDmapper.aspx>



Questions?

