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Governor

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Lt. Governor

RAYMOND A. SKINNER
Secretary

CLARENCE J. SNUGGS
Deputy Secretary

July 30, 2014

Directive 2014-31

TO: **ALL PARTICIPATING LENDERS**

SUBJECT: **CDA E-SIGNATURE POLICY FOR CONTRACTS OF SALE AND OTHER DOCUMENTS**

The purpose of this Directive is to provide you with CDA's e-signature policy for contracts of sale and other documents. Many of you have recently asked for clarification of our policy. CDA will accept e-signatures on **contracts of sale** if they meet US Bank, Fannie Mae, Freddie Mac, FHA, VA or MI requirements as applicable. Refer to US Bank Bulletin numbers 2013-30 and 2014-13 for their e-signature policy. The Note and Deed of Trust require live signatures. Listed below are the CDA-specific documents that require a "live" or "wet" signature:

- Buyer's Affidavit (04/28/14) - for MMP Purchase Loans Only
- Borrower's Affidavit (03/01/13) – for Refinance Loans Only
- Buyer's/Borrower's Confirming Affidavit (04/28/14)
- Seller's Affidavit (04/28/14)
- Seller's Confirming Affidavit (04/28/14)
- Tax-Exempt Financing Rider (11/27/06)
- Supplemental Buyer's Affidavit (11/27/06)
- Notice to Borrowers (10/24/08)
- Recapture Tax Notice (06/21/13)
- Recapture Tax Notice (05/06/14)
- Separation Affidavit- (08/31/99)
- IRS Form 4506T- Request for Transcript of Tax Return (Rev. January 2012)



- Affidavit In Lieu of Current Year's Tax Returns (08/31/99)
- Additional Buyers Affidavit Relating to Business Use of Residence (01/11/99)
- Affidavit Regarding Not Being Required to File Tax Return(s) (08/31/99)
- Certification of Pregnancy (03/15/05)
- Veteran First-time Homebuyer Exemption Certification (07/03/12)

As always, we appreciate your continued participation in our programs. If you have any questions concerning this Directive or suggestions for improvements, please contact one of the following: Vicki Jones at ionesv@mdhousing.org, Ed Anthony at anthony@mdhousing.org, Jack Rouse at rouse@mdhousing.org, Pat Smith at smithp@mdhousing.org, Catherine Kraemer-Dale at kraemer-dale@mdhousing.org or Bill Milko at milko@mdhousing.org.

Sincerely,

Jacquelyn Mitchell

Jacquelyn Mitchell, Operations Manager
Single Family Housing