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)
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 jonesv@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