December 6, 2013

Directive 2013-53

TO: ALL PARTICIPATING LENDERS

SUBJECT: NMLS NUMBER IS NOW A REQUIRED FIELD WHEN LOAN RESERVED

In preparation for providing information on our website about the top Maryland Mortgage Program loan officers, the NMLS ID number is now a required field on the “New Reservation” form when a loan is reserved.

- If a loan officer’s NMLS ID number is completed on the “User Accounts” page in Lender Online when the loan officer’s account is set up (screen shot of “User Accounts” page is enclosed), this number will automatically populate on the “New Reservation” page on Lender Online when a loan officer’s name is selected from the “Loan Officer” drop down box in the “Officers & Contacts” section of the New Reservation form
- If a “User Accounts” page was not set up for the loan officer, then the loan officer’s name must be completed on the “Other Loan Officer” line (for example, Smith, John P) and the Loan Officer NMLS ID must also be entered on the “New Reservation” page on Lender Online.

As always, we appreciate your continued participation in MMP. If you have any questions concerning this Directive or suggestions for improving our Program, please contact one of our Single Family underwriters: Donna Mitchel at mitchel@mdhousing.org, Jack Rouse at rouse@mdhousing.org or Bill Milko at milko@mdhousing.org.

Sincerely,

William J. Manahan
Assistant Director, Homeownership Programs
Single Family Housing

Enclosure: screen shot of “User Accounts” page