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January 24, 2014

Directive 2014-7

TO: ALL PARTICIPATING LENDERS

SUBJECT: BUYER'S REAL ESTATE AGENT INFORMATION IS NOW REQUIRED WHEN A LOAN IS RESERVED

The purpose of this Directive is to inform you that the information pertaining to the Buyer's Real Estate Agent is now a required field when completing the "New Reservation" form.

- Select the name of the Buyer's Real Estate Company from the drop-down menu. Companies start with "1-" and are in alphabetical order. If the name is not found in the drop-down menu, select "2-" *Realtor Not Found*. CDA will manually add the name to the list once the file is uploaded to eDOCS for review.
- Additionally, new required fields include:
 - Buyer's Real Estate Agent Name
 - Buyer's Real Estate Agent Address
 - Buyer's Real Estate Agent Phone #
 - Buyer's Real Estate Agent Email Address

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: Astrid Donis at donis@mdhousing.org, Jack Rouse at rouse@mdhousing.org, or Bill Milko at milko@mdhousing.org.

Sincerely,
Madalina Ciulu
Madalina Ciulu, Deputy Director
Single Family Housing

Enclosure: screen shot of "New Reservation" page

COMMUNITY DEVELOPMENT
ADMINISTRATION
DIVISION OF DEVELOPMENT FINANCE
100 Community Place
Crownsville, MD 21032

PHONE 410-514-7400

TOLL FREE 1-800-756-0119
TTY/RELAY 711 or 1-800-735-2258

WEB www.mdhousing.org



No. of Income Recipients:	0	Date Last Occupied:	
No. of Persons 18 or Over:		Net Worth Amount:	
No. of Persons Under 18:			
No. of Dependents:			
No. of Disabled/Handicapped:			
No. of Elderly:			

OFFICERS & CONTACTS

*Loan Officer:		Loan Processor:	
Other Loan Officer (Last, First, I):		Other Loan Processor (Last, First, I):	
*Loan Officer NMLS ID:		Transcriber:	
Contact Person:			
*Real Estate Company:		*Real Estate Agent Name:	
		*Real Estate Agent Street(s):	
		*Real Estate Agent City, State, Zip Code:	
		*Real Estate Agent Phone #:	
		*Real Estate Agent Email Address:	

SUBMIT