

## INSTRUCTIONS FOR LENDER APPLICATIONS FOR THE MARYLAND MORTGAGE PROGRAM

### PLEASE NOTE:

- Lender must have a physical origination office in Maryland, with staff and signage, where a borrower can walk in off the street. This must be commercial property and cannot be a home office. If that office is not maintained, the lender will be deactivated. (*Statutory requirement*)
- The timeframe for approval depends on how complete the submission is, and the timing of submission. Once it is reviewed, feedback/status will be emailed to the person identified as the Admin Contact on the Contacts form. An average application takes about two months, including the branch training which must be completed prior to approval (this gets set up AFTER approval of the legal documentation in order to have the training done as close as possible to when the lender staff will be working on their first loan).
- Lender must be approved by US Bank.
- There is no application fee for the Maryland Mortgage Program. If a non-MMP lender is applying ONLY for the Maryland HomeCredit Program, the \$2,500 fee must accompany the application.
- Mail/Fedex/UPS the original, wet signature versions of the Agreements, Opinion, and Resolutions. Send a full set of documents, including the branch list, Contacts, and any other documents, via email. See SUBMISSION section below.
  - E-signatures may be used for application docs. Lender must include what system they use and provide the backup e-documentation/verification if requested. If e-signatures are used, the email submission is sufficient.

### AGREEMENTS:

- Use the legal name of the lender and include any TA/DBA (legal notice from SDAT must be included with the application). Whichever name the account is set up in, that is how the loans must close.
- Use the corporate headquarters for the address. This does not have to be in Maryland.
- Lender signature must be by an authorized officer, and WITNESSED.

### OPINION OF COUNSEL & RESOLUTIONS:

- These are legal documents, and the finals should not include the descriptive title from the templates (“suggested language,” etc.). Potential choices are in brackets; pick one or use your own if appropriate, then remove the bracket. No brackets in final version.
- Opinion must be completed by an attorney and be on letterhead. If this is in-house counsel, the language should be changed to the first person to indicate that the attorney is speaking in legal capacity and not as the lender.
- The authorized personnel should be the same on both documents. We recommend having more than one person; this can save trouble later.
- These are reviewed by the Office of the Attorney General. Upon approval, we can set up training.

## BRANCH LIST:

- Prepare in Word format. Include the county, address, and phone number for each Maryland origination branch, and the branch manager name and email. The latter two will not be posted on the website.

## CONTACTS:

Each lender has only one Admin Contact.

The Admin Contact role isn't filled by any specific job category, but it's usually a program or product person with a certain amount of authority. It usually isn't an IT person, because they don't generally have the broader program knowledge and recognize the impact of certain communications. The Admin Contact is our primary contact for issues, and for training coordination, and for special product or process emails from the Operations team or me. Only the Admin Contact can change branch information, contacts, wire instructions, or most other lender information.

We set up one Admin Contact in our Lender Online system, and they can authorize/set up other people. They can set someone else up to handle lender staff in Lender Online, but we only set or re-set passwords for the Admin Contact. If the Admin Contact gets locked out of the system, we can re-set them, and then they can re-set others, but of course it's better not to allow it to expire, because we're not always immediately available to do this. We also recommend setting up at least one other person with Lender/Contact authority in Lender Online so you can re-set each others' passwords when necessary.

Access expires after 32+ days. If you go in within 32 days, the clock starts over, so you never will need a password re-set if you go into Lender Online once a month. To avoid having to request re-set and the potential delays with that, we recommend putting a calendar reminder so that you access Lender Online monthly; it only takes a minute to log in.

Going forward, if there's a change in the Contacts, the form must be completed in its entirety because it replaces the existing document in our online and hard copy files. The form must be submitted by the existing Admin Contact already on record. If the Admin Contact is gone, the new Contacts list must be submitted by one of the people named in the Opinion/Resolutions. If those people are not available, the lender will have to prepare and submit new Resolutions giving authority to other staff.

## SUBMISSION:

- Email a **full set** of documentation to: [SingleFamilyHousing.DHCD@maryland.gov](mailto:SingleFamilyHousing.DHCD@maryland.gov). Each item should be a separate attachment, not all scanned into one document.
- Send **originals** of the Agreements, Opinion, and Resolutions to: MD DHCD, ATTN: SFH – Lender Application, 7800 Harkins Road, 3<sup>rd</sup> FL, Lanham, MD 20706. This step is not required if e-signatures are used as noted above.

2/28/2024