



## **Instructions for Completing the Mortgage Origination Agreement**

- On page one of the Agreement, paragraph one:
  - Do ***not*** complete the date (the date will be completed when CDA executes the Agreement)
  - Complete name of lender on fifth line (include any DBA)
  - Complete address of principal office of lender on sixth line—this is the corporate office and does not have to be in Maryland
  
- On page 34 of the Agreement:
  - Complete name of lender on line below heading “Name of Mortgage Lender”
  - Complete name and title of the authorized officer who will be signing the Agreements on the appropriate line
  
- Make one copy of the entire completed Agreement (two copies must be submitted to CDA)
  
- On page 34 of the Agreement:
  - Authorized officer of the lender signs both copies of the Agreement on the “By” line
  - The signature of the authorized officer is to be witnessed on both copies of the Agreement
  
- Submit both executed copies of the Agreement to:

MD DHCD  
ATTN: CDA/SFH – New Lender  
7800 Harkins Road, 3<sup>rd</sup> Floor  
Lanham, MD 20706