

## MARYLAND MORTGAGE PROGRAM (MMP)

PRE-CLOSING COMPLIANCE CHECKLIST (SIMPLIFIED)  
REQUIRED FOR MMP FLEX LOANS WITHOUT AN MCCSubmit 1<sup>st</sup> Mortgage Pre-Closing Compliance Documents to Lender Online via EDOCS

1. PLEASE PRINT LEGIBLY OR TYPE. ALL APPLICABLE BLANKS MUST BE COMPLETED

2. UPLOAD DOCUMENTATION IN THE CHECKLIST ORDER VIA EDOCS:

<https://lol.dhcd.state.md.us>**EDOCS Training Instructions:**<https://mmp.maryland.gov/Lenders/Webinar%20Presentations/EDOCS%20and%20Lender%20Online%20Guide.pdf>CDA Reservation No.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Lender's Loan No: \_\_\_\_\_  
(Lender No.)Borrower: \_\_\_\_\_  
Last Name First Name Credit Score  
Co-Borrower: \_\_\_\_\_  
Last Name First Name Credit Score

Please check one:

 1<sup>st</sup> Time Homebuyer  Repeat Homebuyer

Lender Name: \_\_\_\_\_ Person Submitting: \_\_\_\_\_

Direct Phone #: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_, Ext.: \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

E-mail address: \_\_\_\_\_

Programs/Items/Documents		LENDER ✓ and include or "N/A" if not applicable
1.	ALL PROGRAM RESERVATIONS (loans and/or MCCs): Pre-Closing Compliance Checklist	
2.	<b>Reservation Acceptance print out from Lender Online</b>	
3.	Final 1003 Loan Application - typed and unsigned	
	Any Change to 1003; must send a Signed Underwriters Transmittal	
	Any Debt change to 1003; must accompany new credit score	
	1003 to reflect Grant Amount ( <b>FOR MMP FLEX GRANT AND SAG TRANSACTIONS ONLY</b> ):	
	• 3% FLEX Grant;	
	• 4% FLEX Grant and/or	
	• Special Assistance Grant	
4.	CREDIT SCORE- must be greater than or equal to minimum credit score as indicated on fact sheet	
	• Borrower's Credit Score Page	
	• Co-Borrower's Credit Score Page (if applicable)	
5.	Certificate of Private Mortgage Insurance (if applicable) – Provide validation that PMI received manual underwrite	
6.	Signed Underwriting Transmittal ( <b>SAG LOANS ONLY</b> – Transmittal summary must reflect LP Underwriting approval code)	
	• <b>CREDIT 640 PROGRAM – Transmittal must reflect a maximum DTI of 42%</b>	
	• <b>SAG GRANT – Transmittal summary must reflect LP Underwriting Approval</b>	

<b>REQUIRED FOR ALL MMP LOANS UNLESS OTHERWISE SPECIFIED</b>		
7.	<b>INCOME DOCUMENTATION</b> - Docs for <u>all</u> jobs (include part time and full time) for <u>all</u> household members over 18 not attending school full time	
	<b>SPECIAL ASSISTANCE GRANT ONLY</b> - Borrower's income must meet Freddie Mac AMI Guidelines ( <b>Please see MD Special Assistance Grant Fact Sheet for income limits</b> )	
	Child support or Alimony	
	Other Income: _____	
	<b>Salaried Borrowers and Household Members (18 years old and older):</b>	
	Written VOE <b>OR</b>	
	Verbal VOE	
	One month's paystubs	
	• Previous 2 years' W-2s	
	• <b>Self-employed Borrowers and Household Members (18 years old and older):</b>	
	Previous 2 years' Federal Income Tax Returns	
	YTD Profit and Loss Statements	
8.	Income Eligibility Worksheet and Lender Certification –Attach GR	
9.	<b>ASSET DOCUMENTATION - SOURCE OF ALL FUNDS</b>	
	• Gift Letter	
	• Other Asset Documentation: _____	
	• VODs for all liquid asset accounts of each borrower <b>OR</b>	
	• Bank Statements – most recent 1 month	
	• <b>CREDIT 640 PROGRAM - Bank statements must reflect a total of 2 months PITI reserves.</b>	
10.	Asset Test Worksheet - Attach F ( <b>FOR LIQUID ASSETS EXCEEDING 20% OF THE PURCHASE PRICE</b> )	
11.	Homebuyer Counseling Certification	
12.	Contract of Sale - <b>INCLUDE ALL PAGES</b>	
13.	New construction – confirmation from DHCD Mapper website <a href="https://portal.dhcd.state.md.us/GIS/MMP/index.html">https://portal.dhcd.state.md.us/GIS/MMP/index.html</a> or <a href="mailto:christina.james@maryland.gov">christina.james@maryland.gov</a> that property is located in a Priority Funding Area	
14.	Proof property involved in short sale or foreclosure transaction (Short Sale agreement must be approved prior to reservation)	
15.	Appraisal ( <b>INCLUDE ALL PAGES</b> )	