

MARYLAND MORTGAGE PROGRAM (MMP)

PRE-CLOSING COMPLIANCE CHECKLIST (SIMPLIFIED)
MMP FLEX LOANS AND 97% CONVENTIONAL REFIS

Submit 1st Mortgage Pre-Closing Compliance Documents to Lender Online via EDOCS

- 1. PLEASE PRINT LEGIBLY OR TYPE**
- 2. ALL APPLICABLE BLANKS MUST BE COMPLETED**
- 3. FILES ARE REQUIRED TO BE SUBMITTED IN THE CHECKLIST ORDER AND BE COMPLETE**
- 4. UPLOAD FILES TO LENDER ONLINE VIA EDOCS Link: [Lender On-Line](#)**
- 5. ONE SINGLE UPLOADED DOC PREFERRED, NO MORE THAN 4 ALLOWED or file will be returned.**
EDOCS Training Instructions Link: [Lender On-line and EDOCS Guide](#)

MMP Reservation No.: _____ Lender's Loan No: _____
(Bond Series) - (Lender No.) - (Sequential loan #)

Borrower: _____
 Last Name _____ First Name _____

Co-Borrower: _____
 Last Name _____ First Name _____

Please check one: 1st Time Homebuyer Repeat Homebuyer

Lender Name: _____ Person Submitting: _____

Direct Phone #: (____) _____ - _____, Ext.: _____ Fax: (____) _____ - _____

E-mail address: _____

Programs/Items/Documents		LENDER <input checked="" type="checkbox"/> and include or "NA" if not applicable
All electronically signed MMP Documents must include an Audit/Proof page for the E-Signature(s)		
1.	Attachment GG - Pre-Closing Compliance Checklist - ALL PROGRAM RESERVATIONS	
2.	Reservation Acceptance Printout from Lender Online (Most recent matching final 1003/UW Transmittal/AUS)	
3.	Final 1003 Loan Application - typed and unsigned	
	*Any Change to 1003; must send a Signed Underwriters Transmittal	
	*Any change to 1003 liabilities must be accompanied by an updated Credit Report with Credit Score Page	
4.	CREDIT REPORT (Complete all pages including credit score pages) - all borrowers scores must be greater than or equal to minimum credit score as indicated on fact sheet	
	• Borrower's Credit Report with Credit Score page	
	• Co-Borrower's Credit Report with Credit Score page (if applicable)	
5.	Certificate of Private Mortgage Insurance (if applicable)	
6.	Signed Underwriting Transmittal - 1008 (MUST BE SIGNED BY UNDERWRITER)	
	203(k) Maximum Mortgage Worksheet - HUD 92700 (MUST BE SIGNED BY THE DE UW) (Required for 203(k) Loans)	
REQUIRED FOR CONVENTIONAL LOANS		
7.	Applicable AUS Findings - all pages of the document must be submitted. Please note that if the income changes prior to approval, updated findings must be submitted in Lender Online with the usual income documentation.	

REQUIRED FOR REFINANCE TRANSACTIONS ONLY	
8.	Current US BANK Payoff reflects subordinate DPA lien is not included
9.	The Lender to provide email from William Smith, DCA validating the subordinations(s) have been approved. (See Directive 2020-19 - Down Payment Assistance Lien Resource Update for detailed instructions.)
REQUIRED FOR REFINANCE TRANSACTIONS WITH A REISSUED MCC	
10.	Borrower's Authorization to Release Information
11.	Copy of Previous Mortgage Credit Certificate
REQUIRED FOR ALL MMP LOANS UNLESS OTHERWISE SPECIFIED	
12.	INCOME DOCUMENTATION - Document <u>ALL</u> jobs (including part time and full time) for <u>ALL</u> household members over 18 not attending school full time.
	<ul style="list-style-type: none"> Child support, Alimony or Other Income
	Salaried Borrowers and Household Members (18 years old and older):
	<ul style="list-style-type: none"> Written VOE (When fully completed paystubs and W2s are not required)
	OR
	<ul style="list-style-type: none"> Verbal VOE <u>AND</u> One month's paystubs <u>AND</u> Previous One year's W-2(s)
	Self-employed Borrowers and Household Members (18 years old and older):
	<ul style="list-style-type: none"> Previous <u>ONE</u> year's Federal Income Tax Returns (Signed) YTD Profit and Loss Statements (Signed and Dated)
	Unemployed Borrowers and/or Non-Applicants:
	<ul style="list-style-type: none"> Zero Income Statement
13.	Attachment GR – Signed MMP Income Eligibility Worksheet and Lender Certification (REQUIRED)
14.	ASSET DOCUMENTATION – Document <u>ALL</u> Assets Including SOURCE OF ALL FUNDS
	<ul style="list-style-type: none"> Asset Verification Report with transaction history for all liquid asset accounts of each borrower OR Bank Statement(s) – recent 1 month for all accounts (Please do not provide additional months for compliance review) Earnest Money Deposit (EMD) Gift Letter (if applicable) Other Asset Documentation (if applicable including other DPA approval letters): _____
15.	Attachment F - Asset Test Worksheet (REQUIRED IF LIQUID ASSETS EXCEEDING 20% OF THE PURCHASE PRICE)
16.	Attachment N - Additional Buyer's Affidavit Relating to Business Use (FOR SELF EMPLOYED BORROWERS PLANNING TO USE A PORTION OF THE PROPERTY FOR BUSINESS PURPOSES)
17.	Homebuyer Education Counseling Certificate (Not Required on Refinance Transactions)
18.	Contract of Sale INCLUDE ALL PAGES (Not Required on Refinance Transactions)
	<ul style="list-style-type: none"> New construction – confirmation from DHCD Mapper website https://portal.dhcd.state.md.us/GIS/MMP/index.html or mdp.planreview@maryland.gov that property is located in a Priority Funding Area If subject property is involved in short sale or foreclosure transaction document approval by existing lender. (Short Sale agreement must be approved prior to reservation)
19.	Appraisal (INCLUDE ALL PAGES)
	✓ Eligible lot size and Appraised value does not exceed 125% of the Maximum Acquisition Cost
	✓ Leasehold/capitalized ground rent included in Acquisition Cost on Registration
	✓ 203(k) Loan - Appraiser must include fully executed Scope of Work Contract
20.	Title Binder - Schedule A Only
21.	Loan Estimate (If COC has occurred provide only the most recent at time of submission to MMP)