

MARYLAND MORTGAGE PROGRAM (MMP)

POST-CLOSING COMPLIANCE CHECKLIST
REQUIRED FOR MMP FLEX LOANS WITHOUT AN MCC

Submit 1st Post-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**
- 4. UPLOAD FILES TO LENDER ONLINE 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 No: _____
(Lender no.) (Sequential loan #)

Borrower: _____
 Last Name First Name Credit Score

Co-Borrower: _____
 Last Name First Name Credit Score

Please check one:

1st Time Homebuyer Repeat Homebuyer

Lender Name: _____ Person Submitting: _____

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

E-mail address: _____

		LENDER √ and include or "N/A", if not applicable
1.	MMP/MHCP Post-Closing Compliance Checklist	
2.	Reservation Acceptance print out from Lender Online (Acceptance sheet printed at reservation is not acceptable. Print out should reflect any changes made via Attachment R)	
3.	Primary Mortgage Insurance-Guarantee/Commitment Certificate (Conditional Commitments are not acceptable)	
4.	PROOF OF SALE OF REAL PROPERTY OR PREVIOUS RESIDENCE	
	• Settlement sheet or Deed showing transfer	
	• Proceeds from sale accounted for in liquid assets	
5.	Final 1003 Loan Application - signed	
6.	Notice to Borrower for Calculation of Potential Recapture Tax	
7.	Closing Disclosure <u>for first mortgage loan</u>	
SPECIAL ASSISTANCE GRANT		
	• Final 1003 Loan Application – signed (Grant amount must be reflected on the 1003 and must total the amounts shown on the closing disclosure.)	
	• Closing Disclosure (THE GRANT MUST BE LISTED AS A SEPARATE LINE ITEM AS MD CDA's Affordable Subsidy \$1500 Grant" and "MD CDA'S Affordable Subsidy \$2500 Grant")	
	• Applicable Grant Agreement (the Grant Agreement for the Special Assistance Grant)	

8.	MMP FLEX GRANT PROGRAMS (3% OR 4% GRANT)	
	<ul style="list-style-type: none">Final 1003 Loan Application – signed (Grant amount must be reflected on the 1003 and must be identical to amount shown on the closing disclosure)	
	<ul style="list-style-type: none">Closing Disclosure (Must reflect Grant amount)	
	<ul style="list-style-type: none">Applicable Grant Agreement (the Grant Agreement For the MMP FLEX Grant Programs)	