

**MARYLAND MORTGAGE PROGRAM (MMP)
MARYLAND HOMECREDIT PROGRAM (MHCP)**

PRE-CLOSING COMPLIANCE CHECKLIST

REQUIRED FOR FLEX LOANS WITH AN MCC, 1ST TIME ADVANTAGE, HOMEABILITY, OR SMARTBUY

Submit 1st 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:

1st 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.	Reservation Acceptance printout from Lender Online	
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 (FOR MMP FLEX GRANT AND SAG LOANS ONLY):	
	• 3% FLEX Grant;	
	• 4% FLEX Grant and/or	
	• Special Assistance Grant Amount	
4.	CREDIT SCORE- must be greater than or equal to minimum credit score	
	• 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	
	• CREDIT 640 PROGRAM – Transmittal must reflect a maximum DTI of 42%	
	• SAG GRANT – Transmittal summary must reflect LP Underwriting Approval	

MD HOMECREDIT (MORTGAGE CREDIT CERTIFICATES)		
7.	Buyer's Authorization to Release Confidential Information to CDA Required on all MCC RESERVATIONS	
8.	# 31, 33 and 34 must be checked on the Buyer's Affidavit	
REQUIRED FOR ALL MMP LOANS OR MHCP/MCC RESERVATIONS UNLESS OTHERWISE SPECIFIED		
9.	INCOME DOCUMENTATION - 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	
	SPECIAL ASSISTANCE GRANT ONLY - Borrower's income must meet Freddie Mac AMI Guidelines (Please see MD Special Assistance Grant Factsheet for income limits)	
	Child support or Alimony	
	Other Income: _____	
	Salaried Borrowers and Household Members (18 years old and older):	
	Written VOE OR	
	Verbal VOE	
	One month's paystubs	
	• Previous 2 years' W-2s	
	• Self-employed Borrowers and Household Members (18 years old and older):	
	Previous 2 years' Federal Income Tax Returns	
	YTD Profit and Loss Statements	
10.	Income Eligibility Worksheet and Lender Certification –Attach D	
11.	• IF PROPERTY IS LOCATED IN A NON-TARGETED AREA, BORROWER MUST BE A FIRST-TIME HOMEBUYER (NOT REQUIRED FOR REFINANCE PROGRAM LOANS):	
	• 3 years' Federal Income Tax Returns OR	
	Credit Report that includes a 3-year rental history (if the rental history is not included , a Verification of Rent for the last 3 years must also be provided) OR	
	Copy of DD-214 for Veteran borrowers AND	
	• Veteran First-time Homebuyer Exemption Certification - Attach V	
12.	• Affidavit In Lieu of Current Year's Tax Returns - Attach J	
13.	• Affidavit Regarding Not Being Required to File Tax Return(s) – Attach S	
14.	• IRS Form 4506T	
15.	ASSET DOCUMENTATION - SOURCE OF ALL FUNDS	
	Gift Letter	
	Other Asset Documentation: _____	
	VODs for all liquid asset accounts of each borrower OR	
	Bank Statements – most recent 1 month	
	• CREDIT 640 PROGRAM - Bank statements must reflect a total of 2 months PITI reserves.	
16.	Asset Test Worksheet - Attach F (FOR LIQUID ASSETS EXCEEDING 20% OF THE PURCHASE PRICE)	
17.	• Buyer's Affidavit (to be signed by all parties taking title to the property) (NOT REQUIRED FOR REFINANCE PROGRAM LOANS)	
18.	• Additional Buyer's Affidavit Relating to Business Use(if applicable)	
19.	Certificate of Pregnancy (if applicable) – Attach T (NOT REQUIRED FOR REFINANCE PROGRAM LOANS)	
20.	Separation Affidavit (if applicable) - Attach A (NOT REQUIRED FOR REFINANCE PROGRAM LOANS)	
21.	Notice to Borrowers (NOT REQUIRED ON MCC-ONLY RESERVATIONS)	
22.	Homebuyer Education Counseling Certificate (NOT REQUIRED ON MCC-ONLY RESERVATIONS OR REFINANCE PROGRAM LOANS)	
23.	• Contract of Sale - INCLUDE ALL PAGES (NOT REQUIRED FOR REFINANCE PROGRAM LOANS)	

24.	<ul style="list-style-type: none"> New construction – confirmation from DHCD Mapper website https://portal.dhcd.state.md.us/GIS/MMP/index.html or christina.james@maryland.gov that property is located in a Priority Funding Area 	
25.	Proof property involved in short sale or foreclosure transaction(Short Sale agreement must be approved prior to reservation)	
26.	Seller's Affidavit (Fannie Mae, Freddie Mac, HUD & VA exempt from completing) (NOT REQUIRED FOR REFINANCE PROGRAM LOANS)	
27.	Appraisal (INCLUDE ALL PAGES)	
	Eligible lot size	
	Leasehold/capitalized ground rent included in Acquisition Cost	
	Appraised value does not exceed 125% of the Maximum Acquisition Cost	
	<ul style="list-style-type: none"> Attachment R (include all supporting documentation_ and the Email Approval from CDA) 	
	SMARTBUY PROGRAMS	
28.	<ul style="list-style-type: none"> Current month's billing statement OR Verification from the student loan lender/servicer reflecting account(s) current w/ no past due 	
29.	Full Credit Report	
30.	Non-Delegated PMI Cert	
	HOMEABILITY PROGRAM (CAN ONLY BE OFFERED BY GOLD OR SILVER TIER LENDERS)	
31.	"Certificate of Disability" (available at the following link: https://mmp.maryland.gov/Lenders/Pages/Loan-Documentation.aspx) completed by a health, mental health, or disability professional; and/or	
32.	Proof of income from the Social Security Administration (i.e. SSI or SSDI), VA or former employer: the proof is a copy of the borrower's disability policy, award letter or benefits statement from the benefits payer (insurance company, employer or other qualified disinterested party), per FNMA's guidelines; or	
33.	Proof of application for disability benefits evaluation and a copy of the Social Security Administration office's decision on the application. <i>Note: It is entirely CDA's decision whether to accept the supporting documentation and the lender should not proceed with the loan before obtaining CDA's approval of the disability proof document.</i>	
34.	Copy of Certificate of Disability Approval from CDA	