

2nd & 3rd PRE-CLOSING COMPLIANCE CHECKLIST  
REQUIRED FOR ALL DPA LOANS

Submit MBS Pre-Closing Compliance 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>

DPA Reservation No.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ MMP Reservation No.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
(Lender no.) (Sequential loan #) (Lender no.) (Sequential loan #)

**OR**

**SMARTBUY PROGRAMS**

(2nd) Forgivable Loan / Maryland SmartBuy Program: Reservation No: **99**\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
(Lender no.) (Sequential loan #)

(3rd) Maryland SmartBuy Program: Reservation No: **99**\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
(Lender no.) (Sequential loan #)

Borrower: \_\_\_\_\_  
Last Name First Name  
Co-Borrower: \_\_\_\_\_  
Last Name First Name

**CHECK ALL THAT APPLY AND COMPLETE APPLICABLE INFORMATION:**

- 1.  DSELP \$ \_\_\_\_\_  DPA - 1<sup>ST</sup> TIME ADVANTAGE 5000  
 DPA - 1<sup>ST</sup> TIME ADVANTAGE 3% LOAN  
 DPA - FLEX 5000  
 DPA - FLEX 3% LOAN  
 DPA - HOMEABILITY  
 DPA - MARYLAND SMARTBUY PROGRAM  
 DPA - MONTGOMERY HOMEOWNERSHIP
- 2.  HK4E \$ \_\_\_\_\_ Name of employer: \_\_\_\_\_
- 3.  SK4E \$ \_\_\_\_\_
- 4.  BDIP \$ \_\_\_\_\_ Name of Builder/Developer: \_\_\_\_\_
- 5.  CPIP \$ \_\_\_\_\_ Name of Community Partner: \_\_\_\_\_

**\$ \_\_\_\_\_** Total Loan Amount of Second Mortgage (amount to match DSELP Application & Affidavit and Lender Online Reservation Amount)

Maryland SmartBuy Program: Forgivable Loan Amount: **\$ \_\_\_\_\_**

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

Direct Phone #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_, Ext.: \_\_\_\_\_ E-mail address: \_\_\_\_\_

<b><u>DPA LOAN</u></b>		<b>LENDER</b> √ and include or “N/A”, if not applicable
1.	DPA Programs Compliance Checklist – Attachment DD	
2.	Copy of the DPA/Partner Match Program – Borrower's Application & Affidavit	
4.	<input type="checkbox"/> HK4E Verification of Partner Contribution form <b><u>OR</u></b>	
	<input type="checkbox"/> State of Maryland Employee Paystub	
5.	SK4E Verification	
	<input type="checkbox"/> SK4E – PFA Verification	
	<input type="checkbox"/> SK4E – Driving Directions	
6.	BDIP Verification of Partner Contribution form	
7.	<input type="checkbox"/> CPIP Verification of Partner Contribution form <b><u>OR</u></b>	
	<input type="checkbox"/> Approval letter from NHS of Baltimore for the CityLIFT loan	
9.	Request for DPA Lien Exception- DPA Attachment D: Approved by CDA	
10.	Other:	