

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 Link: [Lender On-Line](#)**
EDOCS Training Instructions Link: [Lender On-line and EDOCS Guide](#)

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

OR

SMARTBUY PROGRAMS

(2nd) Promissory Note / Maryland SmartBuy Program: Reservation No: _____ - _____ - _____
(Lender no.) (Sequential loan #)

(3rd) Maryland SmartBuy Program: Reservation No: _____ - _____ - _____
(Lender no.) (Sequential loan #)

Borrower: _____
Last Name First Name

Co-Borrower: _____
Last Name First Name

Lender Name: _____ Person Submitting: _____

Direct Phone #: (____) _____ - _____, Ext.: _____ E-mail address: _____

CHECK ALL THAT APPLY AND COMPLETE APPLICABLE INFORMATION:

1. ☐ DPA \$ _____, _____

- ☐ DPA - 1ST TIME ADVANTAGE 6000
- ☐ DPA - 1ST TIME ADVANTAGE 3% LOAN
- ☐ DPA - 1ST TIME ADVANTAGE 4% LOAN
- ☐ DPA - 1ST TIME ADVANTAGE 5% LOAN
- ☐ DPA - FLEX 6000
- ☐ DPA - FLEX 3% LOAN
- ☐ DPA - HOMEABILITY
- ☐ DPA - HOMESTART 6% LOAN
- ☐ DPA - MARYLAND SMARTBUY PROGRAM
- ☐ DPA - MONTGOMERY HOMEOWNERSHIP
- ☐ DPA - MONTGOMERY EMPLOYEE DPA LOAN

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 DPA Application & Affidavit and Lender Online Reservation Amount)

Maryland SmartBuy Program: Promissory Note Amount:

\$ _____, _____

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