

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

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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: **\$ \_\_\_\_\_, \_\_\_\_\_**

<b><u>DPA LOAN</u></b>		<b>LENDER √ and include or “N/A”, if not applicable</b>
1.	Attachment DD - DPA Programs Compliance Checklist	
2.	DPA Borrower's Application and Affidavit	
3.	<input type="checkbox"/> HK4E Verification of Partner Contribution form <b><u>OR</u></b>	
4.	<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>	
8.	<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:	