

## MARYLAND MORTGAGE PROGRAM (MMP)

## POST-CLOSING COMPLIANCE CHECKLIST

**1<sup>ST</sup> TIME ADVANTAGE, HOMEABILITY, MONTGOMERY HOMEOWNERSHIP, MEDPAL, HOMESTART, AND SMARTBUY LOANS****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 Link: [Lender On-Line](#)  
EDOCS Training Instructions Link: [Lender On-line and EDOCS Guide](#)**MMP Reservation No.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Lender No: \_\_\_\_\_  
(Lender no.) (Sequential loan #)Borrower: \_\_\_\_\_  
Last Name First NameCo-Borrower: \_\_\_\_\_  
Last Name First NamePlease check one: ☐ 1<sup>st</sup> 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.	Attachment EE - MMP Post-Closing Compliance Checklist	
2.	Reservation Acceptance print out from Lender Online (Acceptance sheet printed at reservation <b>is not</b> acceptable. Print out should reflect any changes made via Attachment R)	
3.	Private Mortgage Insurance-Guarantee/Commitment Certificate (Conditional Commitments are not acceptable)	
4.	Final 1003 Loan Application – signed and dated	
5.	Buyer's Confirming Affidavit (to be signed and dated by all parties taking title to the property)	
6.	Seller's Confirming Affidavit (to be signed and dated) Note: If the seller is Fannie Mae, Freddie Mac, HUD & VA exempt from completing	
7.	Notice to Borrower for Calculation of Potential Recapture Tax	
8.	Closing Disclosure for first mortgage loan	
<b>REQUIRED FOR SMARTBUY PROGRAMS ONLY</b>		
9.	Payoff Statements for student loan(s)	
	➤ Pay-off Statement must reflect borrower is not currently past due.	
	➤ Closing Disclosure - Must reflect pay-off balances that match.	