

**2<sup>nd</sup> or 3<sup>rd</sup> POST-CLOSING COMPLIANCE CHECKLIST**  
**REQUIRED FOR ALL DPA LOANS**

# Submit MBS Post-Closing Compliance to Lender-on-Line 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

(2<sup>nd</sup>) Promissory Note / Maryland SmartBuy Program: Reservation No: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
(Lender no.) (Sequential loan #)

(3<sup>rd</sup>) 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 - 1<sup>ST</sup> TIME ADVANTAGE 6000  
☐ DPA - 1<sup>ST</sup> TIME ADVANTAGE 3% LOAN  
☐ DPA - 1<sup>ST</sup> TIME ADVANTAGE 4% LOAN  
☐ DPA - 1<sup>ST</sup> 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 √, if OK/in File
1.	<b>Attachment FF - DPA Programs Compliance Checklist</b>	
2.	<b>Copy of the Closing Disclosure</b> <u>for DPA/Partner Match loan</u>	
3.	<b>Copy of the fully executed Deed of Trust Note</b> (Required for <u>all</u> DPA programs)	
4.	<b>Copy of fully executed Deed of Trust</b> (Required for <u>all</u> DPA programs)	

OR

<u>Maryland SmartBuy Program</u> <u>2<sup>nd</sup>/Forgivable Loan and (3<sup>rd</sup>)/DPA Loan</u>		LENDER √, if OK/in File
1.	<b>Attachment FF - DPA Programs Compliance Checklist</b>	
2.	<b>Copy of the Closing Disclosure</b> <u>for Promissory Note and SMARTBUY DPA</u>	
3.	<b>Loan Description and Acknowledgement</b> - Always Required	
4.	<b>Copy of the fully executed Promissory Note</b> (signed and dated)	
5.	<b>Copy of the fully executed Deed of Trust Note</b> (signed and dated)	
6.	<b>Copy of fully executed Deed of Trust for DPA</b> (signed and dated)	