

**2nd or 3rd 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

(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 ✓, if OK/in File
1.	Attachment FF - DPA Programs Compliance Checklist	
2.	Copy of the Closing Disclosure for DPA/Partner Match loan	
3.	Copy of the fully executed Deed of Trust Note (Required for <u>all</u> DPA programs)	
4.	Copy of fully executed Deed of Trust (Required for <u>all</u> DPA programs)	

OR

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