

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 <u>for DPA/Partner Match loan</u>	
3.	Copy of the fully executed Deed of Trust Note (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 <u>for Promissory Note and SMARTBUY DPA</u>	
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)	