

ATTACHMENT R

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
CDA/SINGLE FAMILY HOUSING MARYLAND MORTGAGE PROGRAM

REQUEST FOR CHANGE TO RESERVATION OF FUNDS
E-MAIL TO Attachment_r_mailbox.dhcd@maryland.gov
ALL APPLICABLE BLANKS MUST BE COMPLETED

Name(s) of Borrowers:

Address:

Lender Name: Contact Name:

Telephone No. Ext. Fax No.

Email Address (REQUIRED)

FIRST MORTGAGE: Reservation No

Change loan amount from \$ to \$

because: (1) Sales price has changed from \$ to \$

Change program & Rate (Note:*CDA loan # may change if program code changes. Loan # will be provided by CDA.)

*Program Codes can be located here: <https://mmp.maryland.gov/Lenders/Documents/CDAPROGRAMCODEGUIDE.pdf>

from: Program Code#: Bond Series#: Program Code#:
RATE: RATE:

REASON FOR THE CHANGE

Substitute new property. Substitution is only allowed for reasons beyond the borrower's control (for example, property failed home inspection). Check applicable box below. **Include all of the following with this form:**

- A RELEASE FROM THE PREVIOUS CONTRACT
- A COPY OF THE NEW CONTRACT
- DOCUMENTATION CONCERNING REASON FOR SUBSTITUTION

Lender requests that the original reservation be deleted. Upon receipt of written approval from Single Family Housing, the lender should reserve a loan on the new property. The loan will receive the current interest rate.

Lender requests that the original reservation be retained. The only change is the property address & purchase price (& loan amount); complete Section #1 as applicable. The compensation to the lender will be based on the original reservation date.

Assign reservation from another lender. AN ASSIGNMENT LETTER (including loan information and name of new lender) FROM THE ORIGINAL LENDER MUST BE ATTACHED TO THIS FORM. The original reservation will be deleted and upon receipt of written approval from Single Family Housing, the lender should then reserve the loan on the new property. If requested program available at time of new reservation, the loan will receive the current interest rate .

Cancel 1st Mtg Reservation- Reason:

Other:

IMPORTANT: > SEE PAGE 2 FOR CHANGES TO DSELP AND/OR PARTNER MATCH PROGRAM RESERVATIONS.
> PAGE 2 MUST BE SIGNED AND DATED BY SUBMITTING LENDER.
> BOTH PAGES OF ATTACHMENT R MUST BE SUBMITTED TO CDA SINGLE FAMILY.

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SECOND MORTGAGE: Reservation No.

Change Program From: Program Code#: To: Program Code#:

Change Sub-Program From: Sub-Program Code#: To: Sub-Program Code#:

Add/Change DSELP: Loan Amount \$

Add/Change HK4E: Loan Amount \$ **HK4E Partner Name:** **Partner Contribution Amount:** \$

Add/Change SK4E: Loan Amount \$ **Required attachments for all loans when adding SK4E:**
▪ Priority Funding Area (PFA) printout
▪ Copy of driving directions (ex. mapquest) OR a statement that place of employment is in the same jurisdiction as residence

Add/Change BDIP: Loan Amount \$ **BDIP Partner Name:** **Partner Contribution Amount:** \$

Add/Change CPIP: Loan Amount \$ **CPIP Partner Name:** **Partner Contribution Amount:** \$

Total 2nd Mortgage Loan Amount From \$ to: \$ **Total Partner(s) Contribution Amount:** \$

Include a copy of supporting documentation for second mortgage program(s).

Cancel 2nd Mtg Reservation- Reason:

Signature of Lender's Authorized Officer

Date

Upon review, Single Family Housing staff will send a notification to the submitting lender as to the approval or denial of the Request for Change to Reservation.