

HOUSE KEYS 4 EMPLOYEES (HK4E):



**MARYLAND MORTGAGE**  
*Making Homeownership Affordable*

VERIFICATION OF  
PARTNER CONTRIBUTION

**INSTRUCTIONS TO PARTICIPATING EMPLOYER:**

Employer completes Section II of this form to confirm commitment to provide a financial contribution to a Maryland Mortgage Program (MMP) homebuyer. Homebuyer gives the form to their MMP-approved lender, who submits it to reserve the match funds. Employer Partner is responsible for having the financial contribution funds available at closing.

**INSTRUCTIONS TO HOMEBUYER:**

Complete and sign Part I of this form, and have your employer complete and sign Part II. You must provide the completed form to your MMP-approved lender so they can reserve the match funds. For a list of approved lenders, you may visit the Maryland Mortgage Program website ([mmp.maryland.gov](http://mmp.maryland.gov)).

**I. EMPLOYEE INFORMATION:**

Name: \_\_\_\_\_

Present Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

New Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Signature of Homebuyer: \_\_\_\_\_ Date: \_\_\_\_\_

**II. PARTICIPATING EMPLOYER VERIFICATION:**

Participating Employer Name: \_\_\_\_\_

I hereby verify that:

1. The employee meets the employer's eligibility requirements for the HK4E;
2. The employer will provide a grant/loan in the amount of \$ \_\_\_\_\_ to the employer to be used for the purchase of the home.

Authorized Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_



Larry Hogan,  
*Governor*  
Boyd K. Rutherford,  
*Lt. Governor*



Kenneth C. Holt,  
*Secretary*  
Tony Reed,  
*Deputy Secretary*

For more information, please visit:

**[mmp.Maryland.gov](http://mmp.Maryland.gov)**

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