

Maryland Mortgage Program

Standard Pre-Closing Compliance Loan Package #2

FOR USE WITH ANY FLEX PRODUCT ONLY

(NOT FOR USE WITH 1st TIME ADVANTAGE, SMARTBUY, OR HOMEABILITY LOAN)

- This pre-closing compliance package includes the MMP forms and attachments always required for any Flex Program loan.
- Loans able to use this package do not have to meet the first-time homebuyer requirement.
- Additional forms or documents may be required, depending on the loan product, but these are **always** needed. The documents have been assembled into one package for your convenience. Please review the applicable checklist (Attachment GG) to determine what additional documentation is required.
- Loan Packages should only be submitted once they are **complete with all required documentation** on the applicable checklist. The Underwriting Transmittal (1008, HUD 92900-LT, or VA 26-6393) must be the final copy that validates the qualifying income and ratios and is signed by the underwriter.
- Submitting completed documentation using Lender Online is a **two-step process, UPLOAD and SUBMIT**. Normally the package will be reviewed within two business days. Check in Lender Online for conditions/approval.
- If your reservation includes a DPA loan than you must also review the applicable checklist (Attachment DD) to determine what additional second mortgage docs are needed and submit that package using Lender Online under the second mortgage tab. (DPA loan docs should not be included in first mortgage tab). Again, please note submitting is a **two-step process, UPLOAD and SUBMIT under the Second Mortgage Tab**.
- Reserving the loan locks the rate and funds for 105 days (no extensions). After that the loan will be cancelled. Lender compensation is based on the number of days between reservation and purchase by the master servicer. The most recent directive can be found here: [Directive 2025-03](#)
- A guide to the program codes is found here: [MMP Program Code Guide](#)
- Any changes to a loan reservation (name, code, loan amount, DPA, etc.) **requires an Attachment R**, which gets emailed to the address included at the top of the form. Changing the type of loan may change the rate. An Attachment R is downloaded from the loan documentation page or using this link: [Attachment R-Request for Change to Reservation of Funds \(Fillable\)](#).
- If you are aware of a correction(s) or change(s) to any of the reservation data before submitting the preclosing file, please process an Attachment R and print an updated loan registration for your initial submission package. This will expedite the approval process.
- After a loan has been approved for pre-closing compliance, the lender will have access to download the closing package, which would include the loan documents for the second lien (or grant), if applicable.
- Post-closing compliance is also required for all loan products.

**MMP Income Eligibility Worksheet and
Lender Certification
For Use with Any Flex Loan Product**

1. Residents and Income

Income from all household members, except the income of full-time high school or undergraduate students, unless such a person is a borrower (See MMP Lender’s Manual) must be included in the total calculation to determine income eligibility in accordance with the definition of income as stated in Section 143 of the Internal Revenue Code of 1986, as amended. Total household income for MMP may not exceed the program maximums.

Income, as it applies to each household member who will reside in the mortgaged property, must be entered on the corresponding lettered column for each resident listed in the MMP Buyer's Affidavit. Income for eligibility purposes is the total household income anticipated for the 12-month period commencing on the expected date of occupancy of the mortgaged property.

Name of Borrower(s): _____

Household Occupants:

Total Number of residents (household members) _____

Identify all persons who will live in the Residence:

	<u>Name</u>	<u>Age</u>	<u>Relationship (if any)</u>
Borrower	_____	_____	Self _____
Co-Borrower	_____	_____	_____
Other Occupants	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

2. Assets(Include **ALL** asset information for **BORROWERS** only)

Value of:	(a)	(b)	(c)	(d)	(e)
2.1 Checking Accounts	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2.2 EMD & Prepays (POC)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2.3 Savings Accounts	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2.4 Gifts (non-recurring)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2.5 Stocks and Bonds	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2.6 IRA & 401K's (only if cashed)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2.7 Equity in Real Property	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2.8 Other Capital Investments	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
TOTAL	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

IF BORROWERS' LIQUID ASSETS ARE EQUAL TO OR EXCEED 20% OF THE PURCHASE PRICE, THE ASSET TEST WORKSHEET (ATTACHMENT F) MUST BE COMPLETED TO DETERMINE IF THEY ARE ELIGIBLE FOR MMP.

3. Gross **ANNUAL** Income for Eligibility

(Include **ANNUAL** income received by or for ALL HOUSEHOLD MEMBERS listed on Buyer's Affidavit)

	(a)	(b)	(c)	(d)	(e)
3.1 Base Wages, Salaries, etc.	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3.2 Overtime, Bonus, Commissions, etc.	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3.3 Business Income	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3.4 Interest, Dividends, etc.	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3.5 Insurance, Social Security, Pensions, Workmen's Comp. and Other Periodic Payments	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3.6 Alimony* and Child Support*	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
*If alimony or child support is received, it must be entered under the appropriate column. If it is not received, "\$0" should be entered under the appropriate column.					
3.7 Public Assistance	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3.8 Gifts (recurring)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3.9 Allowance, etc.	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3.10 Tax Credits	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Less					
3.11 Allowable Exclusions	(\$ _____)	(\$ _____)	(\$ _____)	(\$ _____)	(\$ _____)
TOTAL	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

TOTAL **ANNUAL** INCOME FOR ALL HOUSEHOLD MEMBERS \$ _____

CDA/MMP LENDER CERTIFICATION

CDA Lender certifies that the MMP loan has been underwritten for compliance with the Mortgage Subsidy Bond Tax Act as well as Maryland State law requirements as outlined in the current MMP Lender's Manual and that the loan is a complying and eligible loan under MMP. Further, CDA lender certifies, that in its opinion, based on information submitted by the borrower(s) and the Lender's knowledge of prevailing terms and standards of mortgage lending in the area, the borrower(s) could not obtain a mortgage loan for the property in the unassisted private lending market.

Name of Lender: _____

By: _____
 Print Name of Authorized Representative Signature Date