

April 3, 2023

Directive 2023-03

REVISED

TO: ALL PARTICIPATING LENDERS

SUBJECT: PERMANENT IMPLEMENTATION OF ELECTRONIC SIGNATURES FOR MARYLAND MORTGAGE PROGRAM DOCUMENTATION

REVISION – ADDITION TO POST CLOSING COMPLIANCE DOCUMENTATION REQUIRING LIVE, ORIGINAL SIGNATURES ON ALL RIDERS TO THE FIRST MORTGAGE.

When the COVID pandemic began, the Maryland Mortgage Program (MMP) implemented an Electronic Signature Policy to help minimize contact. We are happy to announce that this temporary policy has now been formally adopted by the MMP. The following MMP Documentation may be Electronically Signed.

Pre-Closing Compliance Documentation – First Mortgage

- Buyer's Affidavit
- Notice to Borrowers
- Seller's Affidavit
- Attachment A - Separation Affidavit
- Attachment F – Asset Test
- Attachment J – Affidavit in Lieu of Current Year's Tax Return(s)
- Attachment N - Additional Buyer's Affidavit Relating to Business Use of Residence
- Attachment S - Affidavit Regarding Not Being Required to File Tax Return(s)
- Attachment T - Certification of Pregnancy
- Attachment V - Veteran First Time Homebuyer Exemption Certificate
- Borrower's Affidavit for Refinance Loans
- CDA Certificate of Disability
- No Income Letter

Pre-Closing Compliance Documentation – Second Mortgage

- DPA Borrower's Application and Affidavit
- Builder Developer Incentive Program (BDIP) - Verification of Contribution
- Community Partner Incentive Program (CPIP) - Verification of Partner Contribution
- DPA Attachment D - Request for Lien Exception
- House Keys 4 Employees (HK4E) - Verification of Partner Contribution

Post-Closing Compliance Documentation

- Buyer's/Borrower's Confirming Affidavit
- DPA Closing Instructions
- DPA Commitment Letter
- Notice to Borrower for Calculating Potential Recapture Tax (05/26/2022)
- Seller's Confirming Affidavit

The following MMP Documentation is not included in this exemption and still requires a live, original signature:

- DPA Deed of Trust
- DPA Deed of Trust Note
- All Applicable Riders including the Tax Exempt Finance Rider (required for all MMP first mortgages)

As always, we appreciate your continued participation in our programs. If you have any questions concerning this Directive or suggestions for improvements, please email singlefamilyhousing.dhcd@maryland.gov.

Sincerely,

Karl Metzgar

Karl Metzgar
Assistant Director / Operations Manager
Single Family Housing