

MARYLAND MORTGAGE PROGRAM (MMP)
POST-CLOSING COMPLIANCE AND PURCHASE CHECKLIST

PLEASE PRINT LEGIBLY OR TYPE - ALL APPLICABLE BLANKS MUST BE COMPLETED

Submit all documents listed, unless they are not applicable, in a legal size file folder [with "Post-Closing" printed on the front of the folder and the name(s) of the borrower(s) - last name first, then first name - and the reservation number on the tab] to:

CDA/Single Family Housing
Post-Closing Compliance
100 Community Place, Room 4.300
Crownsville, MD 21032

FOR CDA USE ONLY
Date Purchased: \_\_\_/\_\_\_/20\_\_\_
CDA Loan #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_
CDA Purchaser: \_\_\_\_\_

MMP Reservation No.: WH6 - \_\_\_ - \_\_\_ Lender No: \_\_\_\_\_
(Lender no.) (Sequential loan #)

MERS Min #: \_\_\_\_\_

Borrower: Last Name First Name Credit Score

Co-Borrower: Last Name First Name Credit Score

Manner in which title will be held (Circle one): Sole Owner | Joint Tenancy | Tenants by the Entirety

Property Address: Street Address City MD Zip Code

County: Census Tract No.: Targeted Area: Yes No PFA ID

Loan Type (circle one): FHA | VA | RHS | CONVENTIONAL UNINSURED (LTV 80% or less)

Term: 30 years Points: Interest Rate: %

Purchase Price: \$ Loan Amt: \$ Acquisition Cost: \$

Estate will be held in (circle one): Fee Simple | Leasehold Annual Ground Rent: \$

DSELP/PARTNER MATCH PROGRAM
IF APPLICABLE, THIS INFORMATION MUST BE COMPLETED

DSELP/PARTNER MATCH PROGRAM Reservation No.: XTT - \_\_\_ - \_\_\_
(Lender no.) (Sequential loan #)

- 1. DSELP Only \$,
2. HK4E \$, Name of employer:
3. SK4E \$, If Applicable
4. BDIP \$, Name of Builder/Developer:
5. CPIP \$, Name of Community Partner:

\$ Total Loan Amount of Second Mortgage (this amount to be listed on DSELP Application & Affidavit)

Name of Lender: Federal Express | UPS No.: (MUST BE COMPLETED)
(circle one)

Person Submitting: \_\_\_\_\_

Direct Phone #: ( ) - , Ext.: Fax: ( ) -

E-mail address: (MUST BE COMPLETED)

<u>DSELP/PARTNER MATCH PROGRAM</u> DOCUMENTS, IF APPLICABLE, TO BE FASTENED TO THE <u>LEFT-HAND</u> SIDE		LENDER √, if OK/in file or "N/A", if not applicable	FOR CDA/SFH USE ONLY
1.	DSELP/Partner Match Program - Commitment Letter		
2.	DSELP/Partner Match Program - Closing Instructions		
3.	DSELP/Partner Match Program - Deed of Trust Note ( <b>ORIGINAL</b> )		
4.	DSELP/Partner Match Program - Deed of Trust (DOT)		
<u>MMP</u> DOCUMENTS TO BE FASTENED TO THE <u>RIGHT-HAND</u> SIDE			
1.	POST CLOSING COMPLIANCE AND PURCHASE REVIEW CHECKLIST		
2.	Copies of all Attachment R's approved for this loan (e-mail approval from CDA)		
3.	Copy of Principal Curtailment Check		
4.	MORTGAGE INSURANCE/GUARANTEE		
	<b>A. FHA</b>		
	FHA Loan Insurance Application (Printed from FHA Connection)		
	Copy of fully executed 92900A HUD Addendum Uniform Residential Loan Application		
	92900LT FHA Loan Underwriting Transmittal Summary		
	If approved by automated underwriting- include copies of the Automated Underwriting Worksheets		
	FHA Connection Case Query Results showing UpFront MIP Paid and indicates that insurance is active and/or Case # is not cancelled		
	FHA Connection Case Detail Result – showing paid monthly applicable Mortgage Insurance Premium		
	<b>B. VA</b>		
	VA 26-0286 Loan Summary Sheet		
	Copy of fully executed VA-26-1820 Report and Certification of Loan Disbursement		
	VA 26-1802a VA Addendum Uniform Residential Loan Application		
	Final VA 26-6393 Loan Analysis Worksheet		
	If approved by automated underwriting, copies of the Automated Underwriting Worksheets are included		
	<b>C. RHS</b>		
	Completed Fannie Mae Form 1008		
	Complete, approved RHS conditional Commitment for Single Family Housing Loan Guarantee signed and certified by Lender Mandatory RHS Forms:		
	RD 1980-17		
	RD 1980-19		
	Final GUS Findings		
	Copy of the check made out to Rural Development in the amount of the Guarantee Fee as proof of payment.		
5.	If new construction, Lender must provide a Certificate of Occupancy		
6.	TERMITE (WOOD DESTROYING INSECT) CERTIFICATE		
	Documentation - Termite Treatment/Repairs		
7.	WELL CERTIFICATION		
	Documentation - Well Repairs		
8.	SEPTIC CERTIFICATION		
	Documentation - Septic Repairs		
9.	PAYMENT HISTORY		
10.	DEED OF TRUST NOTE ( <b>ORIGINAL</b> )		
11.	SECONDARY FINANCING/GRANTS DOCUMENTS		
12.	WARRANTY DEED- Certified True Copy		
13.	Provide MIN Summary Sheet (MERS: Proof MIN was registered on MERS system)		
14.	DEED OF TRUST (DOT) Certified true copy		
	CONDO Rider		
	PUD Rider		

	Tax Exempt Financing Rider		
	Licensee Information or Affidavit File in Accordance with Real Property Article §3-104.1, Annotated Code of Maryland		
15.	ALTA SHORT FORM		
	<u>OR</u>		
	TITLE BINDER/ POLICY		
	4.1 Condo Endorsement		
	5.1 PUD Endorsement		
	8.1 Environmental Endorsement		
	GAP Insurance		
16.	PROPERTY SURVEY		
17.	HUD-1 SETTLEMENT SHEET		
	FHA Addendum to HUD-1 Settlement Statement		
18.	Initial Escrow Disclosure Statement		
19.	First Payment Letter		
20.	Form W-9 Request for Taxpayer Identification Number and Certification		
21.	Final – Truth-in-Lending		
22.	IRS FORM 4506T		
23.	BUYER'S CONFIRMING AFFIDAVIT		
24.	NOTICE TO BORROWER FOR CALCULATION OF POTENTIAL RECAPTURE TAX		
25.	SELLER'S CONFIRMING AFFIDAVIT		
26.	HAZARD INSURANCE POLICY		
	"WALLS-IN" (HO-6) INSURANCE POLICY ON CONDO UNIT		
	Paid receipt on insurance company's letterhead		
27.	FLOOD CERTIFICATION		
	Paid receipt on insurance company's letterhead		
28.	FINAL LOAN APPLICATION (typed, signed and dated)		
29.	Tri-Merge Credit Report – All pages		
30.	Verification of Rent (VOR)		

PLEASE MAKE SURE YOU INCLUDE ALL PAGES OF THE CHECKLIST IN THE FILE. THANK YOU.

-----DO NOT WRITE BELOW--CDA/SFH USE ONLY-----

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

CDA Loan # WH6- \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Initial Submission Date: \_\_\_\_\_ Post-Closing Reviewed By: \_\_\_\_\_

Approved: \_\_\_\_\_ Rejected: \_\_\_\_\_ Date: \_\_\_\_\_

Purchase Rejection Appeal Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Appeals Committee Decision: \_\_\_\_\_

Funds canceled because:

\_\_\_\_\_

Date: \_\_\_\_\_ By: \_\_\_\_\_

Additional Notes:

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