

**MARYLAND MORTGAGE PROGRAM (MMP);
LIFELINE REFINANCE MORTGAGE PROGRAM (LIFELINE); AND HOMESAVER REFINANCE
MORTGAGE PROGRAM (HOMESAVER)**

POST-CLOSING COMPLIANCE AND PURCHASE CHECKLIST

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

Submit 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**

Indicate Program by inserting an "X" in the applicable block below:			
<input type="checkbox"/>	Maryland Mortgage Program (WH2)	<input type="checkbox"/>	Lifeline Refinance Mortgage Program (WH3)
<input type="checkbox"/>		<input type="checkbox"/>	Homesaver Refinance Mortgage Program (WH3)

MMP Reservation No.: WH ___ - ___ - ___ - ___ Lender No: _____
(lender no.) (sequential loan #)

Borrowers: _____
Last Name First Name M.I.

Last Name First Name M.I.

Property Address: _____

County: _____ Targeted Area: Yes ___ No ___ Census Tract/Area: _____

"X" all the applicable blanks			
Loan Type	Term	If conventional, MI co.:	Points
<input type="checkbox"/> FHA	<input type="checkbox"/> 30 YR	<input type="checkbox"/> GE(Genworth)	<input type="checkbox"/> Three
<input type="checkbox"/> VA	<input type="checkbox"/> 40 YR	<input type="checkbox"/> MGIC	<input type="checkbox"/> Two
<input type="checkbox"/> RHS	<input type="checkbox"/> 35 YR (5/30 IO) <u>1</u>	<input type="checkbox"/> MHF (Refinance products only)	<input type="checkbox"/> One
<input type="checkbox"/> CONVENTIONAL	<input type="checkbox"/> 40YR (7/33 IO) <u>1</u>	<input type="checkbox"/> PMI	<input type="checkbox"/> Zero
<input type="checkbox"/> CONVENTIONAL		<input type="checkbox"/> Radian	<input type="checkbox"/> Zero+2% grant <u>2</u>
<input type="checkbox"/> UNINSURED (LTV 80% or less)		<input type="checkbox"/> RMIC	<input type="checkbox"/> Zero+3% grant <u>3</u>
		<input type="checkbox"/> UGRIC	

MMP Loan Amount: \$ __ __ __, __ __ __ Interest Rate: __. __ __ __ %

Reservation Date: __ __ / __ __ / __ __ Closing Date: __ __ / __ __ / __ __ First Payment Date: __ __ / __ __ / __ __

IF APPLICABLE, THIS INFORMATION MUST BE COMPLETED:

Second Mortgage 4 Loan Amount: \$ __ __ __, __ __ __

- 1. DSELP \$ __ __, __ __ __
- 2. HK4E 5: \$ __ __, __ __ __ Name of employer: _____
- 3. SK4E 5: \$ __ __, __ __ __ (Must be in a Priority Funding Area (PFA # is _____) and residence must be within 10 miles of place of employment or within the same county – proof required)
- 4. BDIP 5: \$ __ __, __ __ __ Name of Builder/Developer: _____
- 5. CPIP 5: \$ __ __, __ __ __ Name of Community Partner: _____
- 6. Name of Other Contributors: _____

Lender Name: _____ Federal Express No.: _____ (MUST BE COMPLETED)

Person Submitting: _____

Phone: (_____) _____ - _____, Ext. 6: _____ Fax: (_____) _____ - _____

E-mail address: _____ (MUST BE COMPLETED)

1 Interest only the first five or seven years and then amortized over the remaining term

2 MMP+2% Loan

3 MMP+3% Loan

4 DSELP and/or Partner Match Programs

5 Verification of Partner Contribution form(s) must be completed by each participating employer (unless borrower's employer is the State of Maryland), participating builder/developer and/or community partner and other contributors and included in this submission.

6 If phone number is not a direct line, include extension number

PLEASE SUBMIT ALL OF THE FOLLOWING DOCUMENTS (LEGIBLE, FULLY COMPLETED AND PREFERREDLY ORIGINALS) IN A LEGAL SIZE FILE FOLDER, IN THE FOLLOWING ORDER, FROM TOP TO BOTTOM.

- **THE FILE TAB MUST HAVE THE NAME(S) OF THE BORROWER(S) [LAST NAME, FIRST NAME, M.I.] AND LOAN RESERVATION NUMBER ON IT.**
- **WRITE "POST-CLOSING" ON THE FRONT OF THE FILE FOLDER.**

VERY IMPORTANT:

IF THE POST-CLOSING COMPLIANCE AND PURCHASE SUBMISSION IS NOT RECEIVED WITHIN 90 DAYS OF THE RESERVATION DATE FOR LOANS ON EXISTING HOMES OR WITHIN 150 DAYS OF THE RESERVATION DATE FOR LOANS ON NEWLY CONSTRUCTED HOMES, THE RESERVATION FOR THE LOAN MAY BE CANCELLED.

IN ORDER TO RECEIVE THE MAXIMUM FEE OF 2.00%, A LOAN MUST BE APPROVED FOR PURCHASE WITHIN 90 DAYS OF THE RESERVATION DATE FOR EXISTING HOMES OR 150 DAYS OF

THE RESERVATION DATE FOR NEWLY CONSTRUCTED HOMES. REFER TO FEE SCHEDULE IN THE MMP LENDER'S MANUAL FOR OTHER APPLICABLE FEES.

IT IS RECOMMENDED THAT THESE DOCUMENTS BE SUBMITTED WITHIN 74 DAYS OF THE RESERVATION DATE FOR LOANS ON EXISTING HOMES OR 134 DAYS OF THE RESERVATION DATE FOR LOANS ON NEWLY CONSTRUCTED HOMES.

		LENDER CHECKOFF check mark or "N/A", if not applicable	FOR USE IN CDA REVIEW
DSELP DOCUMENTS, IF APPLICABLE, TO BE FASTENED TO THE LEFT-HAND SIDE			
1.	DSELP COMMITMENT LETTER		
	Signed and dated by the borrower(s)?		
2.	DSELP DEED OF TRUST NOTE (ORIGINAL)		
	Borrower(s) signed and name(s) correct?		
	Note date agrees with Deed, DSELP and MMP DOT and settlement sheet dates.		
	Loan amount is correct? Listed on HUD-1 settlement sheet at committed loan amount.		
	DSELP loan listed as "DSELP loan" or DSELP/HK4E/SK4E, BDIP and/or CPIP loan listed as a loan and not a grant on HUD-1 settlement sheet.		
	If excess DSELP funds , they are listed on the HUD-1 settlement sheet as a principal curtailment to the first mortgage loan . <u>Copy of check made payable to Bogman, Inc.</u> for the amount of the principal curtailment.		
3.	DSELP DEED OF TRUST (DOT)		
	Certified true copy (or recorded original) enclosed?		
	DOT date agrees with DSELP & MMP Note, Deed and settlement sheet?		
	Tax-Exempt Financing Rider is NOT attached to DSELP DOT.		
	If <u>non-borrowing occupant</u> holds title to property, he or she signed DSELP DOT		

MMP DOCUMENTS TO BE FASTENED TO THE RIGHT-HAND SIDE			
1.	POST-CLOSING COMPLIANCE AND PURCHASE REVIEW CHECKLIST		
2.	Copies of all Attachment R's approved for this loan (signed and dated by SFH)		
3.	MORTGAGE INSURANCE/GUARANTEE		
	Provide evidence that insurer/guarantor has approved condo, if applicable.		
	Please note: Mortgage insurance is not required if LTV ratio is 80.0% or less If loan supported by secondary financing, secondary financing was approved by CDA. The secondary financing may include, for example, certain grants or loans from governmental or non-profit entities; any loans must be non-amortizing or amortized at an interest rate below the market rate.		
	A. FHA		
	Evidence of FHA mortgage insurance - copy of fully executed 92900 (all pages, including Mortgage Credit Analysis Worksheet).		
	If new construction, Lender must provide either: 1.) copy of building permit, copy of Certificate of Occupancy and copy of fully completed and executed Warranty of Completion of Construction (to meet one year builder warranty as required by Section 801 of the National Housing Act) OR 2.)10-year builder warranty.		
	Screen prints indicating that insurance status is active and that the required premium(s) have been paid (payment history)		
	B. VA		
	Evidence of VA mortgage guarantee copy of fully executed VA-26-1820 (all pages, including VA Loan Analysis Worksheet).		
	VA Compliance Inspection Report – Provide proof that all conditions on CRV have been met.		
	Screen prints indicating that guarantee status is active and that the required premiums have been paid (payment history)		

	C. RHS		
	Evidence of RHS mortgage guarantee - copy of Fannie Mae Form 1008		
	Screen prints indicating that guarantee status is active and that the required premiums have been paid (payment history)		
	D. CONVENTIONAL		
	Evidence of Mortgage Insurance – copy of Commitment and Certificate of Mortgage Insurance in Pre-Closing Compliance Submission and Fannie Mae Form 1008		
	Screen prints indicating that insurance status is active and that the required premium(s) have been paid (payment history)		
4.	TERMITE (WOOD DESTROYING INSECT) CERTIFICATE		
	If wood-destroying insect infestation is noted in the appraisal or the home inspection, a certificate is required. If treatment is recommended, it must be completed. If damage resulting from the infestation is structural, it must be repaired. Documentation must be included in this submission.		
5.	WELL CERTIFICATION		
	If water supply is private and it is noted in the appraisal or the home inspection that the water is not potable, a well certificate indicating that the water is potable must be included in this submission.		
6.	SEPTIC CERTIFICATION		
	If property has a septic system and it is noted in the appraisal or the home inspection that the system is malfunctioning, a septic certificate indicating the system is working satisfactorily must be included in this submission.		
7.	PAYMENT HISTORY		
	Include for all loans submitted on or after 1st payment due date (always due after 20 th of the month).		
	Loan is not currently delinquent and has never been 45 or more days delinquent? <u>THIS REQUIREMENT WAIVED IF HOMESAVER LOAN!</u>		
8.	DEED OF TRUST NOTE (ORIGINAL)		

	Current form of applicable DOT Note; if interest only loan or LPMI, applicable CDA DOT Note must be used		
	Borrower(s) signed and name(s) correct?		
	Note is endorsed to MD CDA on front or back? DO NOT ENDORSE ON A SEPARATE SHEET OF PAPER. See MMP Manual for endorsement language.		
	Note date agrees with Deed, DOT and settlement sheet dates?		
	Loan amount, interest rate, P&I payment (and interest-only payment, if applicable), first payment date, and maturity date are correct? Compare to Reservation Report. Any changes to the note must be initialed by the borrower(s).		
9.	CLOSING ASSISTANCE GRANT AGREEMENT (03/26/08) for MMP+2% or MMP+3% LOANS ONLY <u>RESERVED ON OR AFTER 04/14/08</u>		
	Dollar Amount of Grant equals 2% (if MMP+2%) or 3% (if MMP+3%) of loan amount		
	Agreement completed and executed by all borrowers [signing as Grantees]		
9a.	REPAYABLE GRANT RIDER TO NOTE (04/02/07) <u>RESERVED PRIOR TO 04/14/08</u>		
	Attached to the DOT Note, for MMP+2% or MMP+3% loans		
	Fully completed and signed by the borrower(s)		
10.	SECONDARY FINANCING/GRANTS		
	Listed on HUD-1 Settlement Sheet?		

	<p><u>Lender ensures that secondary financing complies with applicable insurer/guarantor and that it will be recorded as an entirely separate second lien after the MMP DOT.</u></p> <p>In addition, secondary financing must meet the following requirements:</p> <ul style="list-style-type: none"> • No shared lien or tacking/attaching secondary financing liens, conditions, or riders to MMP DOT • No deed covenants related to the secondary financing are in Deed incorporating the requirements of the secondary financing. 		
11.	WARRANTY DEED		
	Certified true copy?		
	Consideration agrees with purchase price on settlement sheet?		
	Ownership must be acceptable – tenants in common ownership is not acceptable.		
	Power of attorney for seller was approved by the title company.		
	Effective date agrees with Note, Deed of Trust, and settlement sheet?		
	<p>If deed dated prior to closing, <u>lender ensures that deed will be recorded along with DOT</u> and that the following was done:</p> <ul style="list-style-type: none"> • DOT recites that it is a “Purchase Money Deed of Trust” • If dated more than two weeks prior to DOT, a confirmation affidavit (same transaction) from settlement included. 		
	No unacceptable covenants supercede CDA lien?		
	If property is leasehold, ground rent information disclosed and correct?		
	Correct legal description; same as DOT and title binder?		
	Please note: Errors that require Deed to be re-recorded will be reviewed by legal on a case-by-case basis to determine if Letter of Intent to Re-record acceptable (refer to MMP Lender’s Manual for minimum requirements for Letter of Intent to Re-record).		
12.	DEED OF TRUST (DOT)		
	Certified true copy (or recorded original) enclosed?		
	Current form of applicable DOT		

	MD CDA's Tax- Exempt Financing Rider (11/27/06) must be attached for Homesaver and Lifeline loans reserved on or after November 5, 2008 in addition to Maryland Mortgage Program loans		
	If <u>non-borrowing occupant</u> holds title to property, he or she signed the Tax-Exempt Financing Rider		
	DOT date agrees with DOT Note, Deed, and settlement sheet?		
	Amount and property address correct?		
	Exhibit A (Property description) attached, correct, and recorded with DOT?		
	If property is a condominium, appropriate Condo Rider attached, signed, and recorded with DOT?		
	DOT signed by all borrowers and notarized with correct dates and all information completed?		
	If <u>non-borrowing occupant</u> holds title to property, he or she signed DOT		
	Please note: Errors that require DOT to be re-recorded will be reviewed by legal on a case-by-case basis to determine if Letter of Intent to Re-record acceptable (refer to MMP Lender's Manual for minimum requirements for Letter of Intent to Re-record).		
13.	TITLE BINDER/ POLICY		
	Insured parties appear as "(Lender) and/or their successors and assigns, as their interests may appear".		
	Amount of lender's coverage is equal to or greater than loan amount?		
	Title Insurance Policy must be issued on either (a) ALTA Short Form Residential Loan Policy revised 10/21/00 or (b) ALTA 06 Residential Loan Policy effective 06/17/07.		
	Effective date of binder is on or before settlement date, and binder has not expired?		
	Borrower(s) names(s) correct?		
	If <u>non-borrowing occupant</u> holds title to property, title policy shows title vested in both occupants without exception for the rights of the non-borrowing occupant.		
	Ownership manner acceptable? Tenants in common ownership is not acceptable.		
	Fee or leasehold specified and correct?		
	Property description, if applicable, is correct		

	and matches description attached to DOT?		
	If property is a condo, ALTA 4 endorsement included? If property is in a PUD, ALTA 5 endorsement included?		
	If ALTA 06 Residential Loan Policy effective 06/17/07 used, are exceptions to coverage acceptable? See MMP Lender's Manual for sample list of unacceptable coverage exclusions.		
	If ALTA 06 Residential Loan Policy effective 06/17/07 used and there are exceptions, other than utility easements/agreements are remaining, forfeiture/reversion clause included? See MMP Manual for sample language.		
	If ALTA 06 Residential Loan Policy effective 06/17/07 used and there are encroachments, are they covered by affirmative language?		
14.	PROPERTY SURVEY		
	If listed on HUD-1 settlement sheet, copy required.		
15.	HUD-1 SETTLEMENT SHEET		
	Certified, final copy enclosed?		
	Closing date agrees with DOT Note, Deed, and DOT?		
	Loan amount is correct? Compare to Note		
	Contract sales price correct?		
	Any second mortgage amount is shown on settlement sheet and correct? It's also acceptable to the insurer/guarantor.		
	Initial Escrow Account Disclosure Statement required (if loan requires mortgage insurance, monthly mortgage insurance premium must be listed as a monthly payment from escrow account)		
	First Payment Letter (if loan requires mortgage insurance, monthly mortgage insurance premium must be listed) – must be signed and dated by the borrowers		
	Tax service fee listed as paid on settlement sheet or a letter from lender stating it was collected.		
	Any escrow for repairs has been satisfied and proof of satisfaction and release of escrow are enclosed? Only exceptions are for weather-related items.		

	Appropriate number of points paid at closing		
	Signed by seller(s) and borrower(s)?		
16.	PROOF OF SALE OF REAL PROPERTY OR PREVIOUS RESIDENCE (IF APPLICABLE)		
	Settlement sheet or Deed showing transfer is enclosed?		
	Proceeds from sale accounted for in liquid assets?		
17.	BUYER'S CONFIRMING AFFIDAVIT (05/21/02) REQUIRED FOR LIFELINE AND HOMESAVER LOANS RESERVED AFTER 5:00 P.M. ON NOVEMBER 5, 2008 IN ADDITION TO MMP LOANS.		
	Acceptable form used. See MMP Lender's Manual.		
	Signed and dated by all borrowers AT CLOSING? Note: All borrower(s) must sign. A power of attorney will not be accepted for a borrower unless the borrower is physically incapable of signing and it is pre-approved by CDA/SFH prior to the submission of the pre-closing compliance file.		
	Signed and dated by <u>non-borrowing occupant</u> , if he or she holding title to property		
	No information provided by borrower(s) at closing on Affidavit which would make them ineligible for the loan?		
	Dated on or after closing?		
18.	NOTICE TO BORROWER FOR CALCULATION OF POTENTIAL RECAPTURE TAX (10/17/08) REQUIRED FOR LIFELINE AND HOMESAVER LOANS RESERVED AFTER 5:00 P.M. ON NOVEMBER 5, 2008 IN ADDITION TO MMP LOANS.		
	Recapture Tax Instructions for Refinancing Subprime Mortgage Loans (10/17/08) must be attached to Recapture Tax Notice for Lifeline and Homesaver loans.		
	Original OR copy - prefer original.		
	Signed and dated by all borrowers <u>on or after closing</u>		

19.	SELLER'S CONFIRMING AFFIDAVIT (08/21/97) – NOT REQUIRED IF LIFELINE OR HOMESAVER		
	<u>Faxed copy acceptable</u>		
	Acceptable form used? See MMP Lender's Manual.		
	Signed/dated by all sellers ON OR AFTER CLOSING?		
	Separate Seller's Confirming Affidavit completed, signed and dated by Intermediary (only if intermediary or other entity is executing the deed transferring the home to the buyer), if transaction is an approved 1031 "like-kind" exchange		
	Note: All Sellers must sign the Affidavit. A power of attorney will not be acceptable for seller unless the seller is physically or mentally incapable (proof of this incapacity must be included with the POA when it is submitted for review) of signing <u>and</u> it is pre-approved by CDA/SFH prior to the submission of the pre-closing compliance file.		
	No information provided by Seller(s) at closing on Affidavit which would make the loan ineligible?		
20.	HAZARD INSURANCE POLICY		
	Effective date is as of settlement or earlier?		
	The value placed on improvements by the insurer will be acceptable for hazard insurance coverage.		
	If subject property is a condominium unit, <u>and no master policy exists</u> , an individual policy on the condominium unit meeting the above requirements is acceptable.		
	If subject property is a condominium unit and <u>condominium is insured by a master policy</u> , master policy certificate (or some other form of documentation from the insurance agent included along with the master policy certificate) must make clear that the required protection (described in the Lender's Manual for the MMP under the "PLEASE NOTE" on page 4-8) is provided.		
	Name and property address correct?		
	MD CDA named in standard mortgagee clause? If no, include copy of letter to hazard		

	ins. company requesting this be done. See MMP Lender's Manual for correct standard mortgagee clause.		
	Paid receipt on insurance company's letterhead for 1st year's coverage in file, regardless of the fact that premium was paid outside of closing (a "POC" item) or it was paid at closing.		
21.	FLOOD CERTIFICATION		
	Copy enclosed? Certification is for life of loan? Property address is correct?		
	If flood insurance required, copy of policy enclosed?		
	Paid receipt on insurance company's letterhead for 1st year's coverage in file regardless of the fact that premium was paid outside of closing (a "POC" item) or it was paid at closing..		
22.	LOAN APPLICATION (1003)		
	Complete, final verified application (1003) signed by all borrowers.		

PLEASE MAKE SURE YOU INCLUDE ALL PAGES OF THE CHECKLIST, INCLUDING THE NEXT PAGE (PAGE 13) IN THE FILE

