

**SINGLE FAMILY MORTGAGE PURCHASE PROGRAM  
PRE-CLOSING SECONDARY FINANCING PROGRAMS  
DOCUMENT CHECKLIST- STACKING SUBMISSION ORDER (April 2019)**

**Follow Instructions for Submission of HOC First and Secondary Loan Documents via Secure Portal**

SECONDARY FINANCING LOAN:  RCCAP/"5 for 5" Amount: \$ \_\_\_\_\_  
 3% Purchase Assistance Loan Amount: \$ \_\_\_\_\_  
OTHER PROGRAMS: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Borrower's Name: \_\_\_\_\_ Settlement Date: \_\_\_\_\_

Lender: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

**CLOSING COST DOCUMENTS – required for all Secondary loans**

- \_\_\_\_\_ This Document Checklist
- \_\_\_\_\_ Completed Check Requisition/ Settlement Agent Information Form
- \_\_\_\_\_ Copy of 1003 for the closing cost loan amount
- \_\_\_\_\_ Copy of Hazard insurance Binder/Master Condo Insurance Certificate  
(must include HOC as 2<sup>nd</sup> / 3<sup>rd</sup> Mortgagee)
- Mortgagee Clause:** THE HOUSING OPPORTUNITIES COMMISSION Of Montgomery County Maryland,  
Its Successors And Assigns As Their Interest May Appear
- \_\_\_\_\_ Copy of H0-6 Policy (Condo's Interior Coverage showing HOC as 2<sup>nd</sup> or 3<sup>rd</sup> Mortgagee)
- \_\_\_\_\_ Copy of Title Binder covering HOC loan amount and including HOC as Mortgagee for Secondary Financing.
- \_\_\_\_\_ Copy of Flood Certification

**LIEN POSITION**

- HOC First Mortgage with 3% Purchase Assistance ONLY:
  - HOC **first mortgage** (MPP) loan will be recorded in **first mortgage position**.
  - **Purchase Assistance** Loan will be recorded in **second mortgage position**, unless BELOW COMBINATION.
- Purchase Assistance and the County's "5 for 5" Closing Cost Assistance Loan:
  - HOC **first mortgage** (MPP) Loan will be recorded in **first mortgage position**.
  - **"5 for 5"** County Closing Cost Assistance Loan will be recorded in **second mortgage position**.
  - **Purchase Assistance** Loan will be recorded in **third mortgage position**.

**ADDITIONAL DOCUMENTS REQUIRED FOR SPECIFIC SECONDARY FINANCING PROGRAMS**

**COUNTY'S CLOSING COST ASSISTANCE PROGRAM –"5 FOR 5" REVOLVING CLOSING COST**

- \_\_\_\_\_ Copy of Closing Cost LOAN ESTIMATE DISCLOSURE INFORMATION FORM from HOC website.
- \_\_\_\_\_ Approved Closing Cost Reservation Form (specific to "5 for 5" and HK4E)
- \_\_\_\_\_ Completed & Signed "Authorization Agreement for Automatic Withdrawal"  
Include **COPY OF THE CANCELLED CHECK**
- \_\_\_\_\_ **COPY** RCCAP Disclosure of Information – Signed (give a copy to the Borrower)

**"3% PURCHASE ASSISTANCE" LOAN – FUNDED BY HOC**

- \_\_\_\_\_ **COPY** PURCHASE ASSISTANCE Disclosure of Information – Signed (give a copy to the Borrower)  
**ORIGINAL and ONE COPY to U.S. Bank with closing packet.**

**HOUSE KEYS FOR EMPLOYEES (HK4E)**

- 1) **Use "5 FOR 5" REVOLVING CLOSING COST DOCUMENTS above – (funded by HOC)**
- 2) **CDA First Mortgage required Documents needed below – COPIES ONLY:**

_____ CDA approval	_____ Verification of Partner Contribution Form
_____ Initial 1003	_____ Credit Report
_____ Verification of Employment / Pay Stubs	_____ Ratified contract
_____ Appraisal & final inspection, (if applic.)	_____ Copy of Picture ID

**\*\*\*CONTACT LIZ ZADENG, 240-627-9593, [liz.zadeng@hocmc.org](mailto:liz.zadeng@hocmc.org) to schedule closing at least 48 hours in advance of settlement so documents and check can be prepared.**