

**SINGLE FAMILY MORTGAGE PURCHASE PROGRAM  
PRE-CLOSING SECONDARY FINANCING PROGRAMS  
 DOCUMENT CHECKLIST- STACKING SUBMISSION ORDER (8-2022)**

**Follow Instructions for Submission of HOC First and Secondary Loan Documents via Secure Portal**  
 Email to: [mortfinunderwriting@hocmc.org](mailto:mortfinunderwriting@hocmc.org)

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 ACH 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> or 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

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**LIEN POSITIONS**

**- 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](#).

**- McHAF First Mortgage Loan:**

- HOC first mortgage (MPP) Loan will be recorded in [first mortgage position](#).
- McHAF DPA/CC Loan will be recorded in [second mortgage position](#), unless BELOW COMBINATION.
- IF Combined with "5 for 5" County Closing Cost Assistance Loan - RCCAP will be recorded in [second mortgage position](#).
- McHAF DPA/CC 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 their closing packet.

**Montgomery County Homeownership Assistance Fund "McHAF" LOAN – FUNDED BY HOC**

- \_\_\_\_\_ **COPY** of eHousing Confirmation with amount of McHAF loan amount or HOC special confirmation, if applicable
- \_\_\_\_\_ Copy of McHAF Disclosure of Information – Signed (give a copy to the Borrower) most recent edition
- \_\_\_\_\_ **LIQUID ASSETS verification:** Copy of latest bank statements/VODs.

**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 \_\_\_\_\_ Initial 1003 \_\_\_\_\_ Verification of Partner Contribution Form \_\_\_\_\_ 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) at least 5 days before closing for prep. of Docs and processing ACH ONLY for settlement funds.** HOC will not wire funds or issue checks for settlement.