



**PRINCE GEORGE'S COUNTY NEIGHBORHOOD  
STABILIZATION  
DOWN PAYMENT AND CLOSING COSTS  
ASSISTANCE (DPCCA)  
LOAN PROGRAM**

**Participating Lenders Application/Agreement**

**Please return to:**

**Rosalyn B. Clemens, NSP Project Manager  
9201 Basil Court, Suite 155  
Largo, MD 20774  
301.883.3288  
301.883.5291  
[rbclemens@co.pg.md.us](mailto:rbclemens@co.pg.md.us)**

**LENDER NAME:** \_\_\_\_\_

**FHA LENDER NUMBER:** \_\_\_\_\_

How many branches do you have in Prince George's County? \_\_\_\_\_

Individual to contact regarding NSP Participating Lenders Application approval:

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

Address: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ e-mail: \_\_\_\_\_

Fax# \_\_\_\_\_

**PUBLIC CONTACT:** Person (s) or loan officers knowledgeable about the NSP Program Guidelines and Process. Contact name and information will be posted on the NSP web site and all NSP Publications.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Fax: \_\_\_\_\_

**Attach list with additional names.**

Lender hereby agrees to the following:

1. **Program Guidelines:** The Lender has reviewed and understands the Neighborhood Stabilization Down payment and Closing Costs Assistance Loan Program Guidelines (NSP DPCCA) and Procedures.
2. **Application Intake:** The Lender will accept applications for the NSP DPCCA Loan Program simultaneously with intake of applications for a first mortgage for a NSP qualifying property.
3. **Application Fee:** The Lender will not charge a separate application fee for the NSP DPCCA Loan Program Application.
4. **Application Processing and Referral:** The Lender will pre-qualify borrowers for the NSP DPCCA Loan Program and refer potential borrowers to DHCD for final eligibility determination and NSP DPCCA Loan Approval.
5. **Lenders Transmittal:** The Lender will not transmit or refer potential borrowers to DHCD for final eligibility determination until all items in the NSP DPCCA Loan Application Checklist have been obtained.
6. **Title Company:** The Lender will ensure that the title company applicant selects is approved by DHCD; advise the title company that the County will require a title binder for the DPCCA loan in favor of Prince George's County or a designated County Agency, subordinate only to the first mortgage lender; and advise the title company the County or designated Agency must be named on the hazard insurance as a second mortgagee.
7. **Additional Documents:** The Lender will provide additional documentation to DHCD as requested such as proof of loan reservation, FHA case number, etc.
8. **Changes to Program Guidelines and Documents:** The County may change the NSP DPCCA Loan Program Guidelines, Procedures or documents. When such changes are made, the County will provide written notice of such changes to the Lender.

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

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

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