

## APPLICATION TRANSMITTAL INSTRUCTIONS FOR LENDERS

1. SUBMIT COMPLETE DOWN PAYMENT ON YOUR DREAM APPLICATION PACKAGE INCLUDING ALL ITEMS ON APPLICATION CHECKLIST TO:

NSP PROGRAM MANAGER  
9201 BASIL COURT, SUITE 155  
LARGO, MD 20774

2. APPLICATION PACKAGE SHOULD BE ASSEMBLED IN ORDER OF ITEMS LISTED ON DOWN PAYMENT ON YOUR DREAM APPLICATION CHECKLIST.
3. APPLICATIONS WILL BE PROCESSED ON A **FIRST COMPLETED** BASIS.
4. INCOMPLETE APPLICATION PACKAGES WILL NOT BE PROCESSED.
5. 21 DAY PROCESSING TIME WILL START WHEN ALL ITEMS ON APPLICATION CHECKLIST, EXCLUDING PRE-CLOSING ITEMS, ARE RECEIVED.
6. YOU WILL HAVE 5 BUSINESS DAYS TO SUBMIT MISSING DOCUMENTS, THERAFTER THE ENTIRE APPLICATION WILL BE RETURNED.
7. FAXES ARE ACCEPTABLE BUT MUST BE FOLLOWED UP BY A HARD COPY OF DOCUMENT.
8. SUBSTANTIALLY INCOMPLETE APPLICATION PACKAGES WILL BE RETURNED IMMEDIATELY TO THE LENDER.
9. PARTICIPATING LENDERS THAT EXIHIBIT A PATTERN OF SUBMITTING INCOMPLETE APPLICATIONS WILL BE DROPPED FROM THE PROGRAM.
10. MAKE SURE THAT THE SETTLEMENT COMPANY YOU AND YOUR CLIENT HAVE SELECTED HAS REGISTERED WITH THE NSP PROGRAM AND SUBMITTED ALL REQUIRED DOCUMENTATION.
11. IF YOU ARE NOT SURE ABOUT SOMETHING CALL AND INQUIRE BEFORE SUBMITTING YOUR PACKAGE.
12. WE LOOK FORWARD TO SERVING YOU AND THANK YOU FOR PARTICIPATING.