



**Redevelopment Authority**  
of Prince George's County



**HOUSING INVESTMENT TRUST FUND**  
**PRINCE GEORGE'S COUNTY PURCHASE ASSISTANCE PROGRAM (PGCPAP)**

## **Participating Lenders Application/Agreement**

**Please return to:**

**PGCPAP Program Manager**

**9200 Basil Court, Suite 504**

**Largo, MD 20774**

**301.883.5300**

**<http://princegeorgescountymd.gov/865>**

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

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

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

Individual to contact regarding **PGCPAP** Participating Lenders Application approval:

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

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

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

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

**PUBLIC CONTACT: Branch Information only will be posted on the PGCPAP web site and all PGCPAP Publications.**

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

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

\_\_\_\_\_

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

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

**The PGCPAP Program will not publish a list of individual loan officers on the program's web site. Participating Lenders must establish and administer a policy for internal distribution of leads.**

Lender hereby agrees to the following:

1. **Program Guidelines:** The Lender has reviewed and understands the **PGCPAP** First Time Homebuyers Assistance (PGCPAP DPCCA) Loan Program Guidelines and Procedures.
2. **Certification Requirements:** Each loan officer participating in the PGCPAP loan program **must** attend a mandatory training session. Loan Officers must be certified to submit PGCPAP applications. Certification will be given upon completion of the mandatory training. Participating lenders will be dropped from the program if loan officer certification system is abused.
3. **Application Intake:** The Lender will accept applications for the PGCPAP Program simultaneously with intake of applications for a first mortgage for a PGCPAP qualifying property.
4. **Lender Fees:** The Lender will not charge a separate application fee for the PGCPAP DPCCA Loan Program Application. **Lenders are allowed to charge 2 points / 2% max including Loan Origination, Underwriting, Application and Processing fee. If, additional points/fees are charged to buy the rate down, a rate lock confirmation will be required when the application is submitted.**
5. **Application Processing and Referral:** The Lender understands that lender cannot pre-qualify or approve borrowers for the **PGCPAP** Program, and that **PGCPAP** eligibility determination and **PGCPAP** Loan Approval can only be done by **PGCPAP**.
6. **Lenders Transmittal:** The Lender will not transmit a **PGCPAP** Loan Application until all items in the **PGCPAP DPCCA** Loan Application Submission Checklist have been obtained.
7. **PGCPAP 21-business Day Real Estate Contract Timeline Provision:** The Lender agrees not to submit an application package to the **PGCPAP** unless the executed contract to purchase property or contract amendment has at least a 21 business day (not including Federal Holidays) timeline remaining.
8. **Title Company:** The Lender will ensure that the title company applicant selects are approved by **PGCPAP**; advise the title company that the County will require a title binder for the **PGCPAP** 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 mortgage.
9. **Additional Documents:** The Lender will provide additional documentation to the **PGCPAP** as requested, such as proof of loan reservation, FHA case number, etc., or any other document deemed necessary to process and approve a **PGCPAP** Application.

**Changes to Program Guidelines and Documents:** The Lender acknowledges that applications submitted to **PGCPAP** must comply with, **PGCPAP** Guidelines in place at the time the application is submitted to the **PGCPAP**; that the County may change the **PGCPAP DPCCA** Loan Program Guidelines, Procedures, or Documents at any time; when such changes are made, the County will provide written notice of such changes to the Lender by email or by posting changes to the **PGCPAP** website and that changes are effective the date of posting or notice.

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

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

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

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