



Redevelopment Authority
of Prince George's County

My HOME and My HOME II PROGRAMS

**DOWN PAYMENT AND CLOSING COSTS
ASSISTANCE LOAN PROGRAMS**

Participating Lender's Application/Agreement

Please return to:

LaTrecia Jones
My HOME PROGRAM
9200 Basil Court, Suite 504
Largo, MD 20774
301.883.5456 - Office
301.883.5291 - Fax
lajones1@co.pg.md.us

LENDER NAME: _____

FHA LENDER NUMBER: _____

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

Individual to contact regarding Participating Lender's Application approval:

Name: _____

Address: _____

Title: _____

Telephone: _____ e-mail: _____

Fax# _____

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

Name: _____ Title: _____

Address: _____

Telephone: _____

E-Mail: _____ Fax: _____

The *My HOME* and My HOME II Programs will not publish a list of individual loan officers on the programs' 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, understands, and agrees to comply with the Loan Program Guidelines and Procedures for (i) the **My HOME** Down Payment and Closing Costs Assistance Loan Program and (ii) the My HOME II Down Payment and Closing Costs Assistance Loan Program (together, the “**My HOME Programs**” and each, a “**My HOME Program**”).
2. **Certification Requirements:** Each loan officer participating in the **My HOME** Programs **must** attend a mandatory training session. Such loan officers must be certified to submit loan applications (“**My HOME Program Applications**”) to the **My HOME** Programs. Certification will be given upon completion of the mandatory training.
3. **Application Intake:** The Lender will accept My HOME Program Applications simultaneously with intake of applications for a first mortgage for a **My HOME** Program qualifying property.
4. **Application Fee:** The Lender will not charge a separate application fee for the **My HOME** Program Application.
5. **Application Processing and Referral:** The Lender understands that lender cannot pre-qualify or approve borrowers for the **My HOME** Programs and that **My HOME** eligibility determination and **My HOME** loan approval is the sole responsibility of the **My HOME** Programs.
6. **Lenders Transmittal:** The Lender will not transmit a **My HOME** Program Application unless all items listed on the applicable **My HOME** Program Application Checklist have been obtained.
7. **My HOME 21-business Day Real Estate Contract Timeline Provision:** The Lender agrees not to submit a loan application package to the **My HOME** Programs unless the executed contract to purchase property or contract amendment has at least a 21 business day timeline remaining. This timeline is 21 business days (excluding holidays) from the date of contract receipt in the **My HOME** Program office.
8. **Title Company:** The Lender will ensure that the title company selected is approved by **My HOME**; advise the title company that the County will require a title binder for the **My HOME** 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. Title companies not approved by **My HOME** will not be permitted to close **My HOME** Program loan transactions.
9. **Additional Documents:** The Lender will provide additional documentation to the **My HOME** Programs as requested, i.e., proof of loan reservation, FHA case number, or any other documentation deemed necessary to process and approve a **My HOME** Program Application.

10. **Changes to Program Guidelines and Documents:** The Lender acknowledges and agrees: that loan applications submitted to the **My HOME** Programs must comply with applicable **My HOME** Program Guidelines in place at the time the loan application is submitted to the **My HOME** Programs; that the County may change the **My HOME** 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 **My HOME** website; and that changes are effective the date of posting or notice.

Lender Name: _____

Signature: _____

Title: _____

Date: _____

On behalf of this lending institution, I hereby certify that I have read the Statement on Subprime Mortgage Lending issued by the United States Department of the Treasury on July 2, 2007, and, as an officer of this lending institution authorized to make the following representation, that this lending institution is in compliance.

Authorized Officer: _____

Signature: _____

Title: _____

Date: _____