



Redevelopment Authority
of Prince George's County



My HOME  PROGRAM
MORTGAGE SETTLEMENT PROGRAM
Home Buyers Assistance

Participating Lenders Application/Agreement

Please return to:

My HOME II Program Manager

9200 Basil Court, Suite 504

Largo, MD 20774

301.883.5300

LENDER NAME: _____

FHA LENDER NUMBER: _____

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

Individual to contact regarding My HOME II Participating Lenders Application approval:

Name: _____

Address: _____

Title: _____

Telephone: _____ e-mail: _____

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

Name: _____ Title: _____

Address: _____

Telephone: _____

E-Mail: _____ Fax: _____

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

Lender hereby agrees to the following:

1. **Program Guidelines:** The Lender has reviewed and understands the **My HOME II** Homebuyers Assistance (My HOME II DPCCA) Loan Program Guidelines and Procedures.
2. **Certification Requirements:** Each loan officer and all loan processors participating in the My HOME II loan program **must** attend a mandatory training session. Loan Officers must be certified to submit My HOME II program applications. Certification will be given upon completion of the mandatory training.
3. **Application Intake:** The Lender will accept applications for the My HOME II Program simultaneously with intake of applications for a first mortgage for a My HOME II qualifying property.
4. **Application Fee:** The Lender will not charge a separate application fee for the My HOME II DPCCA Loan Program Application.
5. **Application Processing and Referral:** The Lender understands that the lender cannot pre-qualify or approve borrowers for the My HOME II Program, and that My HOME II eligibility determination and My HOME II Loan Approval can only be done by the My HOME II Program.
6. **Lenders Transmittal:** The Lender will not transmit a My HOME II Loan Application until all items in the My HOME II DPCCA Loan Application Checklist have been obtained.
7. **MY HOME II 21-business Day Real Estate Contract Timeline Provision:** The Lender agrees not to submit an application package to the My HOME II Program unless the executed contract to purchase property or contract amendment has at least a 21 business day timeline remaining.
8. **Title Company:** The Lender will ensure that the title company the applicant selects are approved by My HOME II advise the title company that the County will require a title binder for the My HOME II 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 My HOME II Program as requested, such as proof of loan reservation, FHA case number, etc., or any other document deemed necessary to process and approve a My HOME II Application.

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

Lender Name: _____

Signature: _____

Title: _____

Date: _____