



**INSTRUCTION FOR SUBMISSION OF HOC FIRST AND SECONDARY LOAN DOCUMENTS  
VIA SECURE EMAIL**

**PRE-CLOSING SUBMISSION AND REVIEW PROCESS FOR  
FIRST AND SECONDARY FINANCING LOANS**

- Submit to HOC **at least 5 days before settlement**
- Turn-around time in Underwriting 1-2 business days (depending on volume)
- Loan not considered approved until HOC has approved and cannot close without HOC approval.

**I. LOAN FILE SUBMISSION**

Follow the (1) MBS Pre-Closing Compliance Checklist for First Mortgage Stacking Submission Order; **and** (2) Pre-Closing Compliance Checklist for Secondary Financing, if applicable.

**PLEASE NOTE: Make every effort to submit a complete file, underwriter will condition for any missing documents.**

SUBMIT ONLY DOCUMENTS REQUIRED PER EACH CHECKLIST(S) • FILES SUBMITTED OUT OF ORDER OR CONTAINING NON-REQUIRED DOCUMENTS MAY RESULT IN THE FILE BEING DELAYED FOR REVIEW.

- A. Lender submits through **THEIR** secure email/server the Pre-Closing Compliance Loan Application Packages in stacking order of checklist.
- B. Must submit two emails, if applicable, **both are to be submitted at the same time:**

**Because of the size of the documents being sent, you will need to send them in parts. Part 1 of \_\_\_\_ / Part 2 of \_\_\_\_ etc.**

1. **HOC First Mortgage** - MBS Pre-Closing Compliance Checklist for First Mortgage
2. **Secondary Financing**, if applicable. - Pre-Closing Compliance Checklist  
Secondary Financing

Email to: [mortfinunderwriting@hocmc.org](mailto:mortfinunderwriting@hocmc.org)

**SUBJECT LINE MUST BE LABELED:**

**1) First Mortgage:**

- a. FT PRE-CLOSING LOAN SUBMISSION - [BORROWERS LAST NAME, FIRST NAME] - [SETTLEMENT DATE]

**2) Secondary Financing:**

- a. CC PRE-CLOSING LOAN SUBMISSION - [BORROWERS LAST NAME, FIRST NAME] - [SETTLEMENT DATE]

[www.hocmc.org](http://www.hocmc.org)

## II. UNDERWRITING

HOC reviews and provides a response, usually within 48 hours, via email what outstanding documentation is required, or where changes are necessary.

A. Lenders submit any conditions via your secure email/server to:  
[mortfinunderwriting@hocmc.org](mailto:mortfinunderwriting@hocmc.org)

B. **SUBMIT ALL CONDITIONS AT THE SAME TIME.**

## III. LOAN APPROVAL

A. **HOC** will issue via email an approval memo "Eligibility Approval for MBS Service Released Loan" to close with instructions.

Approval confirms the following:

- Interest Rate
- Approved Loan Amount and Purchase Assistance (if applicable)
- Expiration date of your Locked Financing Terms
- Terms of Any Secondary Financing
- Standing Conditions for all loans

B. **Lender** closes and funds the First Trust loan.

C. **HOC** prepares the closing documents and funds the 3% Purchase Assistance Loan and Revolving Closing Cost Loan.

## **POST-CLOSING FIRST TRUST SUBMISSION AND REVIEW PROCESS**

Procedure will remain the same until further notice

I. **Post-Closing compliance review** is done by HOC. Final approval by U.S. Bank.

A. **HOC has a Post-Closing Checklist – For Lenders:**

<http://www.hocmc.org/homeownership.html> Affidavits, Disclosures and Forms

B. **U.S. BANK has a Checklist** and a separate page 2 checklist w/documents specific to the HOC program.

II. **Post Closing Document Submission Timeline:** Simultaneously:

A. **To HOC - Within 10 days of settlement**, forward a Post-Closing Compliance package to HOC (follow MBS Post-Closing Compliance Checklist) for pre-purchase approval. Refer to HOC website for the checklist.

Mail to: Housing Opportunities Commission  
Mortgage Finance Division - Single Family Office  
10400 Detrick Avenue  
Kensington MD 20895  
Attention: POST CLOSING

[www.hocmc.org](http://www.hocmc.org)

NOTE: eHousingPlus fee of \$225.00 in the form of a check made payable to eHousing Plus must accompany the HOC Post-Closing Compliance package.

An additional fee of \$25.00 charged to loans that close using the Freddie Mac HFA Advantage Mortgage

**\*If your company is mailing the eHousing fee directly to eHP**

- 1) A copy of the check must accompany the post-closing compliance file to HOC.
- 2) MAIL THE CHECK TO eHousingPlus:

Reference the Borrowers Name and eHP Loan# on check.

eHousingPlus  
3050 Universal Blvd, Suite 190  
Weston, FL 33331

- B. **To U.S. BANK - Within 10 days of settlement,** forward closed loan to U.S. Bank. (HOC's Master Servicer) follow the U.S. Bank FHA Loan Delivery Checklist.

## **HOC STAFF CONTACT INFORMATION**

**WEBPAGE:**

<http://www.hocmc.org/Properties/For-the-Lenders.aspx>

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