

## **CPIP Documents Required from Lender**

Lender Application (1003)

Contract of Sale & any addendums to contract

CDA Approval

Appraisal

Inspection - *recommended*

Lead Inspection (if house built before 1978) - *recommended*

Credit Report

Tax Returns & W-2s (2 yrs)

Pay Stubs (3 consecutive months)

Bank Statements (2 most recent)

Lender name & contact information

Realtor name & contact information

Settlement company name & contact information

Homeowner Insurance name & contact information

Closing date

After loan has been approved by HNBP board, you will need to contact Cecilia Weller ([Cecilia.weller@maryland.gov](mailto:Cecilia.weller@maryland.gov)) at DHCD if this is the first time you have done a CPIP loan. She will tell you what forms need to be submitted to DHCD to have their match at closing.

**HNBP will need a copy of the homeowner's insurance policy listing HNBP as a second or third lien holder. It should read:  
2<sup>nd</sup> or 3rd Mortgagee –**

**Hagerstown Neighborhood Development Ptr., Inc.  
21 East Franklin Street  
Hagerstown, MD 21740**