



DC Housing Finance Agency
Program Notification
October 21, 2020

**2020-06 – Multiple Topics –
Lien Inventory and Email Address and Lender Online**

The purpose of this Notification is to inform you that effective immediately all DCHFA loans being delivered to Lakeview must include the attached Lien Inventory sheet completed by the lender. The Lien Inventory sheet must list the source and amount of any and all subordinate financing.

Additionally, a separate email address has been created for any **DC Open Doors**, **DC4ME** and **MCC** inquiries. Please make a note of this new address as the previous mailbox will no longer respond to inquiries concerning these Programs:

hfaloans@dchfa.org.

All HPAP inquiries should continue to be sent to:

singlefamilyprograms@dchfa.org

Lastly, since many lenders are familiar with our new secure upload site (Lender on Line) we are asking them to start using it now. Any lender unfamiliar with LOL is encouraged to contact DCHFA to set up a training session.

Should you have any questions about any DCHFA's products, processes or procedures, please contact Bill Milko at 202-321-2156 or hfaloans@dchfa.org.



DCHFA POST-CLOSING INSTRUCTIONS FOR LENDERS

DC Open Doors, DC4ME and MCC

(These instructions DO NOT apply to HPAP)

- **DC Open Doors & DC4ME**
 - Complete the DCHFA Lien Inventory Document and return to Lakeview with 1st Trust documents - Attached
 - Return ALL Closing Documents for DC Open Doors and DC4ME Closings to Lakeview along with 1st Trust documents
 - Including the Original Note for the subordinate financing, if applicable
- **MCC**
 - Executed MCC closing docs are to be emailed to SFPostclosing@DCHFA.org
 - If MCC is in conjunction with a DC Open Doors 1st Trust Loan Lakeview will withhold the \$450 fee at the time of loan purchase
 - If MCC is not in conjunction with a DC Open Doors 1st Trust (Standalone) then the lender (or title company, if fee netted from lender's wire) is to remit a check in the amount of \$1,500 (noting the borrower name in the memo section) to:

**DCHFA
815 Florida Avenue, NW
Washington, DC 20001**



DCHFA DPA Lien Inventory Document

Lender loan number	
Lender	
Borrower name	
Property address	

Does this loan have subordinate financing? ____ Yes ____ No

If yes, check all Subordinate Liens that apply:

HPAP	
EAHP	
HPTF	
FHLB	
DC Open Doors	
DC4Me	
City Lift	
Other (please list)	

*****Must be submitted with Loan Delivery/Post-closing File to Lakeview*****