



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*****