



## **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 1<sup>st</sup> Trust documents - Attached
  - Return ALL Closing Documents for DC Open Doors and DC4ME Closings to Lakeview along with 1<sup>st</sup> 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](mailto:SFPostclosing@DCHFA.org)
  - If MCC is in conjunction with a DC Open Doors 1<sup>st</sup> 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 1<sup>st</sup> 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

<b>Lender loan number</b>	
<b>Lender</b>	
<b>Borrower name</b>	
<b>Property address</b>	

Does this loan have subordinate financing? \_\_\_\_ Yes \_\_\_\_ No

If yes, check all Subordinate Liens that apply:

<b>HPAP</b>	
<b>EAHP</b>	
<b>HPTF</b>	
<b>FHLB</b>	
<b>DC Open Doors</b>	
<b>DC4Me</b>	
<b>City Lift</b>	
<b>Other (please list)</b>	

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