

April 23, 2024

Notification 2024-02

TO: ALL PARTICIPATING LENDERS
SUBJECT: SINGLE POINT OF CONTACT AND FEE BREAKDOWN REQUEST

Maryland Department of Housing and Community Development, which includes the Community Development Administration and the Maryland Mortgage Program, would like to advise all participating lenders moving forward that we have established a Single Point of Contact (SPOC) regarding file handling which is the underwriter assigned to the open loan file. Also, we understand that as a lender, you have fees specific to your organization for the services you provide to borrowers with the loan process and we need the fees for our records.

1. Our ask is that you allow up to two hours for response times when contacting the SPOC underwriter. Please do not contact the single-family mailbox with inquiries regarding loans assigned to a SPOC underwriter as this complicates communication and resolution efforts.
2. To ensure our records are up to date, we are asking that each participating lender would submit a fee breakdown of charges passed to the borrower for services provided. Please email your fee breakdown list to the single-family mailbox by 5/1/2024 close of business.

As always, we appreciate your continued participation in our programs. If you have any questions concerning this Notification, please email singlefamilyhousing.dhcd@maryland.gov.

Thank you,

Kamili Jamal Brown

Operations Manager
Single Family Housing