



ONE Mortgage Program Required Closing Documents Checklist

The lender, or closing attorney, is responsible for preparing all applicable closing documents identified below and for sending the complete and accurate closing package to MHP **no later than ninety (90) days after the bank closing date** to ensure loan funding. Upon receipt of the closing package, MHP will establish a loan loss reserve in the amount of one percent (1%) of the loan amount. For loans that are eligible for MHP Interest Subsidy, the present value of the funds required to subsidize the loan will be wired to the lender upon MHP receipt of the complete and accurate closing package.

Please complete this checklist with the borrower's information, sign and return with the required closing documents to:

**Massachusetts Housing Partnership
160 Federal Street, 2nd Floor, Boston, MA 02110
Attention: Homeownership Department**

MHP ONE Reservation Number: _____

Lender Loan Number: _____

Borrower Name(s): _____

Property Address: _____

Borrower Received MHP Interest Subsidy:

- ☐ Original MHP Disclosure Statement
- ☐ Original MHP Interest Subsidy Agreement – with present value subsidy amount signed by all Parties.
- ☐ Original MHP Interest Subsidy Mortgage – with full value subsidy amount. (Certified copy with recording information required. Registry of Deeds should be instructed to direct original recorded Subsidy Mortgage to MHP at the address listed above.)
- ☐ Original MHP Interest Subsidy Note – with full value subsidy amount.
- ☐ Copy of Lender's First Mortgage
- ☐ Copy of Lender's First Note
- ☐ Copy of Insurance Binder showing second mortgagee as: MHP Fund Board, its successors and assigns, ATIMA, 160 Federal Street, 2nd Floor, Boston, MA 02110
- ☐ Copy of MHP-Approved Pre-Purchase Homebuyer Education Certificate
- ☐ Copy of HomeSafe Post-Purchase Education Letter signed by borrower

Borrower Did Not Receive MHP Interest Subsidy (Loan Loss Reserve Only):

- ☐ Original MHP Disclosure Statement
- ☐ Copy of Lender's First Mortgage
- ☐ Copy of Lender's First Note
- ☐ Copy of MHP approved Pre-Purchase Homebuyer Education Certificate
- ☐ Copy of HomeSafe Post-Purchase Education Letter signed by borrower

Name: _____ **Title:** _____

Email: _____ **Phone Number:** _____

Signature: _____ **Date:** _____