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## House Keys 4 Employees Information Sheet

Enclosed is the House Keys packet. Thoroughly review the contents of the packet and the Maryland Mortgage Program (MMP) website at <a href="http://mmp.maryland.gov">http://mmp.maryland.gov</a> for further details.

Employees participating in the program should provide the following information to the Division of Human Resources <u>four (4) weeks</u> prior to the anticipated settlement date:

- Signed Employer/Employee Agreement Form
- Completed Verification of Partner Contribution

Lending Institution	
Name	
Address	
Phone Number	Fax Number
Point of Contact	
Settlement Agency	
Name	
Address	
Phone Number	Fax Number
Point of Contact	
Check Payee (county loan only  Date of Settlement:	Two parties are encouraged. Consult with your lender.
Comments:	
	For office use only.
Employee Signature	Date