

Memo

TO: Participating Lenders

FROM: Charlie Brown, Homeownership Program Supervisor

RE: Paper Document Deadline

The Montana Board of Housing (MBOH) will stop accepting paper documents beginning **June 30, 2016**. Required “wet” documents such as Notes, Assignments and Deeds of Trust (if possible) will still be received in paper form. All other documents including those needed for reservation of funds, purchase packages and final documents should be submitted through our Lender On Line System whenever possible.

MBOH Staff will be happy to assist you in this transformation. Please contact Julie Hope, jhope@mt.gov, or Danyel Bauer, dbauer@mt.gov, with questions.

All MBOH Lender On Line contacts should be reduced to those currently utilizing the program so please purge those no longer using this tool.

Remember that income taxes required for purchases that have been established as “to follow” documents need to be submitted by April 15. If there are issues with complying, please contact Julie or Danyel.

We’re excited about this step forward and hope for an easy transition by working closely with you. Thanks so much for your continued partnership. It’s a pleasure working with each and every one of you!

April 1, 2016