

County of Santa Clara
Office of Affordable Housing
2310 N First Street, # 100
San José, California 95131
(408) 441-4323 (408) 441-4333 fax

MCC PROGRAM

**MORTGAGE CREDIT CERTIFICATE (MCC)
TRANSMITTAL/CHECKLIST FORM
(15% Tax Credit)**

The Initial Phase Documents **MUST** be submitted to the MCC Program **PRIOR** to the Close of Escrow and at least 10 days in advance of the closing date to obtain an MCC Commitment.

INITIAL PHASE: (Submit these forms to obtain the MCC Commitment)

1. _____ Signed Sales Agreement and Addendums
2. _____ Non-refundable MCC Application Fee of **\$200**
3. _____ Copy of Typed 1003 Loan Application for all Applicants
4. _____ MCC Application Affidavit (Form MCC-003) Signed and Notarized
5. _____ MCC Commitment (Form MCC-007)
6. _____ Notice of Potential Recapture Tax (Form MCC-015)
7. _____ Notice to Compute Recapture Tax (Form MCC-016)
8. _____ Income Tax Affidavit if applicable (Form MCC-006)

AFTER CLOSE OF ESCROW PHASE:

1. _____ Seller Affidavit (Form MCC-005, signed and notarized by seller(s))
2. _____ Borrower's Closing Affidavit (Form MCC-008)
3. _____ Lender's Closing Certificate (Form MCC-009)
4. _____ Certified HUD-1 Final Settlement Statement
5. _____ Promissory Note for First Loan and any Subordinating Loan

The Following Section MUST Be Completed as Part of the Initial Phase

- 1) Property Type: _____ Single Family Detached Home _____ Single Family Attached Home (PUD)
_____ Townhome _____ Condominium _____ Other (describe)
- 2) Number of **Bedrooms** in Property _____ 9. BMR Unit? Yes or No
- 3) Number of **Bathrooms** in Property _____ 10. Census Tract # _____
- 4) Homeowner Association Fees _____
- 5) Monthly Mortgage Insurance _____
- 6) Monthly Hazard Insurance _____
- 7) Would the Borrower(s) have been able to qualify for the loan WITHOUT the MCC? (Yes of No)
- 8) **Borrower's Racial/ Ethnic Origin:**
_____ African American/ Black _____ Mexican American _____ American Indian/ Alaskan Native
_____ Asian American _____ Pacific Islander/ Native Hawaiian _____ Caucasian/ White
_____ Other (Creole, Mestizo, Mulatto) _____ Choose not to Answer

LOAN OFFICER _____
Printed Name Phone Fax