

APPENDIX D

MCC SUBMISSION CHECKLIST

All applications must be typed or printed neatly. All forms should be filled out completely and no white out should be used. Make sure applications are signed. **Any incomplete application is subject to being rejected.**

MCC Submission Package - The following items are required as part of the initial MCC Submission. EDA staff will review the submission materials and respond within ten County working days.

- Cover letter including name of trained, participating lender submitting the file
- \$300 non-refundable check payable to Riverside County Economic Development Agency
- Application Affidavit (MCC-1) *with wet signature(s)*
- Income Computation Worksheet (MCC-2) *with wet signature(s)*
- Initial Receipt of Recapture Notice (MCC-3) *with wet signature(s)*
- Income Tax Affidavit (MCC-4) *with wet signature(s)*
- Attached map showing location and census tract number
(Go to https://www.huduser.gov/portal/sadda/sadda_gct.html)
- Sales agreement or equivalent and all its addenda including short sale approval if applicable (fully signed)
- Three years federal tax returns or equivalent (Income Tax Affidavit) (MCC-4) *with wet signature(s)* **PLEASE NOTE: The applicant must sign the taxes (wet signature required) stating that "this is a true and exact copy of the returns submitted to the IRS".**
- FHA Loan Underwriting Transmittal Summary (FLUTS) or FNMA Summary Form 1008-Signed and Dated by the Underwriter
- Preliminary Title Report (less than 90 days old)
- Certificate of Occupancy or HCD 433A if applicable

MAIL OR DELIVER TO:

Housing Authority, 5555 Arlington Ave., Riverside, CA 92504, Attention: EDA Housing

MCC Closing Package – Signed and dated on or after the close of escrow and submitted to EDA within five working days of the closing date. Closing packages signed in advance of close of escrow are subject to rejection.

- Final **HUD-1** RESPA
- Cover letter including name of trained, participating lender submitting the closing package
- Seller Affidavit (MCC-5)
- Closing Affidavit (MCC-6) *with wet signature(s)*
- Notice to Mortgagor of Maximum Recapture Tax (MCC-7) *with wet signature(s)*
- Lender's Closing Certificate (MCC-8) *with wet signature(s)*