

**RIVERSIDE COUNTY  
MORTGAGE CREDIT CERTIFICATE PROGRAM  
POLICIES AND PROCEDURES  
HANDBOOK**

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# Riverside County Mortgage Credit Certificate Program Handbook

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## SECTION I.

### MCC PROGRAM OVERVIEW

**What is a Mortgage Credit Certificate?** A Mortgage Credit Certificate (MCC) entitles qualified first time home buyers to a federal income tax credit on a percentage of the interest paid on the primary mortgage. This tax credit allows the buyer to qualify more easily for a loan by increasing the effective income of the buyer. The Riverside County MCC Program provides for a fifteen percent (15%) rate\* which can be applied to the interest paid on the mortgage loan. The borrower can claim a tax credit equal to 15% of the interest paid during the year. Since the borrowers taxes are being reduced by the amount of the credit, this increases the take-home pay by the amount of the credit. When underwriting the loan, a lender takes this into consideration and the borrower is able to qualify for a larger loan than would otherwise be possible.

\*Note: The Riverside County MCC Program utilizes a 15% credit rate for MCC's beginning with the 1996 allocation. For MCC's issued prior to 1996, the credit rate was 20%.

**How long does the MCC last?** The MCC is in effect for the life of the loan as long as the home remains the borrowers principal residence. The MCC is not transferable to a new loan when refinancing, nor can it be assigned or transferred to a new buyer or another home. In addition, the MCC Program includes a recapture provision where a portion of the tax credit is repaid to the Internal Revenue Service if the home is sold within the first nine years.

**Who qualifies for a MCC?** The three basic qualifications are: (1) the borrower must be a first time home buyer which is defined as not having an ownership interest in a principal residence for the previous three years; (2) the borrowers annual income must fall within the program income limits, currently \$50,600 a year for a 1-2 person household and \$58,190 a year for a household with three or more persons; and (3) the home being purchased must fall within the program acquisition cost limits, currently \$160,249 for a resale home and \$149,599 for a new home. The MCC Program has designated target areas where the first time buyer requirement is waived and higher income and cost limits apply. There are twelve target areas in Riverside County, their locations are shown in Appendix H. The current income and acquisition cost limits are shown in Appendix A.

**How does the County obtain a MCC Allocation?** In order to issue MCC's, the County must apply to the California Debt Limit Allocation Committee (CDLAC) for a MCC Allocation. The amount that the County receives is based on a combination of factors including demonstrated need, past performance and available MCC authority. Once the County receives a MCC Allocation, the County has approximately two years to distribute the MCC's. The County has received seven MCC allocations, the most recent occurring in February, 1996. The County will begin accepting applications under the 1996 Allocation on April 3, 1996 for loans that will close on or after April 14, 1995. The County may issue MCC's under this allocation until the funds are exhausted or

December 31, 1998, whichever occurs first. Funds from the latest allocation are expected to last approximately three to four months.

**How are MCC's distributed?** Borrowers must apply for a MCC through a Participating Lender. The Participating Lender will perform an initial qualification and assist the borrower in completing the MCC submission forms. The Lender then submits the MCC application to the County. The County reviews the borrowers qualifications and, if they meet the program guidelines, issues a letter of commitment to the Lender. The loan must close within 120 days of the commitment. Upon loan closing, the Lender submits the MCC Closing package to the County and the County issues the MCC, with the Lender and borrower each receiving a copy. The borrower can then adjust their federal tax Withholding (W-4 form) and claim the MCC tax credit on their income tax returns.

**How does a Lender become approved for the MCC Program?** In order to participate in the County's MCC Program, each lender must enter into a Lender Participation Agreement with the County. This agreement is then ratified by the County Board of Supervisors. Upon completion of this process, the lender may submit MCC applications through the County's Program.

## SECTION II.

### LENDER PARTICIPATION

As mentioned briefly in the program overview, Mortgage Credit Certificates (MCC's) can only be issued to borrowers through Participating Lenders. It is the responsibility of the Participating Lender to follow the guidelines in this manual, qualify the borrower for the program, assist the borrower in completing all MCC forms, and submit MCC application and closing materials to the County. In addition, the lender must maintain MCC records and file an annual MCC report to the Internal Revenue Service. These are responsibilities that should not be taken lightly, as the borrower is dependent upon the Lender's good faith efforts to explain and qualify them for the program and to process their MCC application.

In order to participate in the County's MCC Program, each lender must enter into a Lender Participation Agreement with the County. The following procedures explain the process for a lender to become approved for participation in the County's MCC Program:

1. Interested Lenders contact the Riverside County Economic Development Agency and speak with the County's MCC Coordinator. The MCC Coordinator mails a Lender Participation Agreement and Lender Participation Manual.
2. The Lender executes the Lender Participation Agreement and provides supporting documentation that the person signing the agreement is authorized to bind the firm to the terms of the agreement. In addition, the Lender designates contact people in the Lender's corporate office and all branches serving Riverside County. As part of this process, the Lender should distribute copies of the Lender Participation Manual to all persons who will be involved in the MCC Program.
3. Upon receipt of the executed Lender Participation Agreement, the Agreement is signed by the County's designated person. Upon execution of the agreement by the County, the lender is approved to participate in the MCC Program. The MCC Coordinator sends a copy of the agreement to the Lender and notifies the Lender that they are approved for the County's Program and may submit MCC applications.
4. It is the Lenders responsibility to provide W4 Forms to the borrower as well as assist in completing the W4 Form when the borrowers loan closed. This requirement is mandatory for participation in the MCC Program and there will be no exceptions.

All approved Lenders shall be required to participate in the American Chamber of Commerce Researchers Association (ACCRA) Cost of Living Index Survey Conducted quarterly by EDA. Upon request, Lenders shall furnish Mortgage interest rates and purchase prices for home purchases as requested by County of Riverside. This requirement is mandatory for participation in the in the MCC Program and there will be not exceptions.

5. The MCC Coordinator maintains the County's List of Participating Lenders, distributing this list to interested borrowers and sending program updates and related materials to the Lender.

## SECTION III

### PROGRAM ADMINISTRATION

Borrowers may apply for a Mortgage Credit Certificate (“MCC”) at the same time that they apply for a mortgage loan from a Lender participating in the MCC Program. The Lender assists the Borrower in completing the application; it is then reviewed and processed along side of normal loan processing and underwriting procedures. Within the overall guidelines provided in this Handbook, there may be individual variations in the sequence of processing steps. Please note: Incomplete applications will no longer be accepted and will be returned to the Lender.

#### A. Application Process

1. Borrower applies for a mortgage from a Participating Lender, learns about the MCC program from the Lender and remits an MCC application fee of \$250.00. Of the \$250.00 fee, \$150.00 is payable to Riverside County Economic Development Agency and \$100.00 maximum is payable to the Lender (the Lender may waive part or all of their portion of the fee, however the County fee of \$150.00 always applies). The MCC fee may be paid by any person. The County application fee is NONREFUNDABLE regardless of whether the applicant is ultimately determined to be eligible.
2. Lender and Borrower complete a preliminary eligibility review using the Application Affidavit, Acquisition Cost Worksheet, and Income Computation Worksheet covering (a) Borrower income; (b) Borrower prior homeownership status; (c) tax liability; and (d) price of home.
3. Lender requests Borrower to sign the Application Affidavit, which serves to certify the following facts:
  - a. the residence will be used as a Principal Residence and that the Borrower must notify the County when the residence ceases to be the Principal Residence of the Borrower.
  - b. that except for a residence located in a Targeted Area, the Borrower has not had an ownership interest in a Principal Residence in the last three years;
  - c. that the Acquisition Cost does not exceed Acquisition Cost Limits. (A seller signature certifying this fact is separately required at a later time). Acquisition Cost

Limits are calculated with the Acquisition Cost Worksheet found in Appendix D.

- d. that this is a New Mortgage, as defined in the Internal Revenue Code;
  - e. that no portion of the funds for the Borrower's mortgage is derived from a Qualified Mortgage Bond or Qualified Veteran's Mortgage Bond. Examples of a Qualified Mortgage Bond are a California Housing Finance Agency loan, Riverside County Single Family Mortgage, and a Cal Vet loan.
  - f. that the Borrower was not forced to apply through a particular Lender;
  - g. that Borrower's Gross Annual Household Income does not exceed the limitation under the MCC program. Gross Annual Household Income is calculated with the Income Computation Worksheet found in Appendix D.
  - h. that no interest is being paid to a Related Person within the meaning of the Internal Revenue Code.
  - i. that the Borrower understands that the MCC cannot be transferred.
  - j. that the Borrower understands that any misstatement or fraud is under penalty of perjury.
4. Lender transmits Submission Package (See Appendices C and D) to the MCC Program Administrator:
- a. Cover Letter
  - b. Application Affidavit
  - c. Income Computation Worksheet
  - d. Acquisition Cost Worksheet
  - e. \$150.00 check made payable to Riverside County E.D.A.
  - f. Sales agreement or equivalent (fully signed)
  - g. Three years Federal Tax Returns and/or Income Tax Affidavit (if applicable).

h. Signed Initial Receipt of Recapture Notice.

5. Program Administrator reviews Submission Package for: completeness; Borrower's certification; Lender's certification; conformity with MCC program guidelines.
6. Program Administrator issues an MCC Commitment to the Lender stating that the application is approved and that an MCC will be issued. The Commitment is valid for 120 days. The MCC will be issued to the Borrower so long as there are no changes prior to closing which affect eligibility. An MCC code number is assigned at commitment, please utilize this number in all correspondence/communication with the County regarding this borrower.
7. Lender requests Borrower to supply Federal Income Tax Returns for the last three years.
8. Lender processes mortgage loan application in the usual manner.

B. Verification Process

Underwriter performs normal mortgage loan underwriting process.

2. Lender takes into consideration the effect of the MCC on household income available for house payment in qualifying the Borrower. The MCC credit rate is 15%. Consult the underwriting guidelines for the type of loan (FHMA, FHLMC, FHA, VA, private, etc.) being used to determine how the MCC Credit is to be calculated in qualifying for the mortgage.
3. Lender performs standard verification for loan underwriting. At the same time, Lender must take reasonable steps to verify that MCC program requirements have been satisfied. This may be done in any reasonable, efficient manner. The items that must be verified are: income, purchase price, first time home buyer status, mortgage type. Lender must have Income Tax Returns by this time.

C. Loan Closing

1. Lender approves the loan to the Borrower in accordance with

standard Lender policies. Lender provides W-4 Income Tax Withholding form to borrower (See Appendix G).

2. Borrower uses W-4 to adjust tax withholding by an amount equal to the MCC certificate value (See Appendix F).
3. Lender notifies Program Administrator of loan approval and submits Closing Package (See Appendix E):
  - a. Cover Letter
  - b. Seller Affidavit
  - c. Closing Affidavit
  - d. Fully Completed Recapture Notice
  - e. Lender's Closing Certificate
4. Program Administrator adds the amount of the MCC to the cumulative total of all MCC'S issued to date.

D. Follow-up Record Keeping. and Reporting

1. Lender files annual report, using IRS form 8329
2. For six years, the Lender must retain:
  - a. Name, mailing address, and TIN (social security number or tax identification number) of the MCC holder.
  - b. Name, mailing address, and TIN of the issuer.
  - c. Date of loan, certified indebtedness amount and MCC tax credit rate.
3. Program Administrator prepares reports on IRS form 8330, once each quarter. This report includes the amount of MCC'S issued, as well as other information including name, address and social security number of any Borrower whose MCC was revoked.
4. Program Administrator or its designee performs annual random audits of participating Lender records to assure conformity with MCC program guidelines.

E. Revocations

1. The MCC is automatically revoked if the residence for which it was issued ceases to be the MCC holder's principal residence or if the mortgage obtained in connection with the MCC is paid off (including refinances).
2. Revocation will also occur upon discovery by either Program Administrator or lender of any misstatement of fact, whether by error or fraud, which would render the Borrower or residence ineligible.

F. Non-Transferability

Mortgage Credit Certificates are never transferable under any circumstances.

## MCC ELIGIBILITY GUIDELINES

There are three types of eligibility guidelines under the Mortgage Credit Certificate Program; 1) Borrower Eligibility Guidelines ; 2) Maximum Purchase Price Guidelines ; and 3) Mortgage Guidelines. Lenders must certify to the best of their knowledge that all information provided by the Lender, the Borrower and the Seller is true. If the Lender becomes aware that any provided information is not true, the Lender must notify the Program Administrator immediately.

### A. Borrower Eligibility Guidelines

1. The Borrower must meet credit and underwriting requirements established by the participating Lender, as would any other borrower. The effect of the MCC on income is to be considered in relation to the underwriting requirements.
2. The Borrower may not have held an ownership interest in his or her principal residence in the last three (3) years. The three years is calculated by counting backwards from the date the mortgage applied for is executed. This is the definition of "first time home buyer" under Federal regulations. Lender must also review Borrower's last three years' tax returns to determine that no mortgage interest or property taxes were deducted on a "Principal Residence."

To demonstrate compliance with this requirement, Borrowers must complete and sign the Application Affidavit, Closing Affidavit, and provide copies of their last three (3) years signed federal tax returns (or acceptable alternate exhibits - see next page).

#### EXCEPTION: TARGETED AREAS

In target areas, as identified in Appendix H, the "first time home buyer" requirement does not apply. No affidavit for the first time home buyer status is required for homes in the target area; however, these MCC'S must be clearly identified as such.

3. Three years of Federal Income Tax returns are required. The three year period begins from the date of application to participate in the Program. Tax returns are required for each person whose name will be on the MCC. If a person has taken deductions, a copy of the Schedule A is to be included. If a person has taken a mortgage interest or real estate deduction, an explanation must be provided for the deduction and proof that the property was never occupied as a principal place of residence during that period.

- a. If the Borrower can produce the signed 1040A, 1040EZ, or 1040 returns for the three preceding years with all schedules which show no deductions for mortgage interest or real estate taxes for a principal residence, these forms shall be submitted to the Lender prior to closing of escrow. Certified tax returns can be requested from the IRS by using form 4506.
  - b. If the Borrower has filed the short form 1 040A or 1 040EZ for the last three (3) years, completes and signs the required affidavits, but is unable to produce the signed returns, prior to the close of escrow, the Borrower must submit a letter from IRS verifying the filing status of the Borrower. This letter should confirm that the Borrower filed the 1040A or 1040EZ for the years in question. The letter can be requested from the I.R.S. by filing Form 4506 and indicating on the form that a letter of filing status of Form 1 040A or 1 040EZ for the years in question is requested.
  - c. In the event the Borrower was not obligated to file federal income tax returns for any of the preceding three (3) years, it will be necessary for the Lender to obtain from the Borrower a completed and signed Income Tax Affidavit, which is required in place of (a) or (b) above, along with the other MCC program affidavits.
  - d. When the loan is closed during the period between January 1 and February 14 and the Borrower has not yet filed his Federal Income Tax Return for the preceding year with the IRS, the Lender may, with respect to such year, rely on an affidavit of the Borrower that the Borrower is not entitled to claim deductions for taxes or interest on indebtedness with respect to property constituting his principal residence for the preceding calendar year.
4. The residence being purchased with the MCC-assisted mortgage must be the Borrower's Principal Residence. The Borrower must begin to use the MCC-assisted residence as his or her Principal Residence within sixty (60) days of the date the MCC is issued. The Borrower must certify his intention to do so by signing the Application Affidavit, and also must promise to notify Lender if the residence ceases to be his or her Principal Residence.
  5. The Borrower's current Gross Annual Household Income must not exceed the amount specified in Appendix A. Gross Annual Household Income is calculated with the Income Computation Worksheet. The Income Computation Worksheet is included in Appendix D.

6. It is our understanding that a co-mortgager is any person who is liable for a mortgage and holds an ownership interest in the home. A cosigner is usually defined as any person who is secondarily liable for a mortgage but does not have an ownership interest in the home. The income from the co-signer will be included in determining Gross Annual Household Income only if the co-signer intend to use the Residence as their Principal Residence. The income from the comortgager will always be included regardless of their place of residence.

7. Any misrepresentation, misstatement or fraud, or any failure to comply with Program requirements by Borrower will result in revocation of the MCC and/or severe penalties under Federal law.

B. Home Purchase Price Guidelines

As of the date of issuance of this Handbook, the residence to be purchased by means of an MCC-assisted mortgage must fall below the following price limits to qualify:

<u>Outside Target Area</u>	<u>Inside Target Area</u>
New Home: \$149,599	New Home: \$182,843
Existing Home: \$160,249	Existing Home: \$195,859

Updated purchase price guidelines are included in Appendix A.

C. Mortgage Guidelines

1. No refinancing or rollovers of existing mortgages (or land purchase contracts) can be assisted with an MCC. The Borrower certifies that the MCC-assisted mortgage is not being used to refinance or retire an existing mortgage or land contract by signing the Application Affidavit. Also, an MCC cannot be used to purchase an existing mortgage.
2. An MCC cannot be used in connection with a mortgage financed through a Qualified Mortgage Bond or Qualified Veteran's Mortgage Bond. This is also covered by the Application Affidavit.
3. No interest on an MCC-assisted mortgage (or certified indebtedness) may be paid to any Related Person as defined in Section 144(a) of the Internal Revenue Code. The Borrower certifies that no portion of the interest on the Borrower's mortgage will be paid to any Related Person by signing the Application Affidavit.
4. As specified above, MCC's are totally non-transferable.

## SECTION V.

### MCC PROCESSING

#### A. Order of Processing

MCC applications will be processed by the Program Administrator on a first-come, first-served basis, in chronological order as received from Lenders.

Program Administrator maintains a cumulative-to-date total of aggregate amount of MCCs to be issued. After the total available under the MCC program has been issued, Lenders will be notified and no further issues will be made.

#### B. Application and Initial Screening

1. The formal application process begins when the Program Administrator receives the MCC Submission Package. The Submission Package consists of originally signed copies (originals) of the following documents (see Appendices C and D):

- a. Cover Letter
- b. Application Affidavit
- c. Acquisition Cost Worksheet
- d. Income Computation Worksheet
- e. \$150.00 check made payable to Riverside County E.D.A.
- f. Sales agreement or equivalent (fully signed)
- g. Three years federal tax returns and/or Income Tax Affidavits (if applicable)
- h. Signed Initial Receipt of Recapture Notice

2. Program Administrator and Lender perform an initial screening for compliance with program guidelines (See Section IV). If the applicant and residence fall within the guidelines, the Program Administrator will notify the Lender that the Application is received and an MCC Commitment has been made. A code number is then assigned to the MCC Commitment.

1. After the commitment is issued and the code number assigned, Lender is responsible for compiling the Closing Package and submitting this package within five days of Loan Closing. The Closing Package consists of originally signed copies (originals) of the following documents (see Appendix E):
  - a. Cover Letter
  - b. Seller Affidavit
  - c. Closing Affidavit
  - d. Fully Completed Recapture Notice
  - e. Lender's Closing Certificate
  - f. Any outstanding items noted in Commitment Letter.
2. Lenders are responsible to make reasonable efforts to verify the information provided.

D. Resubmission of Rejected Applications

Submission Packages and Closing Packages that are rejected by the Program Administrator may be corrected and resubmitted once. This second submission, which must be re-verified wherever appropriate, will receive a second review, and a final determination will be made. No additional fee will be charged for the re-submission. No further re-submissions above the second submission will be considered.

E. MCC Commitments. Extensions. Cancellations

1. As described in Section III part B, the Commitment is issued by the Program Administrator after an acceptable Submission Package is received and screened. The MCC Commitment expires on the earlier of (i) 120 days plus one 30 day extension if approved or (ii) the expiration date of the MCC Program. The extension can be granted upon request with payment of a \$50 extension fee at any time during the 120 day original term. If the extension is requested, income must be re-verified during the extension period. The Program Administrator can waive the \$50 fee if County or Program Administrator caused a delay, other than in the normal course of duty.

C. MCC Closing Package

2. Lender must notify Program Administrator of any MCC Commitments which should be canceled, and provide a reason for cancellation.

F. Changes in Information

In some cases there may be changes in information between the date the Application Affidavit is submitted and the date of the closing.

Change in Home Being Purchased. If a borrower changes homes after issuance of the Commitment letter, the Lender must assist the borrowers in completing a new Application Affidavit and submit the Application Affidavit to the MCC Coordinator with a cover letter explaining the reason for the change. The MCC Coordinator will issue a new Commitment if all of the following is determined: (1) the home being purchased is located in a participating location; and (2) the home being purchased meets the acquisition cost limits for the MCC Program. In addition, if the indebtedness amount for the home being purchased will be more than the original residence, the reissued commitment is contingent upon the County having sufficient MCC funds for the new amount.

2. Changes in MCC current income. Once the income at the time of the commitment has been verified, it is not necessary to cancel the application based on changes in income or in the working status of family members except to the extent that a new source of income not included in the Application Affidavit is being received. Income must be reverified if the closing of the mortgage does not occur within four months of the execution of the Application Affidavit.

3. Marriage. If the Borrower gets married after issuance of the MCC Commitment and before the closing, the Program Administrator must be notified, and the new spouse must meet the "first time home buyer" requirements in Section IV part A. 2. The new spouse's income is a new source of income and must be taken into account in determining income eligibility.

C.

MCC Closing Package

4. Homeownership. If the Borrower acquires an ownership interest in a Principal Residence at any time prior to closing, the MCC Commitment shall be revoked (unless the MCC-assisted mortgage is for a home located in a Targeted Area; see Section IV part A. 2. "Exception").
  
5. Acquisition Cost. If the cost of the residence being purchased with an MCC-assisted mortgage increases, the Program Administrator must

be notified. If the new price exceeds the Acquisition Cost Limits, the MCC Commitment will be revoked.

6.  
mortgage

Indebtedness Amount. If the amount of the MCC-assisted

or Certified Indebtedness Amount increases, the Program Administrator must be notified. In the unusual case where this increase causes the total value of MCC Certificates issued to go above the maximum available, the increase may be disapproved.

Program Administrator must be notified by Lender of any other change in information provided prior to closing.

APPENDIX A

**Riverside County**

**Mortgage Credit Certificate Program**

**Income and Acquisition Cost Limits**

***Effective October 6, 1994***

OUTSIDE TARGET AREA

Income Limits

<u>Household Size</u>	<u>Maximum Annual Income</u>
Three or more people	\$58,190
Less than three people	\$50,600

Low Income Reserve :

<u>Household Size</u>	<u>Maximum Annual Income</u>
Three or more people	\$46,552
Less than three people	\$40,480

Acquisition Cost Limits

<u>Type of Home</u>	<u>Maximum Purchase Price</u>
New Construction	\$149,599
Resale Home	\$160,249

INSIDE TARGET AREA

Income Limits

<u>Household Size</u>	<u>Maximum Annual Income</u>
Three or more people	\$70,840
Less than three people	\$60,720

<u>Type of Home</u>	<u>Maximum Purchase Price</u>
New Construction	\$182,843
Resale Home	\$195,859

Acquisition Cost Limits

\*Fifty percent of the non-target area MCC's are restricted to low income households.

APPENDIX B

**Riverside County  
Mortgage Credit Certificate Program**

**Participating Jurisdictions**

The Riverside County Mortgage Credit Certificate Program may be utilized to purchase a home in the following locations:

All Unincorporated Areas of Riverside County

and

Within the City Limits of the following jurisdictions:

Banning	Beaumont
Blythe	Calimesa
Canyon Lake	Cathedral City
Perris	Corona
Desert Hot Springs	Hemet
Indio	Lake Elsinore
La Quinta	Moreno Valley
Murrieta	Norco
Palm Desert	Riverside
San Jacinto	Temecula

Please note that the following cities are not participating in the County's MCC Program and MCC's cannot be issued to purchasers of homes located within the City Limits of these cities:

Coachella	Palm Springs
Indian Wells	Rancho Mirage

APPENDIX C

**MCC APPLICATION CHECKLIST  
FIRST-TIME HOME BUYERS**

All applications must be typed or printed neatly. All forms should be filled out completely. Make sure applications are signed. Any incomplete application can be rejected.

**MCC Submission Package** - The following items are required as part of the initial MCC Submission. The Program Administrator will review the submission materials and respond to any MCC request within five working days.

- \_\_\_\_\_ Cover letter indicating mortgage company, contact person and name of applicant.
- \_\_\_\_\_ \$150.00 check made payable to Riverside County Economic Development Agency.
- \_\_\_\_\_ Application Affidavit.
- \_\_\_\_\_ Income Computation Worksheet.
- \_\_\_\_\_ Three years federal tax returns or equivalent (Income Tax Affidavit). PLEASE NOTE: The applicant must sign the taxes (live signature) stating that "this is a true and exact copy of the returns submitted to the IRS"
- \_\_\_\_\_ Sales agreement or equivalent (fully signed).
- \_\_\_\_\_ Acquisition Cost Worksheet.
- \_\_\_\_\_ Initial Recapture Notice.

**MCC Closing Package** -The Lender shall submit the MCC Closing Package within Five working days of the closing date. The following documents comprise the MCC Closing Package:

- \_\_\_\_\_ Cover letter indicating MCC code number, mortgage company, contact person and name of applicant.
- \_\_\_\_\_ Seller Affidavit.
- \_\_\_\_\_ Closing Affidavit.
- \_\_\_\_\_ Recapture Notice
- \_\_\_\_\_ Lender's Closing Certificate.

## APPENDIX D

### FORMS FOR MCC SUBMISSION PACKAGE

The following MCC Forms should be photocopied and used with all MCC Submission Packages:

Sample Cover Letter

Application Affidavit (4 pages).

Income Computation Worksheet (5 pages).

Acquisition Cost Worksheet (2 pages).

Certificate of Initial Receipt of Recapture Notice (1 page).

Income Tax Affidavit (if applicable) (1 page).

MORTGAGE CREDIT CERTIFICATE  
SUBMISSION PACKAGE  
COVER LETTER

(Lenders should use this form or provide their own cover letter  
containing all of the following information)

Date Submitted: \_\_\_\_\_

Lender Submitting MCC Application: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

FAX Number: \_\_\_\_\_

Name(s) of MCC Applicant(s): \_\_\_\_\_

Address of Home Being Purchased: \_\_\_\_\_

Special Comments or Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_