

CONTRA COSTA COUNTY
DEPARTMENT OF CONSERVATION AND DEVELOPMENT
Mortgage Credit Certificate Program
2530 Arnold Drive, Suite 190
Martinez, CA 94553
925-335-7217

MCC NO: _____
NAME: _____
SOCIAL SECURITY: _____
NAME: _____
SOCIAL SECURITY: _____

FILE TRANSMITTAL FORM

DATE: _____ TO: _____
FROM: _____ RE: _____

<<<< PLEASE ALLOW 7-10 BUSINESS DAYS FOR PROCESSING >>>>

INITIAL PHASE (Mortgage broker, correspondent or funding lender); to be sent with MCC application)

~ Reminder these forms must be sent with original signatures ~

- _____ File Transmittal Form (MCC-003) **Please include a business card for contact information.**
- _____ Coordinators Data Form (MCC-004)
- _____ Location Map indicating property – **only if located within designated Target Area**
- _____ Check (application fee of \$300 made payable to Contra Costa County)
- _____ Application Affidavit (MCC-005) (four pages)
- _____ Signed Sales Agreement (copy)
- _____ Current Appraisal (if not available at this time, full appraisal to be submitted at COE Phase)
- _____ Prior 3 year's **Federal** tax returns (if property is not in target area). (Must be submitted prior to MCC issuance)
- _____ Income Tax Affidavit (MCC-008); if applicable
- _____ Notice of Potential Recapture Tax (MCC-007)
- _____ Mortgage Credit Certificate Commitment (MCC-010)

CLOSE OF ESCROW (COE) PHASE (Funding Lender; to be sent at close of escrow)

~ Reminder these forms must be sent with original signatures ~

- _____ MCC Assignment Letter (MCC-009); if applicable
- _____ Appraisal Transmittal Form, (MCC-006); if applicable
- _____ Current Appraisal (if not submitted during Initial Phase application)
- _____ Seller Affidavit (MCC-012) (Submit to County within 5 working days after COE)
- _____ Closing Affidavit (MCC-013) (Submit to County within 5 working days after COE)
- _____ Lender's Closing Certificate (MCC-014) (Submit to County within 5 working days after COE)
- _____ Notice to Mortgagor of Information Regarding Potential Recapture Tax (MCC-011)
- _____ Final HUD-1
- _____ Documents indicating changes to original forms must be provided within 5 days after COE

FOR COUNTY USE

- _____ Mortgage Credit Certificate (MCC-015)
- _____ Denial of Application (MCC-017)
- _____ Notice of Incomplete Application (MCC-016)

Name (Print or Type)

Organization

Title

Telephone No.

Fax No.

Email Address

******BUSINESS CARD******