CONTRA COSTA COUNTY
DEPARTMENT OF CONSERVATION AND DEVELOPMENT
Mortgage Credit Certificate Program
30 Muir Road
Martinez, CA 94553
925-674-7885
Alicia.Smith@dcd.cccounty.us

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

FILE TRANSMITTAL FORM

DATE:_____ TO:_____

FROM:_____ RE:_____

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

~~~***Please remember to keep a copy for your records***~~~~

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

_____
Telephone No.

_____
Email Address

****BUSINESS CARD*****
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