



CalHFA MCC TAX CREDIT CLOSING PACKET CHECKLIST

The CalHFA MCC Tax Credit Closing Packet will not be processed, nor will a Mortgage Credit Certificate be issued for the Applicant, until all the items below are completed and received by California Housing Finance Agency, or the Program Administrator. All Closing Packets must be received within ten (10) days of loan closing.

MCC Reservation Number _____

Applicant Name(s) _____

Applicant Email: _____

Lender Name _____ Lender number: _____

Contact Name _____

Phone Number _____ Email/Fax _____

Please check one:

_____ \$350 for MCCs combined with a CalHFA first mortgage

_____ \$500 for MCCs combined with a non-CalHFA first mortgage

Payable to eHousingPlus, (corporate/cashier's check), w/ MCC Reservation No. & Borrower Name.

SEND ONLY ITEMS LISTED BELOW (in order):

<p>Loans with CalHFA first mortgage or CHDAP Financing</p> <p>1) CalHFA Notice of Conditional Approval</p>	OR	<p>Loans without CalHFA first mortgage or CHDAP financing</p> <p>1) CalHFA MCC Program Income Calculation Worksheet (one for each individual borrower) with the MOST current VOE & paystubs for each borrower per directions on worksheet)</p> <p>2) CalHFA MCC Summary of All Attached Income Calculations Worksheets with VOE & Paystubs</p>
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The following items are required for all loans:

- 1) CalHFA MCC Tax Credit Seller Affidavit (original)
- 2) CalHFA MCC Tax Credit Notice to Borrowers of Potential Recapture Tax (original)
- 3) CalHFA MCC Tax Credit Borrower Affidavit (original)
- 4) CalHFA MCC Program Income Calculation Worksheet
- 5) Certified copy of Fully Executed Purchase Contract w/addendums
- 6) Copy of Final HUD-1 Settlement Statement
- 7) Copy of Final 1003 Application for all borrowers
- 8) Copy of fully executed tax returns for each applicant covering three (3) most recent years

Additional Documents, if applicable:

- 1) Copy of DD214 or discharge papers showing honorably discharged if a Qualified Veteran (only required if veteran and non-first time homebuyer)
- 2) CalHFA MCC Tax Credit Certification of No Income (if applicable)
- 3) CalHFA Tax Return Affidavit (if applicable)

After compliance approval of all required items, the CalHFA MCC Tax Credit Certificate will be issued to the borrower via mail or secure email. A copy will also be provided to the Originating Lender.

Files must be submitted to eHousingPlus, 3050 Universal Blvd., Ste. 190, Weston, FL 33331