

REISSUED MORTGAGE CREDIT CERTIFICATE PROGRAM LENDER CHECKLIST

Listed below are the items needed in order for Alameda County to reissue your applicant(s) MCC. It will take approximately 30 days for Alameda County to process the application. **Do not submit an application until you have all of the items below.** An incomplete application will only delay the issuance of the RMCC. **Please note that the application fee is non-refundable.**

- Money Order, Cashier's Check, or Lender Company Check for \$750 payable to Alameda County RMCC Program. **(No personal checks will be accepted.)**
- Copy of existing Mortgage Credit Certificate currently held by applicant(s). Alameda County can provide a duplicate copy for a fee of \$25.
- Reissued Mortgage Credit Certificate Application Affidavit. This Affidavit must be signed by the applicant(s) and be notarized.
- Copy of original note, plus any addenda.
- Copy of original Deed of Trust.
- Copy of Preliminary Title Report with respect to new loan.
- Copy of new loan application.
- Copy of Note and Deed of Trust for new loan.
- HUD-1 Settlement Statement for new loan, certified.
- HUD-1 Settlement Statement from first MCC loan refinance.

URGENT!!

HCD HAS HAD TO MAKE A CHANGE TO STAY CONSISTENT WITH IRS REQUIREMENTS

In order to issue your RMCC certificate, we need additional information. Please provide us with the outstanding balance of the 1st MCC loan when it was paid off at your 1st refinancing. If this is the 1st refinancing, provide us with the amount of your loan when it is paid off. If this is your 2nd, 3rd, 4th (etc.) refinancing, please find The HUD-1 Settlement Statement from your 1st payoff and submit it to us along with the rest of the information above.