

CONTRA COSTA COUNTY
DEPARTMENT OF CONSERVATION
AND DEVELOPMENT
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

Please keep copies for your records

Current Date From

<<<< 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 ~ (Original WET 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)
- Income Tax Affidavit (MCC-008); if applicable
- Notice of Potential Recapture Tax (MCC-007)
- Mortgage Credit Certificate Commitment (MCC-010)
- Prior 3 year's **Federal tax returns** (if property is not in target area). (Must be submitted prior to MCC issuance)
- Current Appraisal (if not available at this time, full appraisal to be submitted at COE Phase)
- Signed Sales Agreement (copy)
- Signed Certification of No Income

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

~ Reminder these forms must be sent with original signatures ~ (Original WET signatures)

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

Name

Address

City State Zip Code

Lender Name

Email Address