

## CONTRA COSTA COUNTY

### MORTGAGE CREDIT CERTIFICATE PROGRAM

#### INSTRUCTIONS TO LENDERS

1. Applications can be submitted by mail to the Contra Costa County Department of Conservation and Development, 30 Muir Road, Martinez, CA 94553. Applications can also be brought to our office at the same address.
2. Lenders should note on the File Transmittal Form (MCC 003), under the “Remarks/Other” section, the estimated date of escrow closing.
3. The “Initial Phase” documents **must include** the following:

~ Reminder these forms must be sent with original signatures ~

- A. Coordinator’s Data Form (MCC 004);
  - B. File Transmittal Form (MCC 003);
  - C. Application Affidavit (MCC 005);
  - D. Notice of Potential Recapture Tax (MCC 007);
  - E. MCC Commitment (MCC 010);
  - F. Copy of the property appraisal;
  - G. Copy of signed sales agreement;
  - H. Map of designated Target Area circling the location of **ONLY** property if located in **Target Area**;
  - I. Check for \$300 payable to “Contra Costa County.”
4. Prior to the close of escrow and no later than five (5) days after close of escrow, Lenders must submit the following documents:

~ Reminder these forms must be sent with original signatures ~

- A. Seller Affidavit (MCC 012);
  - B. Closing Affidavit (MCC 013);
  - C. Lender’s Closing Certificate (MCC 014);
  - D. Notice to Mortgagor of Information Regarding Potential Recapture Tax (MCC 011);
  - E. Income Tax Affidavit (MCC 008) (if applicable);
  - F. HUD 1 Settlement Statement or Estimated Closing Statement.
5. All documents transmitted to the County should include a File Transmittal Form (MCC 003) and a **business card** for contact information.

~ ALL APPLICATIONS TAKE UP TO 7-10 BUSINESS DAYS TO PROCESS ~