



MCC Forms Required

- ___ Affidavit & Recapture Notice
 - ___ MCC Program Disclaimer
 - ___ **MCC Education Certificate**
- Reminder: 3 years tax returns
(household) and household income

Participating Originator *Preferred Plus Stacking List*

Name: _____

Property Address: _____

Send original documents in this order

- ___ 1. ___ Purchase and Sales Agreement (signed by all parties)
- ___ 2. ___ Copy of deed/legal description ___ Property Tax Bill
- ___ 3. ___ Automated finding DU Approve/Eligible only (HFA Preferred Product)
- ___ 4. ___ Signed LE NHHFA package
- ___ 5. ___ Secondary Lien exhibits (if applicable)
- ___ 6. ___ Original URLA (1003)
- ___ 7. ___ Credit Report
- ___ 8. ___ Credit Explanations (if applicable)
- ___ 9. ___ Verifications of Rent / Mortgage (if applicable)
- ___ 10. ___ Gift letter and paper trail (if applicable)
- ___ 11. ___ Verification of Assets (VOD's or 2 mo. Statements)
- ___ 12. ___ Copy of cancelled deposit checks and corresponding bank statements
- ___ 13. ___ VOE or 30 days recent pay stubs (per DU findings)
- ___ 14. ___ Year to date Profit and Loss Statement or SE Affidavit
- ___ 15. ___ 2 years SIGNED tax returns with W'2's or TRV's
- ___ 16. ___ Divorce Decree and child support order (if applicable)
- ___ 17. ___ Borrower Certification and Authorization (NHHFA's and Participating Originator)
- ___ 17A. ___ Borrower Authorization for Counseling Certificate – signed by all borrowers
- ___ 18. ___ 4506T Request for Transcript of Tax Return
- ___ 19. ___ Equal Credit Opportunity Act Disclosure
- ___ 20. ___ Fair Credit Disclosure
- ___ 21. ___ Patriot Act Disclosure
- ___ 22. ___ Photo ID
- ___ 23. ___ Privacy Policy Disclosure
- ___ 24. ___ Fair Lending Notice
- ___ 25. ___ Water Test, if applicable
- ___ 26. ___ Contact Information Sheet
- ___ 27. ___ Home Buyer Education Certificate (first time buyers) (at least one borrower must attend)
- ___ 28. ___ Landlord Education Certificate (multi family purchase)
- ___ 29. ___ All lender application disclosures including but not limited to List of Consumer Credit Counseling Agencies.
- ___ 30. ___ Cash Assistance Program Disclosure

Important Dates:

_____ Application Date _____ Title Search Ordered

_____ Financing Commitment _____ Closing Date

Notes to the File:

Contact Person
2-2019

Phone #