

MCC ID#: _____
 APPLICANT NAME: _____
 SOCIAL SECURITY NO: _____
 SHADED AREA FOR PROGRAM ADMINISTRATOR USE ONLY

RMCC-001 APPLICATION CHECKLIST

NOTE: THE REISSUED MCC (RMCC) APPLICATION IS SUBMITTED AFTER THE REFINANCE LOAN IS CLOSED

Applicant Name:		Total Loan Amount:	\$
Lender Name:			
Contact Name:		Fax Number:	
Phone Number:		Email Address:	

This RMCC Application Package contains all of the following:

1. **RMCC Application Fee** - \$250; Collect and send with this RMCC Application Package. Must be corporate or cashier's check; made payable to National Homebuyers Fund, Inc.
2. **RMCC-002 Application and Affidavit**
 - Review and make sure all information filled in is correct. Complete all the blanks.
 - Signed/Dated** by Lender
 - Signed/Dated** by Applicant(s) – executed by anyone who executes the Deed of Trust
 - Notarized**
3. **RMCC-003 Exhibit A** (Completed by Lender)
 - Signed/Dated** by Applicant(s) – executed by anyone who executes the Deed of Trust
 - Signed/Dated** by Lender
4. **RMCC-004 Ownership Change Addendum**
 - Review and make sure all information filled in is correct. Complete all the blanks.
 - Signed/Dated** by Applicant(s)
5. **Original Mortgage Credit Certificate** AND **any subsequent Reissued Mortgage Credit Certificate(s)** (Copies)
 Note: If this is the Applicant's 2nd, 3rd or 4th (etc.) refinance, please provide us with the RMCCs from all previous refinances as well as the original MCC issued at the original time of purchase.
6. **Mortgage Note & Deed for the "Old" Loan** (Copy)
7. **Payoff Statement for the "Old" Loan** (Copy)
8. **HUD-1 Statement for "Old" Loan** (Certified Copy) – Final settlement statement for "Old" Loan
 Note: If this is the Applicant's 2nd, 3rd or 4th (etc.) refinance, please provide us the HUD-1 Settlement Statement and payoff statement from your 1st payoff and submit it to us along with the rest of information listed above.
9. **Loan Application (1003) for "New" Loan** (Copy)
10. **Current Preliminary Title Report for "New" Loan** (Copy)
11. **Mortgage Note & Deed for "New" Loan** (Copy)
12. **HUD-1 Statement for "New" Loan** (Certified Copy) – Final settlement statement for New Loan

Note: The term "Old" refers to the Loan just before this "New" Loan. This could mean the original loan, if the Applicant(s) has(have) never refinanced the property, or the refinanced loan that was just before this "New" Loan.

The Reissued Mortgage Credit Certificate (RMCC) will not be issued for the Applicant(s), until all the items above are received by the Program Administrator and determined to meet the RMCC guidelines.