

MCC Reissuance Package Checklist

MCC Reissuance requested by: _____

Email: _____ Phone: _____

The IRS issued a regulation allowing the reissuance of Mortgage Credit Certificates when an MCC holder refinances the original mortgage loan. The regulation allows the Commission to reissue an MCC under the following guidelines;

- 1) The refinancing lender must be a participating lender in the MCC program;
- 2) The reissued MCC must be completed within one year of refinance;
- 3) The reissued MCC must be for the same residence as listed on the original Mortgage Credit Certification;
- 4) The reissued MCC replaces the existing certificate;
- 5) The certified mortgage amount on the reissued MCC doesn't exceed the outstanding balance of the mortgage amount prior to refinancing. MCC holders may refinance for an increased mortgage amount but will only receive the MCC credit to interest incurred from the existing balance of the original mortgage;
- 6) The reissued certificate credit rate cannot exceed the certificate credit rate specified in the existing Certificate; and
- 7) The reissued MCC does not result in an increase in the credit in any taxable year.

Please provide the following items for review.

Check When Attached	Document Description	WSHFC USE ONLY
	This Checklist	
	A copy of the signed executed Note for the existing mortgage loan	
	A copy of the signed executed Note for the refinanced mortgage loan	
	A copy of the signed Deed of Trust for the residence	
	The signed final Closing Disclosure for the refinanced mortgage loan	
	Copy of forbearance agreement. <i>Only applicable if your previous loan was/has been in forbearance.</i>	
	A copy of the payoff statement or the last mortgage statement from the previous lender	
	The ORIGINAL Mortgage Credit Certification	
	A copy of the signed and dated Refinancing Certification (form 13.1)	
	Copy of the most recent signed and dated Tax Return	
	An MCC reissuance application fee of \$375.00 payable to the Washington State Housing Finance Commission	

Please send completed package to:

Washington State Housing Finance Commission

Attn: MCC Program Administration

1000 Second Avenue, Ste 2700

Seattle, WA 98104

*****Washington State Housing Finance Commission Use Only*****

Approved

Reviewed by: _____

Declined
