

**Ventura County (MCC)  
Mortgage Credit Certificate  
Program (619) 469-2002**



**aha Housing**  
c/o The UPS Store  
7918 El Cajon Blvd. Ste. "N"  
Box # 289  
La Mesa, California 91942

**MCC Application Checklist**

September 2013

✓ **Note: Person completing Application must be on Eligible Lender List for this MCC Program**

Buyer Last Name: \_\_\_\_\_  
Originating Lending Company: \_\_\_\_\_  
Lending Co. Responsible for Closing Affidavit \_\_\_\_\_  
Name of signatory below: (Print) \_\_\_\_\_

✓ I certify that: 1) I have reviewed this application for accuracy and completeness; 2) The related financing does not use any of the prohibited financing stated below. 3) The checked items are included in proper order.

\_\_\_\_\_  
(Signature) (Phone No.) (Fax No.)  
your e-mail : \_\_\_\_\_ (We will email you a blue-ink MCC approval)

This MCC application package contains:

- \_\_\_\_\_ Application and Affidavit **Page One: No Blanks**  
\_\_\_\_\_ Application and Affidavit **Page Two: Dates and Signatures**  
\_\_\_\_\_ Application and Affidavit **Page Three: signed both parties**  
\_\_\_\_\_ Application and Affidavit **Page Four**

\_\_\_\_\_ **Check for .0025 x Total MCC-related Loan(s).**  
Make payable to "**County of Ventura**" Attach with clip - to  
a blank page directly behind the "Application Checklist".

\_\_\_\_\_ **Copy of Standard Underwriting Transmittal Summary**  
(To document back end ratio does not exceed max. allowed)

\_\_\_\_\_ **Income Summary Worksheet**

- ☐ **Two (2) Current paystubs – No More Than one Month Old** - for each applicant  
☐ Current (not averaged) base monthly salary  
☐ **Calculator tape** explaining your calculation and how often paid  
☐ VOE for each applicant - if needed to prove eligibility. (See Income Worksheet)  
☐ If "Self Employed" - signed Current P&L statement  
☐ Declaration of No Income – if applicable, (signed by an adult who earns no income)

\_\_\_\_\_ **Recapture Tax Notice #1**

\_\_\_\_\_ **Seller Affidavit:** All Blanks must be completed by Lender prior to signatures.

Check the one that applies:

- ☐ Original document is enclosed, signed by seller.  
☐ A fax copy of original document, signed by seller, is enclosed.

*Commitment will not be issued until the MCC program receives the original signed document.*

\_\_\_\_\_ **Declaration of Non-Occupying Co-Signer if applicable.**

\_\_\_\_\_ **Purchase Contract** – Legible copy: **First and Last pages ONLY plus any Price Change Addenda**

\_\_\_\_\_ **Tax Returns** for each applicant: **Three (3) most recent (complete) years**

- ☐ **Signed - in blue ink by taxpayer(s)**  
☐ **Dated - with current date in blue ink by taxpayer(s)**

\_\_\_\_\_ **Broker's Certification**, if Funding Lender is not enrolled.

\_\_\_\_\_ **Income Tax Affidavit** - (if applicable)

\_\_\_\_\_ **Make your own copy before submitting this package!**

✓ **Prohibited Financing**

- CalHFA and Cal Vet first mortgages
  - Back end ratio exceeding 45 % unless already waived by Administrator.
  - Lender Rep. initial here: \_\_\_\_\_
- I certify that the financing attached to this MCC application does not have any of the prohibited characteristics above.



**MCC APPLICATION AND AFFIDAVIT – Page 1**

(page 1 of 4)

County of Ventura MCC Program  
c/o The UPS Store  
7918 El Cajon Blvd. Ste. "N"  
Box # 289  
La Mesa, CA 91942

Today's Date: \_\_\_\_\_

Estimated date of closing: \_\_\_\_\_

Originating Lender - Preparer of Application: **Company Name:** \_\_\_\_\_  
**Street:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Contact:** \_\_\_\_\_ **Phone:** ( ) \_\_\_\_\_ **Fax:** ( ) \_\_\_\_\_

\* Enter below the company who will be responsible for the MCC Closing Affidavit. If it is the originating Lender (a Broker) write "same" and provide a completed Broker's Certification form (found in "Optional Forms").

Enrolled \* Funding Lender: **Company Name:** \_\_\_\_\_  
**Street:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

Complete  
Property  
Address:

**City:****Zip:**

Seller(s):

Census Tract #:

Number of BRs:

**1**Property Data – Check one item in each column:☐

Nontargeted

☐

Targeted

☐

Previously Occupied

☐

New

☐

Detached

☐

Attached

**2**Purchase Price:1st Mtg. Loan Amount:1st Mtg. Interest Rate**2a**2<sup>nd</sup> Mtg.Loan Amt:2<sup>nd</sup> Mtg.1st Yr Interest Rate:

Preparer's email address:

Please include information below for each Applicant. See page 2, Sec III, for the definition of Applicant. If there are more than two Applicants for this purchase, please complete and attach additional page 1 application sheets. Note: If married, both spouses must be applicants.

**3**

APPLICANT #1

APPLICANT #2

Last Name:

First Name:

Social Security #:

Street:

City:

Zip

Gross Annual Income:

Occupation:

Employer Name:

Yes No

\_\_\_\_

\_\_\_\_

\_\_\_\_

\_\_\_\_

\_\_\_\_

\_\_\_\_

Married?

To Be On Title?

To Be On Note?

Will Occupy?

Verified First Time

Homebuyer?

Yes No

\_\_\_\_

\_\_\_\_

\_\_\_\_

\_\_\_\_

\_\_\_\_

\_\_\_\_

Married?

To Be On Title?

To Be On Note?

Will Occupy?

Verified First Time

Homebuyer?

**4**Persons in  
Household:Dependent(s) or other household  
members – not spouses:

Name

Age

\_\_\_\_

\_\_\_\_

\_\_\_\_

Total Gross Annual Household  
Income:

\_\_\_\_

Mortgage Information

(check all that apply)

☐ FHA ☐ VA ☐ 100% Financing☐ CONVENTIONALARM? ☐ Yes ☐ No

If Yes, number of yrs First is fixed. \_\_\_\_\_

Back end ratio? \_\_\_\_\_ %

Downpayment Assistance?

Yes No

If Yes, Source (City, County, State, Fed., etc.): \_\_\_\_\_

For Statistical  
Purposes  
Only: (Enter  
Age and Check  
all that apply)

☐ Female  
☐ Male

Age: \_\_\_\_\_

☐ Asian  
☐ Black  
☐ Hispanic  
☐ White  
☐ Other☐ Female  
☐ Male

Age: \_\_\_\_\_

☐ Asian  
☐ Black  
☐ Hispanic  
☐ White  
☐ Other

For Each Applicant:

I have reviewed this completed Page 1 and  
agree with the information contained on it.Initial \_\_\_\_\_ Date: \_\_\_\_\_  
Initial \_\_\_\_\_ Date: \_\_\_\_\_



# MCC APPLICATION AND AFFIDAVIT – Page 2

(page 2 of 4)

Ventura County MCC Program  
c/o The UPS Store  
7918 El Cajon Blvd. Ste. "N"  
Box # 289  
La Mesa, CA 91942  
(619) 469-2002

September 2013

## Section II TO THE HOMEBUYER:

Hello! Thank you for your application to the Ventura County Mortgage Credit Certificate Program. Completion of the application process will result in your receiving a special tax credit equal to 20% of the mortgage interest you pay each year on your home. It is most important that you take time to read and sign each page of this application before your lender forwards it to our office. You will be certifying that you understand the MCC Program eligibility guidelines, and believe that you and the purchase price of your residence meet those guidelines. Your lender will also give you an Applicant Information Package which should answer most of your questions about the program. If you have any additional questions, please feel free to phone the MCC Program office at (619) 469-2002.

By signing this document you will be certifying that (1) You have made an accurate representation of your household composition; (2) You are able to verify your first time home buyer status (unless purchasing in a targeted census tract, in which case verification is unnecessary); (3) You intend to move in within 60 days of loan closing and occupy the property as your principal residence; (4) If the property is newly constructed, it will not be occupied prior to loan closing; (5) You are receiving a first (not an existing) mortgage; (6) You have provided complete and accurate information about your gross annual household income; (7) You have not made any side agreement with the seller which would misrepresent the purchase price; (8) Your first loan is not financed with bond proceeds; (9) No one related to you has an interest as a creditor on the Mortgage Loan; (10) You understand that the MCC is not transferable; and (11) You are applying for the Mortgage Loan through a lender of your choice.

## ABOUT THE INCOME REQUIREMENT:

See item 4, on page one. The answer on that line must represent the current gross annual income of your household, and must not exceed the program income limits. Find the applicable limit below, based on your household size, and on whether the property you are purchasing is in a federally targeted census tract.

Non-targeted Census Tract  
1-2 person household: \$89,300  
3+ person household: \$102,695

Targeted Census Tract  
1-2 person household: \$107,160  
3+ person household: \$125,020

Income is "annualized", meaning that total current monthly income is multiplied by twelve for a total projected annual amount. Income includes all of the following: monthly gross pay; overtime; part-time employment; bonuses; dividends; interest; royalties; pensions; Veterans compensation; net rental income; alimony; child support; public assistance; sick pay; social security benefits; unemployment compensation; and income derived from trusts, business activities or investments. Income limits only apply during the escrow process; they become irrelevant after the loan closes.

## ABOUT THE PURCHASE PRICE REQUIREMENT:

See item 2, on page one. The answer on that line must represent the purchase price that you and the Seller have agreed on, and must not exceed the program purchase price limits. Find the applicable limit below, based on whether the property you are purchasing is new or previously occupied; and on whether it is in a federally targeted census tract.

Non-targeted Census Tract  
Previously occupied: \$665,088  
New: \$665,088

Targeted Census Tract  
Previously occupied: \$812,886  
New: \$812,886

The purchase price means the cost of acquiring the residence, excluding usual and reasonable settlement or closing costs. If the buyer agrees to pay a cost usually paid by the seller, that amount must be included in the figure representing the purchase price in item 2, on page one.

## MCC AFFIDAVIT

### Section III

An MCC Applicant is anyone who will go on title and/or who will be liable on the mortgage and occupy the residence. Each Applicant must make the following certifications.

I, the undersigned, as part of my application for a mortgage credit certificate ("MCC") from the Ventura County Mortgage Credit Certificate Program (the "Program"), and in connection with a purchase of a single family home (the "Residence") and an application for a mortgage loan (the "Mortgage Loan") from a lender (the "Lender") of my choosing, do hereby state that I have carefully reviewed this document I understand and agree with the answers on Page One, and do furthermore certify the following:

1. I understand and agree that the answers given for items 3, page one, represent those people who I expect to initially share occupancy of the Residence with me. I understand that my spouse, whether on title or not, is an Applicant for the Program and must sign this Application.

2. I understand and agree that an "X" placed in the "Non-targeted" category, item 1, page one, means that I certify that I am purchasing a home in a non-targeted census tract and am therefore a first time home buyer, who has not had an ownership interest in a principal residence within the three years immediately preceding the date of this application, and I do not and will not have an ownership interest in a principal residence prior to the date of loan closing. A principal residence includes a single family residence, a condominium, share in a housing cooperative, any manufactured home or occupancy in a multifamily residence owned by me. An ownership interest means ownership by any means, whether outright or partial, including property subject to mortgage or other security interest; it also includes a fee simple ownership interest, a joint ownership interest by joint tenancy in common, or tenancy by the entirety, or a life estate interest. I further certify that I will submit true and complete copies of my actual signed federal tax returns for the preceding three tax years, or such other written verification that is acceptable to the MCC Program to verify first-time homebuyer status.

For Each Applicant:  
I have reviewed Page 2.

Initial: \_\_\_\_\_

Date: \_\_\_\_\_

Initial: \_\_\_\_\_

Date: \_\_\_\_\_



## **MCC APPLICATION AND AFFIDAVIT - Page 3**

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Ventura County MCC Program  
c/o The UPS Store  
7918 El Cajon Blvd. Ste. "N"  
Box # 289  
La Mesa, CA 91942  
(619) 469-2002

Sept. 2013

I understand and agree that an "X" placed in the "Targeted" category, item 1, page one, means that I certify that I am purchasing a home in a federally targeted census tract, and that I am therefore not required to be a first time home buyer, nor am I required to provide the MCC Program with three prior years federal tax returns.

3. I certify that the Residence will be occupied and used as my principal place of residence within sixty (60) days of the date of Mortgage Loan Closing. I certify that the Residence will not be used as an investment property, vacation home, or recreational home and that not more than 15% of the area of the residence will be used in a trade or business. I certify that I will notify the Program in writing if the Residence ceases to be my principal residence.

4. If the loan application is for a loan on a newly constructed home I certify that the Residence has not and will not be occupied prior to loan commitment.

5. I certify that the Mortgage Loan is a first mortgage, not a replacement for an existing mortgage.

6. I certify that the answer to item 4, page one, represents my total household gross annual income, and does not exceed the income limits, as explained in Section II above.

7. I certify that the answer to item 2, page one, represents the total purchase price of the Residence, and does not exceed the purchase price limits, as explained in Section II above. I further certify that no side deal or agreement, either written or verbal, is presently contemplated for the completion of or addition to this residence unless the estimated cost of such completion and/or addendum is included in the purchase price.

8. I certify that no portion of the financing of the acquisition of the Residence is or will be provided from the proceeds of a qualified mortgage bond or a qualified Veteran's mortgage bond. No person related to me has, or is expected to have, an interest as a creditor in the Mortgage Loan being acquired for the Residence.

9. I understand and agree that if the MCC is issued to me, it may not be transferred.

10. I understand and agree that I may seek financing from any Lender of my choosing, and that I am in no way prohibited from seeking financing from any potential Lender, so long as The Lender executes and complies with the terms of the Lender Participation Agreement.

### **CERTIFICATION OF THE APPLICANT**

I acknowledge and understand that this Affidavit, as completed above, will be relied on for determining my eligibility for an MCC. I acknowledge that a material misstatement negligently made by me in This affidavit or in any other connection with my application for an MCC will constitute a federal violation punishable by a fine and possible criminal penalties imposed by law, and will result in the cancellation or revocation of the Certificate. I acknowledge that any false pretense, statement, or misrepresentation or the fraudulent use of any instrument, facility, article, or other valuable thing or service pursuant to my participation in the MCC Program is punishable by imprisonment or by a fine.

\_\_\_\_\_  
Signature of Applicant #1

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant #2

\_\_\_\_\_  
Date

### **CERTIFICATION OF THE LENDER**

Based upon reasonable investigation, the Lender has no reason to believe that either the Applicant or the Seller of the Residence has made any negligent or fraudulent material misstatements in connection with the Applicants application for an MCC, and submits the completed information above as accurate and true to the best of the lenders knowledge.

\_\_\_\_\_  
Name and Title of Lender Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Lender Representative

\_\_\_\_\_  
Date

## MCC APPLICATION AND AFFIDAVIT – Page 4

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Ventura County MCC Program  
c/o The UPS Store  
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(619) 469-2002

Sept. 2013

The following items are required to be provided by the lender on each MCC application. Because you will be submitting the application prior to funding it will be necessary for you to **estimate** certain items here as accurately as possible.

Buyer (s) Name: \_\_\_\_\_

**Leave no blanks. If the question is not applicable, enter "N/A".**

Please provide the following:

1. Downpayment amount paid by purchaser (from own funds, excluding any gifts):

\$ \_\_\_\_\_

2. Closing costs paid by purchaser (from own funds):

\$ \_\_\_\_\_

3. Term of the first mortgage:

\_\_\_\_\_ months

4. Monthly mortgage insurance payment:

\$ \_\_\_\_\_

5. Monthly homeowner association dues:

\$ \_\_\_\_\_

6. For purchasers receiving assistance from any public program:

- a. Downpayment assistance amount provided by a public program:

\$ \_\_\_\_\_

- b. Closing cost assistance amount provided by a public program:

\$ \_\_\_\_\_

- c. Interest rate, if any, of the public assistance loan:

\_\_\_\_\_ %

- d. Term, if any, of the public assistance loan:

\_\_\_\_\_ months

- e. Name of Public Assistance Program: \_\_\_\_\_

Other items which must be provided appear on page 1 of the application. Make sure you leave no blanks on page 1 such as Census Tract #. Census Tract information for all properties in the 2000 census can be found at: [www.ffiec.gov/geocode](http://www.ffiec.gov/geocode). Enter property address, print out map and include in application.



# INCOME SUMMARY WORKSHEET

Ventura County MCC Program

(619) 469-2002



aha Housing  
c/o The UPS Store  
7918 El Cajon Blvd. Ste. "N"  
Box # 289  
La Mesa, California 91942

## Instructions for calculating income:

Sept. 2013

1. Include the income of each adult who will go on title, and their spouse, and any adult over age 18 that will occupy the property.
2. BASE WAGES: use current base monthly wage x 12
3. SPORADIC INCOME: For all other **sporadic** sources of income, calculate an average figure from a period of year-to-date plus up to 2 prior years. Average only that time which was spent at the same job. **Submit your calculator tape, or Excel spreadsheet calculations, and label the figures.**
4. SELF-EMPLOYED: For the self-employed applicant, add the current year-to-date total **net earnings** from the current profit and loss statement plus two prior years' **net earnings**. Add back in depreciation amounts, then figure the average monthly income for the entire period. Enter that as "monthly wage". **Submit calculator tape or Excel spreadsheet calculations, all pages of tax returns, and current P&L statement.**
5. Have the applicant review the "Other" sources of income listed below and identify any that apply, and enter it on the line labeled "Other".
6. **Always submit calculator tape or Excel spreadsheet calculations, current pay stubs, and any other supporting documentation.**
7. Please submit a VOE whenever it can be obtained.

	Applicant 1	Applicant 2	Applicant 3
Last Name	_____	_____	_____
First Name	_____	_____	_____
Soc. Sec. No.	_____	_____	_____
Monthly Wage	\$ _____	\$ _____	\$ _____
Bonus	\$ _____	\$ _____	\$ _____
Overtime	\$ _____	\$ _____	\$ _____
Commissions	\$ _____	\$ _____	\$ _____
Part-time Emp.	\$ _____	\$ _____	\$ _____
Child Support	\$ _____	\$ _____	\$ _____
Other*	\$ _____	\$ _____	\$ _____
Total Monthly	\$ _____ (i)	\$ _____ (ii)	\$ _____ (iii)
Total Gross Annualized Household Income: \$ _____ X 12 = \$ _____ (i + ii + iii)			

\* Source of "Other" Income: \_\_\_\_\_

Income sources that must be counted include Alimony, Pensions, Annuities, Tips, Fees, Royalties, Dividends, Disability, Investment Income, Social Security, Death Benefits, Public Assistance, Insurance payments, Business Income, Unemployment Compensation, Net Rental Income, Veterans Admin. Comp., Winnings, Prizes, Severance Pay

**MCC RECAPTURE TAX NOTICE 1**  
**Ventura County MCC Program**  
**(619) 469-2002**



**aha Housing**  
c/o The UPS Store  
7918 El Cajon Blvd. Ste. "N"  
Box # 289  
La Mesa, California 91942

**NOTICE #1**  
**INITIAL NOTICE TO MORTGAGOR**  
**OF POTENTIAL RECAPTURE TAX**

(A more detailed explanation of the recapture tax will be delivered with the mortgage credit certificate to the buyer shortly after the close of escrow.)

Notice is hereby given that, if you receive a mortgage credit certificate which entitles you to an annual federal tax credit, you may be subject to a special "recapture tax" for federal income tax purposes which would be imposed at the time you sell the residence for which you obtained a mortgage credit certificate.

This potential tax, which is not imposed until you sell your home, is based on the concept that through the mortgage credit certificate, the federal government has enabled you to take a tax credit equal to 20% of the interest you pay on your home mortgage. The amount of the potential tax increases for the first five years that you own the home and thereafter declines. No tax is imposed if you hold (do not sell) your home for a total of nine or more years.

A number of factors determine the amount of tax imposed at the time of the sale of the home. These include:

1. the original principal amount of the home mortgage,
2. the number of complete years that pass before you sell the home,
3. the median family income for your area at the time you bought the home, and
4. your modified adjusted gross income at the time you sell the home.

Generally, if you sell the residence more than nine years after the close of escrow, no recapture liability arises. Also, if you sell the residence during the first nine years after closing but your income does not increase more than 5% per year during that period, you will likely not incur recapture liability. Finally, in no case will recapture liability exceed 50% of your gain from the sale of the residence.

After your loan closes, you will be given a second notice by the MCC Program with certain additional information that will be needed to calculate the amount, if any, of "recapture tax." You should also consult your tax advisor regarding your calculation when preparing your post-sale tax return.

Please sign below to indicate that you have received your copy of the Recapture Notice.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant #1

\_\_\_\_\_  
Signature of Applicant #2



# **MCC SELLER AFFIDAVIT**

## **Ventura County MCC Program**

c/o The UPS Store  
7918 El Cajon Blvd. "Ste. N"  
Box # 289  
La Mesa, CA 91942



**Aha Housing**

Phone 619-469-2002

On the web: [www.ahahousing.com](http://www.ahahousing.com)

Sept. 2013

**To the Lender: Complete the first 3 blanks before sending to Seller.**

**To the Seller:** The Party purchasing your home is applying for a mortgage credit certificate (MCC) from the County. The MCC is a federal tax credit. The IRS requires you (the seller) to sign this document as verification that you and the buyer have agreed upon the sales price. The lender should have completed the blanks prior to forwarding this affidavit to you. **Your cooperation in executing this completed document, and returning it to the lender as quickly as possible, is vital because escrow cannot close before that happens.** Feel free to call the MCC program office at the phone number shown above with any questions. Do not sign this document if it is blank.

I, as the seller of a single family residence at \_\_\_\_\_  
\_\_\_\_\_

understand that the buyer, \_\_\_\_\_, is applying for a Mortgage Credit Certificate from the Ventura County MCC Program.

The Purchase price is \_\_\_\_\_, excluding all settlement costs, title and transfer costs, title insurance, survey fees, credit reference fees, legal fees, appraisal fees and points paid by the buyer.

Outside of escrow, I have received no money from the buyer and have entered into no contract or agreement with the buyer regarding the disposition of this property.

The property is a completed unit, suitable for occupancy.

I acknowledge that any material misstatement negligently or fraudulently made by me in connection with MCC application is a federal violation punishable by a fine and revocation of the Certificate, in addition to any criminal penalty imposed by law.

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Print) Name of seller

\_\_\_\_\_  
Current address

\_\_\_\_\_  
\*Social security number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Print) Name of seller

\_\_\_\_\_  
Current address

\_\_\_\_\_  
\*Social security number

\_\_\_\_\_  
Signature

**\*Note: Seller has a choice of either providing his/her social security number or having this document notarized. When executed, seller should return this document to the lender.**



Ventura County (MCC)  
Mortgage Credit Certificate  
Program (619) 469-2002

Sept. 2013

**OPTIONAL FORMS**  
(Required - for certain situations)

The following pages are Optional Forms and are to be completed and submitted - **only when necessary.**

- **Broker Certification**—to be completed by Broker if Funding lender not enrolled in MCC Program
- **Declaration of No Income** – to be completed for any adult in the household who earns NO INCOME.
- **Declaration of Non-Occupying Co-Signer** - to be completed if there are any Non-Occupying Co-Signers.
- **Income Tax Affidavit** – to be completed if applicant(s)
  - a.) did not have to file a FEDERAL Income Tax Return for one or more of the three (3) years required for this MCC application; or
  - b.) to take the place of the most recent prior year's FEDERAL Tax Return, if the MCC loan is scheduled to close between January 1<sup>st</sup> and February 15<sup>th</sup>.

**Note:** after February 15<sup>th</sup>, the previous year's FEDERAL Tax Return is required, by the IRS, to be submitted with the MCC application.

For example: on or after **February 16<sup>th</sup>, 2014**,  
when you submit the MCC application to our office,  
you will have to include the FEDERAL Income Tax Return for the tax year of **2013**.

## **MCC Broker Certification**

Ventura County MCC Program  
c/o The UPS Store  
7918 El Cajon Blvd. Ste. "N"  
Box # 289  
La Mesa, CA 91942  
Phone (619) 469-2002

Sept. 2013

### **BROKER CERTIFICATION**

**This form is to be submitted by the Originating Lender in each MCC application package submitted to the Program in which the funding lender is NOT enrolled in the MCC Program.**

I am the Originating Lender for this MCC transaction. The Funding Lender is not enrolled. I agree to my responsibilities for this transaction which include the following steps:

- 1.) I will take full responsibility for the completion of the Closing Affidavit and the return of that Affidavit to the MCC Program office within 10 days of closing.
- 2.) At the end of the calendar year, I will request that the MCC Program send me the information I need to complete the IRS Form 8329. I understand that this is a simple one-page form that I must complete by January 30, and send it to the IRS.

Failure to complete these responsibilities will result in a loss of membership in the MCC Program, and could reflect poorly on the program itself. In exchange for my enhanced responsibilities I will be free to seek the best financing possible for my buyers, regardless of whether the funding lender is enrolled.

Originating Lender signature: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Originating Lender Name and Company: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Actual Funding Lender (Company): \_\_\_\_\_

Buyer Full Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

\_\_\_\_\_

MCC # \_\_\_\_\_ (Assigned by MCC office)



# **DECLARATION OF NO INCOME**

Ventura County MCC Program  
(619) 469-2002



aha Housing  
c/o The UPS Store  
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Box 289  
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Sept. 2013

## **DECLARATION OF NO INCOME**

We are required to verify all income of anyone receiving assistance. To comply with this requirement, we ask your cooperation in supplying the information requested in the Certification below. This information will be held in strict confidence and used only for the purpose of establishing eligibility for the First Time-Home Buyer Program.

### **CERTIFICATION of NO INCOME**

I, \_\_\_\_\_, do hereby certify that I do **NOT** receive income from **ANY** source.

I understand sources of income include, but are not limited to, the following:

Employment by other

Retirement Funds

Unemployment Compensation

Alimony

Social Security

Income from Assets

Workers Compensation

Pensions

Child Support

General Assistance

Education Grants/Work Study

Disability

Self Employment

Union Benefits

AFDC

Family Support

SSI

Annuities

I certify that the foregoing is true, complete and correct. Inquiries may be made to verify statements herein. I also understand that false statements or omissions are grounds for disqualification and/or prosecution under the full extent of California law.

**This signature signifies that I receive  
NO INCOME from ANY SOURCE.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Social Security Number

**DECLARATION OF**  
**NON-OCCUPYING CO-SIGNER**

Ventura County MCC Program  
(619) 469-2002



aha Housing  
8130 La Mesa Blvd. PMB 806  
La Mesa, California 91942  
Phone 619.469.2002 Fax 619.469.2005

Sept. 2013

**DECLARATION OF**  
**NON-OCCUPYING CO-SIGNERS**

The MCC Regulations require that all borrowers who are listed on the Title (Deed of Trust) MUST occupy the property as their principle residence. Non-Occupying Co-signers are allowed, in connection with the MCC program, provided they will not go on Title. To comply with this requirement, we ask your cooperation in supplying the certification below.

Primary Borrower(s): \_\_\_\_\_

#1 Non-Occupying Co-Signer: \_\_\_\_\_

#2 Non-Occupying Co-Signer: \_\_\_\_\_

This document certifies that the Non-Occupying Co-Signer(s) listed above are NOT going on the Title (Deed of Trust) to the first mortgage loan, in connection with this MCC application, being funded by

\_\_\_\_\_  
(Company Name of Funding Lender)

I certify that the foregoing is true, complete and correct. Inquiries may be made to verify statements herein. I also understand that false statements or omissions are grounds for disqualification and/or prosecution under the full extent of California law.

\*\*\*\*\*

Funding Lender

Representative: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Funding Lender Rep.

\_\_\_\_\_  
Phone#

\*\*\*\*\*

The signature(s) below signify that I (we) as Non-Occupying Co-Signer(s) will not occupy the property purchased in connection with this MCC application, and are not going on Title (Deed of Trust) to the above mentioned loan.

#1

Non-Occupying  
Co-Signer: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

#2

Non-Occupying  
Co-Signer: \_\_\_\_\_


\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date



**MCC INCOME TAX AFFIDAVIT**  
**Ventura County MCC Program**  
**(619) 469-2002**

 **aha Housing**  
c/o The UPS Store  
7918 El Cajon Blvd. Ste. "N"  
Box # 289  
La Mesa, California 91942

**INCOME TAX AFFIDAVIT**

*To be completed only if:*

- 1) *The applicant was not required by law to file a FEDERAL income tax return for one or more of the three prior tax years; or*
- 2) *The applicant is applying for a loan which is expected to close between January 1 and February 15<sup>th</sup>.*

**Note:** After February 15<sup>th</sup>, the most recent year's FEDERAL tax return must be completed and submitted with the MCC application.

*This affidavit is not required if the home being purchased is in a federally "targeted" census tract.*

I am an Applicant for the Mortgage Credit Certificate Program, and I am a first-time homebuyer. I have not owned a principal residence\* during the last three years. I understand that the MCC program requires me to submit copies of my federal income tax returns for that three year period, as evidence that I did not take a property tax or mortgage interest deduction on my tax returns during that time.

**I am signing this affidavit for one of the two reasons stated below.**

**CHECK ONE:**

\_\_\_\_ 1. I hereby certify that I was not required by law to file a federal income tax return for the year(s) and the reason(s) stated below. I am prepared to submit documentation to prove that I did not own a home during that period.

Year(s) \_\_\_\_ Reason(s): (Must be Completed)

\_\_\_\_ 2. I certify that the closing in connection with which I am seeking a MCC is occurring between January 1 and February 15, and that I have not yet filed my federal income tax return for the prior tax year. Regarding my principal residence during that year, I am not entitled to claim a deduction for property taxes and/or mortgage interest.

I acknowledge and understand that this Affidavit will be relied upon for purposes of determining my eligibility for an MCC. I acknowledge that a material misstatement negligently made by me in connection with an application for an MCC will constitute a federal violation punishable by a fine, and a material misstatement fraudulently made in this Affidavit or in any other statement made by me in connection with the application for an MCC will constitute a federal violation punishable by a fine, revocation of the certificate and any other penalty imposed by law. In addition, any material misstatement or false statement which affects my eligibility for an MCC will result in a denial of my application for an MCC, or, if an MCC has been issued prior to the discovery of the false statement, immediate cancellation of the MCC issued.

In addition, I hereby acknowledge and understand that any false pretense, including any false statement or representation; or the fraudulent use of any instrument, facility, article, or other valuable thing or service pursuant to my participation in any MCC Program is punishable by imprisonment or by a fine.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Social Security Number

\* For purposes of prior homeownership, "principal residence" means (1) a single family home, (2) condominium or townhouse unit, (3) stock held by a tenant-stockholder in a cooperative housing corporation (as those terms are defined in Section 26 of the Internal Revenue Code, (4) occupancy of a unit in a multifamily building owned by the Applicant, and (5) any manufactured home (including a mobile home as defined under federal law) which is of a type customarily used at a fixed location having a real estate loan. Principal residence does not include recreational vehicles, campers, and other similar vehicles, mobile homes without a real estate loan attached, or investment property which has not been occupied as a principal residence by the Applicant during the past three years.