



Santa Clara County
Reissued Mortgage Credit Certificate Program (RMCC)

RMCC Checklist and Transmittal Form

Applicants Last Name: _____

Submit the following documents AFTER the Close of Escrow of the refinanced loan.

CHECKLIST:

- _____ 1. **\$350 RMCC Application Fee** (Payable to Santa Clara County)
- _____ 2. **(RMCC-003) RMCC Application Affidavit** (**Applicants notarized signature plus Loan Officer signature.**)
- _____ 3. **(RMCC-009) RMCC Lender's Closing Certificate** (**Loan Officer signature only**)
- _____ 4. **(RMCC-015) RMCC Notice of Potential Recapture Tax** (**Applicants signature only**)
- _____ 5. **(RMCC-019) RMCC Ownership Change Addendum** (**Applicants signature only**)
- _____ 6. **(Exhibit A) Attach an Amortization schedule using original purchase loan information. (Applicant and Loan Officer signatures required.)**

Provide Copies of the Following Documents:

- _____ 7. 1003 Loan Application for New Loan
- _____ 8. Final HUD-1 Settlement Statement for New Loan (NOT ESTIMATED)
- _____ 9. Preliminary Title Report for New Loan
- _____ 10. Promissory Note for New Loan
- _____ 11. Deed of Trust for New Loan

If this is the applicant's **1st Refinancing** of their original loan, attach the following additional documents:

- _____ 12. Copy of Original MCC Certificate
- _____ 13. Copy of Original Promissory Note

If this is the applicant's **2nd or more Refinancing** attach the following additional document:

- _____ 14. Copy of last RMCC Certificate Issued

Helpful Information:

- 1. The Funding / Direct Lender must be a participant in the County RMCC Program. A signed RMCC Participation Agreement must be on file at the County.
- 2. A Mortgage Broker does not need to be an RMCC Participant. The Broker may complete the RMCC application but cannot sign the RMCC documents as the Lender.
- 3. The RMCC application is forwarded to the County **AFTER** the Close of Escrow.

Note: All forms may be found on the County website located at: www.sccgov.org/sites/oah. The click on the First-time homebuyer tab, then on the Applications and Forms tab.

Name of Loan Officer/Broker: _____

Phone and email of Loan Officer/Broker: _____