

MORTGAGE CREDIT CERTIFICATE PROGRAM
Washington State Housing Finance Commission

MCC LOAN RESERVATION FAX-IN FORM

****If you have trained with us and received MITAS passcodes, please log in and reserve funds as usual. This fax-in service is only for loan officers who do not have passcodes.***

Please TYPE: _____ Today's Date _____
Primary Mortgagor Name _____ SSN# _____
Co-Mortgagor (if applicable) _____ SSN# _____

LOAN ORIGINATOR

Lending Institution _____ Branch (city) _____
Loan Officer's Name _____
Phone Number _____ Fax Number _____
Email Address _____
Which MCC Participating Bank will fund this loan? _____
**If not self-funded, contact person at funding lender: _____*
Phone _____ Email _____

FIRST MORTGAGE

Loan Amount \$ _____ Purchase Price of Residence \$ _____ Closing Date _____
30-Year Loan Rate chosen: _____ % Fixed Adjustable
Loan Type (Check one) FHA VA USDA HUD 184
 MCC Conventional (FannieMae, FreddieMac)

➤ All conventional loans must be conforming mortgages, eligible for sale to FannieMae or FreddieMac.

PROPERTY INFORMATION

Street Address _____
City _____ County _____ State _____ Zip Code _____
FFIEC Census Tract _____ (please look up this number at <http://www.ffiec.gov/geocode>)
Check one: Non-Targeted Area Targeted Area
Check one: Existing Home New Home
Total number in household _____ Number of wage earners _____ # over age 62 _____ # of Disabled _____

Add'l. income from any non-mortgagor(s) \$ _____ **TOTAL** Gross Household Income \$ _____ / **Month**

APPLICANT INFORMATION

MCC Applicant Name _____ Homebuyer Ed. Certificate # _____
Current Street Address _____
City _____ State _____ Zip Code _____
Home Phone _____ Work Phone _____
Ethnicity _____ Gender _____ Marital Status _____ Age _____ Years of School _____
Occupation _____ Years in Profession _____ Gross Income \$ _____ /month

Select (a) or (b) as appropriate:

- Applicant has not owned a principal residence within the last three years; or
- Applicant has owned a principal residence within the last three years, but one of the following applies:
 - Loan relates to a Property that is located in a Targeted Area
 - Loan is a Rehabilitation Loan
 - Loan is a Home Improvement Loan

Co-Applicant Name _____ Homebuyer Ed. Certificate # _____
Current Street Address _____
City _____ State _____ Zip Code _____
Home Phone _____ Work Phone _____
Ethnicity _____ Gender _____ Marital Status _____ Age _____ Years of School _____
Occupation _____ Years in Profession _____ Gross Income \$ _____ /month

Select (a) or (b) as appropriate:

- Applicant has not owned a principal residence within the last three years; or
- Applicant has owned a principal residence within the last three years, but one of the following applies:
 - Loan relates to a Property that is located in a Targeted Area
 - Loan is a Rehabilitation Loan
 - Loan is a Home Improvement Loan

Fax this completed form to us, along with copies of these documents *only*:

1. **Purchase and Sale Agreement**, signed by buyer(s) and sellers(s)
2. **Homebuyer Education Certificate** from a Commission-sponsored seminar

(Please do not send any other documents until you receive our confirmation email with a WSHFC Loan Number; enter this number at the top of the [Pre-Closing Checklist](#).)

Send by FAX: **(206) 587-5113**

Send by Email: HomeDocs@wshfc.org

Send by US Post: **Washington State Housing Finance Commission**
Attn: MCC Program Administration
1000 Second Ave., Suite 2700
Seattle, WA 98104-3601

IF YOU DO NOT RECEIVE AN EMAIL CONFIRMATION WITHIN TWO BUSINESS DAYS, CALL 800-767-4663