

**MORTGAGE CREDIT CERTIFICATE PROGRAM  
Washington State Housing Finance Commission**

**NOTICE OF MCC FEE GUIDELINES AND CREDIT RESERVATION PROCESS  
(To be signed at time of MCC application)**

An MCC Fee is required of every applicant for a Washington State Housing Finance Commission Mortgage Credit Certificate (MCC). The MCC Fee is non-refundable and will be collected by the escrow company at the time of your loan closing. If the MCC is not completed and issued for any reason once your first mortgage loan closes, the fee will not be refunded.

Effective January 5, 2016 the following MCC Fee structure will apply to the issuance of all MCCs. ONE of the following fees will apply, depending upon the source of your first mortgage financing.

- \$1,000 -** This Fee will be collected if your first mortgage financing is provided from a source other than the Commission's Home Advantage first mortgage program.
- \$500 -** This Fee will be collected if you combine your MCC with the Commission's Home Advantage first mortgage program.

Reservations for the MCC Credit may be completed by your lender only after the following have been completed:

1. You have completed a Commission sponsored homebuyer education seminar as described on our website; and
2. You provide to your lender a fully executed purchase and sale agreement (signed and dated by all buyers and sellers).

If a loan is reserved and found in violation of our policy, the reservation will be automatically cancelled. Your lender may re-reserve if MCC credit is available. There is no exception to this policy.

**I (We) have read these guidelines and understand the associated risk of forfeiting the MCC Fee and risk of losing the MCC reservation if policies are violated.**

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant's Loan Officer

\_\_\_\_\_  
Date