

## WSHFC MORTGAGE CREDIT CERTIFICATE PROGRAM POST-CLOSING CHECKLIST

MCC Applicant: \_\_\_\_\_ WSHFC's MCC Loan # \_\_\_\_\_  
Last First MI

Lender Contact Name: \_\_\_\_\_ Company: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

✓ **CHECK ITEMS  
INCLUDED**

**(WSHFC USE  
ONLY)**

***If Borrower is receiving a Home Advantage First Mortgage:***

- Copy of Executed Note for Commission Downpayment Assistance Program (if applicable)
- Orig Signature for HOME Recapture Agmt on Seattle, ARCH, Tacoma, Pierce, Bremerton (if applicable)

**For EnergySpark:**

- EnergySpark: Copy of Post-Closing Energy Audit (Documenting 10% improvement)

**Items required for ALL MCC's:**

- This Checklist (MCC 13.13.1-2) (rev.05/25/2016)
- Copy of **Final 1003, signed and dated by Borrower and interviewer**
- Copy of Participant Lender's Approval, verifying loan type
- Copy of **FINAL** Closing Disclosure – all pages
- Copy of Wire Transfer Confirmation for the appropriate application fee
- Copy of executed [Seller Affidavit](#) (MCC 13.7) (rev.8/24/12)
- Copy of signed and notarized [Closing Recapture Provision Notice of Potential Recapture Tax on sale of Home](#) (MCC 13.8) (rev.2/02/09)
- Copy of the MCC applicant's executed Note
- Copy of the executed and certified Deed of Trust
- Pre-Closing Compliance approval conditions: \_\_\_\_\_

**WHEN COMPLETE, UPLOAD TO MITAS**

Please check our [MITAS](#) page for the current status of your loan. Call 1-888-366-6639 if you have any questions.

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

**APPROVED**

**DECLINED**

Date: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

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