

002 - MCC APPLICATION CHECKLIST

The MCC Application Package will not be processed, nor will a Mortgage Commitment Letter be issued for the Applicant, until all the items below are received by the Program Administrator. The below information is to be faxed or emailed to the Program Administrator at 214-953-8799 or fschousing@firstsw.com prior to Closing.

Applicant Name	
Total Loan Amount	\$

LENDER CONTACT INFORMATION

Company Name	
Contact Name	
Phone Number	
Email	

This MCC Application Package contains:

____ 1. **Copy of Reservation Confirmation** provided by the Program Administrator once a Reservation of Funds have been made.

____ 2. **Copy of 003 - MCC Application and Affidavit**

- Review and make sure all information filled in is correct. Complete all blanks.
- Signature with Date - of Applicant(s) - executed by anyone who executes the Deed of Trust
- Signature with Date - of Lender

____ 3. **MCC Application Fee of \$100.00 will be collected at closing and sent in the MCC Closing Package with the MCC Closing Package Review Fee and the MCC Issuance Fee made payable to First Southwest Company. Must be a corporate check.**

____ 4. **Copy of Supporting Income Documentation (Needed for anyone who signs the Deed of Trust)**

- Current pay stub - No More Than one Month Old** - for each Applicant
- Current (not averaged) base monthly salary
- Calculator tape** explaining your calculation and how often paid, if applicable
- VOE** for each Applicant - if needed to prove eligibility. If needed, it can be written or verbal.
- If "Self Employed" - signed current P&L statement
- Certification of No Income - if applicable, (signed by an adult on the Deed of Trust who earns no income)

____ 5. **TSAHC ONLY - Copy of professional certification or license, as applicable.**

____ 6. **TSAHC ONLY - Copy of Homebuyer Education Certificate.**

____ 7. **Copy of DD214 or discharge papers showing honorably discharged, if a Qualified Veteran.**

____ 8. **Copy of Loan Application (1003)**

____ 9. **Copy of 004 - MCC Seller Affidavit: All Blanks must be completed.** If not executed, it will become a Closing condition and must be included in the MCC Closing Package.

- Signature with Date - of Seller

____ 10. **Copy of Purchase Contract (legible copy), signed** by both Borrower and Seller.

- Only include **first and last pages**, and any counter-offers.

____ 11. **Copy of Tax Returns** for each Applicant (anyone who executes the Deed of Trust): **Three (3) most recent years.** Not required if purchasing a home in a Targeted Area, Disaster Area, Rita GO Zone or if Applicant is a Qualified Veteran.

- Signed if they are the forms the Applicant filed with the IRS. Printouts from the IRS do not have to be signed.**

____ 12. **Copy of Rental Verification** (written or verbal) from the last tax return to the application date if the address is different on the 1003 from the previous years tax return. Not required if purchasing a home in a Targeted Area, Disaster Area, Rita GO Zone or if Applicant is a Qualified Veteran.