

Colorado Housing And Finance Authority  
www.chfainfo.com

**Statewide Mortgage Credit Certificate<sup>sm</sup> (MCC) Program  
Final Certificate Submission Voucher And File Order**

- (1) Submission Date: \_\_\_\_\_
- (2) Lender: \_\_\_\_\_
- (3) Lender Address: \_\_\_\_\_
- (4) Lender Contact: \_\_\_\_\_
- (5) Contact Email Address: \_\_\_\_\_
- (6) Phone Number: \_\_\_\_\_ (7) Fax \_\_\_\_\_
- (8) Preferred Method to Receive Letters:  Email  Fax  Mail
- (9) MCC Reservation Number: \_\_\_\_\_
- (10) Borrower(s) Name: \_\_\_\_\_
- (11) Property Address: \_\_\_\_\_
- (12) P.O. Box Address, if applicable: \_\_\_\_\_
- (13) Date of Closing: \_\_\_\_\_
- (14) Closed Loan Amount: \_\_\_\_\_
- (15) Certified Indebtedness Amount, if different: \_\_\_\_\_

**Secure electronic file delivery is available, and is CHFA's preferred method of submission. Submit files in the order of this Submission Voucher. Please do not submit duplicate documents. If submitting a paper file, remove all staples and secure file with a binder clip or rubber band. Do not hole-punch documents.**

**All required documents must be submitted in the Final Certificate package for approval.**

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**Lender Requirements**

- Direct all MCC Final Certificate Submission packages to:  
Colorado Housing and Finance Authority  
Home Finance Division  
Attn: MCC Processing  
1981 Blake Street  
Denver, Colorado 80202
- Final Certificate Deadline:  
All MCC Post Closing Packages must be submitted to CHFA within (10) days of loan closing.
- Issuance of Mortgage Credit Certificate:  
Upon satisfactory review of the MCC Final Certificate documents, CHFA will issue and mail the Mortgage Credit Certificate (MCC-10) to the Borrower. A copy of the MCC-10 will be sent to the Lender.

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**MCC Final Certificate/Post Closing File Order/Required Forms**

- % **MCC-9B, MCC Final Certificate Submission Voucher and File Order**
- & **CHFA Underwriter's Conditions** (See CHFA's Prior Approval Letter)
- ' . **Original MCC-7, Final Applicant and Lender Affidavit**
- (. **Original MCC-14, Notice of Recapture Tax to Mortgage Loan Applicants**
- ). **Original MCC-6, Seller Affidavit** (if not submitted with Compliance package)
- \*. **HUD-1 Settlement Statement(s)**, with addendums, signed by all parties
- +. **Copy of signed Promissory Note for the First Mortgage Loan**
- , . **\$500 MCC Fee**, if not submitted with Eligibility Review package; must be certified funds, Lender check, or Title check.

**Upon acceptable review of the Final Certificate package, CHFA will issue the Mortgage Credit Certificate (MCC-10) to the Applicant and a copy to the lender.**