



**New Hampshire Housing**  
Bringing You Home

**MCC Forms Required**

- \_\_\_ Affidavit & Recapture Notice
- \_\_\_ MCC Program Disclaimer
- \_\_\_ **MCC Education Certificate**
- Reminder: 3 years tax returns  
(household) and household income

**Participating Originator *Flex* Stacking List**

Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

**Send original documents in this order**

- \_\_\_ 1. Purchase and Sales Agreement (signed by all parties)
- \_\_\_ 2. Copy of deed/legal description \_\_\_ Property Tax Bill
- \_\_\_ 3. Signed NH Housing LE package
- \_\_\_ 4. Secondary Lien exhibits (if applicable)
- \_\_\_ 5. Fully executed URLA (1003)
- \_\_\_ 7. Credit Report
- \_\_\_ 8. Credit Explanations (if applicable)
- \_\_\_ 9. Verifications of Rent / Mortgage (if applicable)
- \_\_\_ 10. Gift letter and paper trail (if applicable)
- \_\_\_ 11. Verification of Assets (VOD's or 2 mo. Statements)
- \_\_\_ 12. Copy of cancelled deposit checks and corresponding bank statements
- \_\_\_ 13. Written VOE(s) covering a 2 year period and 30 days recent pay stubs
- \_\_\_ 14. Year to date Profit and Loss Statement for self employed
- \_\_\_ 15. 2 years SIGNED tax returns with W'2's or TRV's (**3 years for MCC**)
- \_\_\_ 16. Divorce Decree and child support order (if applicable)
- \_\_\_ 17. Borrower Certification and Authorization (NHHFA's and Participating Originators)
- \_\_\_ 18. 4506T Request for Transcript of Tax Return
- \_\_\_ 19. Equal Credit Opportunity Act Disclosure
- \_\_\_ 20. Fair Credit Disclosure
- \_\_\_ 21. Patriot Act Disclosure
- \_\_\_ 22. Photo ID
- \_\_\_ 23. Privacy Policy Disclosure
- \_\_\_ 24. Fair Lending Notice
- \_\_\_ 25. All lender application disclosures including but not limited to List of Consumer Credit Counseling Agencies.
- \_\_\_ 26. Water Test, if applicable
- \_\_\_ 27. Contact Information Sheet

**Required for RD**

- \_\_\_ 1. RD form 3555-21 Request for Loan Guarantee (completed and signed by borrower)

**Required for FHA**

- \_\_\_ 1. FHA Amendatory Clause Mortgage (signed by all parties)
- \_\_\_ 2. HUD 92900-A Addendum to URLA pages 1 & 2 completed (NHHFA is Sponsor, you are lender)
- \_\_\_ 3. Automated finding (to include SCORECARD on FHA)
- \_\_\_ 4. Real Estate Certification (signed by all parties)
- \_\_\_ 5. Important Notice to Homebuyers (prepayment)
- \_\_\_ 6. For Your Protection: Get a Home Inspection
- \_\_\_ 7. Informed Consumer Choice Disclosure Notice
- \_\_\_ 8. Notice to Homeowner (Assumption)
- \_\_\_ 9. FHA Identity of Interest Certification
- \_\_\_ 10. Watch Out for Lead-Based Paint Poisoning
- \_\_\_ 11. FHA Underwriting transmittal (HUD-92900-LT)

**Important Dates:**

\_\_\_\_\_ Application Date                      \_\_\_\_\_ Title Search Ordered

\_\_\_\_\_ Financing Commitment                      \_\_\_\_\_ Closing Date

**Notes to the File:**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Contact Person  
12-2016

\_\_\_\_\_  
Phone #