



# SETH

SOUTHEAST TEXAS HOUSING FINANCE CORP.

## MORTGAGE CREDIT CERTIFICATE PROGRAM LENDER TRAINING

MAY 2022

# WHAT IS A MORTGAGE CREDIT CERTIFICATE/MCC?

In 1984 Congress passed the Tax Reform Act as a means of providing housing assistance to families of low and moderate income. This was the creation of today's MCC Programs.

The MCC is a tax credit that helps reduce the amount of federal income tax due and provides additional available income to help a borrower qualify for a mortgage loan.

A homeowner can access this credit for the life of the mortgage loan.

Buyers may be subject to paying a federal recapture tax if they do not owner occupy the property as primary residence during the recapture period (usually 9 years.)

Tax credits are a powerful way of increasing a family's annual income.

# WHAT DOES AN MCC DO?

Provides an income tax credit to the borrower as long as they owner occupy their home. The federal government already allows all homeowners to claim an itemized income TAX DEDUCTION for the amount of interest paid each year on the mortgage loan. A TAX DEDUCTION reduces the amount of income that is taxed.

The MCC Program takes a portion of the mortgage interest paid and turns it into a TAX CREDIT. A TAX CREDIT is an amount returned to the buyer either by increasing the amount refunded in their tax return or decreasing the amount of taxes owed.

Because the CREDIT is accessible for the life of the loan, an MCC may save a homeowner thousands of dollars during the life of the mortgage loan.....  
WHILE MAKING THE SAME MORTGAGE PAYMENT THEY WOULD MAKE WITHOUT THE MCC!!

# HOW DOES THIS WORK?

NEW TAX CREDIT RATE

Here is a sample of one year of savings with the SETH MCC Program :

The actual amount of the CREDIT is determined by actual interest paid each year

Loan Amount= \$220,000      Interest Rate= 6.5%

Homeowner pays \$14,300 in mortgage interest this year

MCC Program Tax Credit Rate= 20%

$\$14,300 \times 20\% = \$2,860$

MCC TAX CREDIT PROVIDED: \$2,860

BENEFIT TO QUALIFY FOR MORTGAGE LOAN: \$238/month

# FEDERAL RECAPTURE TAX NOT APPLICABLE AFTER 9 YEARS

For Recapture tax to apply, the homeowner must meet **ALL** the following conditions:

1. Sell the home within nine years;
2. Make a net profit (gain) on the sale of the home;
3. The Homeowner's household income must have increased at least 5% each year above the applicable income limit for the program.

MCC Programs are financed with Mortgage Revenue Bonds and may be subject to a Federal Recapture Tax.

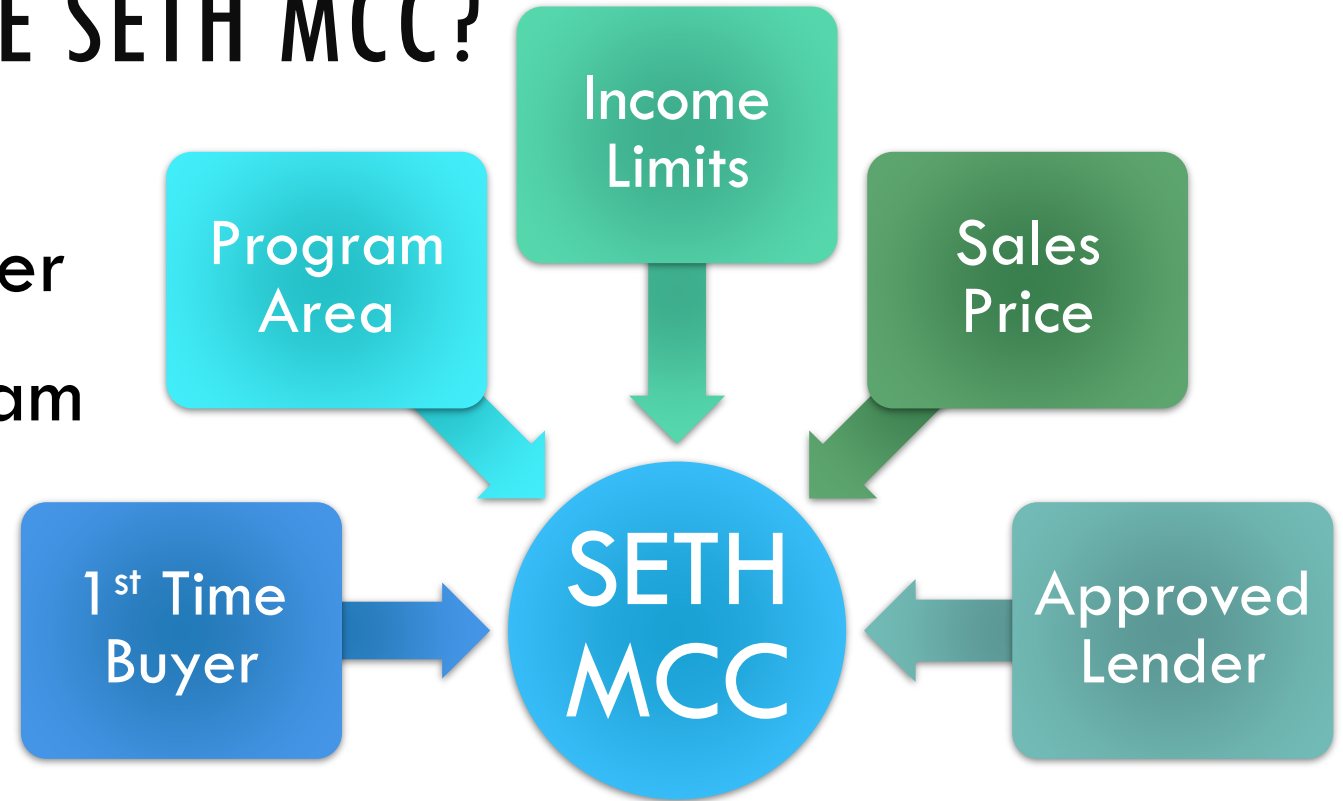
After living in the home for the nine years, a buyer will no longer be subject to the recapture provision.

# WHO QUALIFIES FOR THE SETH MCC?

Must be a 1<sup>st</sup> Time Homebuyer  
Purchase a Home in a Program  
Area

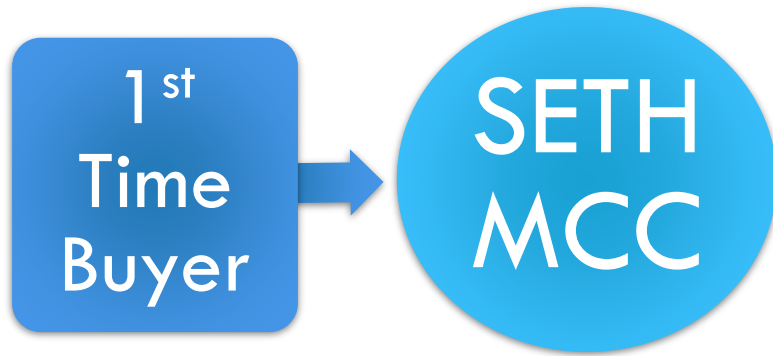
Qualify for Mortgage Loan  
with Participating Lender.

Meet Income and Purchase  
Price Limits



**All Homebuyers receive a \$2,500 Grant  
at closing with their SETH MCC.**

# MUST BE A 1<sup>ST</sup> TIME HOMEBUYER

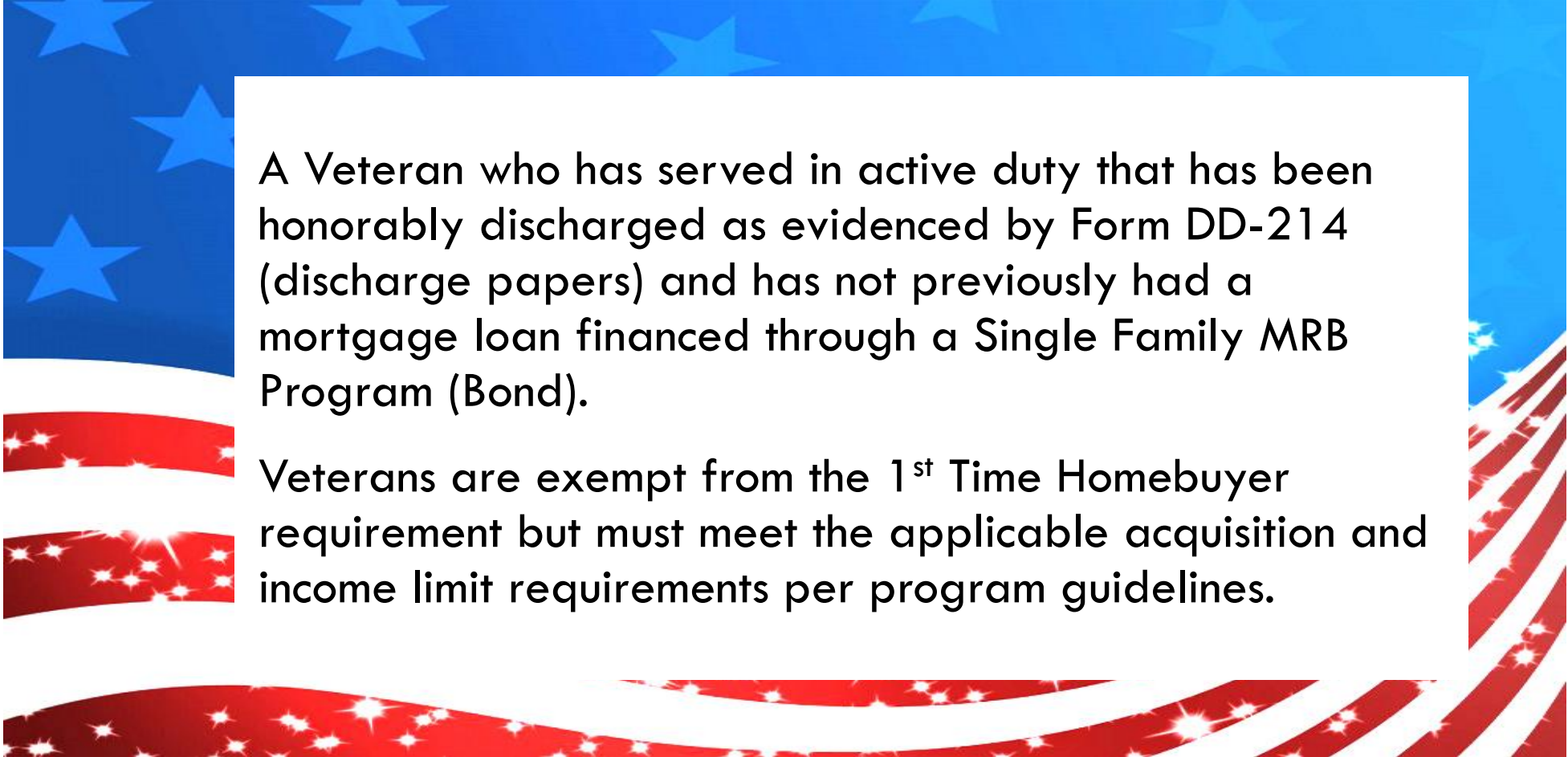


Definition: 1<sup>st</sup> Time Homebuyer – Borrower has not had an ownership interest in a principal residence within the last 3 years.

- Review previous 3 years signed IRS Tax Returns or Transcripts for all borrowers.

Note: 1<sup>st</sup> Time Homebuyer requirement waived for properties located in a “targeted area”

# AVAILABLE EXEMPTIONS FOR A QUALIFIED VETERAN

A decorative graphic of the American flag, featuring a blue field with white stars and red and white stripes, framing the text on the right.

A Veteran who has served in active duty that has been honorably discharged as evidenced by Form DD-214 (discharge papers) and has not previously had a mortgage loan financed through a Single Family MRB Program (Bond).

Veterans are exempt from the 1<sup>st</sup> Time Homebuyer requirement but must meet the applicable acquisition and income limit requirements per program guidelines.



# MUST BE IN OUR PROGRAM AREAS



- Eligible Properties must be located in a Program Area Taxing Entity
- Pay property taxes to the City or County
- Check the Appraisal District or Tax Certs

**Eligible Counties:** Austin, Brazoria, Chambers, Liberty, Matagorda, Walker, Waller and Wharton

**Eligible Cities:** Baytown, Deer Park, Dickinson, La Marque, La Porte, League City, Pasadena, Santa Fe, Shoreacres, Texas City and Tomball.

# EXCEPTIONS IN TARGETED AREAS

Higher Income and  
Purchase Price Limits

No First Time  
Homebuyer  
Requirement

Census tract search at

**Targeted Areas** are census tracts in which 70 percent or more of the families have an income which is 80 percent or less of the statewide median family income, or an area designated as an area of chronic economic distress. Such areas are not subject to the prior home ownership restriction and have larger sales prices and income limits.

[SETH MCC Targeted Census Tracts include:](#)

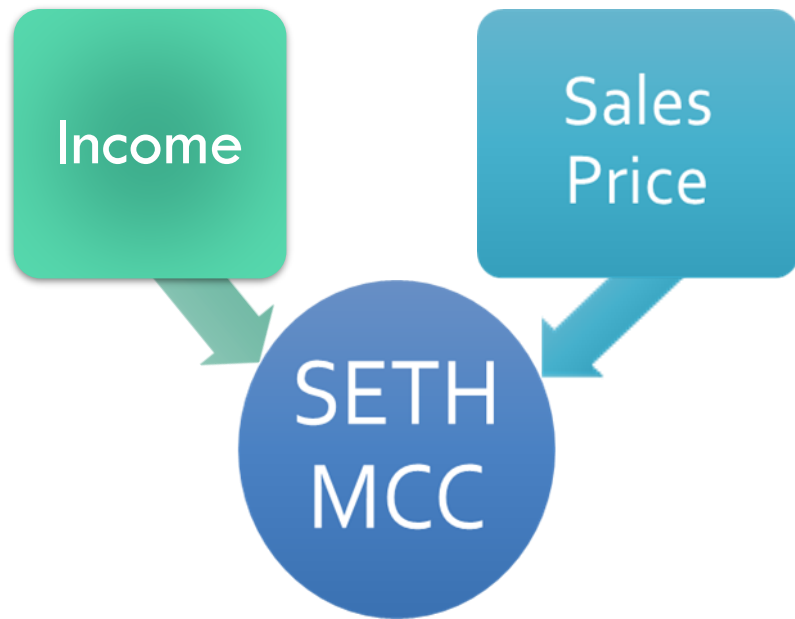
**City of Baytown-2534.00**

**City of Pasadena- 3220.00 ;3230.00;3231.00;3235.00**

**Walker County- 7906.00;7907.00**

<https://geomap.ffiec.gov/FFIECGeocMap/GeocodeMap1.aspx>

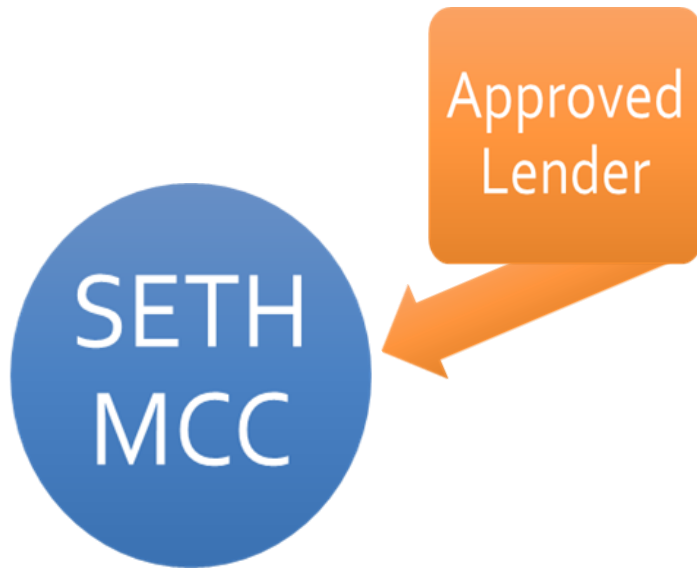
# INCOME & PURCHASE PRICE LIMITS FOR SETH MCC



- Total Anticipated Annual Family Income is calculated to qualify for the MCC Program.
- Targeted areas: Higher purchase income and purchase price limits.

Location: Effective 5.23.22	1-2 Family	3 or More	Purchase Price Limits
<b>Austin County</b>	<b>\$86,900</b>	<b>\$99,935</b>	<b>\$349,525</b>
<b>Brazoria County</b>	<b>\$107,000</b>	<b>\$123,050</b>	<b>\$349,525</b>
<b>Counties of Chambers, Liberty, Waller</b> <b>Cities of Baytown, Deer Park, Dickinson, La Marque, La Porte, League City, Pasadena, Santa Fe, Shoreacres, Texas City and Tomball</b>	<b>\$88,600</b>	<b>\$101,890</b>	<b>\$349,525</b>
Targeted Baytown 2534.00 Targeted Pasadena 3220.00, 3230.00, 3231.00 & 3235.00	\$106,320	\$124,040	\$427,198
<b>Matagorda County</b>	<b>\$85,300</b>	<b>\$98,095</b>	<b>\$349,525</b>
<b>Walker County</b> Targeted Walker County 7906.00 and 7907.00	<b>\$85,300</b> \$102,360	<b>\$98,095</b> \$119,420	<b>\$349,525</b> \$427,198
<b>Wharton County</b>	<b>\$85,300</b>	<b>\$98,095</b>	<b>\$349,525</b>

# APPROVED LENDER LIST



Want to be on the list?

Email us at [compliance@sethtexas.com](mailto:compliance@sethtexas.com)



## SETH MCC Program: Approved Lenders

- Academy Mortgage
- AmCap Mortgage
- American Financial Network
- Associated Mortgage Corp
- Bank of Texas
- Barefoot Mortgage Group
- Cadence Bank
- Caliber Home Loans
- Cardinal Financial
- Celebrity Home Loans
- Clear Choice Home Loans
- CMG Mortgage
- Cornerstone Home Lending
- DHI Mortgage
- Directions Equity
- Everett Financial/Supreme Lending
- Fairway Independent Mortgage
- First Community Mortgage
- First Continental Mortgage
- Gateway First Bank
- Guaranteed Rate
- Guild Mortgage
- Homebridge Financial Services
- HomeTrust Mortgage
- Independent Bank
- Interlinc Mortgage Services
- K Hovanian Mortgage
- Loan Depot- MTH Mortgage
- Mortgage Approval Guide
- Mountain West Financial
- Movement Mortgage
- Nations Reliable lending, LLC
- NBH Bank
- Nova Financial & Investment
- NRL Mortgage
- NTFN Premier Nationwide Lending
- NuHome Group
- Panorama Mortgage Group
- PrimeLending
- PRMG Paramount Residential Mortgage Group
- Revolution Mortgage
- SecurityNational Mortgage Corp
- Southwest Funding
- Spoon Investments/ Hub City Lending
- Stockton Mortgage Corporation
- Summit Funding
- Susser Bank – Affiliated Bank
- T2 Financial – Revolution Mtg
- Thrive Mortgage
- Town Square Mortgage
- US Mortgage Corporation
- Wallick & Volk
- Wells Fargo

# FEES FOR THE SETH MCC PROGRAM

- 
- NO MCC Fees required
  - Optional Application Fee

## \*\*\*\*\*NO MCC FEES\*\*\*\*\*

If combining SETH MCC with SETH 5 Star or GoldStar, submit loan confirmation from eHousingPlus or Gateway

SETH 5 Star, GoldStar fees remain the same

Lender can collect an optional \$75 Application Fee

Lender charges regular and customary fees

# SETH'S HOMEBUYER EDUCATION IS REQUIRED

The SETH Homebuyer's Education class is required for one borrower.

Visit: [www.sethfc.com](http://www.sethfc.com)

Cost of Homebuyer's Education Class:

1 person- \$100

Free for Charter Income Buyers with SETH 5Star or SETH GoldStar loans



# CAN THE MCC BE COMBINED WITH OTHER PROGRAMS?



- The MCC can be a stand alone program.
- The MCC can be combined with other programs such as the SETH 5 Star Texas or GoldStar Programs.
- City/County Down Payment Assistance Programs.
- FHA, USDA, VA & Conventional loans products.
- Cannot be combined with a Bond loan.

# RESERVING THE MCC- CONTACT SETH FOR HELP

**The SETH MCC is not on ehousingplus.com.**

**(The MCC must be reserved before closing the loan.)**

**Forms, income limits, etc <https://sethfc.com/lender-tool-box/>**

**Fillable Form Password: “sethhome”**

**Email: [compliance@sethtexas.com](mailto:compliance@sethtexas.com) phone: 281-484-4663**



# READY TO GET STARTED?

## SETH 2022 MCC SUBMISSION GUIDE

### What you will need-

1. Fillable forms located at <https://sethfc.com/lender-tool-box/>
2. Check stubs (all forms of income)
3. Any other income documentation
4. Last 3 years **Signed** IRS Tax Returns or Transcripts
5. Tax Certificate or Appraisal District Print Out
6. SETH HBE certificate.

### STEP ONE DOCUMENTS REQUIRED FOR RESERVATION

DOCUMENT 1	—	MCC Submission Cover Sheet
DOCUMENT 2	—	Affidavit of Applicant
		Certification Of No Income (If Applicable)
		Tax Return Affidavit (If Applicable)
		Prior Residences
		SETH Homebuyer Education Certificate
		Previous 3 Years Signed Tax Returns or IRS Transcripts
		Subject Property Tax Certificates or Appraisal District Print Out

Step One:  
Send these  
to SETH

Page 8  
Page 9  
Page 10  
Page 11

# STEP ONE: RESERVING THE MCC



## DOCUMENT 1: MCC SUBMISSION COVER SHEET SOUTHEAST TEXAS HOUSING FINANCE CORPORATION

### MCC Submission Cover Sheet

Fillable format

The following item is to be **left blank at this point:**

- Anticipated Family Income

(it will auto populate after completing Doc 2.)

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

Lender Contact: \_\_\_\_\_

Lender Phone: \_\_\_\_\_

Lender Title: \_\_\_\_\_

Email: \_\_\_\_\_

Applicant 1: \_\_\_\_\_

Taxpayer ID # (TIN): \_\_\_\_\_

First Time Home Buyer: \_\_\_\_\_ YES \_\_\_\_\_ NO

Anticipated Annual Family Income\*\*: \$ 0

\*\*Enter all income in Document 2

Prior Year Adjusted Gross Income: \$ \_\_\_\_\_

Applicant 2: \_\_\_\_\_

Taxpayer ID # (TIN): \_\_\_\_\_

Qualified Veteran: \_\_\_\_\_ YES \_\_\_\_\_ NO

Family Size: \_\_\_\_\_

Ethnicity (Optional): \_\_\_\_\_

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

Subject Property County: \_\_\_\_\_

Targeted Area: \_\_\_\_\_ YES \_\_\_\_\_ NO

Loan Amount: \$ \_\_\_\_\_

Residence: \_\_\_\_\_ New \_\_\_\_\_ Existing

Census Tract #: \_\_\_\_\_

Purchase Price: \$ \_\_\_\_\_

MCC Commitment Number: \_\_\_\_\_

MCC Commitment Expiration Date: \_\_\_\_\_

Loan Maturity: \_\_\_\_\_

Loan Term (Years): \_\_\_\_\_

Closing Date: \_\_\_\_\_

Interest Rate on Loan (%): \_\_\_\_\_

Lender Loan Number: \_\_\_\_\_

Is mortgage financed by a DPA Program? \_\_\_\_\_ NO \_\_\_\_\_ YES, Name: \_\_\_\_\_

# STEP ONE: RESERVING THE MCC

## Document 2 : Affidavit of Applicant

Complete :

- New or Existing home.
- Applicant or Co-applicant is or is not A Qualified Veteran.

List all household members

Borrower will be listed on the top line. Include any Non-Purchasing Spouse.

Use 2<sup>nd</sup> line for Spouse or Co-borrower. Any children in household need to be listed beginning on next line.

If you need more lines for family member, copy this page in the fillable forms and insert with the application.



### DOCUMENT 2 AFFIDAVIT OF APPLICANT

I am an applicant and mortgagor under The Southeast Texas Housing Finance Corporation's Mortgage Credit Certificate Program purchasing a \_\_\_\_new/ or \_\_\_\_existing residence which is located in the Counties of Austin, Brazoria, Chambers, Liberty, Matagorda, Walker, Waller and Wharton, Texas, and the Cities of Baytown, Deer Park, Dickinson, La Marque, La Porte, League City, Pasadena, Santa Fe, Shoreacres, Texas City and Tomball, Texas.

The Applicant or Co-Applicant including (non-purchasing spouse) is \_\_\_\_ or is not \_\_\_\_ A "Qualified Veteran" means a person who is a "veteran" (as defined in 38 U.S.C. Section 101) who has not previously obtained a loan financed by single family mortgage revenue bonds or a loan which utilized a mortgage credit certificate program using the veteran's exception to the 3-year requirement set forth in Section 143(d)(2)(D) of the Code. The Qualified Veteran must provide true and correct copies of his or her discharge or release papers (DD-214), which demonstrate that such discharge or release was other than dishonorable.

#### Household Information - Number of Persons that will live in the Residence:

NAME	RELATIONSHIP	AGE	SOCIAL SECURITY # - TIN

# STEP ONE: RESERVING THE MCC

Name and Address of Employer for all members that will be Liable on the Loan:

NAME	EMPLOYER NAME AND ADDRESS OR TYPE OF INCOME	MONTHLY GROSS INCOME

Total Monthly Gross Income \_\_\_\_\_ 0

X 12 =

Anticipated Annual Family Income 0 \_\_\_\_\_

## Document 2: Anticipated Annual Family Income Cont.

Income of all mortgagors living in the property who are liable on the loan. This includes \*Non- Purchasing Spouses.

- Monthly income means the sum of current monthly gross pay AND any additional income(investments, pensions, VA compensation, part-time employment, bonuses, dividends, interest, child support (even if sporadic). See Affidavit of Applicant for more information.
- Self employment-Follow Agency Guidelines for calculating family income for self-employed mortgagors.
- Page 4. Complete Targeted Area.

# STEP ONE: RESERVING THE MCC

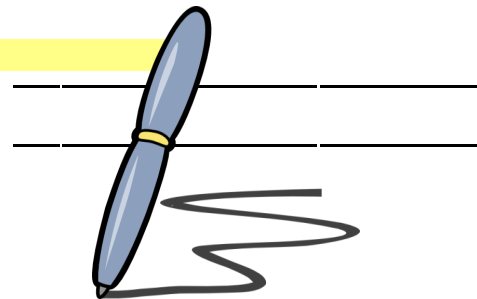


I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE UNITED STATES OF AMERICA AND THE STATE OF TEXAS THAT THE FOREGOING IS TRUE AND CORRECT.

NAME(S) OF APPLICANT:

SIGNATURE(S) OF APPLICANT

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



Doc 2: Anticipated Annual  
Family Income

Page 6 Signature page  
Signed by all Applicants and  
Non-Purchasing Spouses

# STEP ONE: RESERVING THE MCC



If applicable-

The following forms are only to be completed and submitted if necessary:

CERTIFICATION OF NO INCOME - is to be completed for any adult in the household who will be signing the Deed of Trust/Mortgage and earns NO INCOME.

TAX RETURN AFFIDAVIT - is to be completed for any adult in the household who will be signing the Deed of Trust/Mortgage and was NOT REQUIRED TO FILE FEDERAL TAX RETURNS.

## IF APPLICABLE: OPTIONAL FORMS

- **Certification of No Income**
- **Tax Return Affidavit**

# STEP ONE: Reserving the MCC



## CERTIFICATION OF NO INCOME

All income must be verified for anyone receiving assistance. To comply with this requirement, please complete and sign the information requested in the certification below. This information will be held in the strict confidence and used only for the purpose of establishing eligibility for the MCC program.

I, \_\_\_\_\_, do hereby certify that I do NOT receive any income from ANY source.

I understand sources of income include, but are not limited to, the following:

Employment by a Company or Individual

Retirement Funds

Unemployment Compensation

Alimony

Social Security income

Income from Assets

Workers Compensation

Pensions

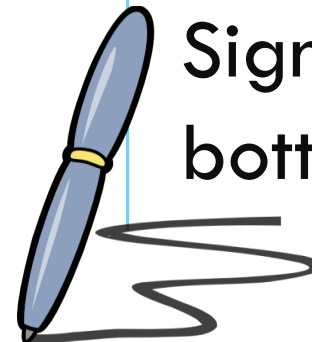
Child Support

General Assistance

IF APPLICABLE:  
CERTIFICATION OF NO INCOME

Complete only for  
family members with  
no income.

Sign or e-sign at the  
bottom.



# STEP ONE: Reserving the MCC



## TAX RETURN AFFIDAVIT

I was not required by law to file a federal income tax return for the following year(s) and reason(s) stated below (please check the appropriate box):

	YEAR	REASON
<input type="checkbox"/>	20__	_____
<input type="checkbox"/>	20__	_____
<input type="checkbox"/>	20__	_____

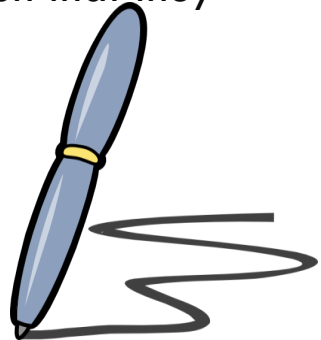
*Material Misstatements and Penalties.* I understand that this Affidavit will be relied upon to determine my eligibility for a Mortgage Credit Certificate. I understand that any material misstatement in this or any affidavit or certification made in connection with application for or issuance of a Mortgage Credit Certificate because I was negligent will result in a civil penalty of \$1,000, revocation of any MCC issued in connection with the application and any criminal penalty that may apply. Any material misstatement due to my fraud will result in a civil penalty of \$10,000, revocation of any MCC issued in connection with the application and any criminal penalty that may apply. I understand that perjury is a felony. A person who is convicted of perjury can be punished with a fine, imprisonment or both.

5. All documents attached to this Affidavit and marked as attachments are true and correct and not misleading.

NAME(S) OF APPLICANT(S):	SIGNATURE(S) OF APPLICANT(S)	TAXPAYER ID NUMBER(S):
_____	_____	_____
_____	_____	_____

## IF APPLICABLE : TAX RETURN AFFIDAVIT

- ✓ Check box that goes with statement. If tax returns were not required, then state the year and reason that they were not required.
- ✓ Borrower /Co Borrower and All Spouses Sign.



\* Cannot accept extensions. Must have actual return.



# STEP ONE: Reserving the MCC



**PRIOR RESIDENCES:**

[NOT REQUIRED FOR RESIDENCE LOCATED IN A TARGETED AREA]

During the last 3 years I have either:

1) Rented at the following address for the following periods

Address: _____	Landlord: _____
City: _____	From: _____ to _____
Address: _____	Landlord: _____
City: _____	From: _____ to _____
Address: _____	Landlord: _____
City: _____	From: _____ to _____

(Indicate additional addresses on separate sheet, if necessary)

2) Lived with the following members of my family (without owning a "Principal Residence"\*) at the following addresses for the following periods of time:

Names: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
Phone # (include area code): \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Names: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
Phone # (include area code): \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Names: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
Phone # (include area code): \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

## PRIOR RESIDENCES

Enter Prior Residences for the last 3 years.

Section (1) Be sure to list landlords and dates.

Section (2) Use if living with relatives.

Section (3) Describe any other living arrangements

# SETH ISSUES MCC CONDITIONAL COMMITMENT LETTER

## SETH MCC: CLOSING PACKAGE CHECKLIST

SOUTHEAST TEXAS HOUSING FINANCE CORP.  
11111 S. Sam Houston Pkwy East Houston, Texas 77089  
281.484.4663 [www.sethfc.com](http://www.sethfc.com)

Date: 12/02/2021

Lender: [REDACTED]

Program: SETH MCC Program [compliance@sethtexas.com](mailto:compliance@sethtexas.com)

Subject: [REDACTED]/SETH MCC Conditional Commitment letter

The SETH MCC Conditional Commitment Letter has been included for your records

**The following items must be provided 15 days after closing. Items can be emailed to the SETH MCC Program at the address above. If you would like to fax these documents, please contact me directly for instructions.**

1. MCC Submission Cover Sheet- include census tract



MCC Commitment #: SETH 2021-023

Expiration Date: 04/05/2022

Applicant: [REDACTED]

Lender: [REDACTED]

Loan Amount: \$ 197,653

SETH MCC Grant: \$2,000

### SOUTHEAST TEXAS HOUSING FINANCE CORPORATION MORTGAGE CREDIT CERTIFICATE COMMITMENT LETTER- SETH MCC

TO THE ABOVE APPLICANT AND LENDER:

An Application in the form of an Affidavit of Applicant and related documentation pursuant to The Southeast Texas Housing Finance Corporation 2021 Mortgage Credit Certificate Program Manual, has been received by the undersigned Administrator and reviewed for its compliance with the terms and conditions of the Program. The Administrator has determined that the Applicant has complied with the initial requirements of the Program.

Subject to completion of the remaining terms and conditions prior to issuance of a Mortgage Credit Certificate pursuant to the Program Manual, the Administrator will execute and deliver a Mortgage Credit Certificate to the Applicant for a Loan amount not to exceed the above-indicated sum to be dated as of the date of closing the Loan. A copy of such Mortgage Credit Certificate shall be furnished to the Lender

## SETH MCC: \$2,000 GRANT INSTRUCTIONS

SOUTHEAST TEXAS HOUSING FINANCE CORP.  
11111 S. Sam Houston Pkwy East Houston, Texas 77089  
281.484.4663 www.sethfc.com

Date: 3/28/2023

Lender: Mortgage

Program: SETH MCC Program

**SOUTHEAST TEXAS HOUSING FINANCE CORPORATION**

Subject: Mickey Mouse / SETH MCC

### Grant Funding Request

This loan qualifies for our SETH MCC Grant closing costs associated with the purchase.

Date: 4/6/2023

Anticipated closing date: 5/1/2023

The Grant Funding Request must be received **Business Days** prior to closing. Grant instructions provided by the MCC Lender.

Purpose: Assistance Funding

Amount: \$ 2,000

Contract: SETH MCC / 2021

Purchaser:

Property Address:

City:  State: TX

Authorization:

This funding request, duly approved and executed, shall serve as authorization to fund by wire transfer Two Thousand and 00/100 Dollars (\$2,000.00) from the Southeast Texas Housing Finance Corporation - DPA account #7680826844 at Wells Fargo Bank per the following wiring instructions for credit to the above referenced Purchaser as indicated below:

Bank  
ABA 107-005-319  
Title Company  
Account #

Reference: GF# \_\_\_\_\_ Borrower: \_\_\_\_\_

This amount represents a \$2,000 assistance funding from the Southeast Texas Housing Finance Corporation according to provisions of the SETH 2021 Mortgage Credit Certificate Program.

Program Approval:

  
Rhonda Mitchell  
Homeownership Director  
[rmitchell@sethtexas.com](mailto:rmitchell@sethtexas.com)

## NEW STEP FOR SETH MCC GRANT:

- SETH will send Grant Instructions and Funding Request with Commitment Letter
- Complete Grant Funding Request and return to SETH 2 business days prior to closing
- SETH wires funds to title company
- SETH Grant listed on CD as SETH MCC Grant
- Funds can be used for down payment and/or closing costs
- Not permitted to be refunded to borrower

# STEP TWO: CLOSING

**There may be items that will need to be signed at closing. Please review your Closing Package Checklist provided with the MCC Commitment.**

Step Two: These items may need to be sent to Title Company and signed at closing:

1. Affidavit of Seller
2. Closing Affidavit
3. Lender Certification
4. Notice of Potential Recapture Tax

# STEP TWO: Closing

Update MCC Cover  
Page with any  
changes in loan  
amount or interest  
rate, but not  
property address  
or income.



## DOCUMENT 1: MCC SUBMISSION COVER SHEET SOUTHEAST TEXAS HOUSING FINANCE CORPORATION

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

Lender Contact: \_\_\_\_\_

Lender Phone: \_\_\_\_\_

Lender Title: \_\_\_\_\_

Email: \_\_\_\_\_

Applicant 1: \_\_\_\_\_

Taxpayer ID # (TIN): \_\_\_\_\_

First Time Home Buyer: \_\_\_\_\_ YES \_\_\_\_\_ NO

Anticipated Annual Family Income\*\*: \$ 0 \_\_\_\_\_

\*\*Enter all income in Document 2

Prior Year Adjusted Gross Income: \$ \_\_\_\_\_

Applicant 2: \_\_\_\_\_

Taxpayer ID # (TIN): \_\_\_\_\_

Qualified Veteran: \_\_\_\_\_ YES \_\_\_\_\_ NO

Family Size: \_\_\_\_\_

Ethnicity (Optional): \_\_\_\_\_

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

Subject Property County: \_\_\_\_\_

Targeted Area: \_\_\_\_\_ YES \_\_\_\_\_ NO

Loan Amount: \$ \_\_\_\_\_

Residence: \_\_\_\_\_ New \_\_\_\_\_ Existing

Census Tract #: \_\_\_\_\_

Purchase Price: \$ \_\_\_\_\_

MCC Commitment Number: \_\_\_\_\_

MCC Commitment Expiration Date: \_\_\_\_\_

Loan Maturity: \_\_\_\_\_

Interest Rate on Loan (%): \_\_\_\_\_

Loan Term (Years): \_\_\_\_\_

Lender Loan Number: \_\_\_\_\_

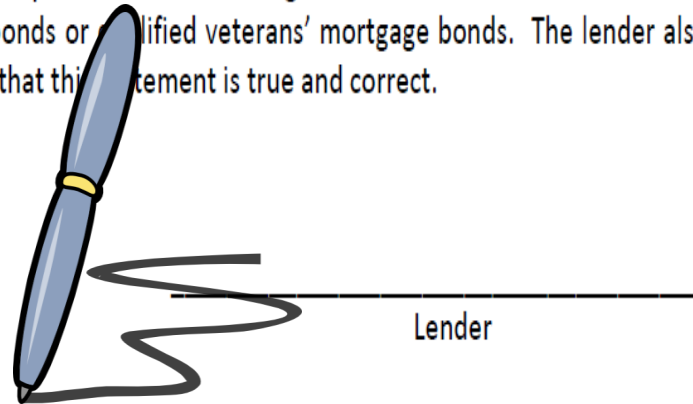
Closing Date: \_\_\_\_\_

Is mortgage financed by a DPA Program? \_\_\_\_\_ NO \_\_\_\_\_ YES, Name: \_\_\_\_\_

# STEP TWO: Closing

## DOCUMENT 3: LENDER CERTIFICATION

To the best knowledge of the Lender, the Applicant nor the Seller of the Residence has submitted any negligent or fraudulent statements, contained in any of the documents submitted in connection with the issuance of the Mortgage Credit Certificate and that they are true and correct. The Lender certifies that no portion of the financing of the Residence has come from the proceeds of qualified mortgage bonds or qualified veterans' mortgage bonds. The lender also certifies under penalty of perjury that this statement is true and correct.



Lender

## DOCUMENT 3: LENDER CERTIFICATION

Lender certifies that documents  
provided are accurate

Lender completes & signs

# STEP TWO: Closing

## DOCUMENT 4: AFFIDAVIT OF SELLER

This document must be signed by Seller on or before closing date.

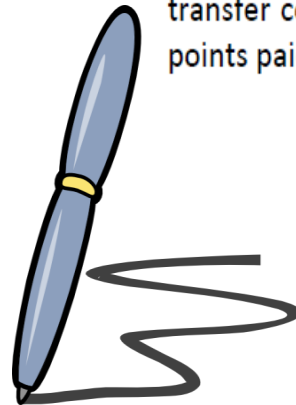
If it's an REO- no signature required/  
blank must be checked on REO line.

### DOCUMENT 4: AFFIDAVIT OF SELLER

To the Seller: The party purchasing your home has applied for a Mortgage Credit Certificate ("MCC") with The Southeast Texas Housing Finance Corporation ("SETH"). IRS and Program Guidelines require you (the Seller) to sign this document as verification that you and the buyer have agreed to the purchase price shown below. All blanks should be completed prior to receiving this Affidavit. We appreciate your cooperation with providing access to affordable housing programs like our MCC Program.

I, as the Seller of a residence located at \_\_\_\_\_, recognize that the buyer, \_\_\_\_\_, is applying for an MCC from The Southeast Texas Housing Finance Corporation's Mortgage Credit Certificate Program.

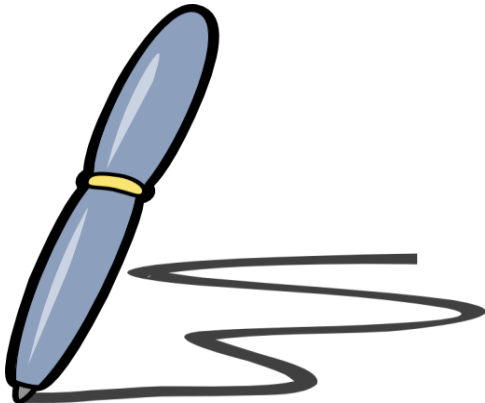
The purchase price for this property is \$\_\_\_\_\_, excluding all settlement costs, title and transfer costs, title insurance, survey fees, credit reference fees, legal fees, appraisal fees and points paid by the borrower.



# STEP TWO: Closing

## DOCUMENT 5: CLOSING AFFIDAVIT

I hereby reaffirm that the statements and information contained in the MCC Affidavit of Applicant which I executed on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ were true, accurate and complete when made by me and remain true, accurate, complete and unchanged. This applies and is not limited to anticipated annual family income and sales price of subject property. \*



## DOCUMENT 5: CLOSING AFFIDAVIT

Lender completes and signs.  
No material changes from  
MCC submission.



# STEP TWO: Closing

## DOCUMENT 6 : NOTICE OF POTENTIAL RECAPTURE TAX



### DOCUMENT 6

#### NOTICE OF POTENTIAL RECAPTURE TAX

(TO BE COMPLETED BY LENDER AND DELIVERED TO  
APPLICANT AT THE TIME OF CLOSING OF THE LOAN)

1. *General.* When you sell your home you may have to pay a recapture tax as calculated below. The recapture tax may also apply if you dispose of your home in some other way. Any references in this notice to the "sale" of your home also includes other ways of disposing of your home. For instance, you may owe the recapture tax if you give your home to a relative.

2. *Exceptions.* In the following situations, no recapture tax is due and you do not need to do the calculations:

(a) You dispose of your home later than nine years after you close your mortgage loan;

(b) Your home is disposed of as a result of your death;

(c) You transfer your home either to your spouse or to your former spouse incident to divorce and you have no gain or loss included in your income under Section 1041 of the Internal Revenue Code; or

(d) You dispose of your home at a loss.

B. *Maximum Recapture Tax.* The maximum recapture tax that you may be required to pay as an addition to your federal income tax is \$\_\_\_\_\_ [insert the total Loan amount times 6.25%]. This amount is 6.25% of the highest principal amount of your mortgage loan and is your federally subsidized amount with respect to the loan.


C. *Actual Recapture Tax.* The actual recapture tax, if any, can only be determined when you sell your home, and is the lesser of (1) 50% of your gain on the sale of your home, regardless of whether you have to include that gain in your income for federal income tax purposes, or (2) your recapture amount determined by multiplying the following three numbers:

(i) \$\_\_\_\_\_ [insert the total Loan amount times 6.25%] (the maximum recapture tax, as described in paragraph B above),

(ii) The holding period percentage, as listed in Column 1 in the Table, and

Formula for B & C =  
Loan amount x 6.25%

# STEP TWO: Closing

 <b>Table</b> COUNTIES OF CHAMBERS, LIBERTY & WALLER, AND THE CITIES OF BAYTOWN, DEER PARK, DICKINSON, LA MARQUE, LA PORTE, LEAGUE CITY, PASADENA SANTA FE, SHOREACRES, TEXAS CITY AND TOMBALL					
DATE THAT YOU SELL YOUR HOME	EFFECTIVE 5/2017	(COLUMN 2) NON TARGETED AREA ADJUSTED QUALIFYING INCOME		(COLUMN 3) TARGETED AREA ADJUSTED QUALIFYING INCOME	
	(COLUMN 1) HOLDING PERIOD PERCENTAGE	NUMBER OF FAMILY MEMBERS LIVING IN YOUR HOME AT THE TIME OF SALE		NUMBER OF FAMILY MEMBERS LIVING IN YOUR HOME AT THE TIME OF SALE	
		2 OR LESS	3 OR MORE	2 OR LESS	3 OR MORE
Before the first anniversary of closing (See note below)	20%	\$71,500	\$82,225	\$85,800	\$100,100
On or after the first anniversary of closing, but before the second anniversary of closing	40%	\$75,075	\$86,336	\$90,090	\$105,105
On or after the second anniversary of closing, but before the third anniversary of closing	60%	\$78,828	\$90,653	\$94,594	\$110,360
On or after the third anniversary of closing, but before the fourth anniversary of closing	80%	\$82,770	\$95,185	\$99,324	\$115,878
On or after the fourth anniversary of closing, but before the fifth anniversary of closing	100%	\$86,908	\$99,945	\$104,290	\$121,672
On or after the fifth anniversary of closing, but before the sixth anniversary of closing	80%	\$91,254	\$104,942	\$109,504	\$127,755
On or after the sixth anniversary of closing, but before the seventh anniversary of closing	60%	\$95,816	\$110,189	\$114,980	\$134,143
On or after the seventh anniversary of closing, but before the eighth anniversary of closing	40%	\$100,607	\$115,698	\$120,729	\$140,850
On or after the eighth anniversary of closing, but before the ninth anniversary of closing	20%	\$105,638	\$121,483	\$126,765	\$147,893

**NOTE:** Closing means the closing date for your loan.\* **Lender:** The actual notice to the applicant must provide the actual dollar figures for adjusted qualifying incomes for each of the years covered by the table. The entries in the first row are the highest qualifying incomes that, as of the date of the mortgage loan closing, would have met the low income requirement of Section 143(f) of the Code, taking into account whether the home financed with the subsidized mortgage loan is located in a targeted area as described in Section 143(j) of the Code (but determined without regard to Section 143(f)(3)(A) of the Code) or in a high housing cost area as described in Section 143(f)(5) of the Code. The entries in each subsequent row equal the entries in the immediately preceding row, times 1.05. The formula for determining these numbers is set forth in Section 143(m)(5) of the Code. Please refer to the "Worksheet to Compute Recapture Tax" provided by the Program Administrator in order to complete Column 2.

## RECAPTURE TAX TABLE

Choose and attach  
correct Recapture Tax  
Table for County

# STEP TWO: Closing

Please acknowledge your receipt of a copy of this notice by signing below.

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Signature of Applicant

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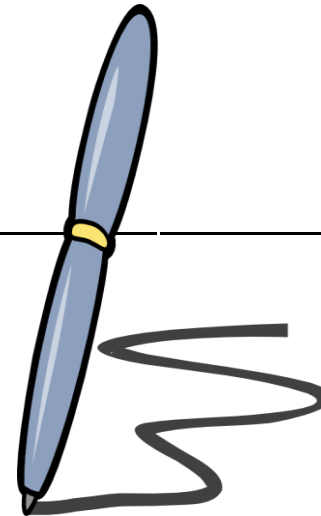
Signature of Applicant

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Date

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Date



All Applicants and Non  
Purchasing Spouses sign



# **CONGRATULATIONS!!**

**YOUR BORROWER HAS CLOSED**

**WITH A SETH MCC**

**DON'T FORGET TO RETURN  
ALL OUTSTANDING DOCUMENTS  
AND FINAL CD TO SETH**



- Your buyer will receive their MCC Certificate in the mail.
- Remind them to make a copy of their MCC Certificate. They will need it for tax time.
- To help your buyer remember to claim their credit SETH will mail an example of the tax form the following January after closing.

# STATUS CHANGE DOCUMENTS

## **Document 7: Extension Request Form**

This form extends the commitment for an additional 30 days. Must be submitted prior to commitment expiration date. Must accompany a lender company check, money order or cashier's check of \$50 payable to SETH.

## **Document 8: Notice of Cancellation/Denial of Eligibility for MCC.**

Must be submitted to cancel an existing MCC commitment .

## **Document 9: MCC Reissuance Application**

Use this form for refinancing an existing SETH MCC.

These forms are located at the back of the Fillable forms.

- ❖ See Extension Request Form if needed
- ❖ Need to cancel an MCC?
- ❖ Avoid losing your MCC Benefit. Reissuance to be used when refinancing



[www.sethfc.com](http://www.sethfc.com)

## CONTACT US FOR HELP

**MCC Program Admin:**  
**Rhonda Mitchell**  
**[compliance@sethfc.com](mailto:compliance@sethfc.com)**

**SETH Homebuyer Education:**  
**[compliance@sethfc.com](mailto:compliance@sethfc.com)**

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