



**MCC Closing Package Checklist – Form 100
(Electronic Submission of MCC Fee and Affidavits)**

NCHFA Loan Number: _____

Borrower(s): _____

Property Address: _____

Lender Name: _____

Lender Address: _____

Telephone #: _____ Contact Person: _____

E-mail: _____

*Use this checklist to ensure that documents are properly completed; the order of this form follows the text of each document. Submit Closing Package **ELECTRONICALLY** via the NCHFA OLS website:*

I. _____ Payment of \$475 MCC fee paid by ACH only!

Please double check bank account number is correct before hitting **Submit Button** in the OLS system, otherwise fee will be rejected (and subject to non-payment charge).

II. _____ Borrower Closing Affidavit (MCC-101). Upload this form via OLS.

- Date document is signed
- Signature of borrower(s)

III. _____ Lender Closing Affidavit (MCC-102). Upload this form via OLS.

- Borrower name
- Co-borrower name
- Verify Address of Property: City, Zip, County
- Loan amount and date of closing
- Date document signed
- Lender's name
- Signature _____ Title _____

IV. Closing Disclosure (Signed, Final) – showing \$475 MCC disclosed

V. Recertification of Income (MCC-103) if the loan closed more than 120 days after the date of the latest pay stub.

Note: NCHFA will mail the official Mortgage Credit Certificate (MCC) document to customer upon payment and e-mail a copy to lender for your records.