



DCHFA MCC Loan Submission Checklist

Borrower: _____

Lender: _____ **Est. Closing:** _____

Lender Contact: _____

Loan includes: DC Open Doors and / or HPAP - with DC HFA
GWUL

- Underwriter Approval – no Manual U/W
 - o 1008
- Final Automated Underwriting Findings
 - o DU or LP
- Final 1003 Application
- Household Income Documents (all adult household members – borrowers/non-borrowers)
 - o 30 days’ paystubs
 - o 2 years W2s

OR

 - o FT Student Enrollment
 - o Most recent year IRS Wage and Earnings Transcript
- 3 years tax returns to verify borrower(s) is/are 1st time homebuyers
- Ratified Sales Contract
- Loan Estimate
- DCHFA MCC Applicant Disclosure
- DCHFA MCC Program Disclaimer
- Notice to Borrower Regarding Potential Recapture
- Title Company Contact Info (Name, email, phone #)

Title Company: _____

Contact Name: _____

Email: _____

Phone: _____