

City and County of San Francisco
Mayor's Office of Housing and Community Development
Mortgage Credit Certificate Program
One S. Van Ness Avenue, 5th Floor
San Francisco, CA 94103
Tel. (415) 701-5500
Fax. (415) 701-5501

MCC SELF-EMPLOYED DECLARATION

Before me this ____ day of _____, 20__, personally appeared _____, who, being duly sworn, deposes and says:

I _____ (borrower's Name) am currently self-employed and am submitting a Year-to-Date Profit and Loss Statement that is a true and accurate reflection of my income to the Mayor's Office of Housing and Community Development.

_____ I acknowledge and understand that this Declaration will be relied upon for purposes of determining my (our) eligibility for an MCC. I acknowledge that a material misstatement fraudulently or negligently made in this Declaration or in any other statement made by me (us) in connection with an application for an MCC may constitute a federal violation punishable by a fine and/or denial of my (our) application for an MCC, or, if an MCC has been issued prior to discovery of the false statement, immediate cancellation of the MCC issued, which may be in addition to any criminal penalty imposed by law.

I have been self-employed from the following month and year forward: ____ / ____

This Declaration must be accompanied by a signed and dated Profit and Loss Statement that reflects the year-to-date. The Profit and Loss Statement must be modeled on Schedule C of the most currently available federal tax form.

Name of Applicant

Signature of Applicant

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MCC UNEMPLOYED DECLARATION

Before me this ____ day of _____, 20____, personally appeared _____, who, being duly sworn deposes and says:

I _____ (Applicant's Name) am NOT presently employed and NOT currently receiving any income, and will NOT file for unemployment benefits in 20_____.

_____ I acknowledge and understand that this Declaration will be relied upon for purposes of determining my (our) eligibility for an MCC. I acknowledge that a material misstatement fraudulently or negligently made in this Declaration or in any other statement made by me (us) in connection with an application for an MCC may constitute a federal violation punishable by a fine and/or denial of my (our) application for an MCC, or, if an MCC has been issued prior to discovery of the false statement, immediate cancellation of the MCC issued, which may be in addition to any criminal penalty imposed by law.

This Declaration must be accompanied by a signed form EDD Authorization for Release of Records.

Name of Applicant

Signature of Applicant

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MCC No: _____
Name of Applicant _____

MCC RESTRICTED USE DECLARATION

*****This Form is Required*****

Before me this ____ day of _____, 20____, personally appeared _____, who, being duly sworn deposes and says:

I (We) _____ (borrower's Name) will occupy the property as my principal residence within 60 days after close of escrow. I (we) will not use the property as an investment property, vacation home, or recreational home and no more than 15% of the area of the residence will be used in trade or business.

_____ I acknowledge and understand that this Declaration will be relied upon for purposes of determining my (our) eligibility for an MCC. I acknowledge that a material misstatement fraudulently or negligently made in this Declaration or in any other statement made by me (us) in connection with an application for an MCC may constitute a federal violation punishable by a fine and/or denial of my (our) application for an MCC, or, if an MCC has been issued prior to discovery of the false statement, immediate cancellation of the MCC issued, which may be in addition to any criminal penalty imposed by law.

I have been using my residence in trade or business from the following month and year forward: ____ / ____

This Declaration must be accompanied by Form 8829 Expenses for Business Use of Your Home and Schedule C of the most currently available federal tax form.

Applicant's Signature

Applicant's Printed Name

Date

Applicant's Signature

Applicant's Printed Name

Date

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MCC No: _____
Name of Applicant _____

MCC Assignment Letter

****(If Applicable)****

MCC Assignment Letter

Date _____

To: Mayor's Office of Housing and Community Development
1 South Van Ness Avenue, 5th Floor
San Francisco, CA 94103
Attention: MCC Program Manager

From: Mortgage Broker Name _____
Broker Representative _____
Mailing Address _____
City, State, ZIP _____

Re: Mortgage Credit Certificate Reservation/Commitment for:
Applicant Name _____
Property Address _____
MCC _____

This is to inform you that the above MCC Reservation/Commitment has been assigned to the following Lender for funding:

Name of Lender _____
Mailing Address _____
City, State, ZIP _____
Assigned Representative Name _____
Representative's Telephone Number _____
Representative's Fax Number _____

The above named Lender is a Participating Lender in San Francisco's MCC Program. The above named representative has attended the Lender Training, and will be the individual responsible for forwarding Close of Escrow documents to you.

Sincerely,

Mortgage Broker

Cc: Funding Lender