



Minnesota Housing Reissuance Application and Affidavit

Instructions

To request the reissuance of your mortgage credit certificate (MCC) following your refinance, please submit the following **by December 31 of the year you refinance**:

- Completed page 1 of this application (Section A)
- Copies of the requested documents (Section B)
- Signed and notarized affidavit (Section C)

Send the required documentation to:

Minnesota Housing
Attn: Single Family, MCC Program Manager
400 Sibley Street
St. Paul, MN 55101

Please allow three weeks for staff to process your application and reissue your MCC.

Section A: Complete application

1. Property Address:
2. Borrower Name:
3. Co-Borrower Name:
4. Borrower Phone Number:
5. Co-Borrower Phone Number:
6. Original First Mortgage Loan Amount:
7. Original Monthly Payment Loan (MPL) Amount : _____ OR N/A
8. MPL Balance Subordinated:
9. OR MPL Balance Paid off:
10. Original Interest Rate:
11. Original Closing Date:
12. Original Maturity Date:
13. Date of Refinance:
14. Refinance Loan Amount:
15. Refinance Interest Rate:

Section B: Submit copies of the following documents

1. Copy of the signed *HUD-1A Settlement Statement* for the new refinance mortgage loan.
2. Copy of the signed executed *Note* (with all riders, addenda, or modifications, if any) for the original and refinance mortgage loan.
3. The original *Mortgage Credit Certificate* or *Reissued Mortgage Credit Certificate*.
4. If any original borrower is no longer on the refinance mortgage, a copy of the *Decree of Divorce or Death Certificate*.

Section C: Sign and notarize affidavit

MCC Reissuance Affidavit

I (We), _____, hereby affirm that:

1. The property described in the address above is the same one for which I was originally issued a Minnesota Housing Mortgage Credit Certificate (MCC) and is my principal residence.
2. I am the same person to whom the original MCC was issued.
3. My MCC has not been revoked.
4. I have refinanced my mortgage and am requesting that my MCC be reissued.
5. I understand that my existing MCC cannot be used for interest payable on the new mortgage.
6. If I receive a reissued MCC, it will entirely replace my existing MCC as of the date of the refinancing.
7. I will not use both the original and reissued MCC.
8. My MCC will be reissued based on the amortization schedule of my original loan, even if my interest rate increases with the refinance.
9. The reissued MCC cannot result in an increase in the tax credit that otherwise would have been allowable to me under the existing MCC for any taxable year.
10. I understand that I cannot take tax credits in any year which is later than the maturity date of my original mortgage. I affirm that the maturity date of my original mortgage shown above is accurate and agree that I will not attempt to take any tax credits under a reissued MCC after that date.
11. The property described in the address above is and will continue to be my (our) principal residence. If the property ceases to be my principal residence, I will notify Minnesota Housing within 10 days of a change in residence.
12. I fully understand that each of the above statements is material to obtaining a reissued MCC, and declare under penalty of perjury, which is a felony offense, that the above statements are true and correct.



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BORROWER ACKNOWLEDGEMENT:

BORROWER(S)

Borrower's Signature

(Print Borrower Name)

Co-Borrower's Signature

(Print Co-Borrower Name)

NOTARY SECTION:

State of _____
(Name of State where witnessed)
County of _____
(Name of County where witnessed)

ss.

This instrument was acknowledged before me this _____ day of _____,
(day) (month)

_____ by _____
(year) (Print Borrower Name) (Print Co-Borrower Name)

Notary Stamp

Notary Public Signature