



**Kentucky Housing Corporation  
Tax Credit Closed Loan Checklist**

**\*\*Documents to be uploaded to MCC Non-KHC 1<sup>st</sup> – Closed Loan as PDF in KHC's system\*\***

**Items to be included on a Stand-Alone Tax Credit (Non-KHC 1<sup>st</sup> Mtg)**

**All Lenders**

- Check made out to KHC for \$500
- Executed Closing Certification Form
- Executed Loan Note
- Executed Closing Disclosure
- Executed Final Uniform Residential Loan Application
- Lender's Approval for First Mortgage Loan

**Delegated Lender Only -- Full Tax Credit Underwriting Package to include:**

- MCC Reservation Confirmation
- Credit Report
- Verification of Social Security Number
- KHC Income Calculator
- Verification of Current Employment
- Most recent YTD pay stub
- Documentation to support other income (self-employed, social security, etc) All household income must be taken into account (even non-purchasing spouse)
- Executed Mortgagor Certification of Eligibility
- Executed Seller Certification
- Residential purchase contract
- Appraisal