

## MCC-REISSUE

MCC RE-ISSUE is a regular transaction with the Maryland Mortgage Program. If the borrower is refinancing, then the Mortgage Credit Certificate (MCC) needs to be re-issued or it becomes invalid. This can only be done by an MMP/MCC-approved lender. There is a \$450 fee to MMP and up to \$350 to the lender.

This can be for an MCC reissued with an MMP refinance loan or with an external non-MMP loan. The program codes are different, and you can locate them here (toward the end): <https://mmp.maryland.gov/Lenders/Documents/CDAPROGRAMCODEGUIDE.pdf>  
An MCC-REISSUE follows the same process and structure with the same time frames as any other MMP transaction. The lender provides all documentation by uploading it to Lender Online.

The primary difference for an MCC-REISSUE transaction is that, as part of post-closing, the MCC fee notification is emailed to [singlefamilyhousing.dhcd@maryland.gov](mailto:singlefamilyhousing.dhcd@maryland.gov), and the fee is wired. Also, US Bank doesn't purchase it, so no package goes to US Bank.

Here is the more detailed process:

1. Submit an Attachment R using the previous MMP reservation number, completing the "Other" section at the bottom. Indicate you are requesting to make an MCC- REISSUE reservation and the system needs to be opened to allow a new reservation. The Attachment R form is found here:

<https://mmp.maryland.gov/Lenders/Loan%20Documentation/AttachmentRFillable.pdf>

2. After the Attachment R is processed, we will email you back to advise the new reservation can be made. (Please allow two business days for processing.)

3. Submit the loan to Lender Online using the applicable checklist:

WITH AN MMP REFINANCE LOAN:

[https://mmp.maryland.gov/Lenders/Loan%20Documentation/Attach\\_CC\\_EDOCS.pdf](https://mmp.maryland.gov/Lenders/Loan%20Documentation/Attach_CC_EDOCS.pdf)

WITH AN EXTERNAL NON-MMP REFINANCE LOAN:

[https://mmp.maryland.gov/Lenders/Loan%20Documentation/Attach\\_JJ.pdf](https://mmp.maryland.gov/Lenders/Loan%20Documentation/Attach_JJ.pdf)

Keep in mind that when reserving in Lender Online for an MCC-REISSUE for an external non-MMP refinance, the **loan amount should be the outstanding principal balance from the payoff** and not the original loan amount. This way the correct figures will reflect on the new Certificate.

4. MCC-REISSUE Fee: The fee (\$450) must be paid by ACH or wire. Checks are not accepted. The ACH/wire information is on the MCC form that comes with the closing package. If we don't receive the email notification in the Single Family mailbox at least a day prior to the wire, it will be rejected. Here is the directive for that:

<https://mmp.maryland.gov/Lenders/Directives/Directive2020-06.pdf>

RESOURCES:

MCC Re-Issue Directive

<https://mmp.maryland.gov/Lenders/Directives/Directive2018-28.pdf>

MCC Fact Sheet

[https://mmp.maryland.gov/Lenders/Documents/FactSheets/MMP\\_FactSheet\\_HomeCredit.pdf](https://mmp.maryland.gov/Lenders/Documents/FactSheets/MMP_FactSheet_HomeCredit.pdf)

For payoff information for the first mortgage and any DPA, reach out to the master servicer, US Bank. The payoff statement includes DHCD's DPA, if applicable (stated as 'recoverable corporate advance balance').

Customer service, 800-365-7772 Fax: 800-200-8772

[PRPayoffQuoteRequestMAL@usbank.com](mailto:PRPayoffQuoteRequestMAL@usbank.com)

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