

**Exhibit Q**  
**Mortgage Credit Certificate Program**  
**Reissuance Checklist**

Reservation Date \_\_\_\_\_ Applicant(s) \_\_\_\_\_  
LHC MCC Number \_\_\_\_\_  
\_\_\_\_\_

Originator \_\_\_\_\_

	Name	Phone	Email
Loan Officer	_____	_____	_____
Processor	_____	_____	_____
Underwriter	_____	_____	_____
Manager	_____	_____	_____

**Resubmission Package Submission:**

- \_\_\_\_\_ Exhibit P – Mortgage Credit Certificate Program Request for Reissuance
- \_\_\_\_\_ Exhibit Q – Mortgage Credit Certificate Program Reissuance Checklist
- \_\_\_\_\_ Lender Check, Money Order, or Certified Cashier’s Check for \$125 Reissuance Fee
- \_\_\_\_\_ Executed Note
- \_\_\_\_\_ Exhibit G – Mortgage Credit Certificate Program Owner Occupancy Certification
- \_\_\_\_\_ Payoff Statement
- \_\_\_\_\_ Copy of executed Closing Disclosure (TRID)
- \_\_\_\_\_ Original Mortgage Credit Certificate

Louisiana Housing Corporation must receive the all documents within six (6) months of refinance loan closing date.