# placed-in-service checklist all projects

All documents must be uploaded to your Procorem workcenter into their respective folders. For questions and workcenter set-up, contact the post award inbox at housingtaxcreditpostaward@chfainfo.com. **Important: Once all required documents are uploaded, send an email notification to the post award inbox.**

Documents must be submitted within 45 days of the first building placing in service.

All required document templates can be found on CHFA's website at chfainfo.com/rental-housing/housing-credit/application.

| ☑ | # | document | file format |
|---|---|---|---|
| ☐ | 1 | Executed Applicant Certification Placed-In-Service form | PDF |
| ☐ | 2 | Certificate(s) of Occupancy or Temporary Certificate(s) of Occupancy | PDF |
| ☐ | 3 | Photographs of the completed building(s). Each photo should be identified by the property address and Building Identification Number(s) (BIN) | PDF |
| ☐ | 4 | Executed Owner Certificate of Building Eligibility (fka Form 8609 Certificate), available at: chfainfo.com/rental-housing/housing-credit/application, detailing the placed-in-service date for every building. The placed-in-service date must match the TCOs, COs, or Certificate of Substantial Completion. BINs will be assigned by CHFA | PDF |
| ☐ | 5 | Title Commitment with Legal Description | PDF |
| ☐ | 6 | Owner's signature block for LURA preparation | Word |
| ☐ | 7 | Executed Partial Subordination to the LURA from every lien holder is required for recording. Prior to executing the Partial Subordination, a draft of the LURA may be provided upon request | PDF |
| ☐ | 8 | Completed worksheets of the Housing Tax Credit Application, as follows: Contact Information, Application, Unit Mix and Rents, Financing, and Scoring | Excel |
| ☐ | 9 | For rehabilitation projects: evidence that the placed-in-service requirements for rehabilitation have been met (i.e., Certificate of Substantial Completion or a certification from the applicant as to when the minimum rehab expenditures of $7,600 per unit were met) | PDF |
| ☐ | 10 | Compliance monitoring fee (all fees are non-refundable). An invoice must be requested. Please request via email to housingtaxcreditpostaward@chfainfo.com. Payment is to be made with that invoice number and may be made by electronic funds transfer, wire, or check. | Wire or Check |
| ☐ | 11 | Energy Use Intensity Report | PDF |
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