



9 percent placed-in-service checklist

All documents must be uploaded to your workcenter. For questions and workcenter set-up, contact Rhonda Housden at rousden@chfainfo.com. Additional instruction for uploading documents will be available in your workcenter. Send email notification to Rhonda once upload of all required documents is complete.

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

<input checked="" type="checkbox"/>	#	document	hard copy	electronic
<input type="checkbox"/>	1	Provide executed Applicant Certification PIS form at chfainfo.com/arh/lihtc/lihtc_application_documents/Applicant_Certification_PIS.pdf		PDF
<input type="checkbox"/>	2	Certificate(s) of Occupancy or Temporary Certificate(s) of Occupancy		PDF
<input type="checkbox"/>	3	Photographs of the completed building(s), identified by address and Building Identification Number(s) (BIN)		PDF
<input type="checkbox"/>	4	Provide executed Form 8609 Certificate at chfainfo.com/arh/lihtc/lihtc_application_documents/8609certificate.doc , detailing placed-in-service date for every building; must match the TCOs, COs, or Certificate of Substantial Completion		PDF
<input type="checkbox"/>	5	Title Commitment with Legal Description		Word
<input type="checkbox"/>	6	Provide owner's signature block for LURA preparation.		PDF
<input type="checkbox"/>	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 can be provided upon request.		PDF
<input type="checkbox"/>	8	Completed worksheets of the Final Application, as follows: Contact Information, Application, Unit Mix and Rents, Financing, and Scoring		PDF or Excel
<input type="checkbox"/>	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
<input type="checkbox"/>	10	Requests to use alternative utility allowance sources may be submitted to CHFA's Multifamily Program Compliance Department between 30 and 60 days before the property begins leasing. For detailed requirements, see CHFA's Multifamily Utility Allowance Policy at chfainfo.com/arh/asset/Pages/lihtc-compliance.aspx .		PDF
<input type="checkbox"/>	11	Compliance Monitoring Fee (all fees are non-refundable)	X	Or wired