



4 percent noncompetitive placed-in-service checklist

<input checked="" type="checkbox"/>		document	hard copy	electronic
<input type="checkbox"/>	1	Certificate(s) of Occupancy or Temporary Certificate(s) of Occupancy		PDF
<input type="checkbox"/>	2	Photographs of the completed building(s), identified by address		PDF
<input type="checkbox"/>	3	Form 8609 Certificate detailing placed-in-service date for every building, must match the TCOs, COs, or Certificate of Substantial Completion. BINs will be assigned by CHFA.		PDF
<input type="checkbox"/>	4	Legal description of property		Word
<input type="checkbox"/>	5	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"/>	6	Completed worksheets of the Final Application: Development Information, Development Financing, Applicant Info – Development Team, Unit Mix and Rents, and Scoring		PDF or Excel
<input type="checkbox"/>	7	For rehabilitation projects: evidence that the place-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"/>	8	Compliance monitoring fee	X	