

FINAL (8609 SUBMISSION) REVIEW CHECKLIST

Submit this checklist and required documents to WHEDA after placing the project in service. Please contact Melissa Cumming at 608.267.1087/e-mail melissa.cumming@wheda.com with questions. To receive form(s) 8609 & LURA for a given calendar year, all required information must be received by WHEDA no later than the third Friday in November.

1) LIHTC APPLICATION See: <http://www.wheda.com/LIHTC/Dynamic.aspx?id=1417>

Submit: electronic application via LOLA. After submission you will be prompted to print a copy of the application. Do not submit "print preview" version of the application.

2) ALLOCATION CERTIFICATION REQUEST (ACR) FORMS See:

<http://www.wheda.com/BusinessPartners/MultifamilyDevelopers/Dynamic.aspx?id=651>

One ACR per building, credit percentage AND allocation: Insert Ownership entity registered with DFI, accurate EIN number & property address(es)/zip codes and accurate placed in service dates for each building in addition to all other required information.

Acceptance and Indemnification page(s): Insert Ownership entity registered with DFI. Owner must date/sign. Certify the management agent specified on the initial application remains the management agent. (*Note: An unapproved change in Agent could void Credit allocation.*)

3) PLACED IN SERVICE DATE(S)

New Construction Developments: Final/permanent occupancy permits for each building and/or address. Include temporary Certificates of Occupancy if necessary. Architect's Cert of Substantial Completion (AIA G704) acceptable ONLY when municipalities do not issue occupancy permits. *Document in writing with a statement from the municipality that COs not provided.*

Acquisition: Provide copy of settlement/closing statement to support placed in service date(s).

Rehab Developments: Consult your tax advisor with questions regarding choice of placed in service date(s).

4) ACH FORM(S) See: <http://www.wheda.com/BusinessPartners/MultifamilyDevelopers/Dynamic.aspx?id=651>

A fully executed ACH form for ownership entity specific to the development.

5) ARCHITECT'S CERTIFICATION OF SUBSTANTIAL COMPLETION (AIA form G704)

Required for new construction, adaptive reuse and substantial rehabilitation.

6) COST CERTIFICATION See: <http://www.wheda.com/BusinessPartners/MultifamilyDevelopers/Dynamic.aspx?id=651>

Cost review for 10 units or fewer.

Third party cost certification for 11 units or more.

7) LEGAL DESCRIPTION(S) & TAX PARCEL NUMBER(S)

Photocopy of Owner's **FINAL TITLE POLICY** pages containing the complete/final legal description AND all tax parcel ID numbers. (Include Condo Declaration, or a signed land lease & recorded memorandum of lease for appropriate projects.) **NOTE:** If Owner's final policy is not available, submit an updated title commitment no older than 12 months containing the complete/final legal description.

Parcel number(s) not in the title work? Submit the most recent tax bill for each development parcel.

8) OWNER-CERTIFIED RENT ROLL See: <http://www.wheda.com/LIHTC/Dynamic.aspx?id=1417> for Appendix R

Most-current rent roll MUST include all information specified in Appendix R. Owner-certify attesting completeness and accuracy, date & sign.

9) PHOTOGRAPH(S)

Attach one exterior photo (color or B&W) of each completed building in the development. *Multiple building/scattered site projects: Type/write the address of the building on each photograph.*

10) ENERGY EFFICIENCY See: <http://www.wheda.com/BusinessPartners/MultifamilyDevelopers/Dynamic.aspx?id=651>

All project types: Completed Owner Energy Efficiency Certification

All project types: Completed General Contractor Energy Efficiency Certification

11) COMPLETION CERTIFICATE See: <http://www.commerce.state.wi.us/sb/SB-DivForms.html> (SBD-9720) New Constr/Adaptive Reuse only

Completed WI Dept. of Commerce form "Buildings, HVAC, Compliance Statement SBD 9720" (or equivalent) - Consult with contractor and/or architect. **Note: BOTH BUILDING AND HVAC MUST BE INDICATED.**

Building envelope worksheet calcs = REScheck Compliance Certificate(s) – Form #2000 IECC (multiple bldg projects include all applicable).

12) HOME FUNDS See: http://www.wheda.com/uploadedFiles/Website/Wheda_Products/Multifamily/RentalCompletionReport.pdf for sample "Rental Completion Report" – for projects placed in service prior to 7/31/08.

For projects utilizing any type of HOME funds, identify units satisfying the 40 @ 50 rule. Attach a photocopy of the owner-completed 4-page HOME Program "Rental Completion Report" executed prior to final HOME fund draw.

13) RCAC DEVELOPMENTS

Submit a copy of RCAC Certification under State of WI Admin. Code HFS 89

14) TAX-EXEMPT BOND TRANSACTIONS (NON-COMPETITIVE 4%)

For developments **NOT** financed by WHEDA provide an affidavit from the Issuer of the tax-exempt obligations in a form acceptable to WHEDA stating that such issuer has made a determination under rules similar to the rules of Section 42(m)(2)(A) & (B) that the Credit amount(s) shown on the Tax-Exempt Allocation Certification Request(s) is/are necessary for project financial feasibility as required by Section 42(m)(2)(D).

Include copy of first page of the Official Statement and the Final Resolution pertaining to the tax-exempt bond issue for the project.

Send via regular mail to: Melissa Cumming; PO Box 1728; Madison, WI 53701-1728

Send via express mail to: Melissa Cumming; 201 W. Washington Ave, Ste. 700; Madison, WI 53703