



4 percent noncompetitive placed-in-service checklist (with or without State competitive)

<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, available at https://www.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. 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, as follows: Application, Unit Mix and Rents, Financing, Scoring, and Contact Information		PDF or Excel
<input type="checkbox"/>	7 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"/>	8 If your project's plan of finance includes tax-exempt bond financing, you are required by the IRS to make annual certifications via IRS Form 8703 beginning with the calendar year in which your project achieves 10 percent occupancy, and throughout the qualified project period as defined under section 142(d) of the IRS code. File Form 8703 with the IRS by March 31st after the close of the calendar year for which the certification is made, and provide a copy to CHFA for our files by April 30th of each year. Please note: Depending on the timeline of your project, the requirement to file IRS Form 8703 may occur prior to permanent loan conversion.		
<input type="checkbox"/>	9 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 www.chfainfo.com/arh/asset/Pages/lihtc-compliance.aspx .		PDF
<input type="checkbox"/>	10 Compliance monitoring fee (all fees are non-refundable)	X	Or wired