



9 percent 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 and Building Identification Number(s) (BIN)		PDF
<input type="checkbox"/>	3	Executed 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		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	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"/>	9	Compliance Monitoring Fee (all fees are non-refundable)	X	Or wired