

# Construction Notification Form

Instructions: This form is for all Tax Credit (9% & 4%) Developments. This form must be submitted electronically to [rhtc@ihcda.in.gov](mailto:rhtc@ihcda.in.gov) and [dnewport@ihcda.in.gov](mailto:dnewport@ihcda.in.gov) as soon as construction begins.

## 1. General Information

Project Name:	Project BIN #:
Project Address:	City/State/Zip:

## 2. Contact Information

Owner Contact	
Name:	Title:
Email:	Phone:
Construction Contact	
Name:	Title:
Email:	Phone:
Property Management Contact	
Name:	Title:
Email:	Phone:
Project Manager	
Name:	Title:
Email:	Phone:
Site Superintendent	
Name:	Title:
Email:	Phone:

**3. Project Key Dates**

	Anticipated (DD/MM/YY)	Actual (DD/MM/YY)
Partnership Closing		
Financing Closing		
Construction Start		
Lease-up Start		
Placed-In-Service		
Pre-8609 Physical Inspection Request		
Final Application Submission		

**4. Directions to the site**

Please provide specific directions to the site that reference the nearest main street intersections if the site address is not yet established by the US Postal Service.



**5. Progress inspection visit dates and observations during the inspections (for IHEDA use only)**

<b>Inspection date</b>	<b>Observations made</b>	<b>Issues revealed</b>	<b>Corrections required</b>	<b>Corrections completed</b>

