



placed-in-service checklist all projects

All documents must be uploaded to your Procorem workcenter into their respective folders. For questions and workcenter set-up, contact the post award inbox at housingtaxcreditpostaward@chfainfo.com. **Important: Once all required documents are uploaded, send an email notification to the post award inbox.**

Documents must be submitted within 45 days of the first building placing in service.

All required document templates can be found on CHFA's website at chfainfo.com/rental-housing/housing-credit/application.

<input checked="" type="checkbox"/>	#	document	file format
<input type="checkbox"/>	1	Request Final Application folder set-up using the housingtaxcreditpostaward@chfainfo.com email address.	
<input type="checkbox"/>	2	Compliance monitoring fee (all fees are non-refundable). An invoice must be requested. Please request via email to housingtaxcreditpostaward@chfainfo.com . Payment is to be made with assigned invoice number and may be made by electronic funds transfer, wire, or check.	Wire or Check
<input type="checkbox"/>	3	Executed Applicant Certification Placed-In-Service form.	PDF
<input type="checkbox"/>	4	Certificate(s) of Occupancy or Temporary Certificate(s) of Occupancy	PDF
<input type="checkbox"/>	5	Photographs of the completed building(s). Each photo should be identified by the property address and Building Identification Number(s) (BIN)	PDF
<input type="checkbox"/>	6	Executed Form 8609 Certificate, available at: chfainfo.com/rental-housing/housing-credit/application , detailing the placed-in-service date for every building. The placed-in-service date must match the TCOs, COs, or Certificate of Substantial Completion. BINs will be assigned by CHFA	PDF
<input type="checkbox"/>	7	Title Commitment with Legal Description	PDF
<input type="checkbox"/>	8	Owner's signature block for LURA preparation	Word
<input type="checkbox"/>	9	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 may be provided upon request	PDF
<input type="checkbox"/>	10	Completed worksheets of the Housing Tax Credit Application, as follows: Contact Information, Application, Unit Mix and Rents, Financing, and Scoring	Excel
<input type="checkbox"/>	11	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"/>		Important: Once all required documents are uploaded, send an email notification to the post award inbox: housingtaxcreditpostaward@chfainfo.com.	