



mihtc placed-in-service checklist

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.

☒	#	document	file format
☐	1	Executed MIHTC Applicant Certification Placed-In-Service form	PDF
☐	2	Certificate(s) of Occupancy or Temporary Certificate(s) of Occupancy	PDF
☐	3	Photographs of the completed building(s). Each photo should be identified by the property address.	PDF
☐	4	Executed Owner Certificate of Building Eligibility (fka 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.	PDF
☐	5	Title Commitment with Legal Description	PDF
☐	6	Owner's signature block for MIHTC LURA preparation	Word
☐	7	Executed Partial Subordination to the MIHTC LURA from every lien holder is required for recording. Prior to executing the Partial Subordination, a draft of the MIHTC LURA may be provided upon request	PDF
☐	8	Completed worksheets of the MIHTC Application, as follows: Contact Information, Application, Unit Mix and Rents, and Financing.	Excel
☐	9	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 that invoice number and may be made by electronic funds transfer, wire, or check.	Wire or Check
☐	10	Energy Use Intensity Report	PDF
☐	11	For rehabilitation projects: evidence that the placed-in-service requirements for rehabilitation have been met.	PDF
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