



IRS Form 8609 Request Package Checklist

Applications must be submitted by 4:30 pm CST on November 1, 2015 in order to be eligible for IRS Form 8609 issuance for 2015 year.

In addition to updating the application, the following exhibits must be uploaded to the application and submitted to the Iowa Finance Authority through the TAC on-line system:

Exhibit #:

1F – Application Certification (IFA Form Required).

2F – Owner Certification and Request for Form 8609 with original signature (IFA Form Required).

3F – Copy of the executed Partnership or Operating Agreement including all attachments.

4F – Copy of final Syndication Agreement including all attachments.

5F - Certificate of Occupancy for each building in the project. A certificate of completion is required for all rehabilitation projects for each building. When acquisition credits are involved, IFA requires documentation of the date each building was acquired AND proof that the required rehabilitation was completed for each building.

6F – Copy of a final title opinion showing all the current liens against the property or a Title Guaranty certificate showing exclusions.

7F – Compliance Monitoring Information Sheet (IFA Form Required).

8F – Independent Auditor's Report completed by an independent tax accountant (IFA Form Required).

9F- Opinion of Owner's Attorney completed by an independent tax attorney (IFA Form Required).

10F – Copy of current Certificate of Completion of Compliance Training for the General Partner and the Management Company. Refer to Section 2.2(J) of the 2013 LIHTC Program Compliance Monitoring Manual available at iowafinanceauthority.gov for guidance.

11F – IRS Form 8821 completed for the Ownership Entity (IFA Form Required).

12F – Verification the operating reserve account has been established and all terms and conditions have been met.

13F – Verification the replacement reserve account has been established and all terms and conditions have been met.

14F – Copy of current Certificate of Mental Health First Aid training for all on-site management staff. (If applicable.)

If awarded under the Nonprofit Set-aside or a nonprofit entity is materially participating:

15FSA-1 – Print out confirming the nonprofit entity is still a qualified nonprofit entity with the IRS via www.irs.gov/app/pub-78/.

15FSA-2 – If the nonprofit entity is not directly managing the property, provide a copy of the contract between the materially participating nonprofit entity and the management company.

15FSA-3 – Verification the nonprofit entity has or will receive 50% of the developer fee.

The 8609(s) will not be issued by IFA until the following conditions have been met:

1. The owner has submitted a complete IRS Form 8609 Request application through the on-line system, including all exhibits and required forms;
2. IFA has completed a physical inspection of the Project with satisfactory results;
3. IFA has made its final determination of the credit amount and its final determination pursuant to section 42(m)(2);
4. The Compliance Monitoring fee has been paid through the on-line application;
5. The 8609 application fee has been paid through the on-line application;
Note: The invoice for this fee will be available through the on-line application after the final credit amount has been determined by IFA.
6. The Land Use Restrictive Covenants Agreement (LURA) has been fully executed and filed in the appropriate county recorder's office;
Note: IFA will be responsible for creating and recording the LURA.
7. Reimbursement for the LURA recording fee has been paid through the on-line application;
Note: The invoice for this fee will be available through the on-line application after the LURA has been recorded in the correct county recorder's office.
8. IFA has received a set of filed and recorded Acknowledgement of Covenants from each lien holder (Sample Form Provided);
Note: These covenants will need to be created and filed by the ownership entity after the LURA has been filed.
9. The late submission fee, if approved by IFA's Housing Tax Credit Program Manager prior to the date listed above, has been paid through the on-line application system.

The following items must be received and approved by IFA prior to the Placed-In-Service Date:

1. Approval of Affirmative Fair Housing Marketing Plan.
2. Receipt of Lease, Accessible Unit Lease Addendum, other Lease Addendums, Waiting List Policy, Tenant Selection Plan, and House Rules.

3. Any amendments to the originally approved Resident Population with Special Needs Service Provider Form(s), Marketing Plan, or Memorandum of Understanding. (If applicable.)
4. Approval of the Held for Occupancy Plan. (If applicable.)
5. Project specific correspondence from each of the 3 DHS Referral Networks acknowledging the partnership with the management company regarding on-going notification of vacancies.
6. Project specific correspondence from the local PHA acknowledging the partnership with the management company regarding on-going notification of vacancies.
7. HERS Rating Report performed by a certified HERS rater, documentation concerning ASHRAE 90.1 Appendix G-2007 rating by an independent licensed engineer, or an Energy Audit performed by a certified energy rater.
8. Approval of final ROSE Program Plan. (If applicable.)
9. Copy of Final Relocation Plan and Notice sent to existing tenants. (If applicable.)