

## PRIOR TO PLACED-IN-SERVICE DOCUMENTS CHECKLIST

### A. QAP Section 8.9.1

Prior to Placed-in-Service Date, a copy of the following shall be submitted to IFA through the Prior to Placed-in-Service Docs Tab in the on-line Application:

1. Final HERS Rating Report
2. Final Energy Audit
3. ANSI/ASHRAE/IES documentation
4. Written correspondence acknowledging the partnership between the Owner and the Public Housing Authority (PHA) for notifying the PHA of the Project's vacancies.

### B. QAP Section 8.9.2

At least 120 days prior to the first Unit being Placed-in-Service, a copy of the following shall be submitted to IFA through the Prior to Placed-in-Service Docs Tab in the on-line Application:

1. Affirmative Fair Housing Marketing Plan
2. Including Ads and brochures
3. Waiting List Policy
4. Lease
5. Lease Addendums
6. Resident Policies and Procedures
7. Picture of Property Sign
8. Targeting Plan
9. Tenant Selection Criteria
10. Lease Addendum for Accessible Units
11. Documentation the Project is listed on Iowa's free rental housing locator at [www.iowaHousingSearch.org](http://www.iowaHousingSearch.org)

### C. Prior to Placed-in-Service Docs Tab

The responsible person for uploading these documents must have a guest role or request a special role to be assigned by IFA for only uploading to the Prior to Placed-in-Service Docs. If this person(s) doesn't have an existing username in the on-line application, a request should be submitted through the on-line application at:

<https://iowafinanceauthority.iowa.gov/secure/TAC2/Login.aspx?ReturnUrl=%2fsecure%2fTAC2%2fDefault.aspx>.

Once IFA has assigned the username a role, an approval email is sent to the requestor. The person who created the application must then grant the username access to the application. Refer to the On-line Application User Guide for granting access. On-line application questions can be emailed to [Stacy.Cunningham@iowa.gov](mailto:Stacy.Cunningham@iowa.gov).

To upload one of the above listed documents:

- Select the Prior to Placed-in-Service Docs Tab on the top of the Application page.
- Upload the document by selecting the "Document Type" from the drop-down field.
- Type the title of document.
- Select the document for upload.
- Upload document.

IFA will send an email for clarification on any of the uploaded documents. If a document revision is requested, upload to the Prior to Placed-in-Service Docs Tab.