

FINAL (8609 SUBMISSION) REVIEW CHECKLIST

Submit this checklist and required documents to WHEDA after placing the project in service. Please contact Sam Haile at (608) 267-1087/e-mail sam.haile@wheda.com with questions.

To receive form(s) 8609 & LURA for a given calendar year, all required information must be received by **WHEDA no later than the 1ST FRIDAY in November of said year.**

All applicable checklist items must be uploaded to the "8609 Application" folder located in the projects Procorem WorkCenter.

1) MULTIFAMILY APPLICATION

Updated Multifamily Application – Upload excel file to Procorem WorkCenter. Include a PDF copy of the fully executed "Tax Credit Signatures" tab.

2) ALLOCATION CERTIFICATION REQUEST (ACR) FORM

When spreadsheet is completed, print one copy, sign, date, and submit to WHEDA w/final paper copies of the LIHTC application. List the project name and application number(s) in the subject line.
--

3) CLOSING BINDER/PACKET DOCUMENTATION

Upload to the folder titled "#3 Closing Binder Materials". If this folder does not exist, send an email request to Sam Haile. Closing binder including copies of all financing Notes. If the Owner received Financial Participation points in the initial app., WHEDA will review the closing binder to determine if the items that received Financial Participation points (a) were included in the final financial structure of the property, or (b) were replaced with funding sources of a similar amount, rate & terms.
--

4) PLACED IN SERVICE DATE(S)

New Construction/Adaptive Reuse Developments: Final/permanent occupancy permits for each building and/or address. Include temporary Certificates of Occupancy if issued. Architect's Certificates of Substantial Completion (AIA form) are acceptable ONLY when municipalities do not issue occupancy permits. <u>Document in writing with a statement from the municipality that COs are not provided.</u>
<ul style="list-style-type: none"> Tenant income certifications cannot be dated prior to a certificate of occupancy permit – if tenants were placed before the final certificate of occupancy permit being issued – you must provide a copy of the temporary certificate of occupancy permit to have PIS dates coincide.
Rehab Developments: Consult your tax advisor with questions regarding choice of placed in service date.
Acquisition: Provide <u>ONE</u> of the following documents: A) fully executed HUD Settlement Statement; B) Statement for payment showing funds deposited into seller's account for acquisition of property; C) fully executed Warranty Deed

5) ACH FORM(S)

A fully executed ACH form for ownership entity specific to the development.
--

6) ARCHITECT'S CERTIFICATION OF SUBSTANTIAL COMPLETION (AIA form G704)

Required for new construction, adaptive reuse and substantial rehabilitation.

7) COST CERTIFICATION

Cost review for 10 units or fewer.
Third party cost certification for 11 units or more.

8) LEGAL DESCRIPTION(S) & TAX PARCEL NUMBER(S)

Photocopies of Owner's FINAL TITLE POLICY pgs containing the complete/final legal description AND all tax parcel ID numbers. (Include Condominium Declaration documents or signed land lease and recorded memorandum of lease for appropriate projects.) NOTE: If Owner's final policy is not available, submit an updated title commitment no older than 12 months containing the complete/final legal description.
Parcel number(s) not in the title work? Submit the most recent tax bill for each development parcel.

9) OWNER-CERTIFIED RENT ROLL (Appendix K - certified rent roll requirements)

Most-current rent roll MUST include all information specified in Appendix K. Owner-certify attesting completeness and accuracy, date & sign.
--

10) ENERGY EFFICIENCY

All project types: Completed <u>Owner Energy Efficiency Certification</u>
All project types: Completed <u>General Contractor Energy Efficiency Certification</u>
Building envelope worksheet calcs = REScheck Compliance Certificate(s) – Form #2000 IECC (multiple bldg projects include all applicable) applies to multifamily buildings three (3) stories or less. COMcheck Compliance Certificate(s) - FORM #2009 IECC apply to Multifamily buildings with four (4) stories or more. Please ensure the correct form is being completed and submitted for your specific development.

11) COMPLETION CERTIFICATE (Form: SBD 9720) -- NEW CONSTRUCTION and ADAPTIVE REUSE ONLY

Completed WI Dept. of Commerce form "Buildings, HVAC, Compliance Statement SBD 9720" (or equivalent) - Consult with contractor and/or architect. Note: BOTH BUILDING AND HVAC MUST BE INDICATED.
--

12) DESIGN REQUIREMENTS (Appendix M)

Completed and signed certifications for both Development Owner AND Architect reflecting that 1) the development is complete and 2) each building meets or exceed requirements outlined in the Appendix M governing the year of the original application.

FINAL (8609 SUBMISSION) REVIEW CHECKLIST continued

13) RCAC DEVELOPMENTS

	1) Submit a copy of RCAC Certification under State of WI Admin. Code HFS 89; 2) Evidence of certification of at least 50% of project's units, regardless of how many units are occupied or taking services, if RCAC points were awarded at initial application.
--	--

14) TAX-EXEMPT BOND TRANSCATIONS (NON-COMPETITIVE 4%)

	For developments NOT financed by WHEDA provide an affidavit from the Issuer of the tax-exempt obligations in a form acceptable to WHEDA stating that such issuer has made a determination under rules similar to the rules of Section 42(m)(2)(A) & (B) that the Credit amount(s) shown on the Tax-Exempt Allocation Certification Request(s) is/are necessary for project financial feasibility as required by Section 42(m)(2)(D).
--	---

	Copy of the first page of the Official Statement and the Final Resolution pertaining to the tax-exempt bond issue for the project.
--	--

15) WISCONSIN GREEN BUILD HOME CERTIFICATION WILL BE REQUIRED PRIOR TO RELEASE OF 8609

	Submit a copy of Wisconsin Environmental Initiative (WEI) Wisconsin Green Built Home (WGBH) Certification with the Final Checklist point total (http://www.weigogreener.org/greenbuilt/home/whedalhtc)
--	--