



Low Income Housing Tax Credit
Check List for New Property

All items shall be sent to the Tax Credit Analyst assigned to your project within 120 days after the property has placed in service.

Property Name: _____ LITC#: _____

Property Address: _____

Property Contact Information:

Owner Contact Information:

Manager: _____

Owner: _____

Phone# _____

Phone# _____

E-mail: _____

E-mail: _____

Fax# _____

Fax# _____

Managing Agent Contact Information:

Name: _____ Phone#: _____ E-mail: _____

- Owner's Certificate of Continuing Program Compliance for New Property*
- Project Status Form completed in its' entirety*
- IRS Form 8609 with Part II completed (if received from Tax Credit Allocations)*
- New Property Setup Form*
- Building addresses with building numbers & placed-in-service dates (BIN #1-123 Blue Street – 1/1/2018)*
- Unit Designations for Average Income Set-aside (if applicable)*
- Super's Unit # _____ in BIN# _____ (if applicable)*
- Explanation for Transient Housing units (occupied for less than six (6) months)*
- Mitas Web User Agreement (printed from website)*
- Acquisition/Rehab Acknowledgement (N/A for properties with an active Tax Credit Deed Restriction)*
- Documentation to support the Tenant Paid Utility Allowance(s) entered in Mitas*
- Tax Credit Certification for individual processing Tenant Income Certification (TIC)*
- List of ACC, PHA or any units with special program requirements excluding HUD programs (if applicable)*
- List of units exceeding eight (8) household members (if applicable)*
- Current Rent Roll (for Acquisition/Rehab properties only)*

To access forms or Analyst list visit: <http://www.state.nj.us/dca/hmfa/developers/credits/compliance/>

All compliance packages should be mailed to the Tax Credit Analyst for the property via USPS, UPS, FedEx, etc.

****If you have any questions, please contact the Tax Credit Analyst assigned to your property. ****