Competitive LIHTC Application
Review Two (Carryover) Submission Checklist

Please email HTC.FAQ@wheda.com with questions.

1. Prepare current year Multifamily Application (Application Two)

☐ Update all information changed since application one.

☐ Examples: project name, project street address(es), ownership entity name registered with Wisconsin DFI, EIN number for ownership entity, project costs and credit calculation figures.

2. Prepare Carryover Provision Request form(s)

☐ Available online in Tax Credit Allocating forms area:
https://www.wheda.com/developers-and-property-managers/forms-manuals-and-resources/housing-tax-credit-forms

☐ Owner address block to include ownership entity registered w/Wisconsin DFI with appropriate punctuation

☐ Taxpayer ID (EIN) for registered ownership entity

☐ Double check that item #10 on the form has been completed (10% test calculation)

3. Complete "Credit Award Checklist"

☐ Available online in the tax Credit Allocating forms area:
https://www.wheda.com/developers-and-property-managers/forms-manuals-and-resources/housing-tax-credit-forms

4. Upload Application Two materials to Procorem

☐ Updated Multifamily Application(excel file) and PDF copy of signed "Tax Credit Signatures" tab

☐ PDF copy of fully executed Carryover Provision Request Form

☐ All applicable Credit Award Checklist items