

# 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](mailto: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 1<sup>ST</sup> FRIDAY in November of said year.**

## 1) LIHTC APPLICATION

**Submit:** electronic application via LOLA. After submission, you will be prompted to print a copy of the application. Do not submit "print preview" version of the application. (Use the application for the calendar year *initial* application was submitted)

## 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

**Submit** copy on a *flash drive or CD* of the closing binder including copies of ALL financing Notes. If the Owner received Financial Participation points in the initial application, WHEDA will review the closing binder/packet 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 and 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. Document in writing with a statement from the municipality that COs are not provided.

- 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 ONE 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 Owner Energy Efficiency Certification

**All project types:** Completed General Contractor Energy Efficiency Certification

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, <b>if RCAC points were awarded at initial application.</b>
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### **14) TAX-EXEMPT BOND TRANSCATIONS (NON-COMPETITIVE 4%)**

For developments <b>NOT</b> 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).
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Copy of the first page of the Official Statement and the Final Resolution pertaining to the tax-exempt bond issue for the project.
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### **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 ( <a href="http://www.weigogreener.org/greenbulthome/whedalihtc">http://www.weigogreener.org/greenbulthome/whedalihtc</a> )
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### **16) DEVELOPMENTS WITH USDA SECTION 515 AND/OR PRESERVATION REVOLVING LOAN FUND FINANCING**

Submit a copy of Appendix O – LIHTC Application three (Final)
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**Send information via regular mail to:**

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P.O. Box 1728  
Madison WI 53701-1728**

**Send information via express mail to:**

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