



**Low Income Housing Tax Credit**  
**Check List for New Property**

**Please send to the Tax Credit Analyst assigned to the project within 120 days after the placed-in-service date.**

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: \_\_\_\_\_

- Project Status Form completed in its' entirety*
- Gross Rent Floor Election request previously sent to the Mgr. of Tax Credit Compliance (if applicable)*
- Mitas Web User Agreement (printed from website)*
- Acquisition/Rehab Acknowledgement (N/A for properties with an active Tax Credit Deed Restriction)*
- Current Rent Roll (for Acquisition/Rehab properties only)*
- IRS Form 8609 with Part II completed (if received from Tax Credit Allocations)*
- Owner's Certificate of Continuing Program Compliance for New Property*
- Housing Resource Center (HRC) printout from website (<https://www.nj.gov/njhrc/>)*
- 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)*
- 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)*
- Documentation to support the Tenant Paid Utility Allowance(s) entered in Mitas*
- Tax Credit Certification for individual processing Tenant Income Certification (TIC)*

To access forms visit: <https://nj.gov/dca/hmfa/developers/lihtc/compliance/>

**Compliance packages should be submitted to [jpena@njhmfa.gov](mailto:jpena@njhmfa.gov) via Leapfile instructions attached.**

Questions??? (click link below)

[https://nj.gov/dca/hmfa/developers/docs/lihtc/compliance/tc\\_comp\\_analyst\\_assign\\_county.pdf](https://nj.gov/dca/hmfa/developers/docs/lihtc/compliance/tc_comp_analyst_assign_county.pdf)