



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

This check list must be used when reporting new properties to the Agency.  
**All items shall be sent to the Tax Credit Analyst assigned to your project within 30 days of the Placed in Service Date.**

Property Name: \_\_\_\_\_ LITC#: \_\_\_\_\_

**Property Contact Information:**

**Owner Contact Information:**

Property Mgr: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Phone#: \_\_\_\_\_

Phone#: \_\_\_\_\_

E-mail: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Managing Agent Contact Information:**

Name: \_\_\_\_\_ Phone#: \_\_\_\_\_ E-mail: \_\_\_\_\_

- [ ] *Owner's Certificate of Continuing Program Compliance signed by the Project Owner*
- [ ] *Project Status Form*
- [ ] *IRS Form 8609 with Part II completed*
- [ ] *New Property Setup Form (submit via email)*
- [ ] *Mitas Web User Agreement*
- [ ] *Documentation to support the Tenant Paid Utility Allowance(s) entered in Mitas*
- [ ] *Tax Credit Certification for individual processing Tenant Income Certification (TIC)*

**To access monitoring forms or the list of HMFA contacts, visit  
<http://www.state.nj.us/dca/hmfa/developers/credits/compliance/>**

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