



Low Income Housing Tax Credit
Check List for Annual Social Service Models and/or Special Needs
Packages

This check list must be used when submitting social service or special needs packages to the Agency for approval. Please check off each item as it pertains to the property and submit complete package on or before January 31st. Failure to submit by the deadline is noncompliance that shall be reported to the IRS.

LITC#: _____

Property: _____

Property Contact Information:

Owner Contact Information:

Site Mgr: _____

Owner: _____

Phone: _____

Phone: _____

E-mail: _____

E-mail: _____

Managing Agent Contact Information:

Name: _____ Phone: _____

E-mail: _____

Check all that apply:

- Annual Certification for Projects with Social Service Models (attach job description for onsite service coordinator (if applicable), three (3) monthly newsletters with calendar and supporting documentation for each service provided to residents)
- Annual Certification for Projects in the Supportive Housing Cycle or with Set-Aside Special Needs Unit with supporting documentation
- Special Needs Population Certification Form with supporting documentation
- Frail Elderly Certification with supporting documentation

****Please mail package to the attention of Maria DiMaggio in the Tax Credit Division****

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 Maria DiMaggio at (609) 278-7512. ****