



**Low Income Housing Tax Credit
Check List for Annual Compliance Packages**

This check list must be used when submitting compliance 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/Compliance Specialist Contact Information:

Name: _____ Phone#: _____ E-mail: _____

- Current Tenant Report printed from Mitas Web Application System (review data for accuracy prior to submission)*
- Court documentation for any tenants **not recertified** for the reporting year*
- Documentation of marketing efforts for all vacancies exceeding 90 days (newspaper ads, community outreach, internet listings, etc)*
- Owner's Certificate of Continuing Program Compliance signed by the Project Owner*
- Owner's Certificate of Continuing Program Compliance **During the Extended Use Period***
- Compliance Monitoring Fee payable to HMFA (if applicable)*
- Annual Certification for Projects with Social Service Models/Special Needs Component (attach one monthly newsletter with calendar, Job Description for Coordinator, flyer postings and/or notification to the residents and any other supporting documents)*
- Documentation to support the Tenant Paid Utility Allowance(s) entered in Mitas*
- IRS Form 8609 with Part II completed (if not previously submitted)*
- Year 15 Status Report (for projects in year fourteen (14))*
- Tax Credit Certification for the individual(s) processing the Tenant Income Certification (TIC)*
- List of Unit Transfers for the reporting year*

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