



## 2018 PRIOR TO PLACED-IN-SERVICE CHECKLIST

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### A. Instructions

The 2018 Qualified Allocation Plan (“QAP”) Section 8.9 and the 4% Qualified Allocation Plan (“4% QAP”) Section 4.6.2 list prior to Placed-in-Service submission requirements. These documents shall be submitted to IFA on the Prior to Placed-in-Service Docs Tab of the on-line application.

The latest submission date for these documents shall be September 1<sup>st</sup> in the year the Project’s IRS Form 8609 Application will be submitted. **The IRS Form 8609 Application may not be submitted until all required documents have been received by IFA and approved.**

### B. Prior to Placed-in-Service Required Documents

At least 120 days prior to the first Unit being Placed-in-Service, a copy of the following must be uploaded to the Prior to Placed-in-Service Docs Tab in the on-line application:

- 1) Affirmative Fair Housing Marketing Plan Package – 1 pdf of the following bulleted items:
  - Affirmative Fair Housing Market Plan (Current HUD Form 935.2A)
  - Ads and brochures (in addition to IowaHousingSearch.org)
  - Picture of property sign; or picture of draft sign design; or statement and explanation as to why the property will not have a sign
  - Tenant Selection Plan (criteria)
  - Lease
  - Lease addendums (including the Accessible Unit Lease addendum if language isn’t included in the lease), if any
  - Resident policies and procedures, if any
  - Waiting list policy
  - Free Internet Connectivity specifications and fully executed contract, if applicable.
  - Violence Against Women Act (“VAWA”) forms:
    - HUD form 5380 - Notice of Occupancy Rights under VAWA
    - HUD form 5381 - Project-specific Emergency Transfer Plan that includes local contact information,
    - HUD form 5382 - Certification of Domestic Violence, Sexual Assault, or Stalking and Alternate Documentation
    - HUD form 5383 - Emergency Transfer (if emergency transfer plan requires written notification to request a transfer)
    - HUD-91067 - Lease Addendum.
    - IFA Required Form - Acknowledgement of Receipt of Form HUD-5380 and Form HUD-5382
- 2) Written commitment between the Management Company and the Local Lead Agency for the ongoing notifications to the Local Lead Agency of all Project vacancies.
  - N/A – 4% Tax-Exempt Bond Financed Projects
- 3) Documentation the Project is registered on Iowa’s free rental housing locator at [Iowa Housing Search](http://IowaHousingSearch.org).
  - Provide printer-friendly copies of each unit size and/or bedroom size.



- 4) Written commitment between the Management Company and the Public Housing Authority (“PHA”) for the ongoing notifications to the PHA of all Project vacancies.

#### **C. Prior to Placed-in-Service Docs Tab**

A user name and either a “Guest” or a “Prior to Placed-in-Service” role in the on-line application is required to upload documents. User name requests may be submitted through the [on-line application](#).

If a user will only be uploading documents to this tab, indicate this on the user name request. IFA will email the requestor once approved. The application creator must grant the user access to the application. Refer to the On-line Application Training Guide for instructions. For on-line application questions, contact Stacy Cunningham.

To upload documents:

- Select the Prior to Placed-in-Service Docs Tab
- Upload the document by selecting the “Document Type” from the drop-down field
- Type the title of document
- Select the document for upload and upload

#### **D. Review and Approval Process**

The IFA reviewer will send an email deficiency notice, if applicable, with instructions for responding. An approval email will also be provided. Approvals are also shown in the Prior to Placed-in-Service Docs Tab. For questions on the Prior to Placed-in-Service document requirements and process, please contact Nancy Peterson.