



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

**All items shall be sent to the Tax Credit Analyst assigned to your project within 120 days after the property has placed in service.**

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: \_\_\_\_\_

- Owner's Certificate of Continuing Program Compliance for New Properties Only*
- Project Status Form completed in its' entirety*
- IRS Form 8609 with Part II completed (if received from Tax Credit Allocations)*
- New Property Setup Form*
- List of Building addresses with corresponding building numbers and placed-in-service dates (i.e. BIN #1 – 123 Blue Street – 1/1/2018)*
- Unit Designations for the Income Averaging Set-aside (if applicable)*
- Super's Unit # \_\_\_\_\_ in BIN# \_\_\_\_\_ (if applicable)*
- Mitas Web User Agreement (printed from website)*
- Acquisition/Rehab Acknowledgement (for Acquisition/Rehab properties only)*
- Documentation to support the Tenant Paid Utility Allowance(s) entered in Mitas*
- Tax Credit Certification for individual processing Tenant Income Certification (TIC)*
- 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)*

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

**Due to COVID -19, all documents in this package should be submitted via leapfile.**  
**Please do not mail or email.**

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