



Ohio Housing Finance Agency
Form 8609 - Document Submission List

All documents must be submitted on disk according to the OHFA Document Submission Procedure

1. Completed OHFA Owner's Cost Certification forms with original signatures of the owner and the independent preparer. Blank forms are available on the OHFA website. (hard copy and Excel format)
2. Completed Contractor's Cost Certification Forms for all required entities with original signatures of the owner and general contractor. (hard copy and Excel format)
3. Final Certificate of Occupancy for each building from the issuer of building permits. Certificates of Completion from the owner are acceptable for rehabilitation buildings if Certificates of Occupancy are not issued. Temporary Certificates for each building are also required if used to evidence the placed-in-service dates of the buildings. OHFA reserves the right to conduct a site visit of a property to verify completion before issuance to the owner of the Forms 8609.
4. All permanent financing sources (except for the first or primary mortgage) must be closed before the 8609 Forms are issued. An executed promissory note that includes the amount, interest rate, term, and amortization or repayment terms of the loan must be submitted for each source. In lieu of a note for the first or primary mortgage, a firm financing commitment signed by the lender and owner within 30 days of the request for the 8609 Forms may be submitted. *NOTE: The HDAP closeout process must be completed prior to the issuance of the 8609s.*
5. Final Limited Partnership Agreement executed by the limited and general partners (must include all equity amounts and the pay-in schedule for the equity).
6. A copy of the executed and recorded Restrictive Covenant (issued by OHFA), and a copy of an executed and recorded Consent of Recorded Lienholder form from each non-OHFA lending source with a mortgage filed on the property prior to recording of the OHFA Restrictive Covenant.
7. A check for payment of the appropriate Compliance Monitoring Fee (\$900 per low-income unit), made payable to "Ohio Housing Finance Agency".
8. Evidence that a representative of the management company has attended the OHFA Tax Credit Compliance Training with six months prior to the placed-in-service date for the first building completed.
9. Evidence that the owner/manager has conducted a placed-in-service meeting with OHFA Office of Program Compliance.
10. Evidence that written notification was submitted to the OHFA Office of Program Compliance within 15 days of the placed-in-service date of the building (or last building in a multiple building project).
11. Completion of the final Energy Efficiency Certification form for the year of allocation (if applicable).
12. Narrative describing any material changes to the project since the time of application.

The request for Forms 8609 must be submitted by the date listed in the Carryover Allocation Agreement. An extension of this deadline may be granted by OHFA upon request. However, any extension will not apply to payment of the compliance monitoring and multiple building project fees.

Requests for 8609 Forms and corrections or clarifications to previous submissions are reviewed in the order submitted. OHFA will issue Forms 8609 up to 90 days after a **complete** request has been submitted. An incomplete or insufficient request will not be processed until all items are submitted, which may result in a delay of the Form 8609 issuance. Any corrections or clarifications requested by OHFA must be submitted within three (3) months or a resubmission fee of \$250 will be charged. OHFA reserves the right to defer processing Form 8609 requests that are received during a future competitive funding round.

Building Identification Numbers (BIN) are assigned to each building by OHFA after a request for Forms 8609 is submitted. Applicants must contact OHFA in writing with any requests to assign BIN to individual buildings prior to that time.