

Placed In Service Instructions

Placed in Service requests are due by November 1st or the next business day after November 1st of each calendar year, in order to guarantee the issuance of a Regulatory Agreement in time for it to be recorded by December 31st of the calendar year.

IMPORTANT NOTICE: Regardless of when credit will be claimed, if the project is, or will be, placed in service during the current year, please send the following to the attention of Cassandra Brown in the Compliance Monitoring division at MSHDA as soon as the Certificates of Occupancy are available:

- A copy of the Certificates of Occupancy (or Certificates of Substantial Completion for rehab projects).
- An updated copy of the Building-by-Building Basis page (found in Addendum I on page I-19)
- A completed List of Unit Numbers form (found on the Placed In Service Process web page)

Directions for Submitting Placed In Service Applications

Request for Regulatory Agreement:

To request that the Placed in Service process begin and trigger the issuance of a LIHTC Regulatory Agreement, the following must be submitted:

- Cover letter requesting issuance of a Regulatory Agreement
- Exhibits 1* through 3 of the Placed In Service Exhibit Checklist

*If the legal description in the copy of the recorded deed is not sufficiently legible to copy onto the Regulatory Agreement document, please 1) provide a clean copy of the legal description in the submission OR 2) e-mail the description in Word or PDF format to Carol Thompson at thompsonc7@michigan.gov.

The Regulatory Agreement request should be submitted to the attention of Carol Thompson in the LIHTC Program office and is due on **November 1st** or the next business day after November 1st of each calendar year, in order to guarantee the issuance of a Regulatory Agreement in time for it to be recorded by December 31st of the calendar year.

NOTE: If the project is ready to request 8609s at the time of the Regulatory Agreement request, please follow the instructions below and submit everything together.

Request for 8609s:

To request the issuance of 8609 form(s), the following must be submitted:

- Placed in Service Cover Sheet
- Placed in Service Exhibit Checklist
- All Required Exhibits for Placed In Service. The Exhibit Checklist indicates when each exhibit is required.

The documents listed above should be submitted to the attention of Carol Thompson in the LIHTC Program office as soon as they are available. All of the documents are required for issuance of 8609 forms.

Tips for preparing the Placed In Service Application:

- For projects claiming credit in a given year, the Owner's and Contractor's Cost Certifications should be submitted no later than **February 1** of the following year.
- All files necessary to submit Placed in Service Applications are listed on the Placed in Service web page:
 1. Cover Sheet
 2. Exhibit Checklist
 3. LIHTC Application
 4. Certification to Application
 5. Cost Certification Guidelines (directions and forms in pdf format)
 6. Contractor's Certificate of Final Actual Costs (Word)
 7. Owner's Certification of Final Actual Costs (Word)
 8. Certification of Syndication of Project (Word)
 9. IRS Form 8821
 10. First Year Credit Statement form (Word)
 11. List of Unit Numbers form (Word)
- Other relevant information is also available on the Placed in Service web page:
 1. Carryover and Placed In Service deadlines for the current year
 2. Explanation of Placed In Service Dates
 3. A list of what must be submitted prior to the issuance of 8609 forms