

Prior to Placed-in-Service Documents

Affirmative Fair Housing Marketing Plan Guide: link on the Prior to PIS Docs Tab in Application

Leasing Date

Provide date for when leasing will begin* [Management Company of Owner must enter prior to leasing start]

Requirement: At least 120 days prior to the first building's placed-in-service date, upload the 3 items below separately. The following items must have been received and accepted by IFA prior to submission of the 8609 Application:

- 1) **Affirmative Fair Housing Marketing Plan Package.** Upload 1 pdf containing the following bulleted items:
 - Affirmative Fair Housing Market Plan (Current HUD Form 935.2A)
 - Property 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. EHO Logo should be shown. International Symbol of Accessibility (wheelchair logo) should be used if the entire building can be accessible to someone in a wheelchair.
 - Qualified Service Provider Certification on Tenant Selection Plan (applies to projects with permanent supportive housing units, IFA form required)
 - Tenant Selection Plan – including criteria to move into the property such as age and income restrictions, screening criteria, waiting list policy/procedures, VAWA notification, allowable preferences like persons needing accessible features of a unit, and income targeting.
 - Lease: must be consistent with the Tax Credit Program and Iowa Landlord and Tenant Laws.
 - All Lease addenda (including the Accessible Unit Lease addendum, if language isn't included in the lease)
 - Resident policies and procedures
 - 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 form - Acknowledgement of Receipt of Form HUD-5380 and Form HUD-5382

- 2) **Documentation the Project is registered on Iowa's free rental housing locator at [Iowa Housing Search.org](http://IowaHousingSearch.org).** Upload all detailed listings (ads) as 1 pdf. All information must be consistent with the approved LIHTC Application and the QAP.
 - Provide a listing (ad) per bedroom/bathroom size and unit square footage if rent levels differ due to square footage. All AMI rent restriction levels should be advertised. If non-income restricted, Market rate units are available in a specific unit size, they can be advertised within the ad or can be advertised separate from income restricted units.
 - Different building types should be advertised separately (standard apartments, townhouse/row houses, duplex, etc.)

- 3) **Written commitment between the Management Company and the Public Housing Authority (“PHA”) for the ongoing notifications to the PHA of all Project vacancies.** Both PHA and Management Company must sign to acknowledge this ongoing commitment.