

Prior to Placed-in-Service Documents

The Prior to Placed-In-Service tab in TAC has been updated and requires both the anticipated leasing date as well as the targeted Placed-In-Service date.

There is a space on the Prior to Placed-In-Service tab now to input all associated email addresses that need to be part of the communication. As all communication regarding these documents will now happen through TAC and not via email, be sure that your property management team has a username for TAC.

The Affirmative Fair Housing Marketing Plan Guide is available on [the IFA website](#) for property management and developers to review prior to submitting any documents.

A reminder that projects cannot submit an 8609 application without IFA's acceptance of the Prior to Placed-In-Service documents.

Upload Requirements:

1. **Affirmative Fair Housing Marketing Plan** including maps, signage, and marketing materials.
 - Affirmative Fair Housing Marketing Plan (Current HUD Form 935.2A)
 - Census maps used to complete the AFHMP
 - Property ads and brochures
 - Picture of property sign, picture of draft sign design, or statement and explanation as to why the property will not have a sign. EHO Logo should be shown as part of the signage.
2. **Lease and all lease addenda, including VAWA forms and Accessible Unit Addendum.**
 - 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
3. **Tenant Selection Plan, house rules, and resident policies and procedures.**
 - If PSH units are included, the IFA Form for QSP signoff on the TSP is required as well.
4. **IowaHousingSearch.org ads for each bedroom size.**
5. **Written commitment between the Project and the PHA.**
 - If a Project is a Scattered Site Project located in multiple PHAs, a written commitment needs to be provided for each PHA.