



**Reporting Period: 2007 Calendar Year  
Checklist for LIHTC Document Submission and Electronic Filing**

**To:** Department of Housing and Community Development  
Portfolio Management Division

**From:**

**Date:**

**Re:** \_\_\_\_\_, L.P.

- Executed copy of the **2007** Owner's Certificate of Continuing Program Compliance (**Signed by an authorized member of the ownership entity**)
- Vacancy Table:** Submit for *Each* Building
- Building Status Report:** Submit for *Each* Building with LIHTC Units
- Electronic Filing:** Building Status Report(s)
- Copy of the Federal Tax Return for the year ended **December 31, 2007**
- Copy of Certified Audit Report for the year ended **December 31, 2007**
- Attachment **1**, Current History of Project Contacts
- Attachment **2**, Project Specifics
- Form(s) **8609** and **Schedule A** are filed with the 1<sup>st</sup> Tax Credit year's Tax Return *{if previously submitted, non- applicable}*
- District of Columbia DCRA** *Applicable* Utility Allowance Table
- District of Columbia DCRA** Business License
- Certificate of Liability Insurance
- Executed (final) Partnership Agreement and Attachment(s)  
**{If submitted with documents for the 2006 calendar year, non- applicable}**

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