

## Acquisition/Rehab Acknowledgement

Property Name: \_\_\_\_\_ LITC#: \_\_\_\_\_

Acquisition/Rehab properties that did not have a **previous tax credit allocation** are considered **new properties**. Therefore, existing tenants are considered new move-ins and the move in effective date on the Tenant Income Certification (TIC) should be the same as the acquisition date or after.

New move-ins (not existing at the time of acquisition) will be treated as a move in on the **actual** move in date.

In both scenarios, these tenants are new move-ins to the Tax Credit Program and must have the following in the tenant's file:

- Move in TIC with the supporting 3<sup>rd</sup> party documentation
- Initial Lease Agreement with the term beginning on the move in date/date of acquisition
- Under \$5,000 Asset Certification Form (if applicable) or Disposed of Asset Form
- Student Status Verification (annually)
- Child Support Certification (annually)
- Smoke Detector, Carbon Monoxide and Window Guard Acknowledgements (annually)
- Rental Application for new move-ins **only** (not existing at the time of acquisition)

Although existing tenants can be initially certified within 120 days before or after the acquisition date, the Initial Certification is actually a Move In with the effective date of the acquisition or after and must be entered in Mitas as a Move In transaction **not** an Initial Certification. If an Initial Certification is entered as the first transaction in the unit, the move in date must be the same as the effective date of the Initial Certification which should be the acquisition date or after. The original move in date (prior to acquisition) is not applicable for the tax credit allocation.

Also, since one tenant cannot qualify 2 units in the 1<sup>st</sup> year of credits/during initial lease up, Unit Transfers into empty units (never occupied with a Tax Credit move-in transaction) are not permitted in the 1<sup>st</sup> year/during initial lease-up unless there is a medical necessity documented by a physician. If you need to move an existing tenant(s) to another unit during the rehab, please do not enter a Unit Transfer transaction in Mitas. This tenant should be initially certified as a Move-In into the unit they will occupy after the rehab. For example, Ms. Smith occupies Unit 101 at the time of acquisition. She is initially certified in Unit 101 then moved to Unit 102 during the rehab but will go back to Unit 101. So, the Move In transaction should be for Unit 101 and no unit transfer should be entered in Mitas for Unit 102.

However, if Ms. Smith decides to remain in Unit 102, after the rehab, she should be initially certified with a Move In transaction in Unit 102 instead of Unit 101 or moved out of Unit 101 and moved into Unit 102 with a move-in transaction.

**I have carefully read and fully understand the above and will distribute this document to each Mitas user upon the creation of their Mitas user account. If I have any questions, I will contact the Tax Credit Analyst, for this property, prior to entering tenant data in the Mitas system.**

\_\_\_\_\_  
Signature of Owner or General Partner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Owner or General Partner

2/7/2019