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To: Real Estate Department Partners  
From: Real Estate Department  
Date: August 10, 2020  
**Re: Tax Credit Pre-8609 Inspections Policy**

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**Notice: RED-20-44**

In RED Notice 20-18, IHCD announced that it would not resume Pre-8609 Inspections until Indiana reached Stage 5 of the Back on Track Indiana Plan.

In order to not further delay the issuance of 8609s for these projects, IHCD is making the following revisions to its Tax Credit Inspections Policy until Indiana reaches Stage 5.

**Pre-8609 Inspections for New Construction and Rehabilitations that are occupied by tenants:**

While on-site inspections will not resume until Stage 5, developments that are ready for the Pre-8609 inspection should contact Doug Newport, IHCD Construction and Design Review Analyst, at [dnewport@ihcda.in.gov](mailto:dnewport@ihcda.in.gov). At this point, Doug will review the progress inspections he conducted for the development and determine what final items would be needed to demonstrate that it meets the inspection requirements and application commitments. This information would then be submitted electronically. Upon meeting the requirements, Doug would provide a Pre-8609 Inspection clearance letter.

Once Indiana reaches Stage 5, Doug will conduct an on-site inspection as a final check. Any inspection deficiencies or items not completed may result in the issuance of Form 8823.

**Pre-8609 Inspections for New Construction Developments that are not occupied by tenants:**

Pre-8609 inspections may be conducted if the construction is 100% completed or substantially completed. Unique features and development characteristics that are not in place after the construction is substantially completed must be verified no more than 60 days from the date of the inspection. Appropriate documentation may include pictures, invoices, affidavits, or other forms as requested by IHCD.

The buildings must be accessible for the inspection. However, if parking lots are not completed (topcoats, striping, and ADA signs), the inspection can still take place as long as accessible pathways do not contain barriers. (NOTE: A gravel base being in place cannot be made accessible, and the base coat must be in place for the inspection without barriers on ADA pathways).



## **Progress Inspections:**

Progress inspections serve a great value during these times since the buildings are not occupied by tenants and the buildings can be inspected and verified as compliant with the Indiana Building Codes. During progress inspections, all issues can be identified, corrected, and verified prior to the Pre-8609 inspection requests.

QAP Minimum Design Requirements are also discussed during these inspections to ensure that they are met. Some unique features and development characteristics can be verified during these inspections, where other features and characteristics can be verified later through submission of pictures and invoices to show that they are in place and all commitments have been met.

Progress inspections should be completed on all developments under construction. Owners or developers should contact Doug Newport at [dnewport@ihcda.in.gov](mailto:dnewport@ihcda.in.gov) to notify him that construction has started. Doug will then schedule ongoing inspections during construction in order to ensure that the 8609s are not delayed when construction is completed.

**If Progress inspections have not been completed during construction, the issuance of 8609s may be delayed and/or require additional documentation to show compliance at the time of the request for the Pre-8609 Inspection.**

If existing properties are occupied and under rehabilitation construction, progress inspections can be conducted on apartment units that are vacant. If the rehabilitation is being conducted with tenants still occupying the units during the construction, progress inspections can only be conducted on exteriors of buildings and areas that tenants do not occupy.

For questions on this notice, please contact Doug Newport at [dnewport@ihcda.in.gov](mailto:dnewport@ihcda.in.gov) or Alan Rakowski at [arakowski@ihcda.in.gov](mailto:arakowski@ihcda.in.gov).