**Construction Notification Form**

Instructions: This form is for all Tax Credit (9% & 4%) Developments. This form must be submitted electronically to [rhtc@ihcda.in.gov](mailto:rhtc@ihcda.in.gov) and [dnewport@ihcda.in.gov](mailto:dnewport@ihcda.in.gov) as soon as construction begins.

1. **General Information**

|  |  |
| --- | --- |
| Project Name: | Project BIN #: |
| Project Address: | City/State/Zip: |

1. **Contact Information**

|  |  |
| --- | --- |
| Owner Contact | |
| Name: | Title: |
| Email: | Phone: |
| Construction Contact | |
| Name: | Title: |
| Email: | Phone: |
| Property Management Contact | |
| Name: | Title: |
| Email: | Phone: |
| Project Manager |  |
| Name: | Title: |
| Email: | Phone: |
| Site Superintendent |  |
| Name: | Title: |
| Email: | Phone: |

1. **Project Key Dates**

|  |  |  |
| --- | --- | --- |
|  | Anticipated (DD/MM/YY) | Actual (DD/MM/YY) |
| Partnership Closing |  |  |
| Financing Closing |  |  |
| Construction Start |  |  |
| Lease-up Start |  |  |
| Placed-In-Service |  |  |
| Pre-8609 Physical Inspection Request |  |  |
| Final Application Submission |  |  |

**4.** **Directions to the site**

Please provide specific directions to the site that reference the nearest main street intersections if the site address is not yet established by the US Postal Service.

1. **Progress inspection visit dates and observations during the inspections (for IHCDA use only)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Inspection date** | **Observations made** | **Issues revealed** | **Corrections required** | **Corrections completed** |
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