

Notification Of Unit(s) Offline

Property Name: _____ **OHFA Tracking #:** _____

Owners must submit this form within 5 business days of unit being taken offline.

The undersigned hereby removes _____ unit(s), designated as low-income from being available for public use as of this date _____.

Please list each building with any units being removed; include the reason for the loss, the date the unit(s) went offline and the projected date the unit(s) will be available for public use. (Use an additional page if necessary)

| Building Identification Number | Unit Number(s) | Reason for Removal * | Date Offline | Estimated Date Available to Public |
|--------------------------------|----------------|----------------------|--------------|------------------------------------|
| | | | | |
| | | | | |
| | | | | |

* *Examples of Reasons for Removal include, but are not limited to: Destruction or Fire in a Unit, Vandalism of a Unit, and Water Damage.*

Explain the relocation plans for any resident who was displaced as a result of the unit being taken offline. Be sure to include any resulting resident injury and/or casualty.

A representative of the Owner must submit as soon as available the fire report, police report or scope of work. Steps must be outlined clearly that will be taken to have the unit(s) returned to public use. If the property has Housing Tax Credit and is in the first 15 years of compliance, 8823s will be issued in accordance with the Internal Revenue Code. Submit documents to your Compliance Analyst.

Owner/General Partner

Date

Name (Type or Print)

Title

Managing Agent

Date

Name (Type or Print)

Title

For OHFA Use Only

Date Notification received: _____ Date Compliance Manager notified: _____

As applicable, Date 8823's sent to Compliance Director: _____

Signature of Analyst

Date

