

**Project 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 \_\_\_\_\_  
 Total number of tenants that have been displaced: \_\_\_\_\_

*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.*  *Additional offline units page used.*

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

Are you filing an Insurance Claim?  Yes  No

Photos of damaged unit(s) are attached. (Required)

If yes, Insurance Provider: \_\_\_\_\_

Claim #: \_\_\_\_\_

**A representative of the Owner must submit as soon as available the fire report, police report or scope of work. Steps must be clearly outlined what will be needed to have the unit(s) returned to public use. If the project has Housing Tax Credits and is in the first 15 years of compliance, 8823s will be issued in accordance with the Internal Revenue Code. Submit documents to [compliance@ohiohome.org](mailto:compliance@ohiohome.org).**

\_\_\_\_\_  
Owner/Representative Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Type or Print)

\_\_\_\_\_  
Title

**For OHFA Use Only**

Date Notification Received: \_\_\_\_\_

Auditor Assigned: \_\_\_\_\_

8823 Issued Date: \_\_\_\_\_

In Extended Use, no 8823 issued

\_\_\_\_\_  
Director of Program Compliance Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed or Typed Name

*Under penalties of perjury, I certify that the information provided herein is true and accurate to the best of my knowledge. The undersigned further understands that providing false representation herein constitutes fraud.*

