

EXHIBIT 9
INSTRUCTIONS
PennHOMES/LOW INCOME HOUSING TAX CREDIT
PROJECT HISTORY FORM- PART 1

The Project History Form Part 1 & 2 are to be completed and returned to PHFA at the rent-up meeting.

This Project History Form is to be filled out for each unit in each building. If there is more than one building in your project, please list units consecutively by building number. The detailed instructions are as follows:

PROPERTY NAME: The actual name of your property, or, if single dwelling, please check.

MANAGEMENT AGENT/CONTACT PERSON: Please list management agent contact of the property or a contact person with address of each, if applicable, and phone number.

OWNER/CONTACT PERSON - ADDRESS - PHONE #: Please list the owner of the property or a contact person with address of each, if applicable, and phone number.

TAX CREDIT NUMBER: The number the Agency (Pennsylvania Housing Finance Agency) has assigned your property, which can be found on all correspondence from the Agency. **Tax Credit Only**

EXAMPLE: TC91-016

PHFA NUMBER: The number the Agency (PHFA) has assigned your property.

EXAMPLE: H0246

OCCUPANCY DESIGNATION: Check box that applies. Example: Designated Population = Homeless, HIV/AIDS, etc.

APARTMENT LOCATOR INFORMATION: Enter name of contact person, phone number, email address, website URL (if applicable).

SITE MANAGER CONTACT INFORMATION: Enter name of contact person, phone number, email address, website URL (if applicable).

BUILDING IDENTIFICATION NUMBER (BIN): This number is found on Form 8609 (Part 1, Item E). **Tax Credit Only**

EXAMPLE: PA91-01016

BUILDING ADDRESS: The apartment building or house address on Form 8609 (part 1, Item A).

BUILDING NUMBER: The number, if any, assigned to the building.

EXAMPLE: Building #502 or Building A

UNIT NUMBER: The actual apartment number.

EXAMPLE: Apartment A or Apartment #10

ACCESSIBLE UNIT: Enter MIU for Mobility Impaired Unit or H/V for Hearing/Vision Unit.

RENT @ 20% AMI: Enter yes if unit received points for providing affordable rents to those at or below 20% AMI.

UNIT TYPE MR/LI: Is the unit a market rate or low-income unit. **Tax Credit Only**

FLOOR: The actual floor on which the apartment is located.

EXAMPLE: Floor B or Floor 3

NUMBER OF BEDROOMS: The number of bedrooms per unit or apartment. Please identify as follows: Efficiency/SRO - 0; one-bedroom - 1; two-bedroom - 2; three-bedroom - 3; four-bedroom - 4; five-bedroom - 5.

UNIT SQUARE FEET: The total number of square feet per unit. **Tax Credit Only**