

## REMINDER NOTICE

### LIHTC: Annual Submission Requirements

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December 5, 2018

Dear Tax Credit Owner/Agent:

For the most part, annual Tax Credit reporting is to be done via the Agency's Automated Web Entry System. All submissions are due prior to midnight on January 31, 2019.

Owners of all projects are asked to submit the following documents to PHFA for the Compliance Period of January 1, 2018 through December 31, 2018:

1. **Owner's Certificate of Continuing Program Compliance;** including any Addendum or attachment and the Rental Schedule.

**NOTE: The Owner's Certificate of Continuing Program Compliance will once again be available for submission through the Automated Web Entry System. When choosing the Owner's Cert menu item, instructions will appear for the completion and upload of the correct report. The form must be pulled up, completed, and uploaded via in-place icons. This form is NOW available.**

**\*\*\*DO NOT submit an Owner's Cert prior to January 2019; as the report has an effective date of December 31, 2018. Any annual report submitted prior to January 1, 2019 will not be accepted as valid.**

**Rental Schedules** are to be submitted via the Automated Web Entry System AFTER all TIC entry has been completed. To submit: be sure to choose the **Rental Schedule menu option** in the Web Entry System.

2. **Tenant Income Certifications (TIC)/Alternate Certifications;**

\*TICs are to be submitted through the Automated Web Entry System.

\*Hardcopy TICs with accompanying third party supporting back-up documentation are only required for:

-MOVE-INS for POST YEAR-15 projects (Projects without Agency financing).

-Do Not submit hardcopy TICs for Pre Year-15 projects or for projects with Agency financing.

3. **Accessibility Worksheet.** In order that all accessible units may be identified within PA, please complete an Accessibility Worksheet for each project that is in its first year of compliance. \*Please remember to update accessibility questions on the TIC Entry System for all projects; with any change in household data.

**Note:** Although you are not required to submit a hardcopy of your Model Lease Agreement this year, you must continue to utilize the PHFA Low Income Housing Tax Credit Program Lease Addendum with all Leases.

If your submission of proper forms does not reach the Agency on or before the due date, a Letter of Noncompliance may be issued for this project. Additionally, please be advised that these deficiencies may adversely affect subsequent applications for tax credits from the Agency for which you, the owner, general partner, or development team member are a party.

If you have any questions regarding the reporting requirements, please contact Maryellen Schenck at 717-780-1884, Kristen Kasi at 717-780-4337, or Heather Black at 717-780-3951.

**NOTE: Projects that have not had IRS Forms 8609 issued, but are within their compliance period, must provide hardcopy of all reports (including TICs and Rental Schedule) in order to prove compliance in a timely manner. If the Rental Schedule is provided in a format other than that of the Agency's, please be sure to include data for all fields represented on the Agency form. Please do not transmit documents via email. Those documents may be sent to: PHFA, 211 North Front Street, Harrisburg, PA 17101.**