

## REMINDER NOTICE

### LIHTC: Annual Submission Requirements

---

January 1, 2026

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, 2026.

Owners of all projects are asked to submit the following documents to PHFA for the Compliance Period of January 1, 2025 through December 31, 2025:

1. **Owner's Certificate of Continuing Program Compliance**; including the Rental Schedule and any other Addendum. The 2025 Owner's Certificate will be available on the Web Entry System as of January 1, 2026.

**NOTE: DO NOT submit an Owner's Cert prior to January 2026; as the report has an effective date of December 31, 2025. Any annual report submitted prior to January 1, 2026 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 Agency Automated Web Entry System.

**\*REMINDER - After uploading all TICs, please be sure to check each cert submitted for details such as gender, race, student, and disability status are completed. If a tenant is listed as needing the accessible features of a unit, they cannot decline to answer the disability status question.**

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 a change in household members.

**Note:** Although you are **not** required to submit a hardcopy of your Model Lease Agreement, you must continue to utilize the PHFA Low Income Housing Tax Credit Program Lease Addendum with all Leases. **Please note that this Addendum was revised in 2022.**

If your submission of proper reports does not reach the Agency on or before the due date, a Letter of Noncompliance may be issued for the 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 the Tax Credit Officer assigned to your project. Properties located in: Philadelphia County ONLY (Region 1) = Katelyn McCormick at kmccormick@phfa.org, Remainder of Region 1 and Region 2 = Justin Eden at jeden@phfa.org, Regions 3, 4 & 6 = Kristen Kasi at kkasi@phfa.org, Region 5 = Sarah Sebastian at ssebastian@phfa.org.

**Projects that have not had IRS Forms 8609 issued, but are within their compliance period, must provide hardcopy of all reports (including Owner's Certificate of Continuing Program Compliance, 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: Manager of Tax Credit Compliance, PHFA, 211 North Front Street, Harrisburg, PA 17101.**