



8. There has been no change in the eligible basis (as defined in Section 42(d) of the Code) of any building in the property since last certification submission:  CHANGE  NO CHANGE

If "Change", state nature of change (e.g., a common area has become commercial space, a fee is now charged for a tenant facility formerly provided without charge, or the property owner has received federal subsidies with respect to the property which had not been disclosed to the allocating authority in writing) on page 3.

9. All tenant facilities included in the eligible basis under Section 42(d) of the Code of any building in the property, such as swimming pools, other recreational facilities, parking areas, washer/dryer hookups, and appliances were provided on a comparable basis without charge to all tenants in the buildings:  YES  NO

10. If a low-income unit in the property has been vacant during the year, reasonable attempts were or are being made to rent that unit or the next available unit of comparable or smaller size to tenants having a qualifying income before any units were or will be rented to tenants not having a qualifying income:  YES  NO

11. If the income of tenants of a low-income unit in any building increased above 140% of the applicable income limit as allowed in Section 42(g)(2)(D)(ii) of the Code, the next available unit of comparable or smaller size **in that building** was or will be rented to residents having a qualifying income:  YES  NO

12. Any evictions of tenants of a low-income unit in any building were executed only for good cause, as required in Section 42(h)(6)(B)(i) of the Code, as described in Q&A of Rev. Rul. 2004-82:  YES  NO

13. An extended low-income housing commitment as described in Section 42(h)(6) was in effect, including the requirement under Section 42(h)(6)(B)(iv) that an owner cannot refuse to lease a unit in the property to an applicant because the applicant holds a voucher or certificate of eligibility under Section 8 of the United States Housing Act of 1937, 42 U.S.C. 1437s. Owner has not refused to lease a unit to an applicant based solely on their status as a holder of a Section 8 voucher and the property otherwise meets the provisions, including any special provisions, as outlined in the extended low-income housing commitment:  
 YES  NO

14. The owner received its credit allocation from the portion of the state ceiling set-aside for a property involving "qualified non-profit organizations" under Section 42(h)(5) of the code and its non-profit entity materially participated in the operation of the development within the meaning of Section 469(h) of the Code.  
 YES  NO

15. There has been no change in the ownership or management of the property in the past 12 months:  
 CHANGE  NO CHANGE

There is a possibility that a change in ownership or management may occur in the next 12 months:  
 CHANGE  NO CHANGE

If "Change", complete page 4 detailing the changes in ownership or management of the property. (*Note: Change in Management Agent requires pre-approval from OHCS*)

If possibility of change list details.

**Attached hereto is:**

- ♦ The Annual Reporting Spreadsheet ("Required" form, [OHCS.10](#))
- ♦ The current utility allowance information (PHA or source documentation must be provided)
- ♦ Copy of IRS Form 8609, where Part II "First-Year Certification" has been completed, signed, and dated by owner (not applicable if previously submitted)

**Please note that failure to complete this form in its entirety will result in noncompliance with program requirements. In addition, any individual other than an owner or general partner of the property is not permitted to sign this form, unless documentation to support signature authority is attached.**

**Under penalty of perjury, the undersigned certifies that the information presented within this document, as well as all attachments provided, is true and accurate and that the property is in compliance with the Code, including any Treasury Regulations, the applicable State Allocation Plan, and all other applicable laws, rules, and regulations. The undersigned further understand(s) that providing false representations herein constitutes an act of fraud.**

Print Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

NOTE: Section 1001 of Title 18 of the U. S. Code makes it a criminal offense to make willful false statements or misrepresentations to any Department or Agency of the United States as to any matter within its jurisdiction.



**PROPERTY CONTACT INFORMATION**

Property Name: \_\_\_\_\_ Address: \_\_\_\_\_

Contact Information: *(Please **print** clearly or type information submitted)*

**Designated Owner:** \_\_\_\_\_

Mailing Address *(Street, City, State, Zip)*: \_\_\_\_\_

Street Address *(if different) (Street, City, State, Zip)*: \_\_\_\_\_

Contact Email: \_\_\_\_\_ Phone # \_\_\_\_\_ Fax# \_\_\_\_\_

**Vested Owner** *(of real property)*: \_\_\_\_\_

Mailing Address *(Street, City, State, Zip)*: \_\_\_\_\_

Street Address *(if different) (Street, City, State, Zip)*: \_\_\_\_\_

Contact Email: \_\_\_\_\_ Phone # \_\_\_\_\_ Fax# \_\_\_\_\_

Individual with Signing Authority *(if different)*: \_\_\_\_\_

**Management Company:** \_\_\_\_\_

Mailing Address *(Street, City, State, Zip)*: \_\_\_\_\_

Street Address *(if different) (Street, City, State, Zip)*: \_\_\_\_\_

Contact Email: \_\_\_\_\_ Phone # \_\_\_\_\_ Fax# \_\_\_\_\_

**Portfolio Manager:** \_\_\_\_\_

Mailing Address *(Street, City, State, Zip)*: \_\_\_\_\_

Street Address *(if different) (Street, City, State, Zip)*: \_\_\_\_\_

Contact Email: \_\_\_\_\_ Phone # \_\_\_\_\_ Fax# \_\_\_\_\_

**On-site Manager:** \_\_\_\_\_

Mailing Address *(Street, City, State, Zip)*: \_\_\_\_\_

Street Address *(if different) (Street, City, State, Zip)*: \_\_\_\_\_

Contact Email: \_\_\_\_\_ Phone # \_\_\_\_\_ Fax# \_\_\_\_\_

**Party responsible for correspondence with this office (check one):**  Owner  Management Agent

**Property Contact Information form completed by:**

Print Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_