



# New Hampshire Housing

Bringing You Home

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To: Owners/Management Agents  
From: Asset Management, Management & Development Division  
Subject: Annual Reports and Certifications  
Date: January 13, 2014

New Hampshire Housing would like to remind all Owners/Agents of the following annual reporting requirements. Please keep in mind that failure to submit all required reports and certifications within the required timeframes may have a negative impact on future scoring for the Low Income Housing Tax Credit program and future funding for other programs. Please feel free to contact your Asset Manager with any questions.

## **Low Income Housing Tax Credits**

In December 2010 New Hampshire Housing began requiring tenant data to be submitted electronically through our Web Compliance System. Because all required information will now be maintained in New Hampshire Housing's systems, submission of annual LIHTC Compliance Monitoring Status Reports will no longer be required; however, **all owners/agents must have all required tenant data for the previous calendar year entered into the New Hampshire Housing LIHTC system no later than February 1<sup>st</sup> of each year.** Further information can be located on New Hampshire Housing's website or by clicking [here](#).

In addition to the tenant data submission, the Owner/Agent must submit the following certifications no later than March 1<sup>st</sup> of each year for projects still within the 15-year compliance period: **Owner Certification of Continuing Program Compliance, Management Agent Certification of Training, and Certificate of Compliance with Special Conditions.** For projects that have completed the 15-year compliance period the following forms are required: **Owner Certification of Continuing Program Compliance – Post Year 15** and **Certificate of Compliance with Special Conditions** (if applicable). These required forms can be located on our website or by clicking [here](#).

Please keep in mind that the Certificate of Compliance with Special Conditions must list all special conditions outlined in Exhibit B of the Land Use Restriction Agreement.

Please submit all Low Income Housing Tax Credit certifications to Melanie Toscano at [mtoscano@nhhfa.org](mailto:mtoscano@nhhfa.org).

All of the following reports and certifications must be submitted to the Asset Manager assigned to each individual property.

## **HOME**

Although the Status Report is no longer required for tax credit purposes, it continues to be required for HOME program purposes. The Owner/Agent must submit the **HOME Compliance Monitoring Report** no later than February 1<sup>st</sup> of each year. The required form can be located [here](#).

In addition to the HOME Compliance Monitoring Report, the Owner/Agent must submit the **Certification of Compliance** within 30 days following the close of the property's fiscal year. The form can be found [here](#) under Forms.

## **Tax Exempt Bonds**

All properties financed with Tax Exempt Bonds must submit the following certifications within 30 days following the close of the property's fiscal year: **Certification of Compliance** (same as HOME above) and the appropriate **Tax Exempt Bond Program Certificate of Continuing Program Compliance**. Please note that there are 2 different Tax Exempt Bond Certifications. Please be sure to use the form that refers to the appropriate section of the Regulatory Agreement for each property. Both forms can be found [here](#) under Forms.

## **New Hampshire Housing Financing: Affordable Housing Fund, General Fund, FAF, ERF, Greener Homes and Providian Fund**

All properties financed with New Hampshire Housing's financing must submit the **Certification of Compliance** (same as HOME above) within 30 days following the close of the property's fiscal year.

## **Annual Audited Financial Statement**

We would also like to remind all owners/agents of properties funded by New Hampshire Housing that, according to the Regulatory Agreement, a copy of the audited financial statement for the property must be provided to our office within 60 days of the close of each fiscal year. Audit instructions and requirements can be found [here](#) under Financial Information. For property's with a calendar year fiscal year this means that the audit is due no later than March 1<sup>st</sup>.

