

To: Owners and Sponsors of Multifamily Apartment Communities
From: Brian Carnahan, Director, Office of Program Compliance
Date: December 19, 2012
Re: 2012 Annual Reporting Requirements

Each year, the Ohio Housing Finance Agency (OHFA) asks owners and sponsors of apartment communities financed with an OHFA multifamily program to submit various certifications and reports to remain in compliance. These certifications and reports are an important tool in tracking the performance of the apartment communities OHFA assists. Available at www.ohiohome.org/compliance_tc/ownerreport.htm, are instructions describing the reporting requirements for all relevant multifamily programs. In addition, we have provided a chart to help identify which certifications and reports must be submitted based on the programs assisting a project. These instructions describe the certifications and reports required for each program or combination of programs. Please note there is one certification for **all** gap finance projects. Please carefully read the instructions before starting the certification and reporting process. As always, we are happy to address any questions. Please work with the Compliance Analyst assigned to your project. Contact information for all staff can be found at www.ohiohome.org/compliance_tc/contacts.htm.

Reminder: all placed in service tax credit projects must complete the 2011 Operating Survey. Data from the survey is critical in planning and administering the tax credit program. Failure to submit the **2012 Operating Survey** through e-mail by **March 1, 2013**, will result in the general partner and/or management company being considered not in good standing with OHFA. Such a designation may impact access to OHFA programs.

Certifications and reports for: 1) tax credit projects with or without gap financing; 2) gap financed (projects without tax credits) projects and; 3) multifamily bond projects with tax credits are due to OHFA by **5:00PM on Friday, March 1, 2013**. Multifamily Bond Program Reports for those bond-financed communities without tax credits are due to OHFA, at the address below, by **5:00PM on Friday, March 1, 2013**. Note: a Compliance Tool and Annual Owner Certification must be submitted by any project with residents who have been income certified, even if the project has not yet placed in service.

Please note: failure to properly certify and report may result in a project owner, sponsor, or management company being considered not in good standing with OHFA programs. In addition, projects with tax credits may be considered out of compliance with the tax credit program, which could result in a loss of tax credits.