



MaineHousing
Maine State Housing Authority

**ASSET MANAGEMENT
NOTICE**

2010-05

ISSUED: March 9, 2010

TO: Owners and Managers of Low-Income Housing Tax Credit (LIHTC) Properties
FROM: Robert Conroy, Director of Asset Management

TOPIC

SECTION I: Annual submission of Owner Certification and Tenant Certification Information for Low-Income Housing Tax Credit (LIHTC) Properties

The annual submission of information for LIHTC compliance is **due May 1** of each year. The submission must be comprised of the following documentation:

- Owner's Certification of Continuing Program Compliance (*required each year*)
- Tenant Status Report (*required each year – representing rental activity for January 1 through December 31 for the previous year*)
- Form 8609 (*only required with the first year's submission*)
- Form 8609 Schedule A (*required each year for which credit is being taken*)
- Form 8703 (*for tax-exempt bond compliance only*)

Copies of the Owner's Certification of Continuing Program Compliance, the Tenant Status Report and Form 8703 may be found on MaineHousing's website at www.mainehousing.org. To access these forms, selection the "Housing Partners" tab in the lower right corner of the homepage, then select "Downloads" and finally select "Forms". Questions regarding submission requirements for LIHTC properties may be directed to Kevin Rose, Portfolio Manager at 207-626-4631, 1-800-452-4668 (in-state only) or by email at krose@mainehousing.org. Questions may also be directed to Mary Young, Program Analysts at 207-626-4636, 1-800-452-4668 (in-state only) or by email at myoung@mainehousing.org.

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