



**To: Owners of Low-Income Housing Tax Credit Properties**

**From: Bob Conroy, Director of Asset Management**

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**I. Change to MaineHousing's Web Compliance Management System (WCMS).**

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Over the weekend MaineHousing updated to a new version of the software used for our online collection of Low Income Housing Tax Credit (LIHTC) tenant data. It appears that the update was successful and users will benefit from new features that the system now offers.

During the update we changed the web address for the site. The logon screen can now be found at:

<http://wcms.mainehousing.org/webcompliance>

As a reminder owners/managers will need to submit their 2012 tenant data electronically by May 1, 2013. The first step in this process is to complete a WCMS Information Form. If your management company has not already done so, please complete the attached Information Form and email it to: [LIHTC@mainehousing.org](mailto:LIHTC@mainehousing.org)

For more information on WCMS please see MaineHousing Notice 2013-01 and Notice 2012-05. MaineHousing will provide you with more information on the new features of the system in the near future. Should you have any questions or concerns regarding WCMS please email: [LIHTC@mainehousing.org](mailto:LIHTC@mainehousing.org).

*Please note that MaineHousing provides notices as a service to our partners. Notices are not intended to replace ongoing training and do not encompass all compliance and regulatory changes that may occur on the wide arrange of housing programs in which we work. MaineHousing recommends partners establish an ongoing training program for their staff.*

*MaineHousing does not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, ancestry, age, physical or mental disability, or familial status in the admission or access to, or treatment or employment in, its programs, and activities. MaineHousing will provide appropriate communication auxiliary aids and services upon sufficient notice. MaineHousing will also provide this document in alternative formats upon sufficient notice. MaineHousing has designated the following person responsible for coordinating compliance with applicable federal and state nondiscrimination requirements and addressing grievances: Louise Patenaude, Maine State Housing Authority, 353 Water Street, Augusta, Maine 04330-4633, Telephone Number 1-800-452-4668 (voice in state only), (207) 626-4600-(voice), 1-800-452-4603 (TTY in state only), or (207) 623-2985 (TTY).*





**WCMS Information Form**

Management Agent Name:	
LIHTC Projects Managed - name and first BIN number (you may attach a separate report)	
Do you have software to manage your LIHTC portfolio?	
Are you Familiar with HDSs WCMS software?	
Software used for LIHTC, example BostonPost	
Version of software, example 11.0	

Each property will submit unique data to WCMS. Management Agents may register multiple users to submit this data. Users may submit data for as many projects as they are assigned. Please complete the information below for the person or persons that will be registered for the above management agent. MaineHousing will contact the indicated person with instructions to register

**User Information #1**

Management Company:	
Name of person to Register to WCMS :	
Address 1:	
Address 2:	
City:	
State:	
Zip Code:	
Phone:	
Cell:	
Fax:	
Email:	

**User Information #2**

Management Company:	
Name of person to Register to WCMS :	
Address 1:	
Address 2:	
City:	
State:	
Zip Code:	
Phone:	
Cell:	
Fax:	
Email:	

**User Information #3**

Management Company:	
Name of person to Register to WCMS :	
Address 1:	
Address 2:	
City:	
State:	
Zip Code:	
Phone:	
Cell:	
Fax:	
Email:	

Please email form to: [LIHTC@mainehousing.org](mailto:LIHTC@mainehousing.org)