



To: Owners of Low-Income Housing Tax Credit Properties

From: Bob Conroy, Director of Asset Management

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2012 marks the first year in which electronic submission of the Annual Low Income Housing Tax Credit Reports is required. The deadline for submitting this information was May 1st. While many property owners have submitted as required, we are aware that many others are experiencing some difficulties. Additionally it has come to our attention that some software providers have been unable to update their software in order to allow submission by XML upload. In those cases it is necessary to manually enter the tenant data. Due to these issues we chose not to hold the May 1st deadline firm. Instead, we have allowed owners and managers the month of May in order to submit the required information. However because of obligations that MaineHousing has related to the collection of this information, submissions are required by June 1st.

On a case by case basis we will consider an extension to the deadline only for the portion related to submission of tenant data to WCMS. To request an extension registration to WCMS and submission of the owner certification and Forms 8703 and 8609 (if required) must be completed. The extension request must be sent to LIHTC@mainehousing.org and contain the following information:

1. Name of property requesting the extension
2. Name of person(s) who is directly working on the submission
3. Amount of time necessary to complete the submission
4. Reason for the delay in submission
5. The properties 2012 vacancy rate

Unless an extension is approved by MaineHousing, an IRS non-compliance Form 8823 will be issued for those properties still in their compliance period.

For more information on WCMS please see MaineHousing Notice 2013-01 and Notice 2012-05 which are posted on our website at <http://www.mainehousing.org/partners/partner-type/property-owners-managers/asset-management-notices>.

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).

