



MEMORANDUM NO. 08-01-01 TC19

TO: Housing Tax Credit (HTC) Owners and Management Agents

FROM: Vona Johnson, Director *Vona*
Rental Housing Management

SUBJECT: Annual Compliance Monitoring Information

DATE: January 11, 2008

IRC Section 42 requires the owner of a Housing Tax Credit project to certify annually to the housing agency that the property met the provisions of the Housing Credit Program for the preceding 12 month period. Please complete and return the enclosed forms to South Dakota Housing Development Authority (SDHDA) by Friday, March 7, 2008.

- Owners Certificate of Continuing Program Compliance (Form Number AM-401)
- Compliance Monitoring Status Report (Form Number AM-425)
- Move-In Move-Out Report (Form Number AM-403)
- Designation of Authorized Representative (Form Number AM-405), if applicable
- Copy of the Utility Allowance Schedule used for 2007 (if applicable)

For your convenience, a copy of the Tax Credit Manual is located on the SDHDA website at www.sdhda.org. A copy of this memo, including fillable forms, is also available under SDHDA Memos in the Property Compliance section of the webpage.

Any questions pertaining to the required documentation or compliance monitoring in general should be addressed to Julie Anderson, Housing Management Officer. Her direct phone line is (605) 773-2461 and her e-mail address is julie@sdhda.org.

VJ/JA
Enclosures

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