SOUTH DAKOTA HOUSING DEVELOPMENT AUTHORITY

MEMORANDUM NO. 08-01-02

TO: HOME Program Owners and Management Agents

FROM: Vona Johnson, Director
Rental Housing Management

SUBJECT: Annual Compliance Monitoring Information

DATE: January 11, 2008

Enclosed are the HOME Program owner annual certification and reporting forms that need to be completed and submitted to SDHDA by March 7, 2008. Please note that properties with combined HOME and Housing Tax Credits may use the same Compliance Monitoring Status Report and Move-In Move-Out Report for both programs.

- Annual Owner Certification (Form Number AM-501) including a narrative report describing affirmative marketing efforts during the year
- Compliance Monitoring Status Report (Form Number AM-425)
- Move-In Move-Out Report (Form Number AM-403)
- Designation of Authorized Representative, if not formerly submitted (Form Number AM-525)

A copy of this memo and fillable forms are available on the SDHDA website at www.sdhda.org, under SDHDA memos, and forms and manuals, in the Property Compliance section of the webpage. To access the forms, open the "*Read Only*" version and save the form to your drive. The HOME Compliance Manual is available and can be downloaded from the same location.

Any questions pertaining to the required documentation or compliance monitoring in general should be addressed to Kris Gilkerson, Housing Management Officer. Her direct phone line is (605) 773-2599 and her e-mail address is kris@sdhda.org.

VJ/KG
Enclosures

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