SOUTH DAKOTA HOUSING DEVELOPMENT AUTHORITY

MEMORANDUM NO. 13-01-01 TC27

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

FROM: Vona Johnson, Director
Rental Housing Management

SUBJECT: Annual Compliance Monitoring Information

DATE: January 2, 2013

IRC Section 42 requires the owner of a Housing Tax Credit development to certify annually to the housing agency that the property met the provisions of the Housing Tax Credit Program for the preceding 12 month period. Annual reporting information is due to South Dakota Housing Development Authority (SDHDA) by Friday, March 8, 2013.

SDHDA has the capability to receive data electronically through Web Compliance Management System (WCMS). Some of you have been very busy entering and/or uploading your 2013 information on WCMS. Thank you for all of your hard work.

In addition to the electronic submission of tenant data, the following paper forms will be needed:

- Owners Certificate of Continuing Program Compliance
- Authorized Representative Designation (if applicable)

Please submit a copy of your Utility Allowance Schedule for 2012 (if applicable).

For your convenience, the forms are located on the SDHDA website at www.sdhda.org. The forms are available under Property Managers / Forms, Manuals and Resources / Forms.

Please notify SDHDA immediately anytime you have staff changes that impact the WCMS user system. Any individual that is no longer working for your company will continue to have access to the WCMS system until we are notified they should not have access, which could cause a serious breach of security. We appreciate your assistance in keeping user access current.

Any questions should be addressed to Julie Anderson. Her direct phone line is 605.773.2461 and her e-mail address is julie@sdhda.org.

VJ/JA
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