

**NEW YORK STATE HOUSING FINANCE AGENCY
OWNERS CERTIFICATION 100% LIHTC PROPERTIES
PROJECT SUBMISSION PROCEDURE**

In accordance with the Housing Assistance Tax Act of 2008 new procedures have been developed for the Agency to grant recertification waivers. The three (3) step procedure has been outlined below. All questions should be directed to the Asset Manager assigned to the project.

Step 1 - Initial Request (original signatures are required)

- The Owner/managing agent submits a completed NYSHFA **“Owners Certification Annual Recertification 100% LIHTC Properties Form”** to the attention of the project’s Asset Manager.
- The completed form is to be accompanied by
 - a formal written request from the Owner/Managing Agent .
 - a certified copy of a Rent Roll.
 - copies of the initial 8609 submission(s) for the project.

Step 2 - Program Compliance

- The Asset Manager, upon receipt of the initial request package, confirms the following:
 - a copy of the current “Annual Income Qualified Unit Report” has been submitted and affirms that the project continues to meet its tax exempt bond and LIHTC requirements.
 - a copy of the most recent submission of the “Owner’s Annual Certification for Low-Income Housing Tax Credits” is on file.
- The Asset Manager prepares the “Agency Approval of Annual Recertification Waiver Request Form.” The form is forwarded for review and signature to the Vice President, Housing Portfolio Management.
- The effective date for the waiver exemption will be the 1st day of the month following receipt of the completed, signed and dated “Agency Approval form.”

Step 3 - Agency Approval

- The signed and dated “Agency Approval of Annual Recertification Waiver Request” is returned to the Asset Manager.
- The Asset Manager prepares a “concurrence letter” addressed to the Owner/Managing Agent with the following detail.
 - outlines the Agency’s minimum requirements for the annual self-certification (i.e., Tenant Income Certifications or the development of a self-certification package or questionnaire, HFA annual Lease Rider endorsement). See suggested **“Resident Self-Certification Form”**.
 - outlines the program’s ongoing eligibility monitoring requirement (i.e., student status, household composition, Next Available Unit Rule/140% Test).
 - re-affirms the Agency’s field monitoring schedule (i.e., annual or triennial).
- The original **“Agency Approval form”** and the “concurrence letter” are returned to the attention of the Owner/Managing Agent. Copies are retained on file with the Agency’s Housing Portfolio Management (“HPM”) unit and the Legal Department.