



Kimberly A. Zurz, Chairperson of the Board  
Douglas A. Garver, Executive Director

To: Owners and Sponsors of Multifamily Apartment Communities  
From: Brian Carnahan, Director, Office of Program Compliance  
Date: 12-8-2009  
Re: 2009 Annual Reporting Requirements

Each year, the Ohio Housing Finance Agency (OHFA) asks owners and sponsors of apartment communities financed with an OHFA multifamily program to submit various certifications and reports to remain in compliance. These certifications and reports are an important tool in tracking the performance of the communities OHFA assists. Available at [www.ohiohome.org/compliance\\_tc/ownerreport.htm](http://www.ohiohome.org/compliance_tc/ownerreport.htm), are instructions describing the reporting requirements for all relevant multifamily programs. In addition, we have provided a chart to help identify which certifications and reports must be submitted based on the programs assisting a project. These instructions describe the certifications and reports required for each program or combination of programs. Please note there is one certification for **all** gap financed projects (AKA "HDAP" projects). Please carefully read the instructions before starting the certification and reporting process. As always, we are happy to address any questions. Please work with the Compliance Analyst assigned to your project. Contact information for all staff can be found at [www.ohiohome.org/compliance\\_tc/contacts.htm](http://www.ohiohome.org/compliance_tc/contacts.htm).

Reminder: all placed in service tax credit projects must complete the 2009 Operating Survey. Data from the survey is critical in planning and administering the tax credit program. Failure to submit the 2009 Operating Survey through e-mail by March 31, 2010, will result in the general partner and/or management company being considered not in good standing with OHFA programs. Such a designation may impact access to OHFA programs.

Certifications and reports for: 1) tax credit projects with or without gap financing; 2) gap finance (projects without tax credits) projects and; 3) multifamily bond projects with tax credits are due to OHFA by **5:00PM on Tuesday, March 2, 2010**. Multifamily Bond Program Reports for those bond-financed communities without tax credits are due to OHFA, at the address below, by **5:00PM on Tuesday, March 2**. Note: In prior reporting periods the bond report was due at a later date than other reports.

Please note: failure to properly certify and report may result in a project owner, sponsor, or management company being considered not in good standing with OHFA programs. In addition, projects with tax credits may be considered out of compliance with the tax credit program, which could result in a loss of tax credits.

