

Multifamily Annual Owner Certification Requirements



Documentation Required	Types of OHFA Funding *				
	Housing Tax Credit (HTC)**	Gap Financing***	811 or ODMSD****	Multifamily Bond Only	Capital Investment Program (CIP) *****
Tenant Data ***** (Finalized Events in DevCo)	All Rental Activity for Year	Gap Qualified Tenants	OHFA 811 PRA or ODMSD Subsidized Units		
Tax Credit Annual Certification	if in First 15 years				
Gap Financing Annual Certification					
Extended Use Annual Certification	if in Extended Use				
Multifamily Bond - Annual Certified Occupancy Report (Bond Only)					
Capital Investment Program - Annual Owner Certification					
Utility Allowances entered in DevCo					
Annual Operating Survey	awards from 2005-2018 only				

■ ■ ■ ■ ■ Shaded box indicates a required certification or document.

* All applicable requirements must be completed when there are multiple OHFA Funded Programs. {e.g. a property with Housing Tax Credits (in 1st 15yrs) and HOME funds must fulfill both the Gap Financing and Housing Tax Credit requirements}. If any unit is qualified during the reporting period, the owner is required to submit the Tenant Data and Annual Certification. If a project is sold during the reporting period, the owner of record at the end of the reporting period is responsible for submitting the Tenant Data and Annual Certification.

** For Extended Use all residents housed at the property in the reporting year must be included in Tenant Data.

*** Gap Financing includes HDAP, HOME, Ohio Housing Trust Fund (OHTF), National Housing Trust Fund (NHTF), NSP, TCAP, R-TCAP, TCE, and FAF.

**** Includes the Ohio 811 Project Rental Assistance Program and the Ohio Department of Medicaid Subsidy Demonstration.

***** Tenant Data (events) must be entered into DevCo. For more information on DevCo review the DevCo Compliance User Guide, <http://www.ohiohome.org/compliance/devcohelp.aspx>.

***** Capital Investment Program projects complete the annual owner certification by submitting the most recent unit inspection report for each unit and the CIP certification that can be found on our website. <https://ohiohome.org/compliance/policies.aspx>