

NEW YORK CITY HOUSING DEVELOPMENT CORPORATION
CHECKLIST
NYCHA MIXED INCOME TAX CREDIT REPORTING
FYE 2018

Please complete and submit **ALL** of the following information to HDC **ELECTRONICALLY by no later than January 31, 2019** TO: **OWNERCERTS@NYCHDC.COM**

- 2018 Owner Certification of Compliance
- LIHTC Summary & Tenant Data Workbook (**in EXCEL format ONLY**).
Please be sure to fill out both spreadsheets (“Summary” and “Tenant Data”) located on separate tabs within the Excel workbook.
- Compliance Clarification Report – FYE 2018 – when necessary, submit a copy of the Compliance Clarification Report regarding Changes to the Head of Household, Discrepancies with 2018 Certification Dates, and Vacant Units. (Please see the instructions for more details.)
- A completed IRS Form 8609 with **Part II filled out and signed by the Owner**.
This submission **ONLY** pertains to buildings for which calendar year 2018 is its first HDC LIHTC reporting year.
- If there has been a change in the eligible basis of any building for which the Low Income Housing Tax Credit is claimed, a copy of the latest Forms 8586 and 8609 Schedule A filed with the Internal Revenue Service.
- Violations - a copy of the following is required: **1) building code violations report, 2) notice issued by a state or local inspector regarding health, safety, or building code violations and 3) a statement as to whether or not each violation has been corrected or proof that no building code violations exist.** **Please be sure to include all building code violations issued by HPD, ECB and DOB.**
- A copy of the project’s rent roll (**in EXCEL format ONLY**) for year ending **December 31, 2018**.
- Payment of your 2018 LIHTC Compliance Monitoring Fee should be mailed to:
New York City Housing Development Corporation
110 William Street – 10th Floor
New York, NY 10038
Attention: Clarissa Fils-Aime

Please complete and submit the following information to HDC **ELECTRONICALLY by no later than April 5, 2019** TO: **OWNERCERTS@NYCHDC.COM**

- Copy of the completed IRS Form 8703 for calendar year 2018.
- The completed 8703 Owner Certification of Filing for calendar year 2018.

ALL THE ABOVE MUST BE SUBMITTED ELECTRONICALLY TO: OWNERCERTS@NYCHDC.COM

Failure to submit a complete and timely 2018 Owner Certification Package may result in the issuance of an IRS Form 8823.