

NEW YORK CITY HOUSING DEVELOPMENT CORPORATION
INSTRUCTIONS
2018 OWNER CERTIFICATION OF COMPLIANCE
FOR NYCHA MIXED INCOME PROJECTS

Your 2018 OWNER CERTIFICATION OF COMPLIANCE must be completed, scanned and submitted to HDC **electronically** to OWNERCERTS@NYCHDC.COM **no later than January 31, 2019.**

Please follow the instructions below for completing the 2018 OWNER CERTIFICATION OF COMPLIANCE FOR NYCHA MIXED INCOME PROJECTS. These instructions apply to all properties in receipt of a Low Income Housing Tax Credit (LIHTC) allocation through the New York City Department of Housing Preservation and Development that covered only a portion of the units at the project.

Go to the following Internet address, www.nychdc.com. Click on the **“Doing Business with HDC”** tab, then click on **“Forms”**, then go to **“Tax Credit Recertification Documents”**, then click on **“NYCHA Mixed Income”**, and download the **“2018 OWNER CERTIFICATION OF COMPLIANCE”**.

- Print the 2018 Owner Certification of Compliance
- Complete a separate OWNER CERTIFICATION OF COMPLIANCE for each LIHTC project.
- List the building identification number (BIN) for every building included in the project in the appropriate space near the top of page one.
- Check the appropriate box for the Certifications below:
 - 8 - STATUS OF ELIGIBLE BASIS
 - 9 - STATUS OF APPLICABLE FRACTION
 - 12 - VACANCIES
 - 13 - INCOME LIMITATIONS

Upon completion, please review the completed 2018 OWNER CERTIFICATION OF COMPLIANCE document(s) carefully. Be sure that all the statements you will be certifying to when signing this document are true and correct.

Please be sure to sign your 2018 OWNER CERTIFICATION OF COMPLIANCE in front of a Notary Public. Your signature must be notarized before submission to HDC.