

NEW YORK CITY HOUSING DEVELOPMENT CORPORATION
LOW-INCOME HOUSING TAX CREDIT REPORTING FYE 2024
CHECKLIST

Please complete and submit **ALL** of the following information to HDC **by no later than January 31, 2025**, by uploading the documentation to the project's SharePoint Online folder (**2024 > 1. 2024 Annual Owner Certification (AOC) > 1. AOC Submission**). **AOC submissions must not be submitted via email.**

- 2024 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 2024: When necessary, submit a copy of the Compliance Clarification Report regarding Changes to the Head of Household, Discrepancies with 2024 Certification Dates, and Vacant Units. (see 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 2024 is its first HDC LIHTC reporting year or if a completed copy has not been previously submitted to HDC.
- 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.**
- Utility Allowance Schedules – if the utility allowance of any unit in the project is regulated by the Department of Housing and Urban Development (HUD), then the applicable utility allowance schedules covering January 1, 2023 – December 31, 2024, must be provided.
- A copy of the project's rent roll (**in EXCEL format ONLY**) for **year ending December 31, 2024**.
- Payment of your 2024 LIHTC Compliance Monitoring Fee must be mailed to the "Remit Payment To" address listed on the Invoice sent by HDC's Loan Servicing Department:

Additionally, please complete and submit the following information to HDC **by no later than April 7, 2025**:

- Copy of the completed IRS Form 8703 for calendar year 2024.
- The completed 8703 Owner Certification of Filing for calendar year 2024.

ALL THE ABOVE MUST BE SUBMITTED BY UPLOADING THE DOCUMENTATION TO THE PROJECT'S SHAREPOINT ONLINE FOLDER.

Failure to submit a complete and timely 2024 Owner Certification Package may result in the issuance of an IRS Form 8823.