

**NEW YORK CITY HOUSING DEVELOPMENT CORPORATION**  
**CHECKLIST**  
**MIXED INCOME TAX CREDIT REPORTING FYE 2021**

Please complete and submit **ALL** of the following information to HDC **no later than January 31, 2022** by uploading the documentation to the project's SharePoint Online folder (**2021 > 1. 2021 Annual Owner Certification (AOC) > 2. AOC Submission**). **AOC submissions must not be submitted via email.**

- 2021 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 2021 – when necessary, submit a copy of the Compliance Clarification Report regarding Changes to the Head of Household, Discrepancies with 2021 Clarification 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 2021 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.**
- 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, 2020 – December 31, 2021 must be provided.
- A copy of the project's rent roll (**in EXCEL format ONLY**) for year ending **December 31, 2021**.
- Payment of your 2021 LIHTC Compliance Monitoring Fee should be mailed to:  
**NYC HDC Construction**  
**PO BOX 781538**  
**Philadelphia, PA 19178-1538**

Please complete and submit the following information to HDC **by no later than April 8, 2022**:

- Copy of the completed IRS Form 8703 for calendar year 2021.
- The completed 8703 Owner Certification of Filing for calendar year 2021.

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

**Failure to submit a complete and timely 2021 Owner Certification Package may result in the issuance of an IRS Form 8823.**