

NEW YORK CITY HOUSING DEVELOPMENT CORPORATION
INSTRUCTIONS
2021 OWNER CERTIFICATION OF COMPLIANCE
FOR 100 PERCENT LOW INCOME HOUSING TAX CREDIT PROJECTS

Your 2021 OWNER CERTIFICATION OF COMPLIANCE must be completed, scanned and submitted to HDC **by no later than January 31, 2022** by uploading the documentation to the project's 2021 Annual Owner Certification (AOC) folder in SharePoint Online (**2021 > 1. 2021 Annual Owner Certification (AOC) > 2. AOC Submission**).

Please follow the instructions below for completing the 2021 OWNER CERTIFICATION OF COMPLIANCE FOR 100 PERCENT 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 ALL the units in the project.

All required documents and instructions for completing the 2021 AOC package can be found:

- In the Project's SharePoint Online folder (2021 > 1. 2021 Annual Owner Certification (AOC) > 1. AOC Templates & Instructions) **or**
- Go to the following Internet address, www.nychdc.com. Click on the **"Manage Housing"** link on the top menu, go to the **"Tax Credit Recertification Documents"** section, click on **"100% Low Income"** to expand, and download the **"OWNER CERTIFICATION OF COMPLIANCE"**.
- Print the 2021 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
 - 11.1 - VACANCIES

Upon completion, please review the completed 2021 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 2021 OWNER CERTIFICATION OF COMPLIANCE in front of a Notary Public. Your signature must be notarized before submission to HDC.