

TO: LIHTC Property Owner
RE: Owner's Certificate of Continuing Program Compliance (Program Year 2015)
Date: December 14, 2015

Dear LIHTC Property Owner:

The fillable 2015 Owner's Certificate of Continuing Program Compliance Form and Checklist Form are now available on the ADFA website.

Go To: www.state.ar.us/adfa

- Click Publications and Forms at the top of the website
- Scroll down to Compliance or Hit Compliance at the top
- Scroll to Owner's Certificate of Continuing Program Compliance
Owner's Certificate of Continuing Program Compliance Checklist Form

The Owner's Certificate of Continuing Program Compliance Form and 2016 Checklist Form with required documentation must be submitted to ADFA no later than **February 1, 2016**, via email to: compliancecerts@adfa.arkansas.gov

EACH Form must be submitted separately (it will require two submissions)

Owner's Certificate of Continuing Program Compliance Form

- Must be completed for all Projects that are in the Compliance Period (years 1-35)
- Must be a completed document
- Item # 1 First Page must complete First Taxable Credit year date (if the Credit Year has not been established mark N/A in this field)
- Project Owner/General Partner must execute the Certification

Owner's Certificate of Continuing Program Compliance Checklist Form (can be mailed)

- Must be a completed document
- Attach all documents on the checklist
- Preparer can execute the form

Failure to comply with the submission of the Owner's Certificate of Continuing Program Compliance Form and supporting documentation from the Checklist Form will result in the issuance of the IRS 8823 Form, (notification of non-compliance).

Itemized below are helpful indicators that need to be avoided.

- **Late Submission or Non Submission of the Forms**
- **Incomplete forms or missing documentation**
- **WCMS tenant data must be current and accurate (ADFA will pull ,review and archive the 2015 tenant history to support the Owner's Certificate of Continuing Program Compliance)**