



**Rhode Island Housing**  
working together to bring you home

## **PROGRAM BULLETIN**

**To: LIHTC Property Owners & Managing Agents**

**From: Leslie McKnight**

**Date: July 8, 2009**

**Subject: Annual Tenant Certifications**

**Bulletin #: 2009-02**

This program bulletin is being issued to provide guidance to owners and managing agents of low income housing tax credit developments (LIHTC) regarding the elimination of annual tenant certifications under HR3221 the Housing & economic recovery Act of 2008 (the Act). Under the Act, LIHTC owners can immediately stop completing the annual tenant income certifications for years ending after the date of enactment of the Act, July 30, 2008. The Act does not release the owner from other annual tenant certification program requirements. Rhode Island Housing will require owners to complete the initial certification, and one annual certification after the first year of occupancy. In addition, owners must continue to verify student status on an annual basis, and have existing tenants self certify household income and assets beginning with the second annual certification. You can find a sample of a tenant self certification form on Rhode Island Housing's website [www.rhodeislandhousing.org](http://www.rhodeislandhousing.org). Owners or their agent, who decide to eliminate annual tenant certifications for 100% LIHTC developments, must meet the following requirements:

- Demonstrate evidence of a 100% audit of the initial lease up by a certified third party source
- Obtain written approval from the syndicator or investor
- Must not have an unresolved or outstanding 8823 violation(s)
- Approval from Rhode Island Housing

If you have questions regarding this notice, please contact Carlos Hernandez, Assistant Director of Loan Servicing, at 401 450-1357 or [chernandez@rhodeislandhousing.org](mailto:chernandez@rhodeislandhousing.org) or Octavia Clements, Multifamily Compliance Supervisor, at 401 457-1241 or [oclements@rhodeislandhousing.org](mailto:oclements@rhodeislandhousing.org).