

PROGRAM BULLETIN #25-0409

TO: Developers, Owners, and Management Agents representing Owner's interest in Housing Tax Credit Developments

FROM: Karen C. Georgetown, Senior Vice President of Program Compliance

DATE: April 9, 2025

SUBJECT: **2025 Annual Owner Certification Report; Report Period: January 1 – December 31, 2024**

In accordance with Federal Statute 26 CFR 1.42-5 Section (c)(1), housing tax credit (HTC) development owners must annually certify compliance with the tax credit program.

This Bulletin serves to announce the 2025 Annual Owner Certification (AOC) Report obligation and due date, including an awareness of the new report components, updates, and revisions.

An AOC Report is required of ALL developments that received an award of HTCs (confirmed by MHC's issuance of IRS form 8609) AND has met the targeted applicable fraction by 12/31 of the reporting period.

The deadline for submission of the 2025 AOC Report is on or before 11:59 pm, Saturday, May 31, 2025.

The AOC Report is comprised of five (5) main components: the *OCCPC Report*, *Supplemental Certification of HTC Compliance Report*, *Occupancy Reports*, the *DFAR Certification*, and a *Property Point of Contact form*. For details regarding each report component, refer to the linked *2025 AOC Report Packet* and *AOC Report Update Quick Reference Guide*.

IMPORTANT NOTES: 1) If access to MHC's Online (COL) Portal is needed, contact the Compliance Monitoring Division by March 31, 2025, to request access. Late requests may incur a manual processing fee of \$60 per unit.

Submission Requirements for Foreclosed/Qualified Contract Developments: An AOC Report is also required of developments that underwent foreclosure, an instrument in lieu of foreclosure or completed the qualified contract process during the certification period. Contact the Compliance Monitoring Division at compliance.htc@mshc.com for the special report applicable to these developments.

Failure to submit reports by the noted deadline date or in the required manner OR submitting incomplete reports may result in noncompliance fees and potential IRS reporting under Section 42(L) of the Internal Revenue Code.

We appreciate your cooperation and look forward to receiving your 2025 AOC Reports by the specified deadline.

For questions, contact the Compliance Monitoring Division at 601.718.4642