

**Mississippi Home Corporation
Affordable Housing Program
Annual Owner Certification Report Checklist**

Development Name: _____

Development Number: _____

The following Annual Owner Certification requirements must be submitted to the Mississippi Home Corporation by February 1st for review:

- ☐ 1. **Payment Processing Form**
- ☐ 2. **Owner Certification of Continued Program Compliance**
Signed & Notarized
- ☐ 3. **Compliance Report Summary – Part A**
- ☐ 4. **Compliance Unit Status Report – Part B (Online or manually)**
- ☐ 5. **Development Physical Condition Report**
- ☐ 6. **Copies of the Tenant Income Certification (TIC)**
New Move-in's ONLY!
 - ☐ w/ Income Support documentation

Signature of Person Verifying Report Completion

Date

Signature of Owner

Date

Forward completed report to:
Mississippi Home Corporation, 735 Riverside Drive, Jackson MS 39202

Remember to retain a copy of your AOC report submission for your records!