



2026 AOC REPORT **UPDATES**

QUICK REFERENCE GUIDE

FOR OWNERS/MANAGEMENT AGENTS



This 2026 AOC Report Updates Quick Reference Guide is designed to provide additional details to owners and management agents regarding the updates, changes, additions, and removals made to the annual owner certification (AOC) Report.

Use this Update Guide as an awareness to the changes made to the PRIOR YEAR's AOC Report and to aid in preparing for submission of the 2026 AOC Report.

This Guide is separated into the Report components that align with the revised AOC Report format.

OVERVIEW

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. To this end, an AOC Report is required to be submitted to the Mississippi Home Corporation's Compliance Monitoring Division of ALL developments that received an award of HTCs (confirmed by MHCs issuance of IRS form 8609) AND has met the targeted applicable fraction by 12/31 of the reporting period.

PART A: OWNER CERTIFICATION OF CONTINUING PROGRAM COMPLIANCE (OCCPC)



An owner of a HTC development must certify, under a penalty of perjury, that the development/building/low-income unit adheres to all applicable federally mandated program requirements. The OCCPC Report is the certification report chosen by MHC to fulfil said federal mandate.

- **Electronic Submission** – [No Change.] Electronic submittal of the OCCPC Report remains a requirement. However, owners must carefully and thoroughly ACCURATELY complete all questions based on activity that took place during the report period. Previously, due to MHCs inability to test for federal and state-specific compliance using the electronic OCCPC Report, accuracy before submittal was not required. However, since the state-specific questions have been removed, the accuracy of the information PRIOR TO submittal is vital.

PART B: SUPPLEMENTAL CERTIFICATION OF HTC COMPLIANCE



The Supplemental Certification of HTC Compliance (Part B) is utilized to ensure compliance with state specific requirements by examining an owner's compliance with certain point selection criteria as stipulated in the governing QAP for the development. The Supplemental Certification (Part B) has been revised to add six (6) additional state-specific questions and attachments and correct grammatical mistakes. Additional revised forms/exhibits have also been added.

- **No Change.**

PART C: OCCUPANCY (RENT ROLL) REPORT



The Occupancy (Rent Roll) Report which is designed to capture all occupancy activity of a LIHC unit remains unchanged during the covered reporting period.

- **No Change.**

PART D: DEVELOPMENT FINANCIAL ANALYSIS REPORT (DFAR) CERTIFICATION



The Development Financial Analysis Report (DFAR) is a report utilized by MHC to track the financial activity of an HTC development as well as the funding of the development's replacement and operating reserve accounts.

No Change – The DFAR report was added to streamline the annual reporting obligations of an HTC development. Audited financials and a copy of the year-end bank statements for the replacement and operating reserve accounts must now be remitted along with the other AOC Report components (if applicable) for developments operating in the initial 15-year compliance period. **A DFAR is required of ALL developments that received an award of HTCs and has an active permanent loan on the property as of 12/31 of the reporting period. Developments that entered the extended use period (EUP) PRIOR TO 2024 AND NOT SUBJECT TO A RIGHT OF FIRST REFUSAL HOME OWNERSHIP CONVERSION OBLIGATION do NOT need to complete PART D of the AOC Report. NOTE:** The inclusion of the DFAR Certification as a part of the owner's annual AOC Report obligation will eliminate the need for a separate DFAR submittal/review (previously due to MHC late August/September annually).

PART E: PROPERTY POINT OF CONTACT FORM



The Property Primary Point of Contact form has been added to ensure MHC records are regularly updated to reflect the current individual(s) overseeing the management and operations of the affordable development. Collecting annual information on the points of contact for a project is crucial for maintaining effective communication, ensuring accountability, and facilitating seamless communication between MHC, the owner and management agents. This form is required annually and in the event of any changes to the contacts on record at any time. This form must be executed by the owner of record only.

- **Electronic Form Submission**

- A link is included in Part E of the AOC Report to complete **the electronic submission of the** Point of Contact Form. Once completed, the form must be **signed and attached to the AOC Report packet**.
- **Required ANNUALLY and must be executed by the owner of record only.**

AUTHORIZED SIGNATORY



*The AOC Report must be signed AND dated by the owner of record (e.g., Managing Member or General Partner) for the ownership entity/development. The signature of a member **other than the General Partner, Managing Member or key principal** WILL NOT be accepted. A copy of the Operating Agreement, Bylaws, Resolutions and Minutes must be remitted with the AOC Report to support ANY change in the owner of record/approved signatory authority for the ownership entity since the latest AOC Report remitted to MHC.*

SUBMISSION INSTRUCTIONS



*Before finalizing the annual report for submittal to MHC, carefully review content to ensure the submittal aligns with Program Bulletin #26-1003 and this Update Guide. AOC Reports received that are incomplete, incorrect, or lacking owner signature and notarization, will be deemed **DEFICIENT**.*

IMPORTANT SUBMISSION INSTRUCTIONS

Following ARE IMPORTANT submission instructions required with each AOC Report submittal:

Report Component	Submission Instructions
Electronic Submission Requirement:	The OCCPC AND Occupancy Report components of the AOC Report are to be submitted electronically via MHCs Certification Online (COL) portal AND is applicable to ALL program participants.
Manual Submission/ Document Upload Requirement:	The OCCPC Report (Part A), Supplemental Certification of HTC Compliance Report (Part B), the Development Financial Analysis (DFAR) Certification Report (Part D), and Property Primary Point of Contact Report (Part E) are report components required to be submitted by ALL program participants, AND MUST BE transmitted electronically via COL as ONE PDF file . These report components must be signed/dated by the owner of record for the development, notarized (where applicable), prior to final submittal.
AOC Report Labeling Requirement:	The AOC Report for the development must be submitted to MHC via COL as a SINGLE, FILE with the subject line labeled: [PROJECT NO. – PROJECT NAME – 2026 AOC Report] .

2026 AOC Report Due Date

The 2026 AOC Report, all components, exhibits, and attachments must be remitted to MHCs Compliance Monitoring Division via the agency's Certification Online (COL) portal on or before 11:59 p.m., Sunday May 31, 2026.

As confirmation of submission, an email (without attachments) can be sent to compliance.htc@mshc.com, advising that the AOC has been submitted.

If you have any questions regarding the 2026 AOC Report, do not hesitate to reach out to a member of the Compliance Monitoring Division at:

Compliance.htc@mshc.com

(601) 718-4642