



MISSISSIPPI HOME CORPORATION
735 RIVERSIDE DRIVE
JACKSON, MISSISSIPPI 39202

PROGRAM BULLETIN NUMBER #: 112710

TO: Developers, Owners and Management Agents representing an Owner's interest in a Housing Tax Credit Development located in the State of Mississippi

FROM: ^{RPC} Robert D. Collier, Senior V.P. of Program Compliance

DATE: October 27, 2011

SUBJECT: **2012 Annual Owner's Certification Report
Covering Period: January 1 – December 31, 2011**

As mandated by Federal Statute 26 CFR 1.42-5 Section (c)(1), an owner of a housing tax credit (HTC) development:

... is required to certify annually to the Agency that, for the preceding 12 month period, the development met the provisions of the tax credit program.

Thus, in compliance with the same, enclosed is the 2012 Annual Owner's Certification (AOC) Report package to be completed by all owners of developments that received an award of HTCs from the Mississippi Home Corporation (MHC), excluding developments that have not received IRS form 8609 AND has not met its targeted applicable fraction as of 12/31 of the reporting period. Completed reports, along with supporting attachments, where applicable, must be submitted to the MHC *on or before 5:00 p.m., January 31, 2012* detailing all compliance activity conducted during the 2011 calendar year (Jan. 1 - Dec. 31, 2011).

The 2012 AOC Report consists of four parts: *Owner's Certification of Continuing Program Compliance Report, Supplemental Certification of the HTC Report, Occupancy Report, and the tax forms (where applicable)*. Two components of the AOC Report, the Owner's Certification of Continuing Program Compliance Report (OCCPC) and the Occupancy Report, must be submitted ELECTRONICALLY to MHC utilizing the Applied Oriented Design/Certification On-Line (AOD/COL) system. All other report components and support documentation, along with a signed and notarized copy of the OCCPC Report, must be submitted to MHC in hard copy format **on or before the deadline date** noted herein.

Electronic submission may begin on January 1, 2012 for all authorized AOD/COL users. If AOD/COL access is needed for a development, please contact Brandon Morey at 601.718.4679 or brandon.morey@mshc.com immediately. AOD/COL access requests received by MHC after December 31, 2011 will not be granted and a fee of \$40.00, per unit, will be assessed to cover the manual processing of the Occupancy Report.

Failure to submit the referenced reports by the noted deadline date or in the manner required and/or submitting an incomplete report will result in the assessment of noncompliance fees AND will be reported to the Internal Revenue Service (IRS) for noncompliance, pursuant to Internal Revenue Code, Section 42(L).

An owner/management agent of a development that underwent foreclosure or an instrument in lieu of foreclosure is also required to complete an AOC Report in accordance with Federal Statute 26 CFR 1.42-5 Section (c)(1). However, there is a special report applicable to foreclosed developments only. To obtain a copy of this report, contact the Compliance Monitoring Division.

Should you have any questions upon your review of the attached information, please contact the Compliance Monitoring Division at 601.718.4642.

Enclosures: 2012 AOC Report
2012 AOC Report Processing Guidelines

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