To process the Owner’s Certification click on the Annual Owner Certs button. For 2010 and 2011, the Owner’s Cert needs to be submitted in the system and then again using MSHDA’s format. For 2012 and moving forward, MSHDA plans to make the form available for online submission.
Enter the dates of the reporting period and answer the questions as appropriate. Note: Answers have already been checked according to compliance standards. Please change your answers as needed to appropriately reflect the status of your property.
This slide continues from the last, showing a scrolled down view so you can see the rest of the questions. There are 16 questions in total for the owner to answer.
If there are changes in ownership of the property or change in owner or management contact, mark “CHANGE” on question #16 and click on the appropriate change type.
The Ownership Transfer button takes you to this screen.
The Owner Contact Change button takes you to this screen.
The Management Contact Change button takes you to this screen.
Click on the Annual Owner Cert Form button to print the completed form.
Processing Annual Owner’s Certifications

This is a print preview of the completed document before printing. To print, click the Print button.
If you would like to stop before submitting to MSHDA and return to your entries later, remember to click Update. All current-year Annual Owner Certifications should not be submitted until year-end.
Upon completion of the entire form, click on Submit to send the document to MSHDA for annual review.
Annual Owner Cert Status will now show “SUBMITTED” and the date sent.