



STATE OF MICHIGAN

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GOVERNOR

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY

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To: Owners & Management Agents of Tax Credit Properties  
Owners & Management Agents of Section 8 and Section 236 Project-Based Properties  
Owners & Management Agents of Multifamily Assisted Properties

From: Mark Whitaker, Compliance  
Rental Housing

MSHDA Compliance is pleased to announce that a new web application, Owner's Physical Inspection Certifications (OPIC), has been developed to streamline the process of creating and submitting Owner Certifications and Attachment A forms for UPCS and UPCS Plus physical inspections that are monitored by MSHDA Compliance.

OPIC creates a single point of entry for certifying the corrective actions and correction dates for physical inspection deficiencies. It pulls deficiency data directly from the physical inspection report and pushes the data to the Attachment A report. It also allows MSHDA to collect the certification data electronically and link it to the inspection data.

The OPIC system also gives owners and agents many benefits, including:

- Saving time by eliminating manual data entry of deficiencies.
- Takes the guess work out of how to prepare and format the report.
- Automatically creates the Owner Certification form and Attachment A report when correction data is entered.
- Reduces data entry errors and the chance of missing a deficiency.

In addition, implementation of OPIC also enables the development owner/manager, inspector and MSHDA to easily track outstanding deficiencies electronically.

Attached to this email you will find the OPIC User Guide. Please review the guide and be prepared to start using OPIC for all inspections conducted after January 1, 2012. After OPIC is successfully implemented for each owner and manager, MSHDA will require that all deficiency corrections for future inspections must be entered into OPIC.

MSHDA Compliance will be emailing all owners a list of their properties and management companies associated with each property that MSHDA Compliance currently monitors. The owner will have 30 days to respond and make any necessary changes by submitting a "Notice of change in Management Agent" form located at

[http://www.michigan.gov/documents/mshda/mshda\\_crh\\_f\\_yer13\\_notice\\_change\\_in\\_mgmt\\_agent\\_30406\\_1\\_7.pdf](http://www.michigan.gov/documents/mshda/mshda_crh_f_yer13_notice_change_in_mgmt_agent_30406_1_7.pdf) (PDF Version) or

[http://www.michigan.gov/documents/mshda/mshda\\_crh\\_f\\_yer13\\_notice\\_change\\_in\\_mgmt\\_agent\\_30406\\_2\\_7.doc](http://www.michigan.gov/documents/mshda/mshda_crh_f_yer13_notice_change_in_mgmt_agent_30406_2_7.doc) (Word Version).

If MSHDA is not notified of a change, the data will be considered to be correct.

If you have any questions regarding this change, please contact MSHDA Compliance at (517) 241-2560 or by email [mshdacompliance@michigan.gov](mailto:mshdacompliance@michigan.gov). Please include OPIC in the subject line.

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