

## Processing Annual Owner's Certifications

Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Tuesday, June 19, 2012

Projects

Project Select	Project ID Number	Development Name	Development Address	Annual Owner Certs Status	Last Annual Submission Date
<input checked="" type="radio"/>	TEST1	Suzanne Test	554 Music Lane	SUBMITTED	10/28/10
<input type="radio"/>	TEST2	Fritz Test	556 Music Lane	NOT SUBMITTED	00/00/00
<input type="radio"/>	TEST3	Lynda Test	557 Music Lane	NOT SUBMITTED	00/00/00
<input type="radio"/>	TEST4	Tyler Test	558 Music Lane	SUBMITTED	11/05/10
<input type="radio"/>	TEST5	Kendrick Test	559 Music Lane	NOT SUBMITTED	00/00/00
<input type="radio"/>	TEST6	Danielle Test	553 Music Lane	SUBMITTED	01/21/11
<input type="radio"/>	TYLER	House of Rock	555 Music Lane	SUBMITTED	09/17/10

Total Number of Projects: 7

Annual Owner Certs

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.

## Processing Annual Owner's Certifications

Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management!

Update

Wednesday, June 28, 2012

**Annual Owner Certification**

Project ID: TEST5      Kendrick Test

Owner Tax ID: F-123212321      Rockstar Ownership

Last Cert Ending: 00/00/0000      Type of Certification: Certification

New Certification Period: 01/01/2010 to 12/31/2010

Submit      Close

**Annual Owner Cert Form**

No Buildings have been Placed in Service

At least one building has been Placed in Service but owner elects to begin credit period in the following year

None of the above applies

The undersigned: \_\_\_\_\_

On behalf of: \_\_\_\_\_

**Enter Reporting Period**

1. The project meets the minimum requirements of: (check one)

20-50 test under Section 42(g)(1)(A) of the Code

40-60 test under Section 42(g)(1)(B) of the Code (25-60 NY Only)

**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.**

## Processing Annual Owner's Certifications

Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Wednesday, June 20, 2012

12. An extended low-income housing commitment as described in Section 42(h)(6) was in effect, including the requirement under Section 42(h)(6)(B)(v) that an owner cannot refuse to lease a unit in the project to an applicant holds a voucher or certificate of eligibility under Section 8 of the US Housing Act of 1937, 42 U.S.C. 1437s. Owner has not refused to lease a unit to an applicant based solely on their status as a holder of a Section 8 voucher:

YES  NO  N/A

13. The owner received its credit allocation from the portion of the state ceiling set-aside for a project involving "qualified non-profit organizations" under Section 42(h)(3) of the Code and its non-profit entity materially participated in the operation of the development within the meaning of Section 499(b) of the Code:

YES  NO  N/A

14. The owner has complied with Section 42(h)(6)(E)(i)(I) and not evicted or terminated the tenancy of an existing tenant of any low-income unit other than for good cause:

YES  NO  N/A

15. The owner has complied with Section 42(h)(6)(E)(i)(II) and not increased the gross rent above the maximum allowed under Section 42 with respect to any low-income unit:

YES  NO  N/A

16. There has been no change in the ownership or management of the project:

NO CHANGE  CHANGE

Local Intranet 100%

**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.**

## Processing Annual Owner's Certifications

Michigan.gov  
Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Wednesday, June 28, 2012

12. An extended low-income housing commitment as described in Section 42(h)(4) was in effect, including the requirement under Section 42(h)(4)(B)(iv) that an owner cannot refuse to lease a unit in the project to an applicant holds a voucher or certificate of eligibility under Section 8 of the US Housing Act of 1937, 42 U.S.C.1437s. Owner has not refused to lease a unit to an applicant based solely on their status as a holder of a Section 8 voucher:  
 YES  NO  N/A

13. The owner received its credit allocation from the portion of the state ceiling set-aside for a project involving "qualified non-profit organizations" under Section 42(h)(5) of the Code and its non-profit entity materially participated in the operation of the development within the meaning of Section 469(f) of the code:  
 YES  NO  N/A

14. The owner has complied with Section 42(h)(4)(E)(i)(I) and not evicted or terminated the tenancy of an existing tenant of any low-income unit other than for good cause:  
 YES  NO  N/A

15. The owner has complied with Section 42(h)(4)(E)(i)(II) and not increased the gross rent above the maximum allowed under Section 42 with respect to any low-income unit:  
 YES  NO  N/A

16. There has been no change in the ownership or management of the project:  
 NO CHANGE  CHANGE

Ownership Transfer  Owner Contact Change  Management Contact Change

Local intranet 100%

**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.**

## Processing Annual Owner's Certifications

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Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Wednesday, June 20, 2012

### Transfer of Ownership

Date of Change:

Taxpayer ID:

Legal Owner First:

Middle:

Last:

General Partnership:

Status of Partnership:

Update Clear Entry Cancel

Update

Clear Entry

Cancel

Done Local intranet 100%

**The Ownership Transfer button takes you to this screen.**

## Processing Annual Owner's Certifications

Michigan.gov  
Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Wednesday, June 20, 2012

### Change Owner Contact

Date of Change:

Contact First:

Middle:

Last:

Phone:

Fax:

E-mail:

Update Clear Entry Cancel

Update  
Clear Entry  
Cancel

Done Local intranet 100%

**The Owner Contact Change button takes you to this screen.**

## Processing Annual Owner's Certifications

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Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Wednesday, June 20, 2012

### Change in Manager Contact

Date of Change:

Management Co. Name:

Management Address1:

Address2:

City:

State:

Zip Code:

Contact First:

Middle:

Last:

Phone:

Fax:

E-mail:

Update  
Clear Entry  
Cancel

Done Local intranet 100%

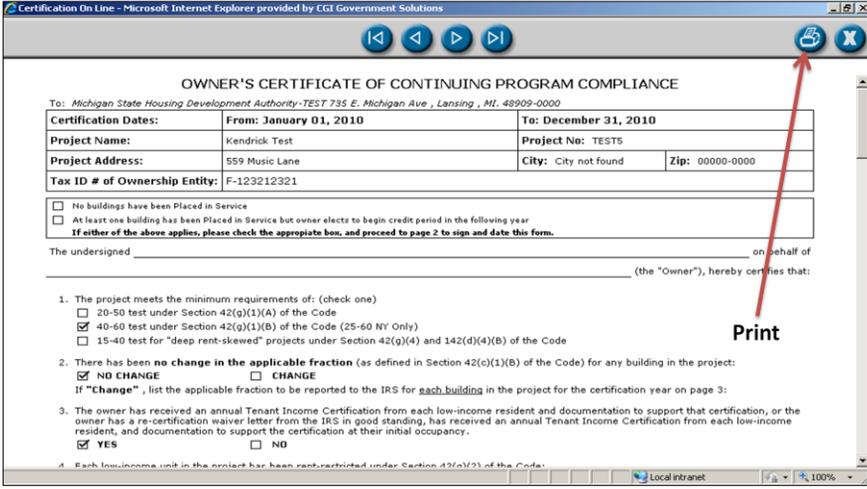
**The Management Contact Change button takes you to this screen.**

## Processing Annual Owner's Certifications

The screenshot displays the MSHA website interface. At the top, the header includes the Michigan.gov logo, the text 'Michigan State Housing Development Authority-TEST', and a navigation bar with icons for home, documents, accessibility, email, help, and mobile. Below the header, a blue banner reads 'Welcome, Rockstar Management!' and 'Wednesday, June 20, 2012'. The main content area is titled 'Annual Owner Certification' and contains several input fields: Project ID (TEST5), Owner Tax ID (F-123212321), Last Cert Ending (00/00/0000), New Certification Period (01/01/2010 to 12/31/2010), and Type of Certification (Certification). A red arrow points to the 'Annual Owner Cert Form' button. Below the form, there are three radio button options for building status: 'No Buildings have been Placed in Service', 'At least one building has been Placed in Service but owner elects to begin credit period in the following year', and 'None of the above applies'. The 'None of the above applies' option is selected. Below these options are fields for 'The undersigned:' and 'On behalf of:'. At the bottom, there is a section for '1. The project meets the minimum requirements of: (check one)' with two radio button options: '20-50 test under Section 42(g)(1)(A) of the Code' and '40-60 test under Section 42(g)(1)(B) of the Code (25-60 NY Only)'. The '40-60 test' option is selected. The browser status bar at the bottom shows 'Local Intranet' and a zoom level of 100%.

**Click on the Annual Owner Cert Form button to print the completed form.**

## Processing Annual Owner's Certifications



Certification On Line - Microsoft Internet Explorer provided by CGI Government Solutions

OWNER'S CERTIFICATE OF CONTINUING PROGRAM COMPLIANCE

To: Michigan State Housing Development Authority-TEST 735 E. Michigan Ave , Lansing , MI, 48909-0000

Certification Dates:	From: January 01, 2010	To: December 31, 2010	
Project Name:	Kendrick Test	Project No: TESTS	
Project Address:	559 Music Lane	City: City not found	Zip: 00000-0000
Tax ID # of Ownership Entity:	F-123212321		

No buildings have been Placed in Service  
 At least one building has been Placed in Service but owner elects to begin credit period in the following year  
If either of the above applies, please check the appropriate box, and proceed to page 2 to sign and date this form.

The undersigned \_\_\_\_\_ on behalf of \_\_\_\_\_ (the "Owner"), hereby certifies that:

- The project meets the minimum requirements of: (check one)  
 20-50 test under Section 42(g)(1)(A) of the Code  
 40-60 test under Section 42(g)(1)(B) of the Code (25-60 NY Only)  
 15-40 test for "deep rent-skewed" projects under Section 42(g)(4) and 142(d)(4)(B) of the Code
- There has been **no change in the applicable fraction** (as defined in Section 42(c)(1)(B) of the Code) for any building in the project:  
 **NO CHANGE**       **CHANGE**  
If "Change", list the applicable fraction to be reported to the IRS for each building in the project for the certification year on page 3:
- The owner has received an annual Tenant Income Certification from each low-income resident and documentation to support that certification, or the owner has a re-certification waiver letter from the IRS in good standing, has received an annual Tenant Income Certification from each low-income resident, and documentation to support the certification at their initial occupancy.  
 **YES**       **NO**
- Each low-income unit in the project has been rent-restricted under Section 42(a)(2) of the Code:

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This is a print preview of the completed document before printing. To print, click the Print button.

## Processing Annual Owner's Certifications

Michigan.gov Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Wednesday, June 20, 2012

**Annual Owner Certification** Update Submit Annual Owner Cert Form Back

Project ID: TEST5 Kendrick Test  
Owner Tax ID: F-123212321 Rockstar Ownership  
Last Cert Ending: 00/00/0000 Type of Certification: Certification  
New Certification Period: 01/01/2010 to 12/31/2010

**Update**

No Buildings have been Placed in Service  
 At least one building has been Placed in Service but owner elects to begin credit period in the following year  
 None of the above applies

The undersigned: \_\_\_\_\_  
On behalf of: \_\_\_\_\_

1. The project meets the minimum requirements of: (check one)  
 20-50 test under Section 42(g)(1)(A) of the Code  
 40-60 test under Section 42(g)(1)(B) of the Code (25-60 NY Only)

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**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.**

## Processing Annual Owner's Certifications

Michigan.gov  
Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Wednesday, June 26, 2012

### Annual Owner Certification

Project ID: TEST5  
Owner Tax ID: F-123212321  
Last Cert Ending: 09/09/0000  
New Certification Period: 01/01/2010 to 12/31/2010

No Buildings have been Placed in Service  
 At least one building has been Placed in Service but owner elects to begin credit period in the following year  
 None of the above applies

The undersigned: \_\_\_\_\_  
On behalf of: \_\_\_\_\_

1. The project meets the minimum requirements of: (check one)  
 20-50 test under Section 42(g)(1)(A) of the Code  
 40-60 test under Section 42(g)(1)(B) of the Code (25-60 NY Only)

Submit

Message from webpage: Are you sure you want to submit this form to Agency?  
OK Cancel

http://mshda-aod-web/COL-TST/hcol010.html

**Upon completion of the entire form, click on Submit to send the document to MSHDA for annual review.**

# Processing Annual Owner's Certifications

Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Tuesday, June 19, 2012

Projects

Project Select	Project ID Number	Development Name	Development Address	Annual Owner Certs Status	Last Annual Submission Date
<input checked="" type="radio"/>	TEST1	Suzanne Test	554 Music Lane	SUBMITTED	10/28/10
<input type="radio"/>	TEST2	Fritz Test	556 Music Lane	NOT SUBMITTED	00/00/00
<input type="radio"/>	TEST3	Lynda Test	557 Music Lane	NOT SUBMITTED	00/00/00
<input type="radio"/>	TEST4	Tyler Test	558 Music Lane	SUBMITTED	11/05/10
<input type="radio"/>	TEST5	Kendrick Test	559 Music Lane	NOT SUBMITTED	00/00/00
<input type="radio"/>	TEST6	Danielle Test	553 Music Lane	SUBMITTED	01/21/11
<input type="radio"/>	TYLER	House of Rock	555 Music Lane	SUBMITTED	09/17/10

Submitted

Date

Total Number of Projects: 7

Local intranet 100%

**Annual Owner Cert Status will now show “SUBMITTED” and the date sent.**