

**MICHIGAN STATE HOUSING
DEVELOPMENT AUTHORITY**

**Notice of Change in System Contact
Access to the Compliance Portals
Compliance Monitoring**

Send completed form to:
Michigan State Housing Development Authority
Compliance Monitoring – Asset Management
mshdacompli@michigan.gov

COL ADMIN = Admin Account for Certification On-Line/Tenant Data Submissions

Note: MSHDA only creates the admin account for each company. All user access is then created by the admin account.

OPIC = Owners Physical Inspection Certification System

CARS = Certification Audit Response System

Owner's Cert = Annual Owner's Certification of Continued Program Compliance

Indicate Type of Change and Effective Date: (check all that apply)

System	Remove	Add	Effective Date	Comments
COL ADMIN	<input type="checkbox"/>	<input type="checkbox"/>		
OPIC	<input type="checkbox"/>	<input type="checkbox"/>		
CARS	<input type="checkbox"/>	<input type="checkbox"/>		
Owner's Cert	<input type="checkbox"/>	<input type="checkbox"/>		

Property Information: (all fields required; list all properties affected by this change)

Development Name(s):	
MSHDA #(s):	
Development City/Cities:	

Contact Information: (all fields required)

Contact Name:	
Company Name:	
Street Address:	
City, State, Zip:	
Phone #:	
Fax:	
Email:	

Signature of Authorized Representative: _____

Title: _____ Date: _____

Printed name of person signing: _____