

Michigan State Housing Development Authority

Annual Owner Certification Upload Instructions

MSHDA
Compliance Monitoring
Rental Housing Division
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Initial Submission

1. Go to MSHDA's Compliance Portal Site (OPIC / CARS) <http://housing.state.mi.us/opic>
2. Log in using your OPIC/CARS account information. Note: If you forgot your password, just enter your email address and click on 'New Password'



Please login.

Email

Password

[New Password?](#)

3. Click on the CERTS tab. This will list all of the properties that require an annual owner certification submission.

Note: If a property has multiple programs, you will see multiple entries for the same property, but the types will be different: The example below shows Property 1 twice, but one is LIHTC while the other is HOME. In cases like these, you **must** submit an annual owner certification for **each** program.



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Investing in Places.

MSHDA
MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY

[CARS](#) [OPIC](#) [CERTS](#) [Manager Setup](#)

Properties waiting for an 'Annual Owner Certification'

MSHDA Number	Project Home	Address	City	Year	Type	Due Date	Issues
0000	Property 1	123 Main Street	Sault Ste. Marie	2014	LIHTC	2/27/2015	
0000	Property 1	123 Main Street	Sault Ste. Marie	2014	Home	2/27/2015	

4. Select the property/year/type that you want to work with by clicking on the property name.
5. A table is then displayed that shows what documentation is required for various program types for your reference. Check the box **for each** document that is included in the file being uploaded. **The file should be a single pdf file that contains the required documents along with any optional documents**

Program Documentation Requirements:					Uploading
LIHTC	1602	HOME	NSP	Document	
Required	Required	Required	Required	Owner's Certification	<input type="checkbox"/>
Required	Required	Required	Required	Utility Allowance Documentation	<input type="checkbox"/>
Required	Required	Optional	Optional	Resident Fees	<input type="checkbox"/>
Optional	Optional	N/A	N/A	First Year Credit Statement	<input type="checkbox"/>
Optional	Optional	N/A	N/A	Common Area Unit Designation Statement	<input type="checkbox"/>
Optional	Optional	N/A	N/A	First Year's IRS Forms 8609	<input type="checkbox"/>
Optional	Optional	N/A	N/A	Ownership Entity Information Form	<input type="checkbox"/>
N/A	N/A	Required	Required	Rent & Occupancy Report	<input type="checkbox"/>
N/A	N/A	Optional	Optional	2014 Local Inspection Report	<input type="checkbox"/>
N/A	N/A	Optional	Optional	Current rental certificate of compliance	<input type="checkbox"/>

- Click on choose file and navigate to the file that is being uploaded.

Choose Certificate to upload

- Once selected, double check that you have correctly marked what documents are included then click upload. This will upload the file to the MSHDA compliance database and remove the property from the list.

Re-Submissions

In the event there is an issue with your submission, you will receive an email from MSHDA Compliance. To determine the issue and update your submission, follow the steps below:

- Go to MSHDA's Compliance Portal Site (OPIC / CARS) <http://housing.state.mi.us/opic>
- Log in using your OPIC/CARS account information.
- Click on the CERTS tab
- Find the property that has the issue and look at the 'Issues' column for what the issue is.

Address	City	Year	Type	Due Date	Issues
	Sault Ste. Marie	2014	LIHTC	2/27/2015	Missing Resident Fees

- Fix the stated issue and re-create the pdf upload.
- Click on the property name with the issue

7. A table is then displayed that shows what documentation is required for various program types for your reference. Check the box **for each** document that is included in the file being uploaded. **The file should be a single pdf file that contains the required documents along with any optional documents and updates required for fixing issues.**

Program Documentation Requirements:					Uploading
LIHTC	1602	HOME	NSP	Document	
Required	Required	Required	Required	Owner's Certification	<input type="checkbox"/>
Required	Required	Required	Required	Utility Allowance Documentation	<input type="checkbox"/>
Required	Required	Optional	Optional	Resident Fees	<input type="checkbox"/>
Optional	Optional	N/A	N/A	First Year Credit Statement	<input type="checkbox"/>
Optional	Optional	N/A	N/A	Common Area Unit Designation Statement	<input type="checkbox"/>
Optional	Optional	N/A	N/A	First Year's IRS Forms 8609	<input type="checkbox"/>
Optional	Optional	N/A	N/A	Ownership Entity Information Form	<input type="checkbox"/>
N/A	N/A	Required	Required	Rent & Occupancy Report	<input type="checkbox"/>
N/A	N/A	Optional	Optional	2014 Local Inspection Report	<input type="checkbox"/>
N/A	N/A	Optional	Optional	Current rental certificate of compliance	<input type="checkbox"/>

8. Click on choose file and navigate to the file that is being uploaded.
9. Once selected, double check that you have correctly marked what documents are included then click upload. This will upload the file to the MSHDA compliance database and remove the property from the list again.