## Michigan State Housing Development Authority

## Annual Owner Certification Upload Instructions

MSHDA
Compliance Monitoring
Rental Housing Division
735 E. Michigan Avenue
P. O. Box 30044
Lansing, MI 48909

(517) 241-2560

Website: <a href="www.michigan.gov/mshda">www.michigan.gov/mshda</a>
Email: <a href="mailto:mshdacompliance@michigan.gov">mshdacompliance@michigan.gov</a>

## **Initial Submission**

- 1. Go to MSHDA's Compliance Portal Site (OPIC / CARS) <a href="http://housing.state.mi.us/opic">http://housing.state.mi.us/opic</a>
- 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'

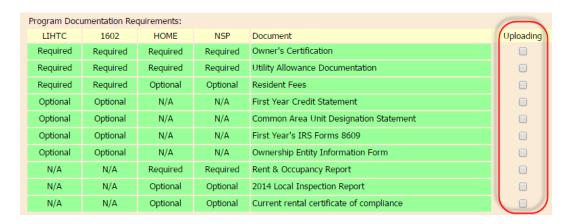


3. Click on the CERTS tab. This will list all of the properties that require an annual owner certification submission.

**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.



- 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 <u>for each</u> document that is included in the file being uploaded. <u>The file should be a single pdf file that contains the required documents along with any optional documents</u>



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

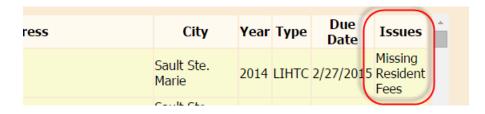


 Once selected, double check that you have correctly marked what documents are included then click upload. This will upload the file to the MSHDA compliance database and remove the property from the list.

## **Re-Submissions**

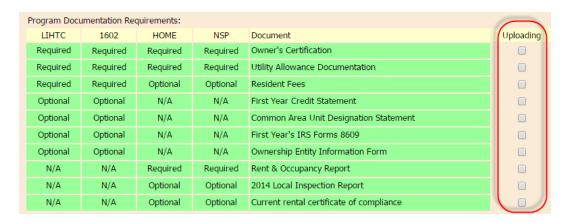
In the event there is an issue with your submission, you will receive an email from MSHDA Compliance. To determine the issue and update your submission, follow the steps below:

- 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.
- 3. Click on the CERTS tab
- 4. Find the property that has the issue and look at the 'Issues' column for what the issue is.



- 5. Fix the stated issue and re-create the pdf upload.
- 6. 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 <u>for each</u> document that is included in the file being uploaded. <u>The file should be a single pdf file that contains the required documents along with any optional documents and updates required for fixing issues.</u>



- 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.