



Request for Abbreviated Annual Certification

This request pertains only to annual certifications for the LIHTC program and does not relieve the owner of its obligation to perform annual certifications as required for other housing programs such as HOME, Section 8, etc.

Development Name: _____
Ownership Entity: _____
Total # of Units: _____ # of LIHTC Units: _____

The undersigned, on behalf of the Ownership Entity, hereby certifies that:

- 1. The project's building(s) is/are 100% LIHTC.
2. Twenty-four (24) months have passed since the end of the calendar year in which the last building in the project was placed- in- service.
3. The initial LIHTC physical inspection and file review have been satisfactorily completed by RIHousing and any findings of non-compliance have been corrected by the owner/agent.
4. The project does not have any outstanding issues of continuing non-compliance as evidenced by uncorrected Form(s) 8823 on file with the IRS.
5. Student status will be certified annually and shall be third-party verified as required under LIHTC guidelines.
6. Annual certifications for programs in place at the development other than LIHTC will be conducted in accordance with applicable program requirements.
7. Data collected from the tenant will be entered into management software and subsequently to RIHousing's online reporting system (WTC).
8. An approved TIC will be generated and signed by all adult household members as well as the owner/agent.

Upon approval from RIHousing, an abbreviated annual certification (AAC) may be conducted for existing households. Households are allowed to self-certify annual household income (including asset income) on the approved form. Information on the form does not require verification by the owner/agent. A Self-Certification of Annual Household Income form with instructions is available at rihousing.com.

Authorized Signature: _____

Submit this completed form in its original format to your LIHTC Compliance Specialist for approval. Rather than printing and signing, please use the digital signature capability above. The form will be returned to you upon review with a determination of approval or denial.

FOR RIHOUSING USE ONLY
Received: _____ Approved: [] Yes [] No
Compliance Specialist: _____

The following documents are required for all annual certification files when a project is 100% LIHTC and an abbreviated annual certification has been authorized by RIHousing. Documents in ALL CAPS and quotation marks are RIHousing-specific forms. Alternate forms may be used with the prior written approval of RIHousing. NOTE: The owner/agent may also require their own documents in addition to these:

- **“TENANT INCOME Certification”** (TIC)
 - Current RIHousing version or an approved alternative.
- **“LIHTC PROGRAM STUDENT STATUS AFFIDAVIT.”**
 - Third party *verification of student status* from an educational institution (when applicable)
- **Self-affidavit of annual income** (including income from assets)
- Clarification notes (as applicable)
- **Lease Agreement** & RIHousing’s **“LIHTC LEASE ADDENDUM.”**
- ***Unit Inspection documentation.***
 - For move-in and annually thereafter.
- ***Release of information consent.***
 - For each household member age 18 and older.

The following documentation is not required to be in a tenant file but must be on-hand for any file review or agency request.

- **Utility Allowance chart**
 - Including breakdown on how UA total was determined.
- **Income Limits**
 - Documentation of limits used.
- **Rent Limits**
 - Documentation of limits used.