




MEMORANDUM NO. 17-01-01 TC32

TO: Housing Tax Credit (HTC) Owners and Management Agents

FROM: Tasha Jones, Director 
Rental Housing Management

SUBJECT: Annual Compliance Monitoring Information

DATE: January 4, 2017

IRC Section 42 requires the owner of a Housing Tax Credit development to certify annually to the housing agency that the property met the provisions of the Housing Tax Credit Program for the preceding 12 month period. Annual reporting information is due to South Dakota Housing Development Authority (SDHDA) by Friday, March 3, 2017.

Tenant data should be submitted electronically through Web Compliance Management System (WCMS). You must have authorization to access the system. Please notify SDHDA immediately when you have staff changes. Any individual that is no longer working for your company will continue to have access to WCMS until we are notified they should not have access, which could cause a serious breach of security. We appreciate your assistance in keeping user access current.

In addition to the electronic submission of tenant data, the following items are needed:

- Owners Certificate of Continuing Program Compliance
- Authorized Representative Designation (if applicable)
- Copy of your Utility Allowance for 2016 (if applicable)

For your convenience, the fillable forms are located at www.sdhda.org. The forms are available under Property Management / For Property Managers / Forms, Manuals and Resources / Housing Tax Credit Forms, Manuals and Resources / Forms. Completed forms can be submitted by e-mail.

Any questions should be addressed to Julie Anderson. Her direct phone line is 605.773.2461 and her e-mail address is julie@sdhda.org.

TJ/JA

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