

ADFA Annual Owner Certification Forms (AOC) for Rental Housing Projects

Reporting Year - January 1st to December 31st

Annual Owner Certification Forms for the Rental Housing Programs listed below will be available on the ADFA Property Management Portal. An email reminder is sent out each year to all ADFA Software Program Administrators that the Annual Owner Certifications are due each FEBRUARY 1st.

- Low Income Housing Tax Credit (LIHTC)
- Partial Release LIHTC (QC AOC)
- HOME Program
- Neighborhood Stabilization Program (NSP)
- National Housing Trust Fund (NHTF/HTF)

Reminder: Projects that had a partial release issued during the reporting year will have 2 AOC's due the initial year the LIHTC AOC and QC AOC – example: if a partial release is issued on 3/1/2021 then you will have the LIHTC AOC 1/1/2021 to 2/28/2021 and the QC AOC from 3/1/2021 to 12/31/2021. ADFA selects a random portion of the projects in Partial Release to review annually to ensure rents are remaining restricted within program limits during this 3 year cycle, that tenant data is updated in ADFA tenant data portal and all evictions are with good cause (eviction documents must be uploaded into the property management portal in the slot provided for eviction documents). The slot can be used for all projects not just those in partial release. Please contact Catrina Ingram for additional information on the partial released projects 501-682-5937 or catrina.ingram@arkansas.gov

Please feel free to reach out to Tammy White at 501-682-5928 or tammy.white@arkansas.gov or Catrina Ingram with any questions regarding the Annual Owner Certification process.