CALIFORNIA'S HOUSING TAX CREDIT PROGRAM
2016 Annual Owners Certification Form Instructions

Submittal of the Annual Owner Certification (AOC) Form

Dear Tax Credit Project Owner:

Internal Revenue Service (IRS) Monitoring Regulations require all owners of low-income housing tax credit projects to annually submit an owner certification to the Tax Credit Agency. Even though some project owners have finished claiming their credit, all owners must continue to complete the AOC. If you have claimed or plan to claim tax credits for the project indicated above, you must complete the certification and return it to the California Tax Credit Allocation Committee (CTCAC). Failure to submit the AOC or requisite documentation noted below by **Monday, March 20, 2017,** will result in a notice of noncompliance.

Instructions for Completing AOC Form:

Annual Owner Certification (AOC):

- AOC form is located on our website at: http://www.treasurer.ca.gov/ctcac/compliance/aoc/index.asp
- Select the CTCAC number from the dropdown box. The fields in white (address, city, state, zip & CTCAC number) will automatically be filled in.
- Select from the drop down list, the number of occupied units in statement (xviii). If the number of low-income units in light orange is incorrect (print form), cross out with pen and write down correct number of low-income units (attach Exhibit A of Regulatory Agreement to verify low-income units).
- Once the CTCAC number and number of occupied units have been selected from dropdown list, please print form and complete the remainder of the form by hand.
- Place owner **INITIALS** (MUST BE WET, CANNOT BE TYPED OR COMPUTER GENERATED) by all true statements. (Do not use an "X" or "✓")
- Provide an attachment and give a brief explanation for any statements left blank.
- Only the owner contact can sign and initial the AOC form. The IRS and CTCAC will not accept any other signature.
- The owner's signature must be notarized (bottom of page 2 on AOC form), otherwise attach a separate sheet with notarization.
- If your project received points for site/service amenities, please complete statement (xxi).
- If your project transferred ownership interest and is subject to a Capital Needs Agreement, please complete statement (xxiii). **(NEW)**
- Mail original completed AOC form(s) to CTCAC, and keep a copy for your records.
- **Emailed AOC forms will not be accepted!**

Instructions for Submitting AOC Form (Due Monday, March 20, 2017)

There is only 1 option for submitting the AOC form(s) to CTCAC:

- Mail the original completed form(s) to 915 Capitol Mall, Room 485 Sacramento, CA 95814.
  Please provide a cover letter that includes a list of AOC's being submitted, contact person who CTCAC can contact, address, e-mail and phone number.

You can access the *AOC Frequently Asked Questions* on our website for general questions or problems.
If you still have unanswered questions or have problems downloading the form, please contact Tina Johnson at (916) 651-0344. Thank you for your cooperation.