

# Annual Owner Financial Certification Reporting Instructions

Annual Owner Financial Certification Reports are due for all active properties by April 30th of every year with the rest of the Annual Owner’s Compliance Report (AOFCR). The AOFC is completed in the Contract Monitoring and Tracking System (CMTS). Starting with the 2018 AOFC report, AOFC back up will no longer be required unless it is specifically requested by the Asset Manager or other TDHCA personnel.

The first AOFCR is due the second year following the year of award, in accordance with the deadlines set out in Subchapter F of the Uniform Multifamily Rules. For example, if a development is awarded funding in calendar year 2016, the first report is due April 30, 2018. The information in the report will reflect data from January 1st to December 31st of the previous year (the reporting year). Reports are available for submittal starting in January and will be considered late after April 30th.

Questions about the Annual Owner’s Financial Certification Report can be directed to the Asset Manager for the development, but questions about any *other* portion of the AOFCR should be directed to the Compliance Division. Note that income and expense categories are further detailed in Subchapter D of the Uniform Multifamily Rules (see Section 10.302(d)(1)-(4) for general guidelines and definitions).

## Accessing CMTS

1) From the TDHCA home page at [www.tdhca.state.tx.us](http://www.tdhca.state.tx.us) click on the Red “Support & Services” tab and select “Compliance”, then “Housing Contract System”:



2) Click on the “Login to the TDHCA Housing Contract System” link:

The screenshot shows the Texas Department of Housing and Community Affairs website. The header includes the department logo, name, and navigation links: Home, Contact, About, Calendar, Press, Employment. A site search bar is present. Below the header are menu items: Programs, Support & Services, Board, and Manufactured Housing. The main content area features a 'Related Topics' sidebar with links to Compliance, HOME Program, and IT Security Practices and Guidelines. A 'Free file viewers' section is also present. The main heading is 'TDHCA Housing Contract System' with an 'Overview' section. The overview text describes the system's purpose for administrators. A prominent button labeled 'Login to the TDHCA Housing Contract System' is centered below the text. Contact information for the Compliance Division is listed on the right side of the page.

3) Enter your TDHCA provided User ID and Password to enter the Housing Contract System:

The screenshot shows the login interface for the TDHCA Housing Contract System. It features a blue header with the system name. Below the header, a red message reads 'Please log in to continue.' There are two input fields: 'User ID' and 'Password', followed by a red 'Login' button. A security notice below the login fields states: 'You are making a secure connection with our server. All information that you submit is encrypted.' At the bottom, a white box with a grey border contains a disclaimer: 'You are accessing a Texas Department of Housing and Community Affairs information system. Unauthorized use is prohibited, and usage may be subject to security testing and monitoring. Misuse of this system is subject to criminal prosecution. Users of this system should have no expectation of privacy except as otherwise provided by applicable privacy laws.'

**HELPFUL TIP:** If you do not know your User ID or Password, or need help because personnel at the Development has changed, please send an email to Compliance at [CMTS.requests@tdhca.state.tx.us](mailto:CMTS.requests@tdhca.state.tx.us) to request help with User ID or password issues.

## Accessing the Report

1) From the “Property Listings” page, next to the applicable property, click on “Annual Owners Compliance Reports - 2017”.

2) Select “Start New Report” next to “Annual Owner Financial Certification”.

## Annual Owners Compliance Reports

Owners Certification of Continued Compliance - Part A	Due 04/30/2018		
Property Update		<a href="#">Start New Report</a>	<a href="#">Edit or View Before Submission</a>
Management Update		<a href="#">Start New Report</a>	<a href="#">Edit or View Before Submission</a>
Syndicator Update		<a href="#">Start New Report</a>	<a href="#">Edit or View Before Submission</a>
Owner Update		<a href="#">Start New Report</a>	<a href="#">Edit or View Before Submission</a>
HUB Update		<a href="#">Start New Report</a>	<a href="#">Edit or View Before Submission</a>
Non Profit Update		<a href="#">Start New Report</a>	<a href="#">Edit or View Before Submission</a>
Compliance Questions		<a href="#">Start New Report</a>	<a href="#">Edit or View Before Submission</a>
Written Policies and Procedures Questions		<a href="#">Start New Report</a>	<a href="#">Edit or View Before Submission</a>
Other Program Questions		<a href="#">Start New Report</a>	<a href="#">Edit or View Before Submission</a>
Housing for Persons with Disabilities Report - Part C	Due 04/30/2018	<a href="#">Start New Report</a>	<a href="#">Edit or View Before Submission</a>
Annual Owner Financial Certification	Due 04/30/2018	<a href="#">Start New Report</a>	<a href="#">Edit or View Before Submission</a>

**HELPFUL TIP:** If the above does not appear correctly, you may also troubleshoot by selecting “Reports” from the properties table, scrolling to the latest Annual Owner Financial Certification and selecting “Start New Report”.

## Part One (Occupancy)

1) Answer whether the property has been occupied during the last fiscal quarter. “Y” for Yes or “N” for No can be selected but the response cannot be left blank.

2) If the answer is “N”, explain why the property is not currently occupied. *Once an explanation has been entered, the report is complete. If this is the case, you will see a green message appear that says “This completes the AOFC report for Developments with No Occupancy. Please return to the Annual Compliance Reports page and submit your report.”*

3) If the answer is “Y”, the report will continue on the following page.

4) Click “Save”.

**HELPFUL TIP:** If you answered “N”, you can click the “Return to the My Report Listing” page link to go back to the Property Listings page to preview your report and submit your report or select another property report. **See Previewing and Submitting Your Report** on p. 13 for more instructions.

## Part Two (Vacancy Information)

1) The system will automatically pull in the total number of units for the development.

2) Enter the total number of units currently vacant as of the date of your report submission.

3) Enter the number of employee occupied or model units at the development. The system will exclude these from the percentage of vacant units to avoid overstating the vacancy rate.

4) If the auto-calculated percentage of vacant units is greater than 10%, provide a short explanation for the vacancies, including any plans to identify or resolve current leasing issues. Two hundred forty (240) characters are allowed in the text box – any additional narrative you would like to enter can be attached in CMTS as an attachment to the report.

5) Select either “Calculate Totals, Save and Return to This Page” or “Calculate Totals, Save and Proceed to Rent Summary Page” (the next page), and click “Save”. The page will automatically default to returning to the page unless you select the option to proceed.

VACANCY INFORMATION	
Total Units	29
Total number of units currently vacant as of the date of report submission?	1
Number of employee occupied or model units	
Percentage of vacant units	3.45%
Properties with a vacancy rate of greater than 10% must provide a short explanation for the vacancies, including any plans to identify or resolve current leasing issues.	
<div style="border: 1px solid gray; height: 40px; width: 100%;"></div>	
<small>The length of the comment can be up to 240 characters</small>	
<input checked="" type="radio"/> Calculate Totals, Save and Return to This Page <input type="radio"/> Calculate Totals, Save and Proceed to Income Page	

**HELPFUL TIP:** If the information you’ve entered indicates a vacancy rate of greater than 10%, the area above the comment box will highlight in red, indicating that an explanation is required:

Number of employee occupied or model units	
Percentage of vacant units	
Properties with a vacancy rate of greater than 10% must provide a short explanation for the vacancies, including any plans to identify or resolve current leasing issues.	
<div style="border: 1px solid gray; height: 40px; width: 100%;"></div>	

## Part Three (Income)

1) Enter the potential gross rental income (income received from rent) for the property from the year-end profit and loss statement or operating statement (include rental subsidies in the gross rental income total). Please make sure that you **DO NOT use any commas or number signs** or the formatting will create an error.

ANNUAL INCOME	
POTENTIAL GROSS RENTAL INCOME	205034

2) Enter the total of all secondary income received for the property (such as laundry fees, application fees, carport or storage fees, etc.) and enter a short description of all secondary income in the narrative space below.

Secondary income	1940
Please describe the secondary income in the space below.	
<div style="border: 1px solid gray; height: 40px; width: 100%;"></div>	
<small>The length of the comment can be up to 240 characters</small>	
Average Secondary Income Per Unit Per Month	5.57

**HELPFUL TIP:** Average secondary income per unit per month (shown above) will auto-calculate but will not appear until one of the “Calculate Totals, Save and Return” choices is selected and the report page is saved or you’ve pressed the ‘Enter’ key.

3) Enter any other non-rental income that is not considered rental or secondary income and enter a short description in the narrative space below.

Please describe the non-rental income in the space below.	
<div style="border: 1px solid black; height: 40px;"></div>	
<small>The length of the comment can be up to 240 characters</small>	
POTENTIAL GROSS INCOME	206974.00

**HELPFUL TIP:** Potential Gross Income will auto-calculate but will not appear until the report page is saved or you’ve pressed the ‘Enter’ key.

4) Enter the total for any vacancy and collection loss (please enter **ONLY as a positive number**).

Vacancy and collection loss (Enter as a positive number)	7889
Percentage of Potential Gross Income	3.80%

**HELPFUL TIP:** The system will auto-calculate a percentage based on the potential gross income (vacancy loss/potential gross income) but the percentage will not appear until the report page is saved or you’ve pressed the ‘Enter’ key.

5) Enter the total of any rental concessions (move in rent specials, etc.) (please enter **ONLY as a positive number**).

Rental concessions (Enter as a positive number)	
Loss from Non-income/Employee units (Enter as a positive number)	
<b>EFFECTIVE GROSS ANNUAL INCOME (Actual Receipts)</b>	<b>199105.00</b>

6) Enter any financial loss from non-income or employee units (such as security officer units, manager units, or office staff unit discounts) (enter **ONLY as a positive number**).

Loss from Non-income/Employee units (Enter as a positive number)	
<b>EFFECTIVE GROSS ANNUAL INCOME (Actual Receipts)</b>	<b>199105.00</b>

**HELPFUL TIP:** The system will auto-calculate a total Effective Gross Annual Income by subtracting vacancy and collection loss, rental concessions, and loss from non-income/employee units but the figure will not appear until the report is saved or you’ve pressed the ‘Enter’ key.

7) Select “Calculate Totals, Save and Return to This Page” to review the income information entered and ensure it matches the totals on the profit and loss or operating statement. Once the information is reviewed and all corrections are made, select “Save Then Owners Financial Certification – Annual Operating Expenses Page” to move on to entering expenses.

- Calculate Totals, Save, and Return to This Page
- Calculate Totals, Save, and Proceed to Annual Operating Expenses Page
- Calculate Totals, Save, and Return to Vacancy Page

**Save**

## Part Five (Expenses)

### General and Administrative Expenses

1) Enter all General and Administrative Expenses by the categories listed. If the categories in the operating statement don't match, try to make the best determinations on where the listed items should go. Enter total accounting expenses for the year, advertising expenses for the year, etc. Include items not considered 'other office expenses' that do not match any other category as "Miscellaneous" and describe them in the narrative box below. Depreciation, amortization, and other non-cash expenses should not be included in the Annual Owner's Financial Certification.

GENERAL AND ADMINISTRATIVE EXPENSES	
Accounting	3825
Advertising	751
Legal and consulting	504
Leased equipment	
Postage and office supplies	2066
Telephone	1048
License, meetings, dues	860
Other office expenses	839
Miscellaneous	
Please describe the miscellaneous Gen/Admin expense in the space below.	
<small>The length of the comment can be up to 240 characters</small>	
<b>Total General and Administrative Expenses</b>	<b>9893.00</b>

**HELPFUL TIP:** The system will auto-calculate your total General and Administrative Expenses next to the total but the figure will not appear until the report is saved or you've pressed the 'Enter' key.

### Management Fees

2) Enter the total management fees for the year. If management fees were included in the General and Administrative Expenses, make sure they are subtracted from the General and Administrative Expenses so Expenses are not overstated.

MANAGEMENT FEES	
Management fees	21500
Percent of effective gross income	10.2%
<b>Total Management Fees</b>	<b>21500.00</b>

**HELPFUL HINT:** The system will auto-calculate the management fee percentage based on effective gross income (management fee/effective gross income total from the previous reporting page) and then will auto-total the total management fees (which will reiterate the management fee entry), but the figure will not appear until the report is saved or you've pressed the 'Enter' key.

### Payroll, Payroll Tax, and Employee Benefits

3) Enter the total payroll, payroll taxes, and employee benefits expenses for management employees and maintenance employees (for example, total the salaries, payroll taxes, and benefits expenses for all office employees in the management block and total the salaries, payroll taxes, and benefits expenses for all maintenance employees in the maintenance block). Enter any other salary, payroll, payroll tax, or benefit expenses not included in the above totals in “Other” and describe them in the narrative space below.

PAYROLL, PAYROLL TAX AND EMPLOYEE BENEFITS	
Management	18006
Maintenance	14991
Other	2100
Please describe the other payroll expense in the space below.	
payroll	
<small>The length of the comment can be up to 240 characters</small>	
<b>Total Payroll, Payroll Tax and Employee Benefits</b>	<b>35097.00</b>

**HELPFUL HINT:** The system will auto-calculate the Total Payroll, Payroll Tax, and Employee Benefits but the figure will not appear until the report is saved or you’ve pressed the ‘Enter’ key.

### Repairs and Maintenance

4) Enter all Repairs and Maintenance Expenses by the categories listed. If the categories in the operating statement don’t match, try to make the best determinations on where your listed items should go. Enter total elevator, exterminating, grounds keeping, unit make-ready, repairs expenses, etc. Any other repair/maintenance items can be listed in “Other” and described in the narrative box below.

REPAIRS AND MAINTENANCE	
Elevator	
Exterminating	
Grounds	8722
Make-ready	523
Repairs	8426
Pool	
Other	22410
Please describe the other repair/maintenance expense in the space below.	
Elevator maintenance	
<small>The length of the comment can be up to 240 characters</small>	
<b>Total Repairs and Maintenance</b>	<b>40081.00</b>

**HELPFUL HINT:** The system will auto-calculate the Total Repairs and Maintenance expenses but the figure will not appear until the report is saved or you’ve pressed ‘Enter’.

### Utilities

5) Enter the total utilities expenses for the property (make sure that electrical, natural gas, garbage/trash, and water and sewer are entered separately). Other fuel might include oil heat or etc. Include any other utilities in other and describe them in the narrative box below.

UTILITIES	
Electrical	1163
Natural gas	
Other fuel (heat/water)	
<b>Total Electrical/Gas/Other fuel</b>	<b>1163.00</b>
Garbage/trash	4579.00
Water and sewer	20709.00
<b>Total Water, Sewer &amp; Trash</b>	<b>25288.00</b>
Other	
Please describe the other utility expense in the space below.	
<input type="text"/>	
<small>The length of the comment can be up to 240 characters</small>	
<b>Total Utilities</b>	<b>26451.00</b>

### **Insurance and Taxes**

6) Enter the property insurance expense for the property (total all types of property insurance).

PROPERTY INSURANCE AND TAXES	
Property insurance premiums (all types)	7960
Net Rentable Square Footage	4200
Property Insurance rate per net rentable square foot per month	0.16

**HELPFUL HINT:** The system will auto-calculate the net rentable square footage from CMTS and the property insurance rate per net rentable square foot per month but the figures will not appear until the report is saved or you've pressed the 'Enter' key.

7) Enter the property taxes paid for the year.

Real property tax	10302
Assessed value	429055
Tax rate per 100 dollars of assessment	2.35
Personal property tax	
<b>Total Taxes</b>	<b>10302.00</b>
Please describe the personal property tax expense in the space below.	
<input type="text"/>	
<small>The length of the comment can be up to 240 characters</small>	
<b>Total Insurance and Taxes</b>	<b>18262.00</b>

8) From the County Appraisal District (CAD) or from the annual tax statement received, enter the total assessed value for the property.

9) Enter the tax rate listed on the CAD or the annual tax statement received for "Tax rate per 100 dollars of assessment".

10) If personal property tax or franchise tax appears on the property's operating or profit and loss statement, enter it under "Personal property tax". Describe any entry for personal property tax expenses in the narrative box below.

**HELPFUL HINT:** The system will auto-calculate the total insurance and taxes entered but the figure will not appear until the report is saved or you've pressed the 'Enter' key.

### **Reserve for Replacement**

11) Enter the amount contributed to the reserve for replacements account for the full year under "Reserve for replacements".

RESERVE FOR REPLACEMENT	
Reserve for replacements	10100
Reserves per unit per year	341
<b>Total Reserve for Replacement</b>	<b>10100.00</b>

**HELPFUL HINT:** The system will auto-calculate the amount of reserves contributed per unit per year but the figure will not appear until the report is saved or you've pressed 'Enter'. The system will also auto-calculate the total reserve for replacement contribution for the year (which will reiterate your above entry).

### Other Expenses

12) Enter Other Expenses as shown, including Cable TV, Support Services contract fees, TDHCA Compliance fees, TDHCA Asset Management fees (for TCAP and Exchange deals), security fees, and any other expenses. Describe the other expenses entered in the narrative box below.

OTHER EXPENSES	
Cable TV	
Support services contract fees	
TDHCA Compliance fees	750
TDHCA Asset Management fees	
Security fees	
Other Expenses	
Please describe the miscellaneous other expenses in the space below.	
<input type="text"/>	
<small>The length of the comment can be up to 240 characters</small>	
<b>Total Other Expenses</b>	<b>750.00</b>
<b>ANNUAL EXPENSES</b>	
<b>Net Operating Income</b>	<b>161774.00</b>
	<b>37331.00</b>

**HELPFUL HINT:** The system will auto-calculate the Total Other Expenses but the figure will not appear until the report is saved or you've pressed 'Enter'. The system will also auto-calculate the total annual expenses (each item total from the expenses section will be totaled) and will auto-calculate Net Operating Income (NOI) or the total income remaining after all expenses (operating, replacement reserves, taxes, etc.) are subtracted (Total EGI – Total Expenses).

### Debt Service

13) The first drop down box signals the first entry for your lenders. Enter the Lienholder position and then enter the name of the lender in the Lender Name box. List the amount paid in annual debt service in the expense box on the right side of the screen (enter the full **annual** payment amount, which can be found on the property's loan statement). If TDHCA is the first lien lender, please select, "1<sup>st</sup> Lienholder – TDHCA" and then again list TDHCA in the Lender Name box. If TDHCA is another position lienholder, just choose the appropriate lien position and list TDHCA in the Lender Name box under the appropriate lien position.

DEBT SERVICE	
1st Lienholder	19360
Lender Name	
Bank of America	
<small>The length of the comment can be up to 240 characters</small>	
2nd Lienholder	
Lender Name	
Sterling Bank	
<small>The length of the comment can be up to 240 characters</small>	
3rd Lienholder	

Total Debt service	19400.00
Debt coverage ratio	1.92

**HELPFUL HINT:** The system will auto-calculate total debt service and Debt Coverage Ratio (NOI/Debt Service Total) from the blanks above. **If the Net Cash Flow calculated by the system is a negative number, you must include an explanation of the plans to identify or resolve any current operating issues in the narrative box below.**

NET CASHFLOW	
Net Cash Flow	17931.00
If the Net Cash Flow is a negative number, please provide a short explanation regarding the negative net cash flow, including any plans to identify or resolve current issues.	
<div style="border: 1px solid black; height: 40px; width: 100%;"></div>	
<small>The length of the comment can be up to 240 characters</small>	

### Capital Improvements

14) Capital Improvement Descriptions should be entered as a consolidated amount for any Capital Improvement item(s) expensed during the year. Enter a short description for the item (for example, Carpet replacements or roof repair) and then select the Type of Account that was used from the drop down box. You can choose either “First Lien Reserve for Replacement Account” or “Other Reserve for Replacement Account”. If you select “Other Reserve for Replacement Account”, describe the type of account in the narrative box below. Identify the amount for the capital item in the Amount box.

CAPITAL IMPROVEMENTS		
Capital Improvements Made	Type of Account	Amount
Roof Replacement	First Lien Reserve for Replacement Account	50147
If you selected 'Other Reserve for Replacement Account', please describe the type of account below:		
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>		
<small>The length of the comment can be up to 240 characters</small>		
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>		
If you selected 'Other Reserve for Replacement Account', please describe the type of account below:		
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>		
<small>The length of the comment can be up to 240 characters</small>		
Total Capital Improvements		50147.00

**HELPFUL HINT:** The system will auto-calculate the total capital improvements but the figure will not appear until the report is saved or you’ve pressed ‘Enter’.

### Below the Line Expenses

15) Below the Line Expenses is an **optional** expense category, allowing for the ability to record other partnership expenses, non-TDHCA asset management or compliance fees, and developer fees. The amounts entered will not be considered by TDHCA in determining net cash flow or total expenses. You may choose to enter the Below the Line Expenses **or you may leave this area blank.**

### Reserve Accounts

16) Select whether the 1<sup>st</sup> Lien Lender requires a Replacement Reserve Account. You can select “Y” or “N” but cannot leave the response blank.

RESERVE ACCOUNTS	
Does the 1st Lien Lender require a Replacement Reserve Account?	Y
If Yes, what is the annual amount required to be deposited in their account?	13557
Has the Development Owner made all required lender deposits since the last report was submitted?	Y
If TDHCA is the First Lien Lender or if the First Lien Lender does not require a Replacement Reserve Account, has the Development Owner established a Reserve Account and made the required annual deposit pursuant to 10 TAC 10.404?	N/A

17) If you answered “N” to the 1<sup>st</sup> Lien Lender question, leave the amount blank. If you answered “Y” to the 1<sup>st</sup> Lien Lender question, enter the annual amount required to be deposited to the reserve account.

18) If you answered “Y” to the 1<sup>st</sup> Lien Lender question, enter whether all deposits were made since the last annual report was submitted. If you answered “N”, you can leave the response blank or use “N/A”.

19) If TDHCA is your first lien lender or if the first lien lender does not require a reserve account, select whether the Owner has established a Reserve Account and made the required TDHCA annual deposit. If TDHCA is not your first lien lender and you already responded that your first lien lender requires a reserve account, you can leave the response blank or use “N/A”.

20) Enter the information for your Replacement Reserve Account, including the beginning balance (as of the first day of the reporting year on 1/1), deposits and withdrawals made during the year, and the ending balance (as of the end of the reporting year on 12/31).

#### REPLACEMENT RESERVE ACCOUNT

Institution:	BofA
Beg. Bal. 1/1:	157853
Deposits:	13557
Withdrawals:	76317
Ending Bal. 12/31:	95093

21) **IF THIS IS AN EXCHANGE PROPERTY ONLY**, enter the information for the Exchange property’s Special Reserve Account, including the beginning balance (as of the first day of the reporting year on 1/1), deposits and withdrawals made during the year, and the ending balance (as of the end of the reporting year on 12/31).

#### SPECIAL RESERVE ACCOUNT (EXCHANGE DEVELOPMENTS ONLY)

Institution:	Sterling Bank
Beg. Bal. 1/1:	1000
Deposits:	200
Withdrawals:	150
Ending Bal. 12/31:	1150

#### **Capital Needs or Physical Needs Assessment**

22) By Texas Government Code, properties funded after 2003 that are in their 11<sup>th</sup> year of award or later are required to contract with a third party for a physical needs assessment and submit copies to the Department. The system will automatically pull the earliest date of any active awards to assist you in determining if this is applicable to the property.

CAPITAL NEEDS OR PHYSICAL NEEDS ASSESSMENT  
The property's earliest date of an active award is 2016  
Properties awarded after 2003 in their 11th year of award or later are required by Texas Government Code Section 2306.186 to contract with a third party for a physical needs assessment and submit copies to the Department. Enter the date the last PNA occurred:

13) **If the physical needs assessment is applicable to the property because it is in its 11<sup>th</sup> year of award or later ONLY**, enter the date the last physical needs assessment was conducted. If one was not conducted, leave this area blank. Note that in the above example, the property's earliest date is 2016, so no date is entered.

### UPCS Inspections

15) The system will automatically display any UPCS scores received within the last year that the system has recorded. If the entry shows "N/A" there is no UPCS score showing in the database as occurring within the last year.

UPCS INSPECTIONS  
Property's UPCS inspection yielded a score of: N/A  
Properties with a score of less than 70 on their latest UPCS inspection must provide a short explanation  
  
The length of the comment can be up to 2000 characters

16) If the score displayed is below 70, enter a short explanation (up to 240 characters) regarding plans to identify or resolve current issues with property repairs and maintenance. If the score is above 70 or N/A is displayed as the last score, leave this section blank.

17) Select calculate totals, save, and either return to this page, return to the vacancy page, return to the Income page, or calculate, save, and submit the report from the options. Make sure to click the "Save" button after selecting the appropriate button. To return to the property listings and preview or print the report prior to submission, click the link to "Return to My Property Listings":

- Calculate Totals, Save, and Return to This Page
- Calculate Totals, Save, and Return to Vacancy Page
- Calculate Totals, Save, and Return to Income Page
- Calculate Totals, Save, and Submit AOFC

[Return to the My Property Listing](#)

## Previewing Your Report

1) To preview the PDF of your report and see what your Asset Manager will see, you must click on Return to the Property Listing link. From the Property Listing page, click back into the AOFCR, and next to the Annual Owner Financial Certification, click “Preview Report” – the link appears between “Edit or View Before Submission” and “Submit”.

5199	Conrad Lofts	<a href="#">Annual Owners Compliance Reports - 2017</a>	<a href="#">Unit Status Report</a>
5200	SilverLeaf at Panhandle Seniors		<a href="#">Unit Status Report</a>

Annual Owner Financial Certification	Due 04/30/2018	<a href="#">Start New Report</a>	<a href="#">Edit or View Before Submission</a>	<a href="#">Preview Report</a>
Ownership Changes		<a href="#">Retrieve Form</a>		

### TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS Annual Owner's Compliance Reports – Financial Certification

**Report Due Date: April 30, 2018**

Development Name: Conrad Lofts (5199)

#### Vacancy Information

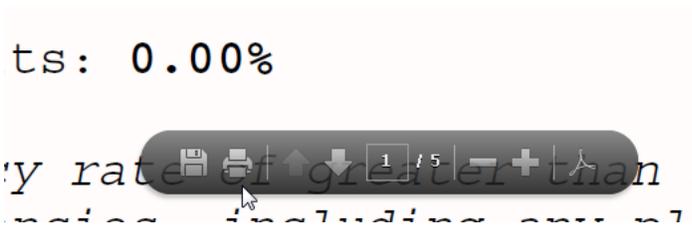
Total Units: 29

Total number of units currently vacant as of the date of report submission?

Number of employee occupied or model units: 10

Percentage of vacant units: 0.00%

By hovering your cursor over the lower portion of the screen once the PDF report copy is shown, you should see the options to either print or save the report in the PDF pop up window. To get out of the preview copy after printing or saving, use your browser's back button to return to the AOFC Report screen.



## Submitting Your Report

1) To submit the report, return to the Property Listings page and select the AOFCR -2017 link for the property for which you wish to submit the report. Click “Submit” at the far end of the line next to the AOFC report:

Annual Owner Financial Certification	Due 04/30/2018	<a href="#">Start New Report</a>	<a href="#">Edit or View Before Submission</a>	<a href="#">Preview Report</a>	<a href="#">Submit</a>
Ownership Changes		<a href="#">Retrieve Form</a>			
Update Federal Tax IDs		<a href="#">Update</a>			

Before you click the submit button, please enter your name and Title. ***By entering your name and title in the report submission, you are certifying on behalf of the ownership entity in the capacity of owner contact or GP that the information is true and correct.***

**Submit the Owners Financial Certification!**

Preparers Name	<input type="text"/>
Preparers Title	<input type="text"/>

3) Click "Submit". The report will show as submitted as of the date it was submitted to the Department.

On behalf of the Owner and Ownership entity, the preparer listed above hereby certifies that all information in this report is true and correct.

Warning: Title 18, Section 1001 of the U.S. Code makes it a criminal offense to make willful false statements or misrepresentations to any Department or Agency in the United States as to any matter within its jurisdiction.

4) Congratulations! The Annual Owner's Financial Certification has been submitted! If you have trouble submitting through CMTS or need additional clarification, please contact your Asset Manager. If you need assistance on any other portion of the AOCR, please contact the Compliance Division or send an email to [CMTS.requests@tdhca.state.tx.us](mailto:CMTS.requests@tdhca.state.tx.us).