



Multifamily Finance Division
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2016 Post Bond Closure Submission

Instructions: In accordance with §10.402(e) of the Uniform Multifamily Rules, no later than sixty (60) calendar days after closing on the bonds, regardless of the Bond Issuer, the Development Owner must submit:

1. A copy of the executed Determination Notice.
2. **Management Plan.** The Management Plan submitted must meet the requirements in §10.610 of the Uniform Multifamily Rules regarding Tenant Selection Criteria.
3. **Affirmative Marketing Plan.** Owners are encouraged to use any version of HUD Form 935.2A to meet Affirmative Marketing requirements. Owners participating in HUD funded programs administered by the Department must use the version required by the program. The form should be completed and signed. If an alternative format for the Affirmative Marketing Plan is being submitted, then the information contained in the Plan must, at a minimum, contain all the information that is included in the HUD Form. The Affirmative Marketing Plan must be in compliance with the Department's Affirmative Marketing Rule in §10.617 of the Uniform Multifamily Rules.
4. **Fair Housing Training.** The Development Owner and on-site or regional property manager must attend at least five (5) hours of a Department approved Fair Housing training. A list of approved trainings can be found on the Department's Fair Housing web page under TDHCA Approved Fair Housing Training "Property Owner and Managers". Certifications must be dated within the last year as of the date of submission of these documents; and

The Development Lead Architect or Engineer responsible for certifying compliance with the Department's accessibility and construction standards must attend at least five (5) hours of a Department approved Fair Housing training. A list of approved trainings can be found on the Department's Fair Housing web page under TDHCA Approved Fair Housing Training "Architect and Engineers". Certifications must be dated within the last year as of the date of the submission of these documents.

5. **Evidence of Closed Financing.** The Development Owner must submit evidence that the financing has closed. Such evidence can be in the form of an executed settlement statement.
6. **Agreement & Election Statement.** The Development Owner may execute an Agreement and Election Statement for the purpose of fixing the Applicable Percentage with respect to a building or buildings for the month in which the bonds were closed as provided for in §42(b)(2) of the Code. The Development Owner must submit the executed Agreement and Election Statement with these documents, provided the Applicable Percentage was fixed. The Statement should be signed and notarized.
7. **Reporting Requirements.** The Development Owner must have filed the Electronic Compliance Reporting Filing Agreement and the Owner's Designation of Administrator of Accounts with the Department pursuant to §10.607(a) of the Uniform Multifamily Rules. Confirmation from the Department that such agreements have been filed must be submitted.

Method of Submission: These documents may be submitted electronically via the Department's ServU HTTPs file server. The Applicant is encouraged to send staff an email indicating that the documents have been uploaded.