

File Documentation to Obtain HTC 2020-2021 Annual Recertification

This form can be used to document management's attempt to obtain an annual recertification for tax credit purposes for a household with an annual recertification date(s) between April 1, 2020 and September 30, 2021. **Documentation of student status is still required.** Complete one form for each annual recertification; one form for 2020 and one form for 2021, if applicable.

This form cannot be used for HOME assisted households as HOME did not waive annual recertification requirements. However, HOME will accept self-certifications from HOME assisted households even if the project is in a 6th year of its POA.

Property Name: _____

Household Name: _____

Household Address & Unit: _____

Annual Recertification Date: _____

Per IRS Notices 2020-53 and 2021-12 suspending and extending the suspension of annual recertification requirements respectively, Management did not obtain an annual recertification of household income and assets for the above mentioned household.

Management did obtain documentation of student status from the household and such documentation is contained in the household's tenant file.

Management did obtain documentation of student status from the household *after* the effective annual recertification date and such documentation with "true and correct as of" language is contained in the household's tenant file.

Management attempted to obtain documentation of student status from the household but was unable to do so because (please provide explanation below):

If management is/was unable to obtain documentation of student status for the household, management must take appropriate steps as allowed by the household's lease and/or Executive Orders relating to evictions.

Form completed by: _____

Print Name

Signature

Date