**MEMORANDUM**

DATE: February 1, 2017

TO: Owners, Compliance Contacts, and Property Managers of Active AHFA funded Multifamily Properties

RE: AHFA Data Management System (DMS), Annual Owner's Certification (AOC), Form 8609 Schedule A’s (8609-A’s), and Financial Statements

1. 2/1/2017 – Due date for AHFA Data Management System (DMS) Tenant Event Data Submission. If you do not have all of your 2016 tenant event data into the DMS keep placing the data into the system until you are finished.
2. 3/15/2017 – New Due date for Annual Owner's Certification (AOC)
   1. If you are currently registered through the AHFA DMS online system, you are currently unable to complete the AOC using AHFA DMS. AHFA’s compliance department will let you know once you are able to complete the AOC using AHFA DMS. The due date for the AOC has been changed from March 1st to March 15th because of this issue.
   2. If your property only received HOME funds, you may get the AOC form off of the AHFA website at <http://www.ahfa.com/multifamily/compliance/annual-project-submissions> and choose Annual Owner’s Certification for HOME-only properties.
   3. If your property received Housing Credits, Housing Credits with HOME funding or Housing Credits with Multifamily bond financing, you may get the AOC form off of the AHFA website at <http://www.ahfa.com/multifamily/compliance/annual-project-submissions> and choose Annual Owner’s Certification.
3. 5/1/2017 – Due date for Form 8609 Schedule A’s (8609-A’s)
4. 5/1/2017 - Due date for Financial Statements (Sent to Janel White)