



Multifamily Finance Division
P.O. Box 13941, Austin, Texas 78711-3941
221 East 11th Street, Austin, TX 78701

2018 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. **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 not be older than two years from the date of submission; 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 not be older than two years from the date of submission.

3. **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.
4. **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.

The Agreement & Election Statement is provided by the Department in Word format and can be found on the Department's website at the following link:
<http://www.tdhca.state.tx.us/multifamily/housing-tax-credits-4pct/index.htm>.

5. **Initial Construction Status Report.** The Development Owner must submit the initial Construction Status Report. Additional information can be found in §10.402(h) of the Asset Management Rules and Asset Management Post Award Activities Manual on the Department's website at the following link: <http://www.tdhca.state.tx.us/asset-management/pca-manual.htm>.
6. **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's Compliance Division pursuant to §10.607(a) of the Uniform Multifamily Rules. The applicable form can be found at the following link to the Compliance Monitoring & Tracking System page: http://www.tdhca.state.tx.us/comp_reporting.htm. Confirmation from the Department that such agreements have been filed must be submitted.

Method of Submission: These documents should be submitted electronically via the Department's ServU HTTPs file server and an email sent to staff notifying of the submission.

Please contact Multifamily Staff listed below with any questions or concerns:

- Shannon Roth (512) 475-3929 shannon.roth@tdhca.state.tx.us
- Liz Cline-Rew (512) 475-3227 liz.cline@tdhca.state.tx.us