

A reminder to all Tax Credit properties

Forms that need to be included in **ALL Annual Recertifications**:

1. Tax Credit Lease Addendum (for LIHTC Section 42 Properties) – TenantTech form C169
2. LIHTC Lease Rider/Good Cause Termination Notification – TenantTech form C404
3. [HOME units only] HOME Addendum – TenantTech form C295

More about these forms:

1. Tax Credit Lease Addendum (C169) – three pages – requires resident and manager signatures on pages 1 and 3.

- This form should be completed and signed when your residents sign the TIC and included in the file. (Part of the final file, so Compliance does not need to review.)
- TenantTech will ask you to complete the “Additional Rental Discounts” section (appears as paragraph 8).

The screenshot shows the TenantTech interface for form C169. On the left sidebar, it indicates '1 Form Selected' and has 'Prev' and 'Next' navigation buttons. Below that is a 'Date on This Form' field containing '05/29/2024', and 'Save Data' and 'View Forms' buttons. The main content area is titled 'Tax Credit Lease Addendum (C169)' and features a 'Clear All Fields' button. The 'Additional Rental Discounts' section is highlighted in light blue and contains a checked checkbox with the text 'If checked, household has temporarily qualified for additional rental discounts available to lower income households.' Below the checkbox are two input fields: 'For a ___ bedroom apartment at this community' with the value '2', and 'Maximum rental rate (at this time)' with the value '\$ 1,483.00'.

Remember, this **must be completed with the highest rent available for that size unit on your property.**

1. LIHTC Lease Rider/Good Cause Termination Notification (C404) – one page – requires resident and manager signatures.

- This form should be completed and signed when your residents sign the TIC and included in the file. (Part of the final file, so Compliance does not need to review.)

2. [HOME units only] HOME Addendum (C295)

- This form should be completed and signed during the recertification process for Compliance to review with the file.