CCPC Reminder Letter

DATE

Project Name
Project Owner
Street Address
City, State Zip Code

Property Name:

RE: Annual Certification of Program Compliance: Elderly

Per the Regulatory Agreement for the above-referenced project please provide the following documents by: April 15, 2011:

♦ Signed Certification of continuing program compliance meeting the requirements of the Regulatory Agreement and Section 142(d) of the Code (sample format attached); and

♦ Photocopy of the IRS Form 8703 required by Section 142(d)(7) submitted to the Secretary of Treasury of the United States. Failure to comply with this certification requirement could subject the Borrower and any operator of the Project to penalty, as provided in Section 6652(j) of the Code.

Per the Department's Bond Counsel, it is not necessary to send a copy of the income tax return for current residents. However, this information should be maintained in each tenant file for review by the Department for a minimum period of three years.

Contact me at 503-986-0982, or by e-mail at tina.esther@hcs.state.or.us if you have any questions.

Sincerely,

Tina Esther
Tina Esther, Compliance Specialist
Asset Performance Section