

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS
COMPLIANCE DIVISION/ ATTN: ELECTRONIC REPORTING

PO Box 13941 Austin, Texas 78711-3941
(512) 475-3926 or Toll-free in Texas (800) 643-8204
www.tdhca.state.tx.us

ELECTRONIC COMPLIANCE REPORTING:
FILING AGREEMENT

Complete the following--please print.

Owner:

Name of Owner _____ (Enter SS# if there is no Organization Taxpayer ID #)
Or Contact: _____ Social Security #: _____
Organization: _____ Taxpayer ID #: _____
Address: _____ Phone: _____
_____ Fax: _____
E-Mail: _____ (Owner e-mail address required)

Property:

Name: _____ Phone: _____
Address: _____ E-Mail: _____
_____ Fax: _____

Designate File Number(s) as applicable for this property:

LIHTC # _____ HOME # _____ AHDP # _____
HTF # _____ BOND # _____

Note: For additional properties, complete the above information for each property and attach to this Agreement.

This is an agreement between the Texas Department of Housing and Community Affairs and the affordable housing property Owner to facilitate compliance with reporting requirements established through existing laws, regulations, and Department policy.

This agreement authorizes the Owner to file Compliance Reports by means of electronic transmission for the duration of this Agreement and as specified by Department procedure.

This agreement must be signed by the Owner and the Texas Department of Housing and Community Affairs. The term "Compliance Report" is defined to include supplements, amendments, revisions, and/or modifications of current reporting formats developed for the purpose of electronic submission and/or to meet ongoing compliance program and Department reporting requirements.

The signature of the Owner on this Agreement is deemed to appear on all electronically filed Compliance Reports as if actually so appearing, including, without limitation, all forms filed

electronically by any property management employee or any other independent, third-party contractor.

The Owner's electronic submission of Compliance Reports must be in the manner prescribed by the Texas Department of Housing and Community Affairs Compliance Division and according to the Administrator of Accounts designation requirements and procedures as specified on the Owner's Designation of Administrator of Accounts form.

This Agreement is effective as of the latest date specified below and remains effective until terminated by written notification from either party.

HOWEVER, if there is a transfer of ownership the new Owner must request electronic filing of compliance reports, designate an Administrator of Accounts and obtain Department authorization through the approval process as stated in the "Electronic Compliance Reporting Approval Process" document.

This agreement may be amended at any time by the execution of a written addendum to this agreement by the Owner and the Texas Department of Housing and Community Affairs.

SIGNED on the date indicated below.

Property Owner:

Signature

Date of Signature