



December 1, 2025

Dear Owner:

RE: 2025 Annual Tax Credit Compliance

New Jersey Housing and Mortgage Finance Agency (NJHMFA), as the designated administrator of the low-income housing tax credit program for the State of New Jersey, has the obligation under Section 42 of the Internal Revenue Code of 1986, as amended (Code) to monitor the use of low-income tax credits and ensure that such use is in compliance with the provisions of the Code.

Please submit the following items via the Mitas Property Portal no later than January 31, 2026:

- LIHTC Check List for Annual Compliance Packages with all applicable documents
- Owner's Certificate of Continuing Program Compliance
- Owner's Certificate of Continuing Program Compliance During the Extended Use Period
- Tenant transactions for calendar year 2025
- Documentation to support the 2025 Utility Allowance amounts including effective date
- IRS Form 8609 with Part II completed (if not previously submitted)
- Year 15 Status Report (for all properties in year 14 of the Initial Compliance Period)

For all projects in the Extended Use Period, Compliance Monitoring fee payments of \$20 per LIHTC unit should be made payable to NJHMFA and mailed to the Agency to the attention of Laeuna Chisolm. Please be sure to submit a separate check for each property and reference the LITC# and project name.

To access forms and documents visit: <https://nj.gov/dca/hmfa/developers/lihtc/compliance/>

If you have any questions, please contact your Tax Credit Analyst for assistance.

Sincerely,

Katone Glover

Katone Glover
Director of Asset Management