

SPECTRUM SEMINARS, INC
www.spectrumseminars.com
steve.rosenblatt@spectrumseminars.com



SPECTRUM ENTERPRISES, INC.
www.spectrumlihtc.com
info@spectrumlihtc.com

75 John Roberts Rd.
Suite 2C
South Portland, ME 04106

#

December 10, 2020

To: All Massachusetts Low Income Housing Tax Credit Property Owners
From: Mr. Andrew Bowden, CFO and Partner, SPECTRUM Enterprises
RE: Compliance Monitoring – 2020 Year End Reporting

As we begin 2021, we will be collecting the annual submission of year-end documentation for 2020. This submission is required by the Internal Revenue Service, as noted in Section 42 (26 CFR Part I-1.42-5 (c)) of the Internal Revenue Code, and by the Massachusetts Housing and Development Fund (DHCD). Every Property is required to submit an Owner's Certificate of Continuing Compliance (Owner's certification) and a Unit History Report (Status Report Database) and proof of the utility allowances in use for the year in question (2020). **The 2020 submission is due by March 15, 2021.**

REGARDING THE OWNER CERTIFICATION:

The Owner's Certificate of Continuing LIHTC Compliance for each tax credit property entitled "ANNUAL REPORT AND OWNER'S CERTIFICATE OF LIHTC PROGRAM COMPLIANCE" may be downloaded from our website www.spectrumlihtc.com. Please be sure you are sending the most recent certificate. PLEASE SUBMIT THIS REPORT TO US ELECTRONICALLY to spectrumendofyear@gmail.com. **Paper copies do NOT need to be mailed.**

REGARDING THE UNIT HISTORY REPORT:

- Paper copies are **NOT ACCEPTABLE** and will not be considered a timely submission.
- The electronic report should contain all unit events from the first year of credit through 2020. Databases containing just 2020 data will not be accepted. Add the unit events for 2020 to the database submitted last year.
- Review and update all owner and management contact information.

REGARDING UTILITY ALLOWANCE DOCUMENTATION:

Documentation from the source must be submitted to support the year **2020** utility allowances used at your property, if applicable. This information should be scanned and submitted electronically as well.

Please take note that as an Owner, you are required to maintain all the information we are requesting, as per the Recordkeeping Requirements of Section 42 (26 CFR Part 1.42-5(b)). Untimely submissions may result in Form 8823 being issued.

If you need electronic technical support, please contact Paul Perpich at 517-277-0120. For all other year end questions contact Edward Clark, Cathy Turner or Carolyn Price at 207-767-8000.

Sincerely,

Andrew Bowden
SPECTRUM Enterprises
cc: Management contact