



DATE:

TO:

RE: **ANNUAL CERTIFICATION (without Rent Roll)**

Attached is a PDF file containing the Annual Certification(s) for your project(s). Please note this is not a form enabled file and this email is the only notification you will receive; there will be no hard copies mailed out. Please forward this message to the appropriate individuals if you are no longer the contact person for this project. **The fully completed report(s), signed by both member and sponsor, is (are) due to the FHLBI by December 1, 2011.**

You will need to print the report, complete and sign it and send to the member bank. Here are the instructions:

- 1) Sponsor/owner completes the report, marking a line through the incorrect sponsor contact information making any necessary changes to the contact information.
- 2) Sponsor/owner signs the certification in Section 5 and send the report to the member bank.
- 3) Member makes any necessary changes to the contact information.
- 4) If the property has been sold (or any interest therein), provide a copy of the HUD-1 Settlement Statement as well as contact information.
- 5) If this is a lease/purchase project, and all units have closed, please submit the settlement statements and recorded real estate retention agreements for each unit.
- 6) An updated rent roll or income documentation is not required at this time.
- 7) Member signs the report (original signatures are not required) and forwards the fully completed and signed report to the FHLBI by December 1, 2011 via mail, fax, or email to:

*FHLBI
Community Investment Dept.
8250 Woodfield Crossing Blvd.
Indianapolis, IN 46240
Fax: (317) 465-0376
Email: Housing@FHLBI.com*

Thank you for your assistance and interest in the Affordable Housing Program. Please contact the Community Investment Department if you have any questions at (317) 465-0371 or housing@fhlbi.com.

Sincerely,

AHP Compliance

Report Due: **12/1/2011**



Annual Certification - Rental

(12 CFR §1291.7)

Instructions: This certification is required for rental projects annually until the end of the 15-year retention period, which is for this project. It must be completed and signed by both the FHLBI member and the project sponsor/owner, then submitted to the FHLBI, Community Investment Division, 8250 Woodfield Crossing Blvd., Indianapolis, IN 46240 by December 1.

Please make changes to contact information if necessary. The report will be returned if it is not fully completed or signed.

1. General Information

FHLBI Member Contact Information *Please indicate any changes to contact information directly on this form!*

Project #:	Project name:		
Project address:		Project City/State/Zip:	
Name of institution:			
Contact person:		Title:	
Address (no PO box):		City/State/Zip:	
Phone:	Fax:	Email:	

Sponsor/Owner Contact Information *Please indicate any changes to contact information directly on this form!*

Name of institution:			
Contact person:		Title:	
Address (no PO box):		City/State/Zip:	
Phone:	Fax:	Email:	

2. Project Sponsor/Owner Certifications

The undersigned sponsor/project owner certifies that:

- (1) as committed in the application or as adjusted by an FHLBI-approved modification, the tenant rents and incomes are in compliance with the rent and income targeting commitments set forth in the AHP Application,
- (2) the project complies with the applicable federal and state laws on fair housing, housing accessibility, and other local building codes. If this certification cannot be made, please attach a corrective action plan; and,
- (3) the rents charged for income-targeted units do not exceed the maximum levels under section 10(j) and 12 CFR Part 1291 (generally 30% of the AMI),
- (4) the owner has obtained an Annual Tenant Income Certification for each low income resident and third party documentation to support that certification, or has documentation to support the certification of the tenants initial occupancy,
- (5) each building in the project is, and has, been suitable for occupancy. Taking into account local health, safety, and building codes (or other habitability standards), and the state and local government unit responsible for making building code inspections did not issue a report of violation for any building or low income unit in the project. If so, attach a copy of the notice and provide a copy of the corrective action plan,
- (6) have any of the units comprising this project been sold? If yes, when: _____ and please provide FHLBI with HUD-1 Settlement Statement, or similar documents.

