

## OPEN RECORDS REQUEST

### Tax Assessor Information Page

DCA receives many requests from local tax assessors relating to Low Income Housing Tax Credit properties. The following information was prepared to assist assessors in locating information in the most efficient manner. A typical tax credit application may be composed of more than 1,000 pages of documents. Some document requests for an entire file may be composed of more than 3,000 documents. Some documents may be stored electronically but many documents are still submitted as paper documents that must be copied or scanned for transmittal. DCA believes that some tax assessors request all records because they do not know what documents are relevant to tax assessment questions. This document was designed to expedite the GORA process and assist tax assessors in locating relevant documents quickly.

#### **DCA Georgia Open Record Request Fees for the Low Income Housing Tax Credit Office**

\$24/hour for staff time\* (rate subject to change)

\$5/CD/flash drive for digital copying

\$.10 per page for copying & scanning

\*The first fifteen minutes is free

**Please send your records request to [GORA@dca.ga.gov](mailto:GORA@dca.ga.gov).**

The following documents are located on DCA's website and can be accessed immediately at no charge.

- **Core Applications** (financial proforma) are the portion of the initial submitted tax credit application that contains all project information and financial modeling. Core Applications for 9% Applications from **(2003 - 2017)** can be found on our website and downloaded at no charge. Core applications for 4% Applications from **(2013-2017)** can be found on our website and downloaded at no charge.
  - **Core applications** can be found [here](#)

- **Cost certifications** are prepared by public accountants and certify to DCA the eligible basis required to earn awarded credits and are a resources for total project costs. Cost certifications for the last **5 years** can be found on our website and downloaded at no charge. Note, cost certifications are only prepared once a development has completed construction. As a result, deals awarded today will not have a cost certification prepared for 2-3+ years, after all of construction has been completed.
  - **Cost Certifications** can be found [here](#)
- **Market Studies** are prepared by market analysts and are required for every tax credit application. Market studies help DCA determine if developments will have adequate demand for housing.
  - **Market Studies** can be found [here](#)
- **Maximum tax credit rents** and **HOME rents** are updated annually by HUD.
  - **Rent limits** can be found [here](#)

The following should be noted in gathering information regarding rents:

- Owners may charge less than the maximum rents allowed by a program.
  - Rent charged to tenants on income restricted units include utility costs. Rent is reduced by a utility allowance.
  - Rent increases must be approved by DCA annually for properties with HOME funds and tax credits. DCA does not approve rent increases for tax credit only properties.
- **Appraisals**– DCA does not require an appraisal for tax credit only applications. However, appraisals may be required for tax credit properties that have other funding sources such as HOME. Appraisals (if applicable) are provided for deals from 2013-2017.
    - Appraisals can be found [here](#)

**The following documents can be obtained by sending an Open Record Request to the following email: [GORA@dca.ga.gov](mailto:GORA@dca.ga.gov)**

DCA fees for Open Record records will be charged as set forth on page 1. DCA estimates the staff time required to gather the documents listed below to be 2 to 3 hours for properties completed in the last five years. Older properties will require additional time as records may be archived in the state record facility.

- **Carryover Allocation** -- Carryovers are the document that DCA prepares and is the actual award of 9% credits. Carryover Allocations are signed by Applicants and must be scanned for transfer. Carryover allocations are not available on line and must be requested by an Open Record Request.
- **Annual Financial Statements** -- DCA does not have annual financial statements for tax credit only properties. DCA may have annual financial statements for properties that have HOME funds.
- **Land Use Restrictions Covenants (LURC's)** -- Filed Land Use Restrictive Covenants are recorded against each property and are a public record. Draft copies of LURCs may be obtained through the Open Record Request process.
- **Full Application** (Core Application plus all documentation in support of) -- A typical tax credit application may be composed of more than 1,000 pages of documents. Some document requests for an entire file may be composed of more than 3,000 documents. Older applications are in hard copy form and will need to be scanned if requested (see \$ rate for scanning per page).
- **DCA Compliance Inspections** -- These inspections are performed every three years and are available upon request.