

Reporting through the Compliance Monitoring and Tracking System (CMTS) FAQs: Unit Status Report (USR), Quarterly Vacancy Report (QVR), Annual Owner's Compliance Report (AOCR)

Q. What reports are required to be submitted through the Department's Compliance Monitoring and Tracking System (CMTS)?

A. The reporting requirements are found in [§10.607](#) of the Texas Administrative Code. The most common reports required are:

- QVR – USR reflecting the Development's occupancy four times a year
- AOCR – Annual Owner Compliance Report

The Owner is also required to report:

- Annual Owner's Financial Certification (AOFC - formerly Part D of the AOCR)
Owner certifies the financial status of the Development no later than April 30th each year, reflecting the data as of December 31st of the prior year (the reporting year).
- Quarterly Owner's Financial Certification
Exchange and TCAP funded properties must submit in January, April, July and October on the 15th business day of the month.
- Unit Status Report as requested for Onsite File Monitoring and Physical Inspection Reviews

Q. When is the QVR due?

A. These submissions are due in January, April, July, and October on the 10th day of the month each year and should reflect the Development's occupancy as of the last day of the month prior to the due date (i.e. the report due January 10th should show occupancy as December 31st).

Q. How do I submit a USR for the QVR?

A. After logging into CMTS, you will select *Unit Status Report* for the applicable property on the *Property Listings* screen. Next, select *Enter Unit Occupancy* from the list of options in blue at the top of the screen and select the unit you would like to update. Once all of the unit information has been updated, you will select *Submit Reports* that is also located in the list of options in blue at the top of the screen. Once there you should see the link to submit the report.

Q. I do not have a link to complete the upcoming QVR, what do I do?

A. Please contact cmts.requests@tdhca.state.tx.us with the property name and CMTS number.

Q. I accidentally submitted the QVR response for a future report, can the submission be undone?

A. Unfortunately, a report submission cannot be undone. The Department has the ability to pull a "live" report, so keeping the data in CMTS up to date until it is time to submit the next scheduled un-submitted report is imperative.

Q. What is the AOCR?

A. The AOCR is the annual reporting that must be submitted to the Department electronically through CMTS. The requirements are found in [§10.607\(b\), \(c\), \(d\) and \(e\)](#). The AOCR is comprised of the following four (4) parts:

- Part A – Owner's Certification of Program Compliance
Owner certifies to compliance with the Development's applicable program requirements.
- Part B – Unit Status Report
Owner certifies occupancy reflecting individual household information (income, rent, household size, etc.).
- Part C – Housing for Persons with Disabilities Report
Owner certifies information regarding units designed for persons with disabilities.
- Part D – Form 8703
Tax-Exempt Bond properties must file form 8703 each calendar year of the qualified project period.

Q. When is the AOCR due?

A. No later than April 30th each year, reflecting the data as of December 31st of the prior year (the reporting year).

Q. When is the first AOCR due and what if I have zero occupancy?

A. Per [§10.607\(b\)](#): The first AOCR is due the second year following the award in accordance with the deadlines set out in subsection (e) of this section. Example: A Development was allocated Housing Tax Credits in July 2015. The first report is due April 30, 2017, even if the Development has not yet commenced leasing activities. In addition, for the first AOCR that's due, if reporting zero occupancy due to construction, the Development will submit a blank USR for the first year certification period.

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Q. Part A of the AOCR is not allowing me to submit, what do I do?

A. Please be sure all submenus have been completed in full. Part A consists of the question lists (from Property Update to Other Program Questions) in addition to the Owner Certification of Continued Compliance - Part A shown at the top. Any other issues should be reported to: cmts.requests@tdhca.state.tx.us.

Q. I have questions or issues regarding the AOCR submission this year, whom do I contact?

A. Questions and issues with Parts A, B, or C can be addressed to the Compliance Monitoring Division through cmts.requests@tdhca.state.tx.us and issues related to the Annual Owner Financial Certification will need to be addressed to the Development's assigned Asset Manager. The Asset Manager assignments can be found on the Department website here: <https://www.tdhca.state.tx.us/asset-management/contacts.htm>.

Q. I do not have a link to complete the Owner's Financial Certification, what do I do?

A. Only the Administrator of Accounts can submit this report; the Management account will not have access. If you are using the Administrator Account and still experience problems, please contact the Development's Asset Manager at the Department. The Asset Manager assignments can be found on the Department website here: <https://www.tdhca.state.tx.us/asset-management/contacts.htm>.

Q. What do I do if this is a new development that has never reported previously?

A. The Administrator of Accounts or an Owner user will first have to enter building and unit information before the USR can be submitted. Buildings must be entered first and then the units. Detailed instructions can be found on the Department's website under *Set Up to Report Online* here: https://www.tdhca.state.tx.us/comp_reporting.htm. Once entered, the reports can be submitted normally.