

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

Electronic File Certification

(Must be signed by Owner, not Property Management)

This Certification is signed by the affordable housing property Owner to facilitate compliance with requirements established through existing laws, regulations, and Department policy.

In accordance with 10 Texas Administrative Code §10.608 (Recordkeeping Requirements), the Owner is permitted to keep electronic records including digital signatures of both property management and households. Developments should have policies in place that allow the household to choose between electronic or hard copy documents. It is the responsibility of the Development Owner to maintain policies and procedures that mitigate fraud, waste, and abuse on an ongoing basis.

The Owner certifies that the below development is operating on a fully electronic file system and that the owner, management and onsite offices do not contain hard copy documents of tenant files.

Development Name:	CMTS ID:
Development Address:	City and Zip Code:
Owner Organization:	Name of Owner Representative:
Role of Owner Representative:	Owner Representative Email:

Failure to operate as stated in this certification may result in a recommendation for debarment of the Person who signed this Certification, in accordance with [10 TAC §2.401\(a\)\(5\)](#).

I, (insert your full name), on behalf of (insert name of Development's owning entity), am authorized to sign this Certification by reason of my position as (insert your title or position) and I hereby certify that the above referenced statements are true and correct as of the date of this Certification. For this Development, this certification is valid for three (3) calendar years from the date of signature (provided no change in ownership occurs).

SIGNED on the date indicated below.

Signature of Owner

Date

