

State Housing Finance Agency Low  
Income Housing Tax Credit Data  
Transfer Standard

V8.0

Data Dictionary

August 12, 2024

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# 1. Change Record

Each change to this document once it is initially approved will be recorded in this Change Control record. All changes made to this document will be reflected here.

Approval Date	Author(s)	Version	Change Reference
5/31/2024	Brian Kohn ProLink Solutions  Jed Graef HDS Software  Greg Day Real Page  Dave Kessler Yardi  Hiren Doshi Yardi  Paul Perpich Spectrum Compliance	8.0	1) Updates for HOTMA 2) Updated allowed ' <i>AssetStatus</i> ' element types in the Assets node to remove Average and Imputed. Added Divested. page 19, 39, 40. 3) Added ' <i>AssetCode</i> ' element to the Assets node. page 19, 39. 4) Added ' <i>AssetIncomeType</i> ' element to the Assets node. page 19, 39. 5) Added ' <i>DivestedDate</i> ' element to the Assets node. page 40. 6) Added ' <i>UseHOTMARules</i> ' element to multiple event types. page 31. 7) Added ' <i>ImputedAssetThreshold</i> ' element to multiple event types. Page 33. 8) Added ' <i>DependentDeduction</i> ' element to multiple event types. Page 34. 9) Added ' <i>PassbookRate</i> ' element to multiple event types. Page 34. 10) Added four additional income types to IncomeType. Page 20. 11) Updated description for DateofBirth for an Unborn Relationship. Page 37. 12) Updated description regarding IRA, and RET AssetTypes for HOTMA, Page 19. 13) Fixed/remove duplicated field (income type) in Data Dictionary. Page 39 14) Added HOTMA overview. Page 60 15) Added new relationship types. Page 18 16) Updated gender types. Page 16

1/9/2023	<p>Paul Perpich Spectrum Compliance</p> <p>Jed Graff HDS Software</p> <p>Dave Kessler Yardi</p> <p>Hiren Doshi Yardi</p> <p>Greg Day Real Page</p> <p>Kelly Encinias, ProLink Solutions, Inc.</p> <p>Brian Kohn ProLink Solutions, Inc.</p>	7.0	<ol style="list-style-type: none"> <li>1) Change 'StudentUseCode' data element name to 'LIHTCStudentUseCode'. page 29.</li> <li>2) Change 'StudentCode' type definition name to 'LIHTCStudentCode'. pages 16, 29.</li> <li>3) Addition of a group of data elements to the <i>MemberType</i> to support the collection of more detailed HOME Student related data. page: 35 <ul style="list-style-type: none"> <li>-<i>HOMESTudentUseCode</i></li> <li>-<i>FullOrPartTimeStudentHOME</i></li> <li>-<i>AttendingInstituteOfHigherLearningHOME</i></li> </ul> </li> <li>4) Addition of 'HOMESTudentCode' type definition pages: 16, 35. Addition of 'FullOrPartTimeStudentHOMEType' definition page: 16, 35</li> <li>5) Change 'VendorName' type definition name to 'VendorText'. pages 11, 47</li> <li>6) Addition of the 'VendorUse' attribute to the Project node. page 11, 47</li> <li>7) Addition of the 'PlacedInServiceDate' attribute to the <i>Building</i> node. page 50</li> <li>8) Addition of the 'AllocationDate' attribute to the <i>Building</i> node. page 50</li> <li>9) Added 'IRSMInSetAsideElectionType' DataType. pages 20, 50</li> <li>10) Add "'4" = Allocated 4% Acquisition and 9% Rehabilitation' to the 'TaxCreditType' type enumerated list. page 20</li> <li>11) Addition of Average Income nodes to Unit node in the IndustryStandardv7.0.xsd (see pg. 52)</li> <li>12) Addition of new types for Average Income in the DefaultTypesv7.0xsd (see pg. 23)</li> <li>13) Updated 'yesno' type in document to values 1, 2, 3 (see page 22)</li> <li>14) Updated 'TaxExempt' to 'TaxExemptBond' on page 44 to match the XSD</li> <li>15) Corrected 'MostRestrictiveIncomeDesignation',</li> </ol>
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Approval Date	Author	Version	Change Reference
			<p><i>'FederalIncomeAveragingDesignation'</i>, <i>'MostRestrictiveRentDesignation'</i> types on the Event nodes to be <i>'OwnerDesignation'</i> type. page 26</p> <p>16) Corrected <i>'FullOrPartTimeStudentHOMEType'</i> value for Part-time Student in the Data Dictionary (no change needed to XSD). page 16</p> <p>17) Corrected the description and value (6 should have been 60) of the <i>'IRSMinSetAsideElectionType'</i> in the Data Dictionary (no change needed to XSD). page 20</p> <p>18) Added the <i>'AITDesignationsOnly'</i> attribute and changed the Events minOccurs to 0. page 48, 55</p> <p>19) Changed the minOccurs from 0 to 1 for the child average income nodes if the parent exists. Page 52,53,54</p> <p>20) Added <i>'Comments'</i> attribute to Average Income nodes. Page 52-55</p> <p>21) Updated rules description for Average Income nodes. Page 52-55</p> <p>22) Updated <i>AIUnitDesignation</i> <i>ChangeReason</i> attribute to be required. Page 53</p>

9/26/2019	Paul Perpich Spectrum Enterprises	6.0	<p>1) Addition of the “<i>County</i>” attribute to the <b><i>Buildings</i></b> node (see pg. <u>45</u>)</p> <p>2) Addition of the “<i>TaxCreditValue</i>” attribute to the <b><i>Buildings</i></b> node (see pg. <u>45</u>)</p> <p>3) Addition of the “<i>CountyName</i>” type to DefaultTypesV7.0.XSD section. (see pg. <u>13</u>)</p> <p>4) Addition of the “<i>TaxCreditType</i>” type to <i>DefaultTypesV7.0.XSD</i> section. (see pg. <u>13</u>)</p> <p>5) Addition of the following <i>Program Types</i> to <i>EventTypesV7.0.XSD</i> section. (see pg. <u>42</u>)</p> <ul style="list-style-type: none"> <li>- CDBG</li> <li>- OtherHUD</li> <li>- NationalHTF</li> <li>- USDA</li> <li>- OtherStateLocal</li> </ul>
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Approval Date	Author	Version	Change Reference
7/4/2018	Paul Perpich Spectrum Enterprises	5.0	<p>1) Addition of the “<i>NAHMAStandardVersion</i>” attribute to the <i>Project</i> node (see pg. 45)</p> <p>2) Addition of new <i>Ethnicity</i> subcategories as well as providing the ability to include more than a single selection. (see pg. 14, 35)</p> <p>3) Expanding the number of <i>Race</i> designations from 6 to 17 to accommodate all racial designations. (see pg. 35)</p> <p>4) Addition of a group of data elements to the program type <i>HOME</i> funding to support the collection of more detailed HOME data. (see pg. 21, 37)</p> <p>5) Addition of “<i>FederalIncomeAveraging Designation</i>” data element to the <i>Event</i> node. (see pg. 24 )</p> <p>6) Modification of this data dictionary document to change all references of <i>MM/DD/YYYY</i> to <i>MM-DD-YYYY</i> to match the <i>STDDate</i> type as described in the <i>DefaultTypesV7.0.xsd</i> file. (see pg. 20)</p> <p>7) Add a section to the Introduction of this document discussing the fact that only the two most recent versions of the standard will be supported and that the documentation for all earlier versions will be moved to an archive location on the document web site. (see pg. 10)</p> <p>8) Modify the Introduction of this document to include a Best Practices section that addresses general expectations as to how the standard is utilized both within and outside of the LIHTC environment as well as how to initiate and participate in constructive, ongoing development of the standard. (see pg. 9)</p> <p>9) Update this Data Dictionary. Change Record section to listing changes in reverse chronological order</p>

Approval Date	Author	Version	Change Reference
1/25/2016	Paul Perpich Spectrum Enterprises	4.0	Publish Final V4.0 Documents
11/13/2015	Paul Perpich Spectrum Enterprises	4.0	<p>1) Addition of new "A" - Asian and "NH" - Native Hawaiian/Other Pacific Islander related race designations. (See pg. 19)</p> <p>2) Removal of the certain Income Sources from the existing <i>IncomeType</i> enumerated list. (See pg. 17)</p> <p>3) Minor modifications to descriptions of the <i>Adjustment</i> and <i>InitialCert</i> types in <i>DefaultEvents</i> (See pg. 17)</p> <p>4) Archiving versions 1.1, 2.0 and 3.0 of the standard along with the document entitled "<i>NAHMA XML Standard Version History (Sept 2015).pdf</i>" that memorializes the files that make up the standard as well as a description of the changes made to each version.</p> <p>5) Update this Data Dictionary to reflect the above changes</p> <p>6) Add a section to the Introduction of this document discussing the <i>Standard Update and Work Process</i> as well as the <i>Publication Schedule</i>.</p>
7/24/2014	Paul Perpich Spectrum Enterprises	3.1	<p>Change the name and type of <i>SubsidyType</i> type to <i>OtherSubsidyType</i> as a standard string type and drop the enumerated list aspect.</p> <p>Correct all references to "positiveInteger" to "xs:positiveInteger" in the <i>DefaultTypes3.0.xsd</i> file.</p> <p>Remove the section entitled "<i>SOURCES OF FEDERAL RENT ASSISTANCE</i>" on page 29 of version 3.0 of the this Data Dictionary. The structures and elements described were never implemented in the xsd file(s).</p> <p>Update this Data Dictionary to reflect the above changes.</p>

Approval Date	Author	Version	Change Reference
4/1/2014	Paul Perpich Spectrum Enterprises	3.0	Publication of all documents related to Version 3.0.
12/23/2013	Paul Perpich Spectrum Enterprises	3.0	<p>Corrections to the 11/21/2013 Final Version 3.0 documentation:</p> <p>1) Corrections to the 'RaceType' section of the <i>DefaultEventsV3.0.xsd</i> document to include "NH" - <i>Native Hawaiian/Other Pacific Islander</i> in the 'Accepted Values' section.</p> <p>2) Correction of a typo error in the 'AHDPA MGIPercentage' type definition in the <i>DefaultTypes3.xsd</i> file.</p> <p>In the comment section the expected 'AHDPA MGIPercentage' was mislabeled as 'AMGIPercentage'.</p> <p>3) The re-inclusion of the SubsidyType description in this <i>Data Dictionary Document</i> that was inadvertently removed during the update to version 3.0 process.</p>
11/21/2013	Paul Perpich Spectrum Enterprises	3.0	Final version 3.0 of the XML Data Dictionary and related XSD files.
10/21/2013	Paul Perpich Spectrum Enterprises	3.0	Second draft version 3.0 of the XML Data Dictionary.
06/28/2013	Jose Santin WHEDA (Wisconsin Housing and Economic Development Authority)	3.0	First draft version 3.0 of the XML Data Dictionary.
	Tim Clark TCG Technologies	1.1	Tim Clark TCG Technologies

## 2. Introduction

The state housing finance agencies, property owners and managers, software providers, and related industry trade associations have developed an XML data transfer standard for compliance reporting for properties participating in the Low Income Housing Tax Credit program. The standard is comprised of three XSD files that work in conjunction with one another.

### **IndustryStandardV8.0.xsd**

The IndustryStandardV8.0.xsd file is the base transmission file. There is a base node for the Project. The project node contains attributes which identify the vendor who created the submission file, the version of the XML file, the project ID, property name, vendor name, creation date of the file as well as a date range of the events contained within the file among others. Also, within the project is a collection of Buildings with attributes. Each Building contains a collection of Units with attributes. Each Unit contains a collection of Events with attributes. Each type of event and the data it contains is defined in the DefaultEventsV8.0.xsd.

### **DefaultTypesV8.0.xsd**

The file DefaultTypesV8.0.xsd contains all the data type definitions as well as the definitions for the enumerations. This file can be cloned to produce an agency specific version.

An agency could for example, decide to remove many of the coded elements that are not used in their area and add codes for specific needs such as emergency relief.

### **DefaultEventsV8.0.xsd**

The file DefaultEventsV8.0.xsd contains the seven different event structures that correspond to the seven events (Move In, Move Out, Transfer In, Transfer Out, Recertification, Adjustment, Initial). Each event is tailored so that only the data required for the event is included.

In addition to defining the event types, this file also defines the AuxDataType, MemberType and ProgramType. The AuxDataType is a flexible and dynamic place for non-compliance related data to be transmitted in the file without breaking the schema validation. The MemberType is a node structure that defines all of the data pertaining to an individual in the household including any income sources and assets. The MemberType also includes a number of elements including SpecialStatus, Races and Ethnicities that apply to the household member. The ProgramType is a node structure that defines the data pertaining to the different programs that are associated with an event.

**Special Note:** The EventDate associated with a TransferOut event is defined as the day prior to the EventDate for the paired TransferIn event. The reason for this is to reflect the fact that, for compliance purposes, a household cannot be counted in two units on the same day. If a consumer of the data prefers to define the TransferOut date as the same as the TransferIn date, they are free to set the TransferOut date to the same date as the TransferIn event.

As this standard may be used by a large number of organizations, it required some built-in flexibility to allow for individual organizations to collect data unique to a situation or region. To allow for a level of customization by individual agencies, the primary constructs have been added to the separate sub files: DefaultTypesV8.0.xsd and DefaultEventsV8.0.xsd. If needed a separate version of the files can be maintained for each agency.

These are still part of the master specification and changes can still be tracked by the standards body. If it is decided that a particular request should not be included in the master specification a copy of the include files are made and modified to meet the particular need. This new draft will be reviewed, approved and published. Once published each agency has only to utilize the files that relate directly to their own custom, or default values.

### **Best Practices**

While the standard was designed for the transmission of data for households in tax credit properties/buildings, the format can be used whether or not tax credits are involved. So long as the owner/agent software has tenant data, a NAHMA XML file may be created and sent to a monitoring agency. As an example, many states have requested that owners send data for the HOME program whether or not the property has tax credits. Owner software is expected to honor these requests by allowing the creation of a NAHMA XML file from the household data it has.

While the intent of this standard is to provide a framework for the transmission of data used for compliance reporting for properties participating in the Low Income Housing Tax Credit program, the expectation is that consumers of the data will accept the XML files as presented as long as the files conform to the standard. Consumers are free to ignore data elements they do not require or do not use.

If an XML provider or consumer of LIHTC data based on this standard does not feel the standard is adequately meeting their needs as published they are encouraged to reach out to this group directly to initiate a discussion as well as consider joining the standards group and taking part in the ongoing development and refinement of the standard.

Contact Information (as of October 1, 2022):

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<https://www.procorem.com/nahma-signup-page/>

### **Standard Update and Work Process**

The *State HFA-LIHTC Data Transfer Standard*, used for compliance reporting to the state administrative agencies that oversee the Low Income Housing Tax Credit program, is managed by the National Affordable Housing Management Association (NAHMA).

The standards group communicates, works on and publishes updates and final documentation to the standard through the following portals:

- 1) Procorem LIHTC Data Transfer Work Group located at:

<https://www.procorem.com/nahma-signup-page/>

This forum is used for the publication of working documents and related information as well as requests for updates to the standard. Membership is open to any and all interested parties and the forum is not moderated.

- 2) NAHMA organized conference calls

Conference calls are hosted by NAHMA and are regularly scheduled for early January and early July every year to start the conversation regarding updates to the standard. Work on the any updates begins after the initial call with any subsequent calls scheduled as needed.

- 3) Publication of finalized version documents

As of June, 2018 finalized documents for each version of the standard are hosted by the National Multifamily Housing Council (NMHC) at: <https://www.retail.org/state-housing-finance-agency-low-income-housing-tax-credit-data-transfer-standard/>

- 4) Supported versions of the standard

The standard is supported primarily in three ways: Continued development, managing publication and hosting of the technical documentation and responding to requests for information either through contact through the Procorem forum web site or direct questions to forum group members (usually the moderator).

Only the two most recent versions of the technical documentation are published on the NMHC home page entitled “State Housing Finance Agency Low Income Housing Tax Credit Data Transfer Standard”. Archived versions will remain available on the site in the Archives section.

### **Publication Schedule**

The following schedule is taken directly from the document entitled *Process Outline for Updating the State HFA LIHTC Data Transfer Standard.pdf* which was published by NAHMA as part of the originating document set for the standard. It is available at:

<https://www.retail.org/state-housing-finance-agency-low-income-housing-tax-credit-data-transfer-standard/state-housing-finance-agency-low-income-housing-tax-credit-data-transfer-standard-archive/>

### **Timeline for Review and Implementation of Recommended Revisions**

- 1) Recommended revisions may be submitted at any time, and the State HFA LIHTC Data Transfer Standard Work Group will review and discuss the recommendations as they are proposed. The average time required to reach consensus on a recommended revision is one or two months, but this is dependent on the complexity of the recommendation.
- 2) Updates to the standard will be made by the State HFA LIHTC Data Transfer Standard Work Group twice a year and posted to the MITS website on January 15 and July 15 each year.
- 3) Implementation of the updated standard will be accomplished on a six-month schedule as well, with a target implementation deadline of July 15 for updated standards issued on January 15, and a target implementation deadline of January 15 for updated standards issued on July 15.

For example, for an updated standard posted on January 15, 2007, the target implementation deadline would be July 15, 2007. For an updated standard posted on July 15, 2007, the target implementation deadline would be January 15, 2008.

### 3. DefaultTypesV8.0.XSD

Type Name: **ProjectID**

Description: This attribute contains the ID of the project contained in the transmission file.

Data Type: String(50), min length 2

Type Name: **PropertyName**

Description: This attribute contains the name of the property contained in the transmission file.

Data Type: String(100), min length 0

Type Name: **VendorText**

Description: This type is used for Vendor attributes

Data Type: String(50), min length 1

Type Name: **NAHMAVersion**

Description: This attribute contains the version number of the NAHMA standard the file is based upon.

Data Type: String(10), min length 1

Type Name: **BIN**

Description: This attribute contains the Building Identification Number as assigned by the state housing finance agency.

Data Type: String(20), min length 1

Type Name: **StreetAddress**

Description: This attribute contains the street address of the building contained in the transmission file.

Data Type: String(100), min length 2

Type Name: **City**

Description: This attribute contains the street address of the property contained in the transmission file.

Data Type: String(50), min length 2

Type Name: **StateCode**

Description: This attribute contains a list of the valid state codes.

Data Type: Enumeration of String

"AL" - Alabama	"MT" – Montana
"AK" – Alaska	"NE" – Nebraska
"AZ" – Arizona	"NV" - Nevada
"AR" - Arkansas	"NH" - New Hampshire
"AS" - American Samoa	"NJ" - New Jersey
"CA" - California	"NM" - New Mexico
"CO" – Colorado	"NY" - New York
"CT" – Connecticut	"NC" - North Carolina
"DE" - Delaware	"ND" - North Dakota
"DC" - District Of Columbia	"OH" - Ohio
"FL" - Florida	"OK" – Oklahoma
"GA" – Georgia	"OR" – Oregon
"HI" – Hawaii	"PA" – Pennsylvania
"ID" - Idaho	"PR" - Puerto Rico
"IL" - Illinois	"RI" - Rhode Island
"IN" – Indiana	"SC" - South Carolina
"IA" – Iowa	"SD" - South Dakota
"KS" – Kansas	"TN" – Tennessee
"KY" - Kentucky	"TX" - Texas
"LA" – Louisiana	"UT" – Utah
"ME" - Maine	"VT" - Vermont
"MD" – Maryland	"VI" - Virgin Islands
"MA" – Massachusetts	"VA" – Virginia
"MI" – Michigan	"WA" – Washington
"MN" – Minnesota	"WV" - West Virginia
"MS" – Mississippi	"WI" – Wisconsin
"MO" – Missouri	"WY" – Wyoming

Type Name: **PostalCode**  
Description: This attribute contains the street address of the property contained in the transmission file.  
Data Type: String of in the following formats where “x” is a number between 0 and 9:  
"XXXXX"  
"XXXXXXXXXX"  
"XXXXX-XXXX"

Type Name: **County**  
Description: This attribute contains the name of the of the county the building is located in.  
Data Type: CountyName

Type Name: TaxCreditValue  
Description: This **attribute** contains the type of tax credit allocation set by project owner(s) for the building.  
Data Type: TaxCreditType

Type Name: **UnitNumber**  
Description: This holds the unit number description for the unit. This is the friendly unit number that appears on the TIC. This should match the unit number that the State Housing Finance Agency has on file.  
Data Type: String(20), min length 1

Type Name: **EventType**  
Description: A list of the valid event types. This field is required for each event.  
Data Type: Enumeration of String  
"MI" - Move In  
"MO" - Move Out  
"TI" - Transfer In  
"TO" - Transfer Out  
"R" - Recertification  
"A" - Adjustment  
"IC" – Initial

Type Name: **Name**  
Description: Used to hold the FirstName or LastName of the a household member  
Data Type: String(50), min length 1

Type Name: **Initial**  
Description: Used to hold the middle initial of the a household member  
Data Type: String(1), min length 0

Type Name: **SSN**  
Description: Used to hold the last four(4) digits of the social security number for a household member. Cannot be blank. If the SSN is unknown, send 0000 do not send 9999.  
NOTE, no dashes are accepted, numbers only.  
Data Type: String(4) of all decimals between 0 and 9

Type Name: **Gender**  
Description: A **list** of the valid gender choices.  
Data Type: Enumeration of String  
"M" - Male  
"F" - Female  
"N" - Non-binary  
"O" - Other  
"X" - If either the owner/agent did not ask for the information or the tenant did not voluntarily report

Type Name: **EthnicityType**  
Description: A list of the valid Ethnicity type choices.  
Rules:  
a) If any of PR, C, MAC or O is reported, then H must also be reported.  
b) H, N, TDR and MISSING are mutually exclusive.  
c) Any one or more of PR, C, MAC and O may be reported.  
Data Type: Enumeration of String  
"H" - Hispanic or Latino  
"N" - Not Hispanic or Latino  
"PR" - Puerto Rican  
"C" - Cuban  
"MAC" - Mexican, Mexican American, Chicano/a  
"O" - Another Hispanic, Latino/a or Spanish Origin  
"TDR" - Tenant Declined to Respond  
"MISSING" - Missing

TypeName: **isDisabled**  
Description: A list of the valid disability choices.  
Data Type: Enumeration of String  
"Y" - Yes  
"N" - No  
"TDR" - Tenant Declined to Respond  
"Missing" - Missing

Type Name: **MaritalStatus**  
Description: A list of the valid marital status choices.  
Data Type: Enumeration of String  
"NA" - Not Applicable  
"M" - Married  
"S" - Single  
"D" - Divorced  
"SE" - Separated

"UN" - Unmarried  
"UC" - Unmarried Couple  
"W" – Widowed

Type Name: **UnitType**

Description: A list of the valid unit type choices. This is identifying how the unit is being utilized in conjunction to the event that is being transmitted.

Data Type: Enumeration of String  
"LI" - Low Income  
"MKT" - Market Rate  
"EMP" - Employee Unit

Type Name: **LIHTCStudentCode**

Description: A list of the valid student code choices. When a household is comprised of all full-time students, one of these exception codes need be present in order for the household to qualify for the Tax Credit program.

Data Type: Enumeration of String  
"NA" - Not a household comprised entirely of full-time students  
"TANF" - Student household receiving Temporary Assistance for Needy Families  
"JTPA" - Student household enrolled in a Job Training Partnership Act program  
"MFJT" - Student household in which the members are married and file a joint tax return  
"SPWM" - Student household comprised of a single parent with minor children  
none of which are claimed on another person's tax return  
"FOST" - Student household comprised of a former recipient of foster care  
"1530" - Student household during extended use period.

Type Name: **HOMEStudentCode**

Description: A list of the valid student code choices for the HOME program. When a household member is a student attending an institute of higher learning, one of these exception codes need be present in order for the household to qualify for the HOME program.

Data Type: Enumeration of String  
"MJT" - Married/Joint Return  
"SPDC" - Single Parent/Dependent Child  
"Vet" - Veteran  
"DA" - Disabled  
"U24ID" - Under 24 Independence Documented  
"U24PIE" - Under 24 Parents Income Eligible

Type Name: **FullOrPartTimeStudentHOMETYPE**

Description: A list of the valid code choices for the HOME program to indicate if a student is full or part-time.

Data Type: Enumeration of String  
"FT" - Full-time Student  
"PT" – Part-time Student

Type Name: **Relationship**

Description: A list of the valid relationship choices.

Data Type: Enumeration of String

"C" - Child/Dependent

"F" - Foster Child/Adult

"H" - Head of Household

"K" - Co-Head

"L" - Live-In caretaker

"N" - None of the above

"O" - Other family member

"S" - Spouse

"PU" – Pending Unborn Child

"PA" – Pending Adoption

"PF" – Pending Foster

Type Name: **AlienRegNbr**

Description: Used to hold the alien registration number for a household member. Can be blank.

NOTE, no dashes are accepted, numbers only.

Data Type: A string using the following pattern:

"Axxxxxxxx" - Where x is '0' through '9'

Type Name: **SpecialStatus**

Description: A list of the valid special status choices.

Data Type: Enumeration of String

"AL" - Assisted Living

"BI" - Brain Injury

"BW" - Battered Women

"D" - Disabled

"DD" - Developmental Disabled

"DI" - Displaced Individual(s)

"DR" - Drug Dependency

"DV" - Victims of Domestic Violence

"E" - Elderly

"E55" - Elderly 55 and Over

"E62" - Elderly 62 and Over

"EA" - Elderly Amenities

"ES" - Elderly Set Aside

"F" - Family

"FWH" - Farm Worker Housing

"H" - Handicapped

"HIV" - Aids/HIV Related Illness

"HL" - Homeless

"HO" - Hollman

"J" - Joint Custody

"MI" - Mental Illness

"ND" - Not Disabled

"O" - Other

"S" - Fulltime Student

"SR" - Single Room Occupancy

"TP" - Teen Pregnancy/Parenting

"U" – Undesignated

Type Name: **AssetType**

Description: A list of the valid asset type choices. This identifies what is the type of the asset. Note: IRA and RET are invalid values for HOTMA in 2024 and forward, but will be kept for non HOTMA events.

Data Type: Enumeration of String

"CSH" - Cash/Demand Deposit Accounts

"CD" - CDs/Time Deposits

"MKT" - Marketable Securities

"IRA" - IRA/Keogh Account

"RET" - Retirement/Pension Fund

"REL" - Real Estate, Equity

"GEM" - Gems/Jewelry

"COL" - Coins/Stamp Collections

"ART" - Art/Antiques

"ATO" - Automobiles - Antique

"LMP" - Lump Sum Receipts (Not Income)

"TRS" - Trust/Available Principal

"OTH" - Other

Type Name: **AssetStatus**

Description: A list of the valid asset status choices. This identifies how the income of the asset was determined.

Data Type: Enumeration of String

"C" - Current

"D" - Divested

Note: If AssetStatus is D = Divested then the DivestedDate field may be filled.

Type Name: **AssetCode**

Description: A list of the valid asset code choices. This field is used for the 2024 HOTMA updates.

Data Type: Enumeration of String

"NA" – Not Applicable. Use this value for a pre-HOTMA cert.

"N" - Non-Necessary Personal Property

"R" - Real Property Suitable for Occupancy

"O" - Other Real Property

"T" - Federal Tax Refund or Credit

Note: For a HOTMA cert, AssetCode must be filled with one of N, R, O, or T.

In addition, when calculating AssetCashValueTotal, a "T" is treated as negative.

Note: If the AssetCode for the asset is T, then the AssetIncomeType = A and the asset's AnnualIncome is 0. Also, the AssetStatus is C.

Type Name: **AssetIncomeType**

Description: A list of the valid asset income type choices. This field is used for the 2024 HOTMA updates.

Data Type: Enumeration of String

"NA" – Not Applicable. Use this value for a pre-HOTMA cert.

"A" - Actual

"I" - Imputed

Note: For a HOTMA cert, AssetIncomeType must be filled with either A or I.

Type Name: **AssetVerificationSource**

Description: A list of the valid verification source choices. This identifies how the value and income of the asset was determined.

Data Type: Enumeration of String

- "AA" - Accountant's Affidavit
- "BA" - Bank's Affidavit
- "ES" - Account/Earnings Statement
- "MS" - Published Market Standards
- "NV" - Not Verified
- "O" - Other
- "OA" - Owners Affidavit
- "QA" - Qualified Appraisal
- "TXA" - Bank/Tax Assessment

Type Name: **IncomeType**

Description: A list of the valid income type choices. This identifies what is the type of the income being reported.

Data Type: Enumeration of String

- "B" - Business (including distributed profits and net income from business)
- "CS" - Child Support
- "F" - Federal Wage
- "G" - General Assistance
- "I" - Indian Trust
- "M" - Military Pay
- "N" - Other Non Wage Source (including alimony, unemployment benefits)
- "PE" - Pensions (including veterans pensions, military retirement, and income from all other pensions and annuities)
- "SI" - Supplemental Security Income (both personnel benefit and state supplements administered by SSA) (SSI)
- "SS" - Social Security (both personal and dual entitlements)
- "T" - TANF (Temporary Assistance for Needy Families)
- "U" - Unemployment
- "W" - Non-Federal Wage (including salaries, tips commission bonuses, and other income from employment)
- "AD" - Adoption Assistance Payments
- "AS" - Income From Assets Not Listed  
Asset not listed on the Asset section of the TIC.
- "SH" - Safe Harbor Income Source
- "RT" - Distributions from a Retirement or similar account  
Asset not listed on the Asset section of the TIC

Note: The new (last 4 values) are only valid for a cert following HOTMA rules.

Type Name: **IncomeVerificationSource**

Description: A list of the valid income verification source choices. This identifies how the income projection was determined.

Data Type: Enumeration of String  
"AS" - Attorney's Statement  
"BC" - Copy of Benefits/Payment Check  
"BV" - Bank/Trustee Verification  
"CPA" - Accountant/CPA Statement  
"CS" Check Stubs/Earning Statement  
"EV" - Employer Verification  
"NV" - Not Verified  
"O" - Other  
"PA" - Payer/Benefactor Affidavit  
"PV" - Benefits Provider Verification  
"SS" - Separation/Divorce Settlement  
"TXB" - Tax Returns - Business  
"TXI" - Tax Returns - Individuals

Type Name: **HouseholdType**

Description: A list of the valid household type choices. The household type identifies how the household should be categorized.

Data Type: Enumeration of String  
"NA"- Not Applicable  
"EL" - Elderly  
"FA" – Family  
"HO" – Homeless  
"RC" - RCAC  
"DS" – Displaced  
"SN" - Special Needs

Type Name: **EmploymentType**

Description: A list of the valid employment type choices. For households which have employment income, this will identify the type of employment that is present.

Data Type: Enumeration of String  
"NA" - Not Applicable  
"A" - Agriculture  
"B" - Business/Office  
"FTS" - FT Student, No Special Conditions  
"GS" - Government/Public Service  
"HM" - Homemaker  
"IM" - Industrial/Manufacturing  
"NE" - Not Employed  
"NS" - Not Skilled/Unskilled  
"R" - Retired  
"SE" - Self Employed "SS" - Skilled/Specialized  
"TP" - Technical/Professional

Type Name: **IRSMinSetAsideElectionType**

Description: This type is used for reporting the Federal Project Set-Aside percentage set by project owner(s) for the building as recorded on IRS form 8609

Data Type: Enumeration of String  
"50" - 20-50  
"60" - 40-60  
"25" - 25-60 (N.Y.C. only)  
"AvgInc" - Average Income

Type Name: **CountyName**

Description: This carries the name of the county the building is located in.

Data Type: String(50), min length 0

Type Name: **TaxCreditType**

Description: This type is used for reporting the Income Set-Aside and Rental Set-Aside percentages.

Data Type: Enumeration of String  
"1" = Allocated 4%  
"2" = Allocated 9%  
"3" = Tax-Exempt Bonds  
"4" = Allocated 4% Acquisition and 9% Rehabilitation  
"9" = Missing

Type Name: **RaceType**  
Description: A list of the valid race type choices.  
Data Type: Enumeration of String  
"A" - Asian  
"AIND" - Asian Indian  
"ACH" - Chinese  
"AF" - Filipino  
"AJ" - Japanese  
"AK" - Korean  
"AV" - Vietnamese  
"AO" - Asian Other  
"AI" - American Indian/Alaskan Native  
"B" - Black/African American  
"NH" - Native Hawaiian/Other Pacific Islander  
"PNH" - Native Hawaiian  
"PGC" - Guamanian or Chamorro  
"PS" - Samoan  
"PO" - Pacific Islander Other  
"O" - Other  
"W" - White  
"TDR" - Tenant Declined to Respond  
"MISSING" - Missing

Type Name: **BinaryDigit**  
Description: This is used to create a Boolean type  
Data Type: Integer, non-negative, max value of 1 inclusive  
0 = False  
1 = True

Type Name: **STDDate**  
Description: Date field which is strongly typed to ensure only valid dates are submitted.  
Data Type: String, containing only valid dates in the format MM-DD-YYYY.

Type Name: **OptionalDate**  
Description: Date field which is strongly typed to ensure only valid dates are submitted.  
Data Type: String, containing only valid dates in the format MM-DD-YYYY. Can be blank.

Type Name: **STDMoney**  
Description: A type for sending money as a decimal  
Data Type: Decimal, 2 fractional digits, minimum value of -1 inclusive

Type Name: **integerOpt**  
Description: Unbound optional integer  
Data Type: String of numbers between 0 and 9 without a maximum length.

Type Name: **AMGIPercentage**  
Description: A list of the valid area median gross income percentages  
Data Type: Enumeration of String  
"1" = 50%  
"2" = 60%  
"3" = 80%  
"4" = OI\*\*

Type Name: **AHDPAMGIPercentage**  
Description: A list of the valid Affordable Housing Disposition Program area median gross income percentages  
Data Type: Enumeration of String  
"1" = 50%  
"3" = 80%  
"4" = OI\*\*

Type Name: **yesno**  
Description: This is used to create a set of valid answers for a question.  
Data Type: Enumeration of String  
"1" = Yes  
"2" = No  
"3" = Missing

Type Name: **OverIncomePercent**  
Description: This is used to report the over income percentage at certification.  
Data Type: Enumeration of String  
"140" = 140%  
"170" = 170%

Type Name: **FederalSubsidyType**  
Description: A list of the valid federal subsidy type choices. This is identifying what type of federal subsidy is being received by the household in this event.  
Data Type: Enumeration of String  
"1" = HUD Multi-Family Project-Based Rental Assistance (PBRA)  
"2" = Section 8 Moderate Rehabilitation  
"3" = Public Housing Operating Subsidy  
"4" = HOME Rental Assistance  
"5" = HUD Housing Choice Voucher (HCV), tenant-based  
"6" = HUD Project-Based Voucher (PBV)  
"7" = USDA Section 521 Rental Assistance Program  
"8" = Other Federal Rental Assistance (Same as existing NAHMA type)

Type Name: **OtherSubsidyType**  
Description: This field contains the name of Other Subsidy Types that are Non-Federal.  
Data Type: String(100), min length 0

Type Name: **HOMEUnitType**  
Description: A list of valid HOME Unit Type options  
Data Type: Enumeration of String  
"FIX" = Fixed  
"FLT" = Floating

Type Name: **HOMEHighLow**  
Description: A list of valid HOME High Low options  
Data Type: Enumeration of String  
"HI" = High  
"LO" = Low

Type Name: **HOMEAnnualIncomeType**  
Description: A list of HOME annual Income Type options  
Data Type: Enumeration of String  
"HS8" = HUD Section 8  
"CLF" = Census Long Form  
"IRS" = IRS 1040

Type Name: **UnitDesignationType**  
Description: A list of Average Income Unit Designation types  
Data Type: Enumeration of String  
"Market" = Market  
"20" = 20% Band  
"30" = 30% Band  
"40" = 40% Band  
"50" = 50% Band  
"60" = 60% Band  
"70" = 70% Band  
"80" = 80% Band  
"Excluded" = Excluded

Type Name: **ChangeReasonType**  
Description: A list of reasons for an Average Income Unit Designation change  
Data Type: Enumeration of String  
"FederallyAllowed" = Federally (IRS) Permitted Changes  
"AgencyAllowed" = Housing Credit Agency Permitted Changes  
"Law-ADA" = Law - Americans with Disabilities Act  
"Law-FairHousing" = Law - Fair Housing Amendments Act  
"Law-VAWA" = Law - Violence Against Women Act  
"Law-Rehab" = Law - Rehabilitation Act  
"Law-Other" = Law - Other State, Federal, or Local Law  
"TenantMovement" = Tenant Movement  
"RestoreAverage" = Restoring Compliance with Average Income Requirements

## 4. DefaultEventsV8.0.XSD

The DefaultEventsV7.0.xsd file defines the each of the event types that are allowed to be transmitted via the standard. Many of the data elements for each of these events are defined in the DefaultTypesV7.0.xsd.

- Include DefaultTypesV7.0.xsd

Name: **MoveIn**

Description: This complex type is used to report all data associated with a MoveIn event.

Data Type: Complex Type

Name: **MoveOut**

Description: This complex type is used to report all data associated with a MoveOut event.

Data Type: Complex Type

Name: **TransferOut**

Description: This complex type is used to report all data associated with a TransferOut event. Unit transfers are comprised of two events a TransferOut from the old unit and a TransferIn for the new unit.

Note that the EventDate associated with a TransferOut event is defined as the day prior to the EventDate for the paired TransferIn event. The reason for this is to reflect the fact that, for compliance purposes, a household cannot be counted in two units on the same day. If a consumer of the data prefers to define the TransferOut date as the same as the TransferIn date, they are free to set the TransferOut date to the same date as the TransferIn event.

Data Type: Complex Type

Name: **TransferIn**

Description: This complex type is used to report all data associated with a TransferIn event. Unit transfers are comprised of two events a TransferOut from the old unit and a TransferIn for the new unit.

Data Type: Complex Type

Name: **Recertification**

Description: This complex type is used to report all data associated with an Annual Recertification event.

Data Type: Complex Type

Name: **Adjustment**

Description: This complex type is used to report all data associated with an event that is not covered by any other existing event type.

Data Type: Complex Type

Name: **InitialCert**  
Description: This complex type is used to report all data associated with an InitialCert event. Use this event type for a household which currently resides on the property as a market rate household who is now becoming a tax credit household or is a tax credit household changing to a market rate household.  
Data Type: Complex Type

Name: **MoveInDate**  
Category: MoveIn, TransferIn, Recertification, Adjustment, InitialCert  
Description: The date the household moved into the unit for this event.  
xml Type: element  
Data Type: STDDate  
Required: yes

Name: **LIHTCQualificationDate**  
Category: MoveIn, TransferIn, Recertification, Adjustment, InitialCert  
Description: The most recent qualification date for this event.  
xml Type: element  
Data Type: STDDate  
Required: no

Name: **HouseholdIncomeAtMostRecentQualificationDate**  
Category: MoveIn, TransferIn, Recertification, Adjustment, InitialCert  
Description: Household income at the time of the most recent LIHTC qualification date.  
xml Type: element  
Data Type: STDMoney  
Required: no

Name: **HouseholdSizeAtMostRecentQualificationDate**  
Category: MoveIn, TransferIn, Recertification, Adjustment, InitialCert  
Description: Household size at the time of the most recent LIHTC qualification date.  
xml Type: element  
Data Type: xs:PositiveInteger  
Required: no

Name: **EffectiveDateofMostRecentIncomeCertification**  
Category: Initial, MoveIn, TransferIn, Recertification and Adjustment  
Description: The effective date of the most recent certification of LIHTC income. This is populated in an event where income is not actually certified such as a self certification event.  
xml Type: element  
Data Type: STDDate  
Required: no

Name: **HouseholdSizeAtMostRecentIncomeCertification**  
Category: Initial, MoveIn, TransferIn, Recertification and Adjustment  
Description: The size of the household on the effective date of the most recent certification of LIHTC income. This is populated in an event where income is not actually certified such as a self certification event

xml Type: element  
Data Type: integer  
Required: no

Name: **UnitType**  
Category: MoveIn, MoveOut, TransferOut, TransferIn, Recertification, Adjustment, InitialCert  
Description: Identifies how this unit is being utilized  
xml Type: element  
Data Type: UnitType  
Required: yes

Name: **NumOccupants**  
Category: MoveIn, TransferIn, Recertification, Adjustment, InitialCert  
Description: How many people are living in the unit – **excludes F = Fosters**, L-live in attendants and N-None of the above

xml Type: element  
Data Type: Positive Integer  
Required: yes

**Note: Fosters are included in this count for a pre-HOTMA cert.**

Name: **MostRestrictiveIncomeDesignation**  
Category: MoveIn, TransferIn, Recertification, Adjustment, InitialCert  
Description: The most restrictive income set-aside percentage that is being applied to the household. This value may be the same as the Building FederalIncomeDesignation or a lesser amount. Use 0 for market rate household

xml Type: element  
Data Type: **OwnerDesignation**  
Required: yes

Name: **FederalIncomeAveragingDesignation**  
Category: MoveIn, TransferIn, Recertification, Adjustment, InitialCert  
Description: For income averaging fill with 20.00/30.00/40.00/50.00/60.00/70.00/80.00. Use 0 for market rate household. Required if Income Averaging applies.

xml Type: element  
Data Type: **OwnerDesignation**  
Required: no

Name: **MostRestrictiveRentDesignation**  
Category: MoveIn, TransferIn, Recertification, Adjustment, InitialCert  
Description: The most restrictive rental set-aside percentage that is being applied to the household. This value may be the same as the Building FederalIncomeDesignation or a lesser amount. Use 0 for market rate household

xml Type: element  
Data Type: **OwnerDesignation**  
Required: yes

Name: **FederalMaxEligibleIncome**  
Category: Initial, MoveIn, TransferIn, Recertification and Adjustment  
Description: Maximum LIHTC income for the household based on household size and the Building FederalIncomeDesignation percentage for the household.  
xml Type: element  
Data Type: STDMoney  
Required: yes

Name: **FederalMaxEligibleLIHTCRent**  
Category: Initial, MoveIn, TransferIn, Recertification and Adjustment  
Description: Maximum LIHTC rent for the household based on household size and the Building FederalIncomeDesignation percentage for the household.  
xml Type: element  
Data Type: STDMoney  
Required: yes

Name: **MostRestrictiveMaxLIHTCIncome**  
Category: Initial, MoveIn, TransferIn, Recertification and Adjustment  
Description: The LIHTC maximum allowable income for the unit based on an IncomeDesignation percentage that is lower than the Building FederalIncomeDesignation.  
xml Type: element  
Data Type: STDMoney  
Required: no

Name: **MostRestrictiveMaxLIHTCRent**  
Category: Initial, MoveIn, TransferIn, Recertification and Adjustment  
Description: The LIHTC maximum allowable gross rent for the unit based on the number of bedrooms and an IncomeDesignation percentage that is lower than the Building FederalIncomeDesignation.  
xml Type: element  
Data Type: STDMoney  
Required: no

Name: **AnnualIncome**  
Category: MoveIn, TransferIn, Recertification, Adjustment, InitialCert  
Description: The projected annual income for the household for the duration of the compliance period including income from assets.  
xml Type: element  
Data Type: STDMoney  
Required: yes

Name: **TenantRent**  
Category: MoveIn, TransferIn, Recertification, Adjustment, InitialCert,  
Description: The portion of the rent paid by the tenant.  
xml Type: element  
Data Type: STDMoney  
Required: yes

Name: **UtilityAllowance**  
Category: MoveIn, TransferIn, Recertification, Adjustment, InitialCert,  
Description: The amount of utilities, for a particular unit, set by a utility allowance schedule which is published either by HUD, Rural Development or the Public Housing Authority, or a letter from the utility company which states the rates  
xml Type: element  
Data Type: STDMoney  
Required: yes

Name: **FederalRentAssistanceAmount**  
Category: Initial, MoveIn, TransferIn, Recertification and Adjustment  
Description: Federal rental subsidy amount  
xml Type: element  
Data Type: STDMoney  
Required: yes

Name: **SourcesOfFederalRentAssistance**  
Category: Initial, MoveIn, TransferIn, Recertification and Adjustment  
Description: The single program under which the federal subsidy portion of rent is being paid.  
xml Type: element  
Data Type: FederalSubsidyType  
Required: yes

Name: **TotalMonthlyRentAssistance**  
Category: Initial, MoveIn, TransferIn, Recertification and Adjustment  
Description: The total amount of both federal and non federal rental assistance.  
xml Type: element  
Data Type: STDMoney  
Required: yes

Name: **OtherNonFederalRentAssistance**  
Category: Initial, MoveIn, TransferIn, Recertification and Adjustment  
Description: The non federal portion of the rent paid by a third party such as a housing authority.  
xml Type: element  
Data Type: STDMoney  
Required: yes

Name: **SourceOfOtherNonFederalRentAssistance**  
Category: Initial, MoveIn, TransferIn, Recertification and Adjustment  
Description: The program under which the non-federal subsidy portion of rent is being paid.  
xml Type: element  
Data Type: OtherSubsidyType  
Required: yes

Name: **NonOptionalCharges**  
Category: MoveIn, TransferIn, Recertification, Adjustment, InitialCert,  
Description: The amount of non-optional charges, such as mandatory garage rent, storage lockers, charges for services provided by the development, etc.  
xml Type: element  
Data Type: STDMoney  
Required: yes

Name: **MaxLIHTCRent**  
Category: MoveIn, TransferIn, Recertification, Adjustment, InitialCert,  
Description: The LIHTC maximum allowable gross rent for the unit based on the number of bedrooms and IncomeDesignation percentage.  
xml Type: element  
Data Type: STDMoney  
Required: yes

Name: **HouseholdType**  
Category: MoveIn, TransferIn, Recertification, Adjustment, InitialCert  
Description: Household designation  
xml Type: element  
Data Type: HouseholdType  
Required: yes

Name: **AllStudentHousehold**  
Category: MoveIn, TransferIn, Recertification, Adjustment, InitialCert  
Description: If all household members are full-time students, set as True. If at least one household member is not a full time student, set as False.  
xml Type: element  
Data Type: BinaryDigit  
Required: yes

Name: **LIHTCStudentUseCode**  
Category: MoveIn, TransferIn, Recertification, Adjustment, InitialCert  
Description: If all household members are full-time students, identify the qualifying exception. Enter NA for a household which is not comprised of all full-time students.  
xml Type: element  
Data Type: LIHTCStudentCode  
Required: yes

Name: **EmploymentType**  
Category: MoveIn, TransferIn, Recertification, Adjustment, InitialCert  
Description: The type of employment worked by the household.  
xml Type: element  
Data Type: EmploymentType  
Required: yes

Name: **HeadOfHousehold**  
Category: MoveIn, MoveOut, TransferOut, TransferIn, Recertification, Adjustment, InitialCert,  
Description: The member node for the head of household  
xml Type: element  
Data Type: MemberType  
Required: yes

Name: **ProgramType**  
Category: MoveIn, TransferIn, Recertification, Adjustment, InitialCert,  
Description: The type of program or programs for which this event is qualified.  
xml Type: element  
Data Type: ProgramType  
Required: yes

Name: **WagesTotal**  
Category: MoveIn, TransferIn, Recertification, Adjustment, InitialCert  
Description: Total amount of wages for the whole household.  
xml Type: element  
Data Type: STDMoney  
Required: no

Note: Includes IncomeTypes B = Business, F = Federal Wage, M = Military Wage. And W = Non-Federal Wage.  
Note: When calculating the total, the sum of the wages for a household member who is a Child over the age of 18 and a full-time student, is capped at the value of the HUD dependent allowance in effect on the cert effective date. The value for 2024 is \$480 and is subject to annual adjustments.

Name: **SocialSecTotal**  
Category: MoveIn, TransferIn, Recertification, Adjustment, InitialCert  
Description: Total amount of social security benefits received by the whole household.  
xml Type: element  
Data Type: STDMoney  
Required: no

Note: Includes IncomeTypes PE = Pensions, RT = Distributions from a Retirement Account, SI = Supplemental Security Income, and SS = Social Security

Name: **PublicAssistTotal**  
Category: MoveIn, TransferIn, Recertification, Adjustment, InitialCert  
Description: Total amount of public assistance received by the whole household.  
xml Type: element  
Data Type: STDMoney  
Required: no

Note: Includes IncomeTypes AD = Adoption Assistance, G = General Assistance, and T = TANF  
Note: When calculating the total, each AD income is capped at the value of the HUD dependent allowance in effect on the cert effective date. The value for 2024 is \$480 and is subject to annual adjustments.

Name: **OtherTotal**  
Category: MoveIn, TransferIn, Recertification, Adjustment, InitialCert  
Description: Total amount of other assistance received by the whole household.  
xml Type: element

Data Type: STDMoney  
Required: no

Note: Includes IncomeTypes AS = Income from Assets Not Listed, CS = Child Support, I = Indian Trust, SH = Safe Harbor Income Source, and U = Unemployment.

Name: **AssetCashValueTotal**  
Category: MoveIn, TransferIn, Recertification, Adjustment, InitialCert  
Description: Total cash value for all assets for the whole household.  
xml Type: element  
Data Type: STDMoney  
Required: no

Note: Under Pre-HOTMA rules, AssetCashValueTotal is simply the sum of the cash values of each asset reported on the TIC.

Under HOTMA rules the calculation is more complex and needs to take into account the AssetCode. To calculate the total correctly you first need to know the total of any Non-Necessary Personal Property. If the total is not greater than the imputed asset threshold for the year of the effective date of the TIC (50,000 for 2024 and 51,600 for 2025), then the cash value of those assets is not included in the total. The value of any Federal tax refunds or credits is treated as negative. So, AssetCashValueTotal = Total Non-Necessary Personal Property (if greater than the asset threshold) + any real property – any Federal Tax Refunds.

Name: **AnnualAssetIncomeTotal**  
Category: MoveIn, TransferIn, Recertification, Adjustment, InitialCert  
Description: Total amount of other assistance received by the whole household.  
xml Type: element  
Data Type: STDMoney  
Required: no

Note: Under Pre-HOTMA rules, AnnualAssetIncomeTotal depends on whether or not the AssetCashValueTotal is greater than 5,000 or not. If not, the income total is the total of the reported asset incomes. If so, the total is the greater of the reported asset incomes or the result of multiplying AssetCashValueTotal by the passbook rate in effect in the TIC effective date.

Under HOTMA rules, each asset carries an AssetIncomeType of A for Actual or I for Imputed. Incomes are always calculated and reported on a per asset basis. If an asset has a I AssetIncomeType AND the AssetCashValue Total is NOT greater than the imputed asset threshold for the TIC effective date, then the income of each such asset = 0. However, if the AssetCashValueTotal is greater than the imputed asset threshold, then the income for each asset is calculated by multiplying the assets Cash Value by the passbook rate in effect on the TIC effective date. AnnualAssetIncomeTotal is the sum of each of the asset incomes.

Name: **UseHOTMARules**  
Category: MoveIn, TransferIn, Recertification, Adjustment, InitialCert  
Description: Determine whether to use 2024 HOTMA or Pre-HOTMA rules  
xml Type: element  
Data Type: BinaryDigit  
Required: yes

Name: **ImputedAssetThreshold**  
Category: MoveIn, TransferIn, Recertification, Adjustment, InitialCert  
Description: Imputed Asset Threshold being used by Owner/Agent. 5,000 pre HOTMA and 50,000 for HOTMA in 2024, but can change each year on January 1.  
xml Type: element  
Data Type: STDMoney type.  
Required: no

**Name:** **DependentDeduction**  
**Category:** MoveIn, TransferIn, Recertification, Adjustment, InitialCert  
**Description:** Dependent Deduction being used by Owner/Agent. 480 pre HOTMA and 480 for HOTMA in 2024, but can change each year on January 1.  
**xml Type:** element  
**Data Type:** STDMoney type.  
**Required:** no

**Name:** **PassbookRate**  
**Category:** MoveIn, TransferIn, Recertification, Adjustment, InitialCert  
**Description:** The HUD passbook rate being used by Owner/Agent. Can change each year on January 1.  
**xml Type:** element  
**Data Type:** xs:decimal type.  
**Required:** no

**Name:** **Members**  
**Category:** MoveIn, TransferIn, Recertification, Adjustment, InitialCert  
**Description:** A collection of MemberTypes  
**xml Type:** ComplexType  
**Required:** yes

**Name:** **Member**  
**Category:** MoveIn:Members, TransferIn:Members, Recertification:Members, Adjustment:Members, InitialCert:Members  
**Description:** The member nodes for all household members except the head of household.  
**xml Type:** MemberType  
**Required:** no

**Name:** **AuxiliaryData**  
**Category:** MoveIn, MoveOut, TransferOut, TransferIn, Recertification, Adjustment, InitialCert, MemberType  
**Description:** A collection of AuxDataType  
**xml Type:** ComplexType  
**Required:** yes

**Name:** **AuxilData**  
**Category:** MoveIn:AuxiliaryData, MoveOut:AuxiliaryData, TransferOut:AuxiliaryData, TransferIn:AuxiliaryData, Recertification:AuxiliaryData, Adjustment:AuxiliaryData, InitialCert:AuxiliaryData, :AuxiliaryData, MemberType:AuxiliaryData  
**Description:** Auxiliary data item nodes  
**xml Type:** AuxDataType  
**Required:** no

**Name:** **TransferBIN**  
**Category:** TransferOut, TransferIn  
**Description:** TransferOut: The BIN to which the household on this transfer-out event has transferred.

TransferIn: The BIN from which the household on this transfer-in event has transferred.  
xml Type: element  
Data Type: BIN  
Required: yes

Name: **TransferUnit**  
Category: TransferOut, TransferIn  
Description: TransferOut: The Unit to which the household on this transfer-out event has transferred.  
TransferIn: The Unit from which the household on this transfer-in event has transferred.  
xml Type: element  
Data Type: string  
Required: yes

Name: **OldMoveInDate**  
Category: TransferIn, Recertification, Adjustment, InitialCert  
Description: The original move in date for the household for which this event is reporting.  
xml Type: element  
Data Type: STDate  
Required: yes

Name: **IsSelfCertification**  
Category: Recertification  
Description: The tenant self-certified their income.  
xml Type: element  
Data Type: BinaryDigit  
Required: yes

## MEMBER TYPE

Name: **MemberType**  
Description: This complex type holds a member of the household, all income and asset information for this person.  
xml Type: ComplexType

Name: **FirstName**  
Category: MemberType  
Description: The first name of the household member.  
xml Type: attribute  
Data Type: Name  
Required: yes

Name: **MiddleInitial**  
Category: MemberType  
Description: The initial for the middle name of the household member.  
xml Type: attribute  
Data Type: Initial  
Required: no

Name: **LastName**  
Category: MemberType  
Description: The last name of the household member.  
xml Type: attribute  
Data Type: Name  
Required: yes

Name: **SSN**  
Category: MemberType  
Description: The social security number of the household member.  
xml Type: attribute  
Data Type: SSN  
Required: no

Name: **AlienRegNbr**  
Category: MemberType  
Description: The alien registration number of the household member.  
xml Type: attribute  
Data Type: AlienRegNbr  
Required: no

Name: **Gender**  
Category: MemberType  
Description: The gender of the household member.  
xml Type: element  
Data Type: Gender  
Required: yes

Name: **isDisabled**  
Category: MemberType  
Description: Disability status.  
Xml Type: Element  
Data Type: isDisabled  
Required: yes

Name: **DateOfBirth**  
Category: MemberType  
Description: The date of birth of the household member. Not required for Unborn children.  
xml Type: element  
Data Type: OptionalDate  
Required: no

Name: **Age**  
Category: MemberType  
Description: The age of the household member.  
xml Type: element  
Data Type: positive integer  
Required: yes

Name: **Relationship**  
Category: MemberType  
Description: The relationship of the household member.  
xml Type: element  
Data Type: Relationship  
Required: yes

Name: **MaritalStatus**  
Category: MemberType  
Description: The marital status of the household member.  
xml Type: element  
Data Type: MaritalStatus  
Required: yes

Name: **FullTimeStudent**  
Category: MemberType  
Description: The full-time student status of the household member. 1 for full-time, 0 for other  
xml Type: element  
Data Type: BinaryDigit  
Required: yes

Name: **HOMEStudentUseCode**  
Category: MemberType  
Description: The HOME student use code is the valid exception for student for the HOME program.  
xml Type: element  
Data Type: HOMEStudentCode  
Required: no

Name: **FullOrPartTimeStudentHOME**  
Category: MemberType  
Description: The HOME full or part-time student indicator for the HOME program.  
xml Type: element  
Data Type: FullOrPartTimeStudentHOMEType  
Required: no

Name: **AttendingInstituteOfHigherLearningHOME**  
Category: MemberType  
Description: The HOME Attending Institute of Higher Learning indicates attendance at an institute of higher learning for student for the HOME program.  
xml Type: element  
Data Type: BinaryDigit  
Required: no

Name: **Incomes**  
Category: MemberType  
Description: A collection of "Income" which holds a separate node for each income source for the household member. The collection is required. The collection may contain zero or more nodes.  
xml Type: complex type  
Required: yes

Name: **Income**  
Category: MemberType:Incomes  
Description: A node for each income source for the household member.  
xml Type: complex type  
Required: no

Name: **IncomeType**  
Category: MemberType:Incomes  
Description: An attribute which identifies the type of income of this node.  
xml Type: attribute  
Data Type: IncomeType  
Required: yes

Name: **IncomeVerificationSource**  
Category: MemberType:Incomes  
Description: The income verification source indicates how the income information was obtained.  
xml Type: element  
Data Type: IncomeVerificationSource  
Required: yes

Name: **Amount**  
Category: MemberType:Incomes  
Description: The annual income amount for this income source.  
xml Type: element  
Data Type: STDMoney  
Required: yes

Name: **Assets**  
Category: MemberType  
Description: A collection of “Asset” which holds a separate node for each asset for the household member. The collection is required. The collection may contain zero or more nodes.  
xml Type: complex type  
Required: yes

Name: **Asset**  
Category: MemberType:Assets  
Description: A node for each asset recorded on the TIC for the household member.  
xml Type: complex type  
Required: no

Name: **AssetStatus**  
Category: MemberType: Assets  
Description: The element explains how the asset income value was determined: **Current or Divested.**  
xml Type: element  
Data Type: AssetStatus  
Required: yes

Name: **AssetCode**  
Category: MemberType: Assets  
Description: Describes the type of asset for 2024 HOTMA Rules.  
xml Type: element  
Data Type: AssetCode  
Required: yes

Name: **AssetIncomeType**  
Category: MemberType: Assets  
Description: Indicates if asset income is actual or imputed for 2024 HOTMA Rules.  
xml Type: element  
Data Type: AssetIncomeType  
Required: yes

Name: **AssetVerificationSource**

Category: MemberType: Assets  
Description: The asset verification source indicates how the asset information was obtained.  
xml Type: element  
Data Type: AssetVerificationSource  
Required: yes

Name: **CashValue**  
Category: MemberType: Assets  
Description: The computed cash value of the asset.  
xml Type: element  
Data Type: STDMoney  
Required: yes

Name: **AnnualIncome**  
Category: MemberType: Assets  
Description: The computed annual income projection of the asset for the next year.  
xml Type: element  
Data Type: STDMoney  
Required: yes

If HOTMA rules are not being used, enter the actual income that the asset earns. May be 0.

If HOTMA rules do apply:

If IncomeType = A, Enter the actual income that the asset earns. Actual income may be 0.

If IncomeType = I, If the AssetCashValueTotal is greater than the ImputedAssetThreshold, then multiply the asset's cash value by the current passbook rate. **Important:** If the AssetCode is N (Non-Necessary Personal Property) AND the total of the assets with AssetCode N is not greater than the ImputedAssetThreshold, enter 0. Income is not imputed for these assets.

Name: **DivestedDate**  
Category: MemberType: Assets  
Description: May be filled if AssetStatus = Divested, otherwise can be blank  
xml Type: element  
Data Type: OptionalDate  
Required: yes

Name: **SpecialStatus**  
Category: MemberType  
Description: A collection of "SpecialStatus" which holds a separate node for each SpecialStatus for the household member. SpecialStatus is an enumeration which holds descriptors (elderly, disabled, homeless, etc.) for the applicant. The collection is required, but can contain zero nodes if there are no SpecialStatus codes applied to the household member.  
xml Type: complex type  
Required: yes

Name: **SpecialStatus**  
Category: MemberType: SpecialStatus  
Description: An individual SpecialStatus element in the collection that apply for the respective household member.  
xml Type: element

Data Type: SpecialStatus  
Required: no

Name: **Races**  
Category: MemberType  
Description: A collection of “Race” which holds a separate node for each Race that applies for the household member. The collection of Races is required and it must contain between one and 17 of “Race” nodes, inclusive.  
xml Type: complex type  
Required: yes

Name: **Race**  
Category: MemberType: Races  
Description: An individual Race element in the collection that apply for the household member.  
xml Type: element  
Data Type: RaceType  
Required: yes

Name: **Ethnicities**  
Category: MemberType  
Description: A collection of “Ethnicity” which holds a separate node for each Ethnicity that applies for the household member. The collection of Ethnicities is required and it must contain between one and 5 of “Ethnicity” nodes, inclusive.  
xml Type: complex type  
Required: yes

Name: **Ethnicity**  
Category: MemberType: Ethnicities  
Description: An individual Ethnicity element in the collection that apply for the household member.  
xml Type: element  
Data Type: EthnicityType  
Required: yes

## AUX DATA TYPE

Name: **AuxDataType**

Description: The usage of AUX data allows the creator of the XML file to include additional data that is not part of the standard. Usage of the AUX data should NOT be used for compliance related data. If there is a deficiency in the XML standard, this should be brought to the attention of the standards committee for review. The AUX data is comprised of two elements – a choice of the type of data, and then a string to hold the name of the data being sent.

xml Type: choice: MoneyData, DataData, StringData, IntData

Name: **MoneyData**

Category: AuxDataType

Description: If the AuxDataType is a money or numeric value with two decimal places value, then use this element for the choice.

xml Type: element

Data Type: STDMoney

Required: no

Name: **DateData**

Category: AuxDataType

Description: If the AuxDataType is a date value, then use this element for the choice.

xml Type: element

Data Type: STDDate

Required: no

Name: **StringData**

Category: AuxDataType

Description: If the AuxDataType is a string or text value, then use this element for the choice.

xml Type: element

Data Type: string

Required: no

Name: **IntData**

Category: AuxDataType

Description: If the AuxDataType is an integer (numeric with no decimal places) value, then use this element for the choice.

xml Type: element

Data Type: integer

Required: no

Name: **DataName**

Category: AuxDataType

Description: When an AuxDataType node is added, the DataName field is required. This is a string value that holds the name of the data that is being sent.

xml Type: attribute

Data Type: string

Required: yes

## PROGRAM TYPE

Name: **ProgramType**

Description: This complex type holds the information about which program or programs for which an event is qualified.

xml Type: ComplexType

Name: **HOMEDetails**

Category: ProgramType

Description: A collection of "HOMEDetails" which holds a single node containing multiple detail elements of the HOME program. The collection is not required. The collection may contain only a single HOMEDetail node.

xml Type: complex type

Required: no

Name: **HOMEDetail**

Category: ProgramType: HOMEDetails

Description: A node for each HOME detail.

xml Type: complex type

Required: no

Name: **TaxCredit**

Category: ProgramType

Description: Tax Credit Program

xml Type: element

Data Type: yesno

Required: yes

Name: **HOME**

Category: ProgramType

Description: HOME Program

xml Type: element

Data Type: yesno

Required: yes

Name: **HomeIncomeStatus**

Category: ProgramType

Description: AMGI Percentage for Home Program Income

xml Type: element

Data Type: AMGIPercentage

Required: yes

Name: **HOMEGroupHome**

Category: ProgramType

Description: Is it a HOME group home

xml Type: element

Data Type: yesno

Required: yes

Name: **HOMESROUnit**  
Category: ProgramType  
Description: Is it a HOME SRO Unit  
xml Type: element  
Data Type: yesno  
Required: yes

Name: **HOMEUnitType**  
Category: ProgramType Description:  
HOME unit type xml  
Type: element  
Data Type: HOMEUnitType  
Required: yes

Name: **HOMEHighLow**  
Category: ProgramType  
Description: HOME high or low  
xml Type: element  
Data Type: HOMEHighLow  
Required: yes

Name: **HOMENumberHouseholdMembers**  
Category: ProgramType  
Description: HOME Number Household Members  
xml Type: element  
Data Type: Positive Integer  
Required: yes

---

For the four Income Limit fields immediately below, the values to be entered are the HUD published income limits if the PJ has not published lower limits for the project's use. If the PJ has published lower limits for any of the 4 fields, then fill with the PJ values.

Name: **HOME30PercentIncomeLimit**  
Category: ProgramType  
Description: HOME 30 Percent Income Limit  
xml Type: element  
Data Type: STDMoney  
Required: yes

Name: **HOMEVeryLowIncomeLimit**  
Category: ProgramType  
Description: HOME Very Low Income Limit  
xml Type: element  
Data Type: STDMoney  
Required: yes

Name: **HOME60PercentIncomeLimit**  
Category: ProgramType  
Description: HOME 60 Percent Income Limit  
xml Type: element  
Data Type: STDMoney  
Required: yes

Name: **HOMELowIncomeLimit**  
Category: ProgramType Description:  
HOME Low Income Limit xml  
Type: element  
Data Type: STDMoney  
Required: yes

---

Name: **HOMETenantRent**  
Category: ProgramType  
Description: HOME Tenant Rent xml  
Type: element  
Data Type: STDMoney  
Required: yes

Name: **HOMEMarketRent**  
Category: ProgramType  
Description: HOME Market Rent xml  
Type: element  
Data Type: STDMoney  
Required: yes

Name: **HOMEPJApprovedMaxRent**  
Category: ProgramType  
Description: HOME PJ Approved Max Rent  
xml Type: element  
Data Type: STDMoney  
Required: yes

Name: **HOMEUtilityAllowance**  
Category: ProgramType  
Description: HOME Utility Allowance  
xml Type: element  
Data Type: STDMoney  
Required: yes

Name: **HOMEAnnualIncome**  
Category: ProgramType Description:  
HOME Annual Income xml  
Type: element  
Data Type: STDMoney  
Required: yes

Name: **HOMEAnnualIncomeType**  
Category: ProgramType Description:  
HOME Annual Income Type  
Fill the field with the income definition used by the HOME project: HUD Section 8,  
Census Long Form or IRS1040.  
xml Type: element  
Data Type: HOMEAnnualIncomeType  
Required: yes

---

The five Deduction fields immediately below along with the HOMEAdjustedIncome field must be filled for any HOME household whose income exceeds the Low (80%) income limit.

Name: **HOMEElderlyDisabledDeduction**  
Category: ProgramType  
Description: HOME Elderly Disabled Deduction  
xml Type: element  
Data Type: STDMoney  
Required: no

Name: **HOMEDependentDeduction**  
Category: ProgramType  
Description: HOME Dependent Deduction  
xml Type: element  
Data Type: STDMoney  
Required: no

Name: **HOMEChildCareDeduction**  
Category: ProgramType  
Description: HOME Child Care Deduction  
xml Type: element  
Data Type: STDMoney  
Required: no

Name: **HOMEMedicalDeduction**  
Category: ProgramType  
Description: HOME Medical Deduction xml  
Type: element  
Data Type: STDMoney  
Required: no

Name: **HOMEDisabilityDeduction**  
Category: ProgramType  
Description: HOME Disability Deduction xml  
Type: element  
Data Type: STDMoney  
Required: no

Name: **HOMEAdjustedIncome**  
Category: ProgramType  
Description: HOMEAdjustedIncome. This is equal to the HOME Annual Income minus the sum of the HOME Elderly Disabled, Dependent, Child Care, Medical and Disability deductions.  
xml Type: element  
Data Type: STDMoney  
Required: no

---

Name: **HOMEAssistance**  
Category: ProgramType  
Description: HOMEAssistance xml  
Type: element  
Data Type: STDMoney  
Required: yes

Name: **HOMEOtherTenantBasedAssistance**  
Category: ProgramType  
Description: HOME OtherTenantBasedAssistance  
xml Type: element  
Data Type: STDMoney  
Required: yes

Name: **HOMEOtherProjectBasedAssistance**  
Category: ProgramType  
Description: HOME OtherProjectBasedAssistance  
xml Type: element  
Data Type: STDMoney  
Required: yes

Name: **TaxExemptBond**  
Category: ProgramType  
Description: Tax Exempt Program  
xml Type: element  
Data Type: yesno  
Required: yes

Name: **TaxExemptIncomeStatus**  
Category: ProgramType  
Description: AMGI Percentage for Tax Exempt Program Income  
xml Type: element  
Data Type: AMGIPercentage  
Required: yes

Name: **AHDP**  
Category: ProgramType  
Description: AHDP Program  
xml Type: element  
Data Type: yesno  
Required: yes

Name: **AHDPIncomeStatus**  
Category: ProgramType  
Description: AMGI Percentage for AHDP Program Income  
xml Type: element  
Data Type: AHDPAMGIPercentage  
Required: yes

Name: **CDBG**  
Category: ProgramType  
Description: CDBG Program  
xml Type: element  
Data Type: yesno

Name: **OtherHUD**  
Category: ProgramType  
Description: Including 202, 811, and 236  
xml Type: element  
Data Type: yesno

Name: NationalHTF  
Category: **ProgramType**  
Description: National HTF Program  
xml Type: element  
Data Type: yesno

Name: **USDA**  
Category: ProgramType  
Description: USDA Program  
xml Type: element  
Data Type: yesno

Name: **OtherStateLocal**  
Category: ProgramType  
Description: Other State and/or Local Programs  
xml Type: element  
Data Type: yesno

Name: **OtherPrograms**  
Category: MemberType  
Description: A collection of “OtherProgram” which holds a separate node for each OtherProgram for the event. OtherProgram is an enumeration which holds descriptors (name of the program, income status) for the program. The collection is optional.  
xml Type: complex type  
Required: no

Name: **OtherProgram**  
Category: ProgramType  
Description: This complex type holds the information about other programs for which an event is qualified. Can have a maximum of 10 OtherPrograms  
xml Type: ComplexType  
Required: no

Name: **NameOfTheProgram**  
Category: ProgramType: OtherProgram  
Description: Other Program Name  
xml Type: element  
Data Type: xs:string  
Required: yes

Name: **IncomeStatus**  
Category: ProgramType:OtherProgram  
Description: Other Program Income Status  
xml Type: element  
Data Type: integerOpt  
Required: yes

## 5. IndustryStandard V8.0.XSD

The IndustryStandardV8.0.xsd is the document which defines the transmission file to hold all data. This file uses the events defined in the DefaultEventsV8.0.xsd and data elements defined in the DefaultTypesV8.0.xsd. The file will contain a series of events that took place over a date range.

- Include DefaultTypesV8.0.xsd
- Include DefaultEventsV8.0.xsd

This file contains a root node for the Project.

### Project

A file can only contain one Project. There is one data element for the Project node. The Project node contains the following attributes.

Name: **ProjectID**  
Category: Project  
Description: This field contains the ID of the project contained in the transmission file. This will be assigned to the management company by the respective State Housing Finance Agency.  
xml Type: attribute  
Data Type: ProjectID type. See DefaultTypesV8.0.xsd.  
Required: yes

Name: **PropertyName**  
Category: Project  
Description: This field contains the name of the property contained in the transmission file.  
xml Type: attribute  
Data Type: PropertyName type. See DefaultTypesV8.0.xsd.  
Required: no

Name: **VendorName**  
Category: Project  
Description: This field contains the name of the software vendor who created the XML transmission file.  
xml Type: attribute  
Data Type: VendorText type. See DefaultTypesV8.0.xsd.  
Required: yes

Name: **VendorUse**  
Category: Project  
Description: This field is for general use.  
xml Type: attribute  
Data Type: VendorText type. See DefaultTypesV8.0.xsd.  
Required: yes

Name: **CreateDate**  
Category: Project  
Description: The date the transmission file was created  
xml Type: attribute  
Data Type: STDDate type. See DefaultTypesV7.0.xsd.  
Required: yes

Name: **ReportingStartDate**  
Category: Project  
Description: The beginning date of the date range for the transmission file.  
xml Type: attribute  
Data Type: STDDate type. See DefaultTypesV7.0.xsd.  
Required: yes

Name: **ReportingEndDate**  
Category: Project  
Description: The ending date of the date range for the transmission file.  
Data Type: STDDate type. See DefaultTypesV7.0.xsd.  
Required: yes

Name: **AITDesignationsOnly**  
Category: Project  
Description: If 1 (true), indicates the XML transmission contains only Average Income Unit Designations, Set Aside Groups, and Application Fraction Groups without the Events collection for each Unit. If 0 (false), then the Events collection is required for each Unit.  
Data Type: BinaryDigit. See DefaultTypesV7.0.xsd.  
Required: yes

Name: **NAHMAStandardVersion**  
Category: Project  
Description: The version number of the NAHMA standard the file is based upon.  
Data Type: NAHMAVersion type. See DefaultTypesV7.0.xsd.  
Required: yes

# Buildings

There is one data element for the Building node:

Name: **Buildings**  
Category: Project  
Description: This is a collection of Building types. There can only be one collection of buildings within the project.  
xml Type: Complex Type  
Data Type: collection  
Required: yes

Name: **Building**  
Category: Project:Buildings  
Description: This is an individual Building within the Buildings collection. There can be multiple Building nodes within the Buildings collection.  
Data Type: Complex Type  
Required: yes

A Building has the following attributes:

Name: **BIN**  
Category: Project:Buildings:Building  
Description: This holds the Building Identification Number that is assigned to each building from the State Housing Finance Agency.  
xml Type: attribute  
Data Type: BIN type. See DefaultTypesV7.0.xsd.  
Required: yes

Name: **StreetAddress**  
Category: Project:Buildings:Building  
Description: This holds the street address where each building is located.  
xml Type: attribute  
Data Type: StreetAddress type. See DefaultTypesV7.0.xsd.  
Required: no

Name: **City**  
Category: Project:Buildings:Building  
Description: This holds the city where each building is located.  
xml Type: attribute  
Data Type: City type. See DefaultTypesV7.0.xsd.  
Required: no

Name: **State**  
Category: Project:Buildings:Building  
Description: This holds the state where each building is located.  
xml Type: attribute  
Data Type: StateCode type. See DefaultTypesV7.0.xsd.  
Required: no

Name: **PostalCode**  
Category: Project:Buildings:Building  
Description: This holds the postal code where each building is located.  
xml Type: attribute  
Data Type: PostalCode type. See DefaultTypesV7.0.xsd.  
Required: no

Name: **County Name**  
Category: Project:Buildings:Building  
Description: This holds the county name where each building is located.  
xml Type: attribute  
Data Type: CountyName type. See DefaultTypesV7.0.xsd.  
Required: no (Will be changed to 'Yes' in next version)

Name: **TaxCreditValue**  
Category: Project:Buildings:Building  
Description: This holds the TaxCreditValue for each building.  
xml Type: attribute  
Data Type: TaxCreditType type. See DefaultTypesV7.0.xsd.  
Required: no (Will be changed to 'Yes' in next version)

Name: **FederalIncomeDesignation**  
Category: Project:Buildings:Building  
Description: This holds the Federal Project Set-Aside percentage set by project owner(s) for the building as recorded on IRS form 8609 and contained in the transmission file.  
xml Type: attribute  
Data Type: IRSMinSetAsideElectionType  
Required: yes

Name: **PlacedInServiceDate**  
Category: Project:Buildings:Building  
Description: This holds the date the building was placed in service.  
xml Type: attribute  
Data Type: StdDate  
Required: yes

Name: **AllocationDate**  
Category: Project:Buildings:Building  
Description: This holds the date the building received its allocation status.  
xml Type: attribute  
Data Type: StdDate  
Required: no

# Units

There is one data element for the Units node:

Name: **Units**  
Category: Project:Buildings:Building  
Description: This is a collection of Units. There can be only one Units collection within each Building. The collection of units will be the units, by building, that have any units to be reported over this report date range.  
Data Type: Complex Type  
Required: yes

Name: **Unit**  
Category: Project:Buildings:Building:Units  
Description: This is an individual Unit within the Units collection. There can be multiple Unit nodes within the Units collection.  
Data Type: Complex Type  
Required: yes

A Unit has the following attributes:

Name: **UnitNumber**  
Category: Project:Buildings:Building:Units  
Description: This holds the unit number description for the unit. This is the friendly unit number that appears on the TIC. This should match the unit number that the State Housing Finance Agency has on file.  
xml Type: attribute  
Data Type: UnitNumber type. See DefaultTypesV7.0.xsd.  
Required: yes

Name: **Bedrooms**  
Category: Project:Buildings:Building:Units  
Description: This holds the number of bedrooms for the unit.  
xml Type: attribute  
Data Type: xs:integerOpt  
Required: no

Name: **SqFt**  
Category: Project:Buildings:Building:Units  
Description: This holds the area in square feet for the unit.  
xml Type: attribute  
Data Type: xs:positiveInteger  
Required: no

# AIUnitDesignations

## Rules

1. For an AIT (Average Income) project, every Unit must have at least one AIUnitDesignation record with an Effective Date to include the full designation history from Day 1 of the Unit.
2. Multiple Unit Designation records are allowed; however they cannot have the same Effective Date.
3. The order of the nodes does not matter if the above rule #2 is followed.
4. If a Unit is no longer part of the AIT designation (20-80), the owner/agent would submit a Designation as “Excluded” or “Market” for that Unit.

## Example

The full Unit Designation history (correct values only) at the time of the transmission is included in each transmission, no matter what the period is. This means that if transmission 1 sets a unit designation to 30% on 1/1/23, transmission 2 sets it to 40% for 1/1/23, and transmission 3 sets it to 50% for 1/1/23, each transmission would contain only one designation for the unit with a 1/1/23 effective date—the last one is assumed to be correct. If a designation were transmitted for an incorrect date, on the next transmission that designation and date combination would not be included. If, say the BIN implemented the final rule on 1/1/23, then a 5/1/24 monthly transmission would include designation changes starting with 1/1/23 on through the transmission date.

There is one data element for the AIUnitDesignations collection underneath the Unit node:

Name: **AIUnitDesignations**  
Category: Project:Buildings:Building:Units:Unit:AIUnitDesignations  
Description: This is a collection of AIUnitDesignations. There can be only one AIUnitDesignations collection under each Unit. This collection should only be present if the project is Average Income.  
Data Type: collection  
Required: no

Name: **AIUnitDesignation**  
Category: Project:Buildings:Building:Units:Unit:AIUnitDesignations:AIUnitDesignation  
Description: This node contains the average income unit designation, effective date, and change reason for the unit. There can be multiple AIUnitDesignation nodes for a Unit.  
Data Type: Complex Type  
Required: yes

An AIUnitDesignation has the following attributes:

Name: **UnitDesignation**  
Category: Project:Buildings:Building:Units:Unit:AIUnitDesignations:AIUnitDesignation  
Description: This attribute determines the average income percentage band (20-80), market, or

excluded designation status of the unit.

xml Type: attribute

Data Type: UnitDesignationType type.

See DefaultTypesV7.0.xsd.

Required: yes

Name: **EffectiveDate**

Category: Project:Buildings:Building:Units:Unit:AIUnitDesignations:AIUnitDesignation

Description: This attribute is the effective date of the unit designation.

xml Type: attribute

Data Type: STDDate type. See DefaultTypesV7.0.xsd.

Required: yes

Name: **ChangeReason**

Category: Project:Buildings:Building:Units:Unit:AIUnitDesignations:AIUnitDesignation

Description: This attribute is the reason for the unit designation change.

xml Type: attribute

Data Type: ChangeReasonType. See DefaultTypesV7.0.xsd.

Required: yes

Name: **Comment**

Category: Project:Buildings:Building:Units:Unit:AIUnitDesignations:AIUnitDesignation

Description: Optional comment regarding the Average Income designation change.

xml Type: attribute

Data Type: CommentType. See DefaultTypesV7.0.xsd.

Required: no

## AISetAsideGroups

### Rules

Both the AISetAsideGroup and AIApplicableFractionGroup: By definition, Set-Aside Group data is only effective on the last day of an owner's tax year. Normally this will be 12/31 but will be a different effective date for a non-calendar year tax filer. The rule is to include in each transmission only the set-aside group data for the most recent tax year end date. If the data for a prior year needs to be changed, it is included as well.

There is one data element for the AISetAsideGroups collection underneath the Unit node:

Name: **AISetAsideGroups**

Category: Project:Buildings:Building:Units:Unit:AISetAsideGroups

Description: This is a collection of AISetAsideGroups. There can be only one AISetAsideGroups collection under each Unit. This collection should only be present if the project is Average Income.

Data Type: collection

Required: no

Name: **AISetAsideGroup**

Category: Project:Buildings:Building:Units:Unit: AISetAsideGroups: AISetAsideGroup

Description: This node determines whether a Unit is in the minimum set-aside group. There can be multiple AIsSetAsideGroup nodes for a Unit.  
Data Type: Complex Type  
Required: yes

An AIsSetAsideGroup has the following attributes:

Name: **SetAsideQualifiedGroup**  
Category: Project:Buildings:Building:Units:Unit:AIsSetAsideGroups:AIsSetAsideGroup  
Description: This attribute determines if the Unit is included in the Minimum Set Aside Group for Average Income projects.  
xml Type: attribute  
Data Type: BinaryDigit type. See DefaultTypesV7.0.xsd.  
Required: yes

Name: **EffectiveDate**  
Category: Project:Buildings:Building:Units:Unit:AIsSetAsideGroups:AIsSetAsideGroup  
Description: This attribute determines when the Unit was included in the Minimum Set Aside Group for Average Income projects.  
xml Type: attribute  
Data Type: STDDate type. See DefaultTypesV7.0.xsd.  
Required: yes

Name: **Comment**  
Category: Project:Buildings:Building:Units:Unit:AIsSetAsideGroups:AIsSetAsideGroup  
Description: Optional comment regarding the Average Income set aside change.  
xml Type: attribute  
Data Type: CommentType. See DefaultTypesV7.0.xsd.  
Required: no

# AIApplicableFractionGroups

## Rules

Both the AIFSetAsideGroup and AIApplicableFractionGroup: By definition, Set-Aside Group data is only effective on the last day of an owner's tax year. Normally this will be 12/31 but will be a different effective date for a non-calendar year tax filer. The rule is to include in each transmission only the set-aside group data for the most recent tax year end date. If the data for a prior year needs to be changed, it is included as well.

There is one data element for the AIApplicableFractionGroups collection underneath the Unit node:

Name: **AIApplicableFractionGroups**  
Category: Project:Buildings:Building:Units:Unit:AIApplicableFractionGroups  
Description: This is a collection of AIApplicableFractionGroups. There can be only one AIApplicableFractionGroups collection under each Unit. This collection should only be present if the project is Average Income.  
Data Type: collection  
Required: no

Name: **AIApplicableFractionGroup**  
Category: Project:Buildings:Building:Units:Unit: AIApplicableFractionGroups: AIApplicableFractionGroup  
Description: This node determines whether a Unit is in the Application Fraction Group (e.g., Grouping of Qualified Units). There can be multiple AIApplicableFractionGroup nodes for a Unit.  
Data Type: Complex Type  
Required: yes

An AIApplicableFractionGroup has the following attributes:

Name: **ApplicableFractionQualifiedGroup**  
Category: Project:Buildings:Building:Units:Unit: AIApplicableFractionGroups:AIApplicableFractionGroup  
Description: This attribute determines if the Unit is included in the Application Fraction Group (e.g., Grouping of Qualified Units) for Average Income projects.  
xml Type: attribute  
Data Type: BinaryDigit type. See DefaultTypesV7.0.xsd.  
Required: yes

Name: **EffectiveDate**  
Category: Project:Buildings:Building:Units:Unit: AIApplicableFractionGroups: AIApplicableFractionGroup  
Description: This attribute determines when the Unit was included in the Application Fraction Group (e.g., Grouping of Qualified Units) for Average Income projects.  
xml Type: attribute  
Data Type: STDDate type. See DefaultTypesV7.0.xsd.  
Required: yes

Name: **Comment**  
Category: Project:Buildings:Building:Units:Unit: AIApplicableFractionGroups: AIApplicableFractionGroup  
Description: Optional comment regarding the Average Income applicable fraction change.

xml Type: attribute  
Data Type: CommentType. See DefaultTypesV7.0.xsd.  
Required: no

## Events

### Rules

Within a submission period all certifications effective during the period will be included.

There is one data element for the Events node:

Name: **Events**  
Category: Project:Buildings:Building:Units:Unit  
Description: This is a collection of Events. There can be only one Events collection within each Unit. The collection of events will be the events, by unit, by building, that have any units to be reported over this report date range. If the AITDesignationsOnly (Average Income) is 1 (true), then the Events collection is not required.  
xml Type: Complex Type  
Data Type: collection  
Required: no

Name: **Event**  
Category: Project:Buildings:Building:Units:Unit:Events  
Description: This is an individual Event within the Events collection. There can be multiple Event nodes within the Events collection.  
Data Type: Complex Type  
Required: yes

An Event has the following attributes:

Name: **EventDate**  
Category: Project:Buildings:Building:Units:Unit:Events:Event  
Description: This is the actual date that this compliance event occurred.  
xml Type: attribute  
Data Type: STDType type. See DefaultTypesV7.0.xsd.  
Required: yes

Name: **EventType**  
Category: Project:Buildings:Building:Units:Unit:Events:Event  
Description: This explains the type of event being reported.  
xml Type: attribute  
Data Type: EventType type. See DefaultTypesV7.0.xsd.  
Required: yes

Name: **IsCorrection**  
Category: Project:Buildings:Building:Units:Unit:Events:Event  
Description: This explains the type of event being reported.  
xml Type: attribute  
Data Type: BinaryDigit type. See DefaultTypesV7.0.xsd.  
Required: yes

Name: **OriginalEventDate**  
Category: Project:Buildings:Building:Units:Unit:Events:Event  
Description: This is the original date that this compliance event occurred. xml  
Type: attribute  
Data Type: OptionalDate type. See DefaultTypesV7.0.xsd.  
Required: yes

Name: **CorrectionEffectiveDate**  
Category: Project:Buildings:Building:Units:Unit:Events:Event  
Description: This is the date when the correction occurred.  
xml Type: attribute  
Data Type: OptionalDate type. See DefaultTypesV7.0.xsd.  
Required: yes

## **HOTMA Rules**

The following summarizes the changes to the specification to support HOTMA rules.

**HOTMA Rules field:** A field is needed to indicate whether current or HOTMA rules apply to the cert. Given that different agencies are implementing HOTMA at different times the field is needed to indicate how to validate the submitted data.

**Inflation Adjusted Parameters:** Under HOTMA the threshold for calculating imputed asset income is 50,000 for 2024 (up from the prior 5,000 value.) In addition, the 480 dependent deduction value is used to cap the earned income of an 18 year old or greater child who is a full-time student. The value remains at 480 for 2024 but may be adjusted for 2025 or later. All values are expected to be published in August of each year so that they are available timely for work on the upcoming year's certs. The new values are effective on 1/1 of the upcoming year. The values used for any particular cert are those in effect as of the cert effective date.

Fields have been added for:

**Imputed Asset Threshold:** 5,000 pre HOTMA and 50,000 for HOTMA in 2024

**Dependent Deduction:** 480 pre HOTMA and 480 for HOTMA in 2024

**Passbook Rate:** The HUD passbook rate needs to be stored separately for S8 and MF as a result of the HOTMA rule that the new .4% rate for 2024 is only to be implemented for HUD certs where HOTMA rules apply. However, many LIHTC agencies have already implemented the new value as of 1/1/2024.

**Fosters (children and adults):** Prior to HOTMA, foster children and foster adults were counted as members of the family as opposed to members of the household. Other relation types counted as household members but not family include L = Live-in Aide and N = None of the above. When doing an income limit look up it is always done for the count of family members.

Under HOTMA, Fosters no longer count as family members. This therefore changes the income limit lookup when there are fosters.

In addition, there should never be income or asset records for non-family members as their financial status is not relevant to the cert.

**Assets:** HOTMA introduces changes to how assets are categorized and totaled. It also changes how imputed income from assets is calculated.

For the Asset Status field HOTMA has replaced the I = Imputed code with D = Divested as that is what the original I value really meant.

**Imputed Income From Assets:** Under the pre-HOTMA model, if the total cash value of the assets is greater than the 5,000 threshold, you first calculate Annual Income from Assets. Then you multiply the total cash value of assets by the current passbook rate and use the greater of the two values as the Asset Income. Under HOTMA the actual and imputed values are calculated on a per asset basis and added together to get Asset Income. However, these calculations cannot be done correctly without two new asset level fields: Asset Code and Income Type. These fields are used only for certs following HOTMA rules.

**Asset Code:**

- N = Non-Necessary Personal Property**
- R = Real Property Suitable for Occupancy**
- O = Other Real Property**
- T = Federal Tax Refund or Credit**

The cash value of a T will be treated as negative for purposes of calculating the Total Cash Value of Assets.

**Asset Income Type:**

- A = Actual or**
- I = Imputed.**

If an asset income is known to be 0 (zero) or a positive value, then the Type is A. Negatives are not allowed. If the income is not known, the Type is I. If the total of the assets is not greater than the threshold (5,000 or 50,000) then the Annual Income field for a Type I asset is filled with 0. If the total assets is greater than the threshold, then the Annual income field is calculated for each I asset: Cash Value times the passbook rate in effect on the cert date and rounded to the penny per the normal HUD rounding convention.

Under the HOTMA rules, if the total of Non-Necessary Personal Property is not greater than the Imputed Threshold (50,000 subject to adjustments), the cash value of the NNPP is not included in the Total Net Assets. Note that Non-Necessary Personal Property is entered on the TIC no matter what the total because any Actual Income from the NNPP is counted toward Asset Income even if the cash value of the assets themselves is not included. The cash value of an asset may not be negative. Imputed income is never calculated for NNPP with an I = Imputed status unless the total NNPP is greater than the Imputed Threshold.

For assets with an Asset Income Type of I, a new DivestedDate field has been added to hold the date that the asset was disposed. **However the DivestedDate field is optional for XML version 8.0. It will be required in a future version.** A divested asset is required to be reported on any cert effective within the two-year period starting on the DivestedDate. If an asset is divested on 1/1/2024 it must be included on certs effective through 12/31/2025 and may not appear on a 1/1/2026 TIC.

**Asset Types:** For HOTMA, retirement accounts are not reported on a TIC. Therefore, IRA and RET below are not valid for a HOTMA TIC.

**Asset Type definition**

Accepted values:

- "CSH" - Cash/Demand Deposit Accounts
- "CD" - CDs/Time Deposits
- "MKT" - Marketable Securities
- "IRA" - IRA/Keogh Account
- "RET" - Retirement/Pension Fund
- "REL" - Real Estate, Equity
- "GEM" - Gems/Jewelry

"COL" - Coins/Stamp Collections  
"ART" - Art/Antiques  
"ATO" - Automobiles - Antique  
"LMP" - Lump Sum Receipts (Not Income)  
"TRS" - Trust/Available Principal  
"OTH" - Other

This field is required for each asset listed for a member.

**Incomes:** Four new income types have been added for use only on certs following HOTMA rules:

**AD = Adoption Assistance Payments**

**AS = Income From Assets Not Listed**

**The asset is not listed as an asset on the TIC.**

**SH = Safe Harbor Income Source**

**RT = Distributions from a Retirement or similar account**

**The asset is not listed as an asset on the TIC**

When SH is used there must be only that one income entry for the household and no asset or asset income entries on the TIC.

**AD** is included in the Public Assistance TIC column and total

**AS** is included in Other Income TIC column and total

**SH** is included in Other Income TIC column and total

**RT** is included in Social Security/Pension Income TIC column and total.

The original 13 codes are:

**B** = Business (including distributed profits and net income from business)

**CS** = Child Support

**F** = Federal Wage

**I** = Indian Trust

**M** = Military Pay

**G** = General Assistance

**N** = Other Non Wage Source (including alimony, distributions from retirement accounts other than those included in PE below, or income from assets when the asset is no longer included on the 50059)

**PE** = Pensions (including veterans pensions, military retirement, and income from all other pensions and annuities)

**SI** = Supplemental Security Income (both personnel benefit and state supplements administered by SSA) (SSI)

**SS** = Social Security (both personal and dual entitlements)

**T** = TANF (Temporary Assistance for Needy Families)

**U** = Unemployment

**W** = Non-Federal Wage (including salaries, tips, commission bonuses, and other income from employment)

Each AD income (it is possible for there to be more than one) is capped at the value of the HUD S8 Dependent Deduction in effect on the effective date of the certification. Like the Imputed Income Threshold discussed above, the Dependent Deduction is subject to inflationary adjustments that take effect on 1/1 of the year after the values are published. For 2024 the value is 480.

Under the rules, the full value of the AD incomes is to be listed in the income record but only a maximum of 480 (or subsequent value) of **each** AD income is added to Total Public Assistance Income.

A similar rule continues to apply to the Employment Income of an Other Adult who is a full-time student and therefore listed on the TIC as a child. The full employment income is shown in the income record and the cap applied at the level of Total Employment Income. Note that if the adult is not an FTS but listed as a child by virtue of being handicapped/disabled, the cap does not apply. So, if the member has 3 different employment incomes, the only a max of \$480 of their total is brought down to the column total.

