



State of Connecticut
Department of Economic and
Community Development

Compliance Office and Planning/Program Support

**All Sponsors in Management
Land Bank/Land Trust Program**

Notice: COPS 07-10

Distribution Date: March 23, 2007

Effective: Immediately

SUBJECT: ANNUAL AFFIDAVIT REQUIREMENT

Attached is the Annual Affidavit for the Housing Land Bank/Land Trust program. This affidavit is an essential tool for DECD to track the restricted use of property to low and moderate-income residents.

- Please fill out the attached forms and sign them in front of a notary.
- Send the complete Affidavit back to DECD, attention Scott McNulty, by June 1, 2007.

If you have any questions, please call Scott McNulty at (860) 270-8212.

Return Address:

Mr. Scott McNulty
Housing & Program Support
Department of Economic and Community Development
505 Hudson Street
Hartford, CT 06106

Enclosures

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT
Housing Land Bank/Land Trust Program
Annual Affidavit

AS OF: December 31,
Date of Report

Pursuant to an Assistance Agreement made and entered into by and between the State of Connecticut and _____, hereafter
Sponsor Name
referred to as the "sponsor", which was fully executed on _____ and is also
Date of Contract
known as contract no. _____. The activity financed by the Assistance Agreement is hereafter referred to as the 'project'.

The following Certification is in reference to contractual obligations with regard to the on going operation/management of the "project".

- A. The "project" known as _____, located at _____, has been maintained in a state of good condition and repair and has not been encumbered in any manner.
- B. The sponsor still remains title to the real property upon which the structures and improvements are situated.
- C. All property taxes are current and no tax liens exist on the property.
- D. The "project" continues to be adequately insured (in accordance with the Department's requirements). Insurance certificates are on file with _____, at the following location: _____.
- E. Upon occupancy, the residents of this "project" met the low and/or moderate income limits established by this Department pursuant to Secs 8-214b through 8-214d of the Connecticut General Statutes, inclusive.
- F. Income verification for all occupants is on file with _____, at the following address: _____.
- G. The resale restrictions established for this "project" have been complied with. All and any unit sales were conducted in accordance with the requirements of the Land Lease.
- H. Any income derived in anyway from any sales of structures or improvements on the real estate whereby the proceeds, in whole or in part were controlled by the sponsor have been used either for the maintenance and operation of the project or to assist in the development of additional housing which is affordable to low and moderate income families.
- I. A Listing of Site Addresses is attached and is hereby incorporated.

J. A current Sponsor Information Page is attached and is hereby incorporated.

Required audits (in accordance with the provisions of Section 7-396a of the Connecticut General Statute) will contain an examination of the supporting documentation for the statements contained herein (this legal document).

I hereby state that the foregoing is true to the best of my knowledge and belief.

Signature

Date

State of Connecticut }
County of _____ }

SS: _____
Municipality

The foregoing Instrument was sworn and subscribed to before me this _____ day of _____ by _____, _____, _____
Name Title
of _____.

Notary Public

My Commission Expires

This Department reserves the right to random test of any/all items certified to in this affidavit.

Housing Land Bank/Land Trust Program
Sponsor Information Page of Annual Affidavit
As Of:
December 31

1. _____
Sponsor Name

Street Address

City/Town/Borough Zip Code

1a. _____
Project Site Name

Street Address of Site Office (if applicable)

City/Town/Borough Zip Code

2. Current Administrative Contact Person:

Name

() _____

Telephone Number

Job Title

Normal Hours of Work

3. Is there a financial, legal or other impediment, that is known, that would cause the sponsor to cease operations in the next calendar year?
 yes no

If yes, please explain briefly:

Information Page for Sponsor's Reference

Our records reflect that the following property is completed, under the oversight of our Audit and Asset Management Division, and will require that an Affidavit must be submitted. The enclosed Affidavit needs to reference this Contract.

Project Name

Contract Number

Our Reference Name