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## Arizona Department of Housing 2016 Information Bulletin

**REGARDING PROGRAMS: Low Income Housing Tax Credit (LIHTC), HOME, State Housing Trust Fund and Neighborhood Stabilization Program compliance**

**REGARDING FUNDING SOURCES: HOME**

### INFORMATION BULLETIN No. 26-16

**ISSUED: August 8, 2016**

**RE: Electronic Signatures and Electronic Storage**

Effective immediately, the Arizona Department of Housing (“ADOH”) Section 8/Compliance division will allow the use of DocuSign or any other software program on applications and leases, if it meets the IRS five core signing requirements recommended for digital signatures found in Announcement 2013-8 included in Internal Revenue Bulletin 2013-4 dated January 22, 2013. The five core signing requirements are:

1. A person (i.e., the signer) must use an acceptable electronic form of signature;
2. The electronic form of signature must be executed or adopted by a person with the intent to sign the electronic record, (e.g., to indicate a person’s approval of the information contained in the electronic record);
3. The electronic form of signature must be attached to or associated with the electronic record being signed;
4. There must be a means to identify and authenticate a particular person as the signer; and
5. There must be a means to preserve the integrity of the signed record.

In addition, the ADOH requirement to have original resident documentation on site is hereby expanded. If you choose to store resident files electronically, you may do so. However, files must be made available to the compliance officer during any monitoring visit and electronic file storage must meet all IRS requirements found in Rev. Proc. 97-22. As always, the owner/managing agent is responsible for performing due diligence when qualifying potential residents for low income housing.

If you have any questions regarding the two changes in this bulletin or wish to have an electronic signature software other than DocuSign approved by ADOH, please contact Juan Bello, Senior Compliance Officer at (602) 771-1074 or by e-mail at [juan.bello@azhousing.gov](mailto:juan.bello@azhousing.gov).