WASHINGTON STATE
HOUSING FINANCE
COMMISSION

Ms. Karen Miller
Chair
Mr. Kim Herman
Executive Director

memorandum

TO: Property Owners and Managers

FROM: Asset Management & Compliance Division

SUBJECT: Tax Credit Compliance Manual Revisions – #1-2017, March 2017

The Asset Management & Compliance Division has published revisions to our *Tax Credit Compliance Manual*. Consequently, we are publishing a list of the revisions to aid you in identifying the changes made.

Please refer to the online version of our Tax Credit Compliance Manual, available at http://www.wshfc.org/managers/ManualTaxCreditIndex.htm.

For additional or more detailed guidance, also review our *Tax Credit Frequently Asked Questions,* which is also being updated this month (new Q&As are highlighted in the document itself): http://www.wshfc.org/managers/ManualTaxCredit/160_AppendixB-FAQsCompliance_TaxCredit.pdf

To be notified immediately when compliance resources have been updated, sign up for our E-News Compliance newsletter at http://www.wshfc.org/managers/BroadcastEmail.htm.

TABLE OF CONTENTS
Revisions: Updated to match sections/pagination in the revised chapters, as needed.

CHAPTER 5, INCOME AND ASSET CERTIFICATION
In **Include Raises When Calculating Wages** section, added note about ensuring that potential raises are confirmed in writing. In **Outside Agency Verifying Income** section, directing owners/managers to review Tax Credit FAQs for additional guidance re: *The Work Number for Everyone*. Removed prohibition against charging rent to onsite personnel living in CAUs. Added note at the end of the chapter encouraging owners/managers to consult Tax Credit FAQs for additional and more detailed guidance on certain income calculations and verifications.

CHAPTER 9, PROPERTY TRANSFERS
Added statement that the Commission will not process property transfers between November 15th and December 31st each year.

CHAPTER 11, POST-YEAR 15 MONITORING PROCEDURES
Added clarification about Post Year 15 procedures approval for mixed income properties. Clarified that fulltime Student Rule is still in effect and that ignoring this rule exposes the property to risk of recapture in the event of a resyndication. Removed transfer exception for Tax Credit/Bond properties. Added note about still notifying Commission if owner wants to move CAU after year 15. Added notes about Commission not being responsible for keeping resident records on behalf of owner, and that continued noncompliance can affect future deals.