



DATE: January, 2013
TO: Property Managers
FROM: Asset Management & Compliance Division
SUBJECT: Revised Compliance Forms – #1-2013

Listed below are some revised camera-ready forms along with one revised instruction. Please recycle the forms that have been revised (listed below) and begin using the new forms as soon as possible.

If you have questions, comments, or suggestions, please contact Mardi Roberts at 206-287-4425; toll-free within Washington at 800-767-4663; or at mardi.roberts@wshfc.org.

These forms and instructions are available on our website at the link below:
<http://www.wshfc.org/managers/forms-RC.htm>

Revised: *Resident Eligibility Application ("REA")* — Changed language on top of page two and added "...list total anticipated income for the 12-month period commencing on anticipated date of occupancy or recertification." Also revised language for question #4 and #6.

Revised: *Employment Verification* — Added number of pay periods included in YTD.

Revised: *Unemployment Benefits Verification* — Updated phone number (*again!*).

Revised: *Annuity, Stock Verification, or 401(k) Account* — Changed this form (deleted and added lines) and added 401(k) Account to form name. On instructions, under Special Mention, added "Please include a Quarterly Statement with the resident's package."

Revised: *Disability Certification Instruction* — Added wordings on General Information.