



DATE: January 13, 2014
TO: Property Managers
FROM: Asset Management & Compliance Division
SUBJECT: New and Revised Compliance Forms – #1-2014

The Asset Management & Compliance Division has published revisions to several of our resident package forms as of January 2014. 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 Resident Certification Package forms, available at <http://www.wshfc.org/managers/forms-RC.htm>

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>

New! *Lease Rider for Tax Credit ARRA Project* — Only for tax credit projects financed with ARRA funds.

Revised: *Compliance Forms Checklist* — Added “income-restricted” to Tax Credit properties description beneath Self-Certification of Annual Income check box.

Revised: *Household Eligibility Certification (“HEC”)* — Re-ordered Fulltime Student exceptions to match order in WBARS.

Revised: *Self-Certification of Annual Income* — “Sources of Income” column added to first page.

Revised: *Resident Eligibility Application (“REA”)* — Clarified definitions of “Adult”, reformatted a few areas for clarity.

Revised: *Household Demographics* — Grammatical correction on Instructions page.

Revised: *Self-Employment Income Worksheet* — Slight reformatting for clarity.

Revised: *Real Estate Evaluation Worksheet* — Slight reformatting for clarity.

Revised: *Live-In Aide Agreement* — Removed prohibition against LIA family members living in tax credit units.