

Instructions for Annual Tax Credit Compliance Reports

For Reports Due 1/31/2017

2016 Tax Credit report request documents are available on our website at:

<http://www.wshfc.org/managers/forms-tc.htm>

No tax credit annual report notification letters will be mailed to you. Follow the process below to prepare your property's annual report package:

1. Download and print the applicable request letter and checklist for your property.
 - Look up the type of report due for 2016 (**Regular, On-Site Year** or **Post 15/Recert Waiver** report) on the *Report Types by Project Name* list (either PDF or Excel version).
 - Download and print the request letter (with the *Report Checklist* attached) which corresponds to the type of report required.

2. Download and print the *Owner's Annual Certification* additional pages.
 - **Additional pages of the Owner's Annual Certification** – Owner must complete all questions on these pages and provide an original signed copy with the property's annual report package.
 - **WBARS Annual Report Summary** – This must be printed from WBARS after Table 1 has been submitted to the Funder level. The **Annual Report Summary** is now Page 1 of the *Owner's Annual Certification*.

3. Using the *Report Checklist* for your report type, prepare the other documents listed on the *Checklist*, as applicable.
 - We will not mail you a household certification request list. Instead, the instructions for which certifications to submit are on the *Report Checklist* that is attached to the request letter.
 - For properties required to submit a **Regular** report (not an On-Site Year and not a Post-Year 15 Monitoring/Recert Waiver), copies of resident move-in certifications equal to 5% of the total units (or a minimum of 5) must be included with the report submission.
 - **Please read the directions on the Report Checklist carefully to ensure you submit the correct documents.**

If you have questions, please contact the Portfolio Analyst assigned to your property. If you don't know your property's Portfolio Analyst, you can look him/her up here:

<http://www.wshfc.org/managers/Other/ProjectAssignments.pdf>

Thank you for your cooperation!

Washington State Housing Finance Commission
Asset Management & Compliance Division
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