



Washington State  
HOUSING FINANCE COMMISSION

Karen Miller  
*Chair*

Kim Herman  
*Executive Director*

December 2018

## **2018 Annual Tax Credit Report - Regular**

In accordance with the terms and provisions of the Low-Income Housing Tax Credit Program, the Owner is required to submit an annual compliance report to this office by **January 31, 2019**. The attached checklist outlines the documentation required to satisfy the annual reporting requirements. **Please include this checklist with your report submission.**

**NOTE: Your 2018 Annual Table 1 report should be submitted online via the Web Based Annual Reporting System (WBARS) at [www.wbars.com](http://www.wbars.com).**

For your convenience, the Commission's website features the complete Tax Credit Compliance Manual, the latest tax credit compliance reporting forms, reporting requirements, resident certification package forms, current income limits, the tax credit workshops schedule and online registration process. **You may also register to receive regular WSHFC Compliance updates via email at <http://www.wshfc.org/managers/broadcastemail.htm>.**

If you have made any changes to staff, please update the information in WBARS and notify your Portfolio Analyst of the change.

**Please mail your report to WSHFC, 1000 2<sup>nd</sup> Ave., Ste. 2700, Seattle, WA 98104, attention Asset Management & Compliance Division.**

If Chrystal White is your Portfolio Analyst, mail your report materials to WSHFC, P.O. Box 781, Liberty Lake, WA 99019.

If you require further assistance, contact your Portfolio Analyst. To locate your Portfolio Analyst, go to <http://www.wshfc.org/managers/Other/ProjectAssignments.pdf>.

Sincerely,

*Valeri Pate*

Valeri Pate, Director

Asset Management & Compliance Division

## 2018 Annual Tax Credit Report Checklist - Regular

Property Name: \_\_\_\_\_ OID #: \_\_\_\_\_

### The following documentation is attached in support of the annual report:

- Owner's Annual Certification* (print the **Annual Summary Report/Project Summary Report** from WBARS and the additional *OAC* pages from our website), submitted with Owner's **original** signature in blue ink.
- Annual *Table 1* report submitted via the Combined Funders Annual Reporting System at [www.wbars.com](http://www.wbars.com). Note: Do Not include a printed Table 1 report in your submission.
- Copy of the utility allowance schedule(s) used to determine actual rent payments **for the entire 2018 reporting period**. Please **circle** the amounts used for all buildings in the Project on the allowance schedule. These amounts **must** match what is entered in WBARS.
- Written explanation or completed *Extended Vacancy/Rent-Ready Report*, for all units that were vacant 90 days or more at any time during the reporting year. Explanation must include the date units became vacant, when they became rent ready, and the reason for the extended turn-time and/or vacancy. Note: For any unit that took longer than 30 days to be made rent-ready also include a detailed timeline of the work done in the unit. Any unit not made rent ready within 90-days of vacancy will be reported as noncompliance.
- 2018 move-in certifications for 5% of your total units, (minimum 5 units). If less than 5% of property/5 units turned over in 2018, then submit all move-ins plus re-certifications until you reach 5% or minimum of 5.**
- Move-in package and current certification package for all households whose income exceeded 140% at the first-year re-certification. Include an explanation for the increase.
- Special-Needs Vacancy Report*, with back-up documentation, if the Special-Needs Commitments elected have not been met.
- Affirmative Marketing Report* (if applicable). To find out if your project is required to complete this report, check our web site at:  
<http://www.wshfc.org/managers/Reports/BondReports/BondProjectsWithAWSHFCAffirmativeMarketingReporRequirementList.pdf>
- Homeless/Transitional Report* (if applicable).
- Farm Work Move-in Report* (if applicable).
- Mail your report to WSHFC, 1000 2<sup>nd</sup> Ave., Ste. 2700, Seattle, WA 98104, **attention Asset Management & Compliance Division**.

If Chrystal White is your Portfolio Analyst, mail to WSHFC, P.O. Box 781, Liberty Lake, WA 99019.

Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

## 2018 Annual Tax Credit Report - Regular

Property Name: \_\_\_\_\_ OID #: \_\_\_\_\_

**Reporting Period: January 1, 2018 through December 31, 2018**

**Certifications must include, but are not limited to, the following documents assembled in the following order:**

- *Household Eligibility Certification or RD Form 3560-8 Tenant Certification or HUD 50058/50059*
- *Rental Eligibility Application or HUD or RD equivalent*
- *Authorization to Release Confidential Information*
- **Income verification documentation which must comply with the **Tax Credit Compliance Procedures Manual**, Chapter 5**
- *Verification of assets or **Under \$5000 Asset Certification or Sworn Statement of Net Household Assets** form*
- *Disabled Certification (for projects with the Persons with Disabilities commitment)*
- *Disability Verification if applicable*
- *Age verification for elderly-designated projects*
- *Homeless Certification (if applicable)*
- *Farmworker Household Initial Certification (if applicable)*
- *Student Certification (for projects using RD form 3560-8 or HUD Form 50058 and 50059)*

**Each certification packet should be stapled with one staple in the upper left hand corner. Please DO NOT send additional management forms such as rental application, screening/credit report, Lease, Lease Addendums, medical expenses, recertification notices, copies of social security cards or Birth Certificates (unless used for age verification on senior properties), etc.**

For assistance or copies of the most recent forms and instructions, visit our website  
<http://www.wshfc.org/managers/forms-RC.htm>