

On-Site Year Resident Certifications Request

Reporting Period: January 1, 2019 through December 31, 2019

- Provide a copy of the 2019 certification for the last household to occupy the units listed on the Unit Selection form, **OR** provide the 2018 certification package for the last occupant of any unit vacant for all of 2019.
- **NEW:** Provide a copy of the current lease form being utilized at the property. *Note: Do Not provide a copy of the lease for each unit*
- **Please upload your report documents – including all resident certification packages – electronically within 10 days of the inspection date to the Commission’s secure document upload site. Directions for the upload process are included with this letter. Please carefully review the directions before attempting your upload.** Contact **Chrystal White** with any questions at **(509) 458-2112** or **chrystal.white@wshfc.org**.
- **Include a copy of this list with your submission.**

Certifications must include the following applicable documents assembled in the listed order:

- *Household Eligibility Certification (HEC)*
- *Resident Eligibility Application (REA)*
- *Authorization to Release Confidential Information*
- Income verification documents, compliant with *Chapter 5: Income and Asset Certification* of the Commission’s *Tax Credit Procedures Compliance Manual*
- Verification of assets or *Under \$5000 Asset Certification* or *Sworn Statement of Net Household Assets* form
- *Disabled Status Certification* (for projects with Persons with Disabilities commitment)
- *Disability Verification*, if applicable
- Age verification (Elderly-designated projects)
- *Homeless Certification* (Homeless commitment projects)
- *Farmworker Household Initial Certification* (if applicable)
- *Student Certification* (for projects using HUD Form 50058 and 50059)

OR

- *Annual Self-Certification* plus any of the required forms listed above (e.g., age verification, student forms, etc.)

AND

- **Copies of the current Lease Rider**

Staple each individual certification in the upper left corner. Use a heavy-duty stapler if necessary. Paper clips and binder clips often fail and create chaos in our file room. 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.

Visit our website for copies of the most recent forms and instructions - <http://wshfc.org/managers/forms-RC.htm>



UPLOAD INSTRUCTIONS FOR COMPLIANCE FILES

Make sure that your computer has Internet access and that you have an appropriate Internet browser installed – we recommend the latest version of either Microsoft Internet Explorer or Google Chrome.

Click on the link below to pull up the document upload screen in your browser:

<https://form.jotform.com/63256495431156>

When the link opens in your browser, you should see a screen that looks like this:

A screenshot of a web browser displaying a form titled "File Submission" from the Washington State Housing Finance Commission. The browser's address bar shows the URL "https://form.jotform.com/63256495431156". The form itself has the WSHFC logo and tagline "Opening doors to a better life" at the top. Below this, there are several input fields: "First Name", "Last Name", "OID", "Property Name", "Phone Number" (with sub-fields for "Area Code" and "Phone Number"), "Email", and a "Submit here" section with a "Choose File" button and the text "No file chosen". At the bottom of the form is a "Submit" button and the text "Powered by JotForm".

In the **Name** fields, type your first name in the First Name field, and type your last name in the Last Name field. If you are not the right person for WSHFC to contact in case we have questions about your submittal, type in the name of the appropriate staff person at your agency.

In the **OID #** field, type in the WSHFC OID number for this property.

In the **Property Name** field, type in the name of the property for which you are sending documents. Do not abbreviate, use the full property name.

If you do not know the correct name or OID of the property, look at the **Certificate of Continuing Project Compliance** form you received from WSHFC; the Project Name and the OID # are shown at the top of the first page of the form as shown in this example below:

CERTIFICATE of CONTINUING
PROJECT COMPLIANCE
Bond Part A

PROJECT NAME: <u>Affinity at South Hill</u>	COUNTY: <u>Spokane</u>
STREET: <u>3270 E. 44th Ave</u>	CITY: <u>Spokane</u> ZIP <u>99223</u>
OWNER: <u>Traditions at South Hill, LLC</u>	TELEPHONE: _____
Annual Re-certifications required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	OID #: <u>11-52A</u>

The undersigned does hereby certify the following information is correct for the report period:
January 1, 2016 through December 31, 2016

Enter then your **Phone Number** for the person to contact if we have questions with your submission.

Enter the **Email** of the person that will need to be contacted if there is a question with your submission.

In the **Submit Here** field, click on the **Choose File** button. This will take you to your files on your computer. From your list of files, choose the file you wish to upload and double-click it. This will attach it to the upload screen, and you will see the file name appear in the file field in the Commission's upload screen.

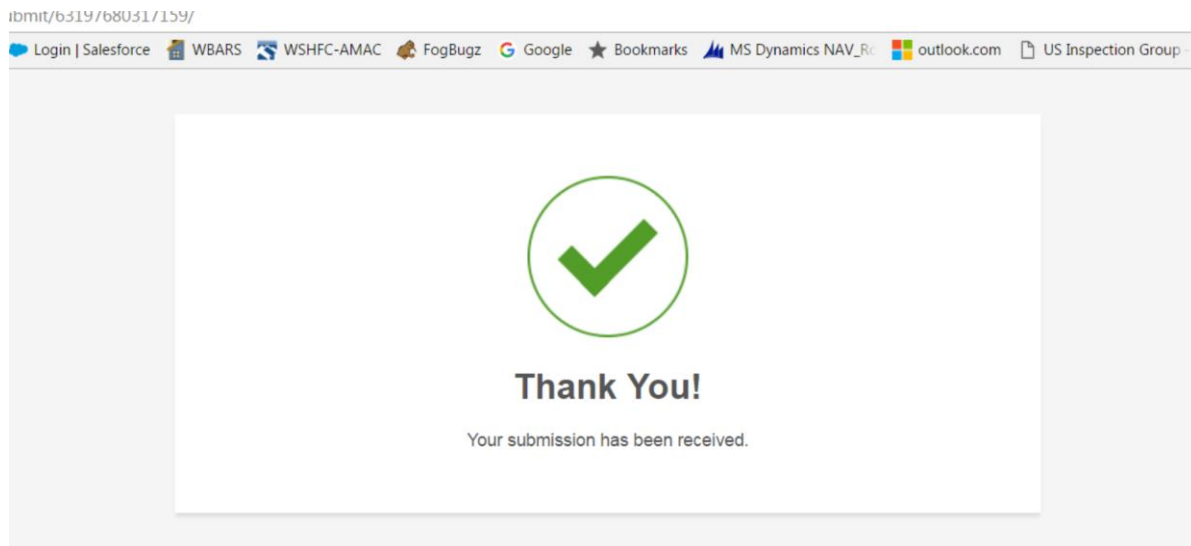
Phone Number -
Area Code Phone Number

Submit here No file chosen

Email
example@example.com

Powered by: IntForm

When your file is attached, click the **Submit** button. After submitting, you should see a screen indicating your submission was successful:



Note that you can only upload and submit one file at a time. To make your submittal easy and to make it easy for WSHFC to find and store your documents, do the following for each project:

For each project, scan each item for your annual report separately, and name it with the property name, then a hyphen, then an abbreviation of the form name. For each resident eligibility or recertification package, scan all the documents relating to that household into a single file, and include the unit number and household name in the file name. See example file names below:

Happy Valley Apts_CCPC Part A.pdf

Happy Valley Apts_Table 1.xls

Happy Valley Apts_Affirmative Mktg Report.pdf

Happy Valley Apts_D108-Green.pdf

Happy Valley Apts_E98-Jones.pdf

(The scanned file for a resident package would include REA, any release forms, third party income and asset documents, Special Needs or Student or Miscellaneous forms as needed, and HEC)

If you have a large number of files associated with a property, another option would be to “zip” all of the files into a single folder that you could then upload to our site. To create a zip file of all your report documents (regardless of file type or size), do the following:

1. Select all the files you want to zip together by holding the CTRL key and clicking on each file name.
2. Click the right-side button on your mouse, and select “Send to” from the menu that appears.
3. Select “Compressed or Zipped Folder” from the secondary menu.
4. This will create a new Zipped Folder, which will show up as a new icon in your file list.
5. Rename the zipped folder with the property name, hyphen and “All Files” after the property name. Example: Happy Valley Apts_All Files.zip
6. When you click on the **Browse/Choose File** button on our upload page, double-click on the zip file, then click the **Submit** button.

