**Washington State
HOUSING FINANCE
COMMISSION**

December 2020

2020 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, 2021. The attached checklist outlines the documentation required to satisfy the annual reporting requirements. Please include this checklist with your report submission**.

Your 2020 Annual Table 1 Report should be submitted online via the Web Based Annual Reporting System (WBARS) at 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.**

NEW THIS YEAR: All report documents and resident certifications must be submitted electronically per the instructions at http://www.wshfc.org/managers/forms-tc.htm**. Please do not send any Tax Credit annual report materials (especially resident packages containing personally identifiable information) to the Commission by email, fax, U.S. postal mail, UPS, Fed Ex, or any other mail service.**

If you have made any changes to staff, please update the contact records in WBARS and notify your Portfolio Analyst of the change. If you require further assistance, contact your property's Portfolio Analyst.   To find your property's Portfolio Analyst, go to **http://www.wshfc.org/managers/Other/ProjectAssignments.pdf.**

Sincerely,

Valeri Pate

Valeri Pate, Director
Asset Management & Compliance Division

2020 Annual Tax Credit Report Checklist - Regular

Property Name: _____ OID #: _____

The following documentation is submitted in support of the annual report:

☐ Annual *Table 1* report submitted via the Combined Funders Annual Reporting System at www.wbars.com. Note: Do Not include a printed Table 1 report in your submission.

Items submitted via electronic portal (submit each item as a separate document in the order listed):

☐ This *2020 Annual Tax Credit Report Checklist – Regular* **completed checklist**

☐ *Owner's Annual Certification* submitted with Owner's original or electronic signature.

☐ Copy of the utility allowance schedule(s) used to determine actual rent payments **for the entire 2020 reporting period**. Please **circle or highlight** the amounts used for all buildings in the Project on the allowance schedule. These amounts **must** match what is entered in WBARS.

☐ *Extended Vacancy/Rent-Ready Report* listing all units that were not rent-ready within 30 days of resident move-out and/or 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.

☐ *Special-Needs Vacancy Report,* with back-up documentation, if the Special-Needs Commitments elected have not been met.

☐ *Farm Work Move-in Report* (if applicable).

☐ *Homeless/Transitional Report* (if applicable).

☐ *Affirmative Marketing Report* (if applicable). To find out if your project is required to complete this report, check our web site at:
wshfc.org/managers/Reports/BondReports/50_BondProjectsWithAWSHFCAffirmativeMarketingReportRequirementList.pdf

☐ Move-in package and current certification package for all households whose income exceeded 140% at the <u>first</u>-year re-certification. Include an explanation for the increase.

☐ **2020 move-in certifications for 5% of your total units, (minimum 5 units, maximum 26 units). If less than 5% of property/5 units turned over in 2020, then submit all move-ins plus enough re-certifications to reach 5% or minimum of 5**.

➢ **NEW THIS YEAR:** Please use this link https://portal.wshfc.org/Forms/AMC-Report to submit all your annual report documents. Instructions on how to use this new system are on our web site at http://www.wshfc.org/managers/forms-tc.htm.

Prepared By: _____ Date: _____

Phone Number: _____ Email: _____

2020 Annual Tax Credit Report - Resident Certification Instructions

Reporting Period: **January 1, 2020 through December 31, 2020**

Resident Certifications should be saved and submitted as separate files in the following format: Unit Number, Resident Last Name. If a property has multiple sites, the Site Name should be listed before the Unit Number.

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

- *Household Eligibility Certification (HEC) or* RD Form 3560-8 Tenant Certification or HUD 50058/50059

- *Rental Eligibility Application (REA) or* HUD or RD equivalent

- *Household Declaration Supplement to REA*

- *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 Status 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)

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