Washington State
HOUSING FINANCE COMMISSION

December 2020

2020 Annual Tax Credit Report – Post-Year 15 or Re-cert Waivers

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.**

Note: Your 2020 Annual Table 1 report should be submitted online via the Web Based Annual Reporting System (WBARS) at www.wbars.com.

Your property has been approved for Post-Year 15 Monitoring Procedures or a Recertification Waiver. The submission of resident certifications is not required at this time. Following a review of the *Owner's Annual Certification* and WBARS Table 1 Report, your Portfolio Analyst will contact you with a selection of resident certifications to be submitted.

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 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 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

2020 Annual Tax Credit Report Checklist – Post-Year 15 or Re-Cert Waiver

Property Name: _____ OID # _____

The following documentation is attached 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 – Post-Year 15 or Re-Cert Waiver* **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 website 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.

➢ **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: _____