



WASHINGTON STATE
**HOUSING FINANCE
COMMISSION**

Date: June 16, 2010
To: All Tax Credit Owners and Managers
From: Tim Sovold
Subject: Annual Table 4 Compliance Report for Year Ending 12/31/2009,
Due June 30th, 2010

The Commission is requesting the **Table 4 (Income and Expenses) Report** for all Tax Credit properties; this information assists us in reviewing current and proposed projects. This report is also collected by our funding partners at King County, City of Seattle Office of Housing, the State Department of Commerce, the City of Tacoma, and Snohomish County.

As with Table 1 earlier this year, you will submit this information via WBARS (www.wbars.com); the Table 4 report tab is on the Report page along with the report tabs for Tables 1-3. Remember that data can only be entered by the individuals named as the Onsite Manager and/or the Property Manager for each project. If you have an Onsite Manager named for your project, that person will have to enter the Table 4 data before submitting to Property Manager level. Alternately, the Onsite Manager can simply submit the Table 4 to the Property Manager level without entering any data – then your Property Manager can enter the data into the report before submitting to the Owner level.

Note that there are extensive instructions in the Pages Notes for Table 4, which can be found at the bottom of the screen in WBARS (below all the report fields). These same instructions are found in the *Page by Page Instructions* document (starting on page 15) found on WSHFC's WBARS webpage at: <http://www.wshfc.org/managers/wbars.htm>.

For any additional questions about Table 4 or related WBARS issues, please contact your project's Compliance Officer. The report is due **June 30, 2010**.

Sincerely,

Tim Sovold

Tim Sovold, Director
Compliance & Preservation Division
Washington State Housing Finance Commission