

WASHINGTON STATE HOUSING FINANCE COMMISSION  
LOW INCOME HOUSING TAX CREDIT PROGRAM

The Asset Management & Compliance Division has converted our **Extended Vacancy/Rent Ready Report** into a new Table in WBARS, **Table 5 – EVRR Report**. The table has the same deadline as Table 1, i.e., January 31st of each year. Table 5 will be available for editing as of December 9, 2024.

Any units on the current year Table 1 which show vacant days more than 30 will trigger WBARS to roll those unit records into the new Table 5 EVRR report. Table 5 will be a required submission whenever there are any unit records which meet the vacancy criteria. WBARS users will not need to enter unit records into Table 5, as WBARS will identify and populate the relevant unit records from Table 1 into Table 5.

For each unit record shown on Table 5, users will need to click on the **Unit ID** to open the record, then will need to enter the **Rent-Ready Date**. Users will also need to provide complete explanations and timelines under the **Comments** sections for affected units.

Like the other reports in WBARS, Table 5 has a download option which will create an Excel file of the data for download when a user clicks on the Download icon in the top right corner of the report page.

Users will be using Table 5 to report vacancies and rent-ready information as of the January 2025 submission period (for the 2024 reporting period). For any questions regarding the use of Table 5, please contact your property's monitoring Portfolio Analyst.