

Checklist for Projects Placing-In-Service

Please refer to Chapter 8 of the *Policies* to ensure that the Placed-In-Service Document's you submit meet the Commission's requirements

	Item	Included	WSHFC Review
1	Compliance Certificates from a Commission Sponsored Class		
2	Executed Property Management Agreement		
3.	MOU Homeless service provider (required for all projects with units set aside for the Homeless)		
4	Current Partnership or Operating Agreement (LP, LLC Agreements, Certificate of L.P., or Corporate Resolutions)		
5	Financing Documents for all permanent financing in Exhibit A-2 (The Commission prefers promissory notes)		
6	Recorded Regulatory Agreement or Amendment		
7	Final Title report demonstrating the Commission in first lien position		
8	Donation to Support Local Housing <ul style="list-style-type: none"> • Certifications • Acceptance letter from recipient • Copy of cancelled check 		
9	Final Cost Certification Documents <ul style="list-style-type: none"> • CPA Report and Owner's Final Cost Certification Form • Certificates of Occupancy • 15 year operating pro-forma 		
10	Evergreen Standards Documentation (Only applies to Projects that do not contain Housing Trust Funds) <ul style="list-style-type: none"> • Final Owner and Architect Certification • Sustainable Development Outline Form • Evergreen Final Report 		
11	Second Half of Tax Credit Fee (4% TC projects only) (Fee is calculated with Owner's approval of IRS Form 8609)		

Note: Please upload your Placed-In-Service (PIS) documents to Cassie Moore at the following link <https://portal.wshfc.org/Forms/ipps>

IRS Form 8609s cannot be released until all documents have been received and will make efforts to release Form 8609s within 90 days.

Questions? Contact Cassie Moore at Cassie.moore@wshfc.org