



*Opening doors to a better life*

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## Overview

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The Multifamily Developer Portal facilitates the application process for developers seeking funding from the Washington State Housing Finance Commission for affordable rental housing. To log in to the Portal you must have a user account.

Not sure if you need a Portal account? View the “When do I use the Portal?” section on our [Multifamily Developer Portal Resources page](#).

## Open Funding Rounds

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If you do not already have a Portal account, you must register for one. View this guide on [Setting Up User Accounts](#) on our Multifamily Developer Portal Resources page.

To find open funding rounds in the Portal:

- Click “Home” in the Portal’s top-level navigation and view the “What’s available now” section; or
- Click “New Application” in the top-level navigation. On the new screen you will see a list of available funding rounds currently accepting applications.

## Applying for Funding

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1. Select the appropriate funding round from the list of available funding rounds on the “New Application” page and click “Begin Application.”
2. If you have other applications in progress, you will be able to review and select those for editing. Otherwise select the checkbox next to “Start a New Application”, scroll down, and click “Continue.”
3. To set up your proposed project in our system, you will be asked to answer a few pre application questions, such as information about any previously submitted funding applications and/or prior financings, your Project’s name, and location. **You will be able to edit these fields later.**
4. After the pre application questions, you will be taken to your application’s checklist.

## Application Checklist Navigation

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The main application page includes basic application information as well as an interactive application checklist. The application checklist includes all the components that are required for your application. As you mark checklist items as “Complete,” the “Remaining Items to Complete” field will automatically update to help you track your application progress.

### Checklist Item Category

There are two checklist item types:

- “General” items will require the applicant to enter specific project data directly into a form. It is strongly recommended that the “General” checklist items be completed in checklist order.
- “Supporting Documents” items will ask the applicant to upload project attachments. These items may be completed in any order.

### Checklist Item Status

The “Status” of an application checklist item indicates whether that item has been worked on and marked as complete by the applicant. The status is “Incomplete” by default. When working on any checklist item, there are 3 options to exit the form:

1. “Mark this Section Complete,” which updates the item’s status to “Complete”; or
2. “Save and Return to Checklist without Marking Complete,” which will leave the item’s status as “Incomplete” **while still saving your input progress in a form**; or
3. Click on the “X” at the top right corner of any checklist item to escape the form without saving your work.

**A note about “Supporting Documents” checklist items: When uploading files in these checklist items, please be sure to click the “Submit” button before exiting the form to avoid losing your uploaded files.**

### Supporting Documents Checklist Item Attachments

For “Supporting Documents” checklist items, you will be able to view documents once uploaded in the embedded file viewer within each checklist item. The total number of successful file attachments for that checklist item will also be displayed in the “Attachments” column next to the checklist item’s status. You will also be able to review all application file uploads in the file viewer below the application checklist.

### Email Application

Email yourself a copy of your application using the “Email Application” button at the top of the screen. The option will also be available during the “Confirm and Submit” process.

## Confirm and Submit

When you are ready to submit your application, click on the “Confirm and Submit” button located at the top of the screen. You will not be able to edit your application once submitted.

## Questions

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For system questions, contact [mhcfportal@wshfc.org](mailto:mhcfportal@wshfc.org)