



Washington State  
HOUSING FINANCE  
COMMISSION

December 2023

### **2023 Annual Tax Credit Report – On-site Year**

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 the Commission by **January 31, 2024**. The attached checklist outlines the documentation required to satisfy the annual reporting requirements. **Please include this checklist with your report submission.**

Your **2023 Annual Table 1 Report** must be submitted online via the Web Based Annual Reporting System (WBARS) at [www.wbars.com](http://www.wbars.com).

**YOUR PROPERTY IS REQUIRED TO HAVE AN ON-SITE INSPECTION DURING CALENDAR YEAR 2024. DO NOT UPLOAD US RESIDENT CERTIFICATIONS IN JANUARY.**

Property management staff will receive an email stating the date and time of the inspection 2 weeks prior to the scheduled date. Advanced notice of selected units cannot be given, per IRS regulations. More information can be found here: [http://www.wshfc.org/managers/prop\\_inspections.htm](http://www.wshfc.org/managers/prop_inspections.htm).

**Following the inspection you will receive a list of resident certifications to submit to the Commission within 10 business days. The list of units will be different than the units inspected. This is true regardless of which agency inspects your property. Your delay in submitting resident certifications after the inspection may be cause for a notice of noncompliance.**

**All annual report documents must be submitted electronically per the SUBMISSION 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. The Commission will not accept any hard copy annual report materials.**

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, please contact your Portfolio Analyst. To locate your Portfolio Analyst, go to <http://www.wshfc.org/managers/Other/ProjectAssignments.pdf>.

Sincerely,  
*Wubet Biratu*  
Wubet Biratu, Director  
Asset Management & Compliance Division

## 2023 Annual Tax Credit Report Checklist - On-site Year

Property Name: \_\_\_\_\_ OID # \_\_\_\_\_

### The following documentation is submitted in support of the annual report:

Annual *Table 1* report submitted via the Combined Funders Annual Reporting System at [www.wbars.com](http://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 *2023 Annual Tax Credit Report Checklist - On-site Year* **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 2023 reporting period**. Please **circle or highlight and then total up** 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).

*Average Income Test Worksheet* (required if Federal Election is Income Averaging).

*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](http://wshfc.org/managers/Reports/BondReports/50_BondProjectsWithAWSHFCAffirmativeMarketingReportRequirementList.pdf)

➤ Note: The move in package and current certification package for 140% households will need to be submitted **AFTER** the site inspection. Include an explanation for the increase.

➤ Please use this link <https://portal.wshfc.org/Forms/AMC-Report> to submit all your annual report documents. Instructions on how to use this system are on our web site at <http://www.wshfc.org/managers/forms-tc.htm> under SUBMISSION INSTRUCTIONS.

Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_