

Annual Report Common Errors

The *Certificate of Continuing Project Compliance Owners Certification*

- The Owner of record did not sign the CCPC. If the authorized signature has changed from the previous year you need to provide a copy of Corporate Resolutions or a copy of the Minutes appointing the new authorized signatory.
- Owner signature is a copy; we require an original signature.
- Question #17 marked "No" when it should be "NA" because the property has no Special-Needs or all were met.
- Units reported as occupied as of 12/31 of the reporting year do not match those on the **Project Summary Report** in WBARS.

Table 1 in WBARS

- Activity for each unit for the entire year not included.
- Yellow validation not explained in **Comments** section on **Table 1 Detail** page.
- Common Area Unit not designated correctly.
- Tax Credit Special-Needs are not indicated correctly.
- Certification dates are missing or incorrect.

Individual Resident Packages

- Income on *Eligibility Certification* does not match income on Table 1.
- Questions on *Rental Eligibility Application* not answered.
- The anticipated income lines on pages 2, 3 and 4 of the *Rental Eligibility Application* are blank when the applicable "Yes" box was checked.
- Corrections made on *Rental Eligibility Application* not initialed by the resident.
- Income of a household member who will be 18 within 12 months of the certification effective date was not included in household income.
- Failure to properly verify and calculate the value and earnings on assets when total assets exceed \$5,000.
- Failure to properly calculate Year-to-Date income.
- Failure to clarify tips with employers in service industries before adding the standard 20%, or not adding any tips at all.

Miscellaneous (but still important)

- Utility Allowance provided does not cover the *entire* report year or match that input into WBARS.
- Writing over Utility Allowances in WBARS rather than adding new allowances.
- Homeless/Transitional Report not submitted when required or not submitted on the provider's stationery.
- Residents who did not declare enough income to pay their portion of the rent.
- No explanation provided for extended vacancy periods.

Refer to *Best Practices* for more information on how to submit a perfect report.