



DATE: January 5, 2012
TO: Property Managers
FROM: Asset Management & Compliance Division
SUBJECT: New and Revised Compliance Forms – #1-2012

Listed below are two new camera-ready and some revised camera-ready forms along with several revised instructions. Please recycle the forms that have been revised (listed below) and begin using the new forms as soon as possible.

If you have questions, comments, or suggestions, please contact Mardi Roberts at 206-287-4425; toll-free within Washington at 800-767-4663; or at mardi.roberts@wshfc.org.

These forms and instructions are available on our website at the link below:
<http://www.wshfc.org/managers/forms-RC.htm>

New! *Household Declaration Supplement to REA*. This form is optional and may be used to clarify who is actually living in the unit.

New! *Cash On-Hand Affidavit*. This form may be used to verify cash on hand when assets are over \$5,000 and the cash needs to be verified.

Revised: *Compliance Forms Checklist* — Added new forms to list. This form lists the order in which files should be submitted to the Commission. This form should not be included with resident packages; it is simply a tool for you to use.

Revised: *Household Eligibility Certification (“HEC”)* — In Part VII, Student Status, changed the order of Student Explanation. Clarified #29 in the HEC instructions.

Revised: *Resident Eligibility Application (“REA”)* — Added line in question #6; clarified #19 in REA instructions.

Revised: *Authorization to Release Confidential Information* — Added Student Status Verification and Child Support.

Revised: *Self-Certification of Annual Income* — Added number of bedrooms in #3.

Revised: *Employment Verification* — Small formatting changes. (Added lines after “Other” and added “E-mail Address.”)

Revised: *Child Support Affidavit* — Modified language in Section I. Added “If court ordered” in Section III. Clarified instructions and under #3 added “Special Mention.”

Revised: *Public Assistance Verification* — Under bottom section, added “Disability Lifeline” and added FIP and ADATSA.

Revised: *Military Pay Verification* — Removed “Quarters” and replaced with Basic Allowance for Housing (BAH); added clothing allowance.

Revised: *Disability Certification Instructions* — Clarified language in the first sentence under “Purpose.”

Revised: *Estrangement Certification* — Changed term from six months to twelve months.

Revised: *Tax Credit Lease Rider* — Changed signature on page two so property representative only have to print his/her name once.