DATE: January 13, 2014
TO: Property Managers
FROM: Asset Management & Compliance Division
SUBJECT: New and Revised Compliance Forms – #1-2014

The Asset Management & Compliance Division has published revisions to several of our resident package forms as of January 2014. Consequently, we are publishing a list of the revisions to aid you in identifying the changes made.

Please refer to the online version of our Resident Certification Package forms, available at http://www.wshfc.org/managers/forms-RC.htm

To be notified immediately when compliance resources have been updated, sign up for our E-News Compliance newsletter at http://www.wshfc.org/managers/BroadcastEmail.htm

**New! Lease Rider for Tax Credit ARRA Project** — Only for tax credit projects financed with ARRA funds.

**Revised: Compliance Forms Checklist** — Added “income-restricted” to Tax Credit properties description beneath Self-Certification of Annual Income check box.

**Revised: Household Eligibility Certification** (“HEC”) — Re-ordered Fulltime Student exceptions to match order in WBARS.

**Revised: Self-Certification of Annual Income** — “Sources of Income” column added to first page.

**Revised: Resident Eligibility Application** (“REA”) — Clarified definitions of “Adult”, reformatted a few areas for clarity.

**Revised: Household Demographics** — Grammatical correction on Instructions page.

**Revised: Self-Employment Income Worksheet** — Slight reformatting for clarity.

**Revised: Real Estate Evaluation Worksheet** — Slight reformatting for clarity.

**Revised: Live-In Aide Agreement** — Removed prohibition against LIA family members living in tax credit units.