



Washington State
HOUSING FINANCE
COMMISSION

December 2020

2020 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 this office by **January 31, 2021**. The attached checklist outlines the documentation required to satisfy the annual reporting requirements. **Please include this checklist with your report submission.**

Your **2020 Annual Table 1 Report** must be submitted online via the Web Based Annual Reporting System (WBARS) at www.wbars.com.

YOUR PROPERTY IS REQUIRED TO HAVE AN ON-SITE INSPECTION DURING CALENDAR YEAR 2021. DO NOT SEND 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.

NEW THIS YEAR: 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.

NEW THIS YEAR: All report documents must be submitted electronically per the 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, fax, U.S. postal mail, UPS, Fed Ex, or any other mail service.

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,
Asset Management & Compliance Division
Washington State Housing Finance Division

2020 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. 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 *2020 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 2020 reporting period**. Please **circle or highlight** 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).
- 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
- ~~Move in package and current certification package for all households whose income exceeded 140% at the first year re-certification. Include an explanation for the increase.~~
- **Update 1/15/2021:** The move in package and current certification package for 140% households will need to be submitted with certifications following the onsite inspection.

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

Prepared By: _____ Date: _____

Phone Number: _____ Email: _____