

Checklist for Projects Placing-In-Service

Please refer to the *Policies* to insure that the Placed-In-Service document's you submit meet the Commission's requirements

Item	Included	WSHFC Review
Compliance Certificates		
Master Lease & Rider		
Election of Gross Rent (only applies if elected before placing in service)		
Property Management Agreement		
Amendments to Partnership documents (LP, LLC Agreements, Certificate of L.P., or Corporate Resolutions) *Please submit large documents double sided		
Recorded Regulatory Agreement (only submit if Commission does not have recorded document)		
Recorded Subordination Agreements		
Financing Documents & Syndication Documents (The Commission prefers promissory notes)		
Donation to Support Local Housing <ul style="list-style-type: none"> • Certifications • Acceptance letter from recipient • Copy of cancelled check 		
Final Title Report (Demonstrating that Regulatory Agreement is in 1 st Position)		
Final Cost Certification Documents* <ul style="list-style-type: none"> • CPA Report • Certificates of Occupancy 		
Evergreen Standards Documentation <ul style="list-style-type: none"> • Final Owner and Architect Certifications • Evergreen project implementation plan 		
Credit Issuance Fee * (Bond projects only) Submit w/ Owner's Approval of IRS Form 8609		

Note: Please submit your Placed-In-Service documents at one time. The Commission will begin its review of Placed-In-Service documents when all the documents have been received. IRS Form 8609s cannot be released until all documents have been received. We will make efforts to release 8609s within 60 days of receipt of all PIS documents.