

Checklist for ARRA 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 from a Commission Sponsored Class		
Master Lease & Rider		
Property Management Agreement		
Amended Regulatory Agreement, if applicable		
Amendments to Partnership documents (LP, LLC Agreements, Certificate of L.P., or Corporate Resolutions) (Please submit large documents double sided)		
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 Cost Certification Documents* <ul style="list-style-type: none"> • CPA Report • Certificates of Occupancy 		
Evergreen Standards documents <ul style="list-style-type: none"> • Final Owner and Architect Certification • Evergreen Project implementation plan 		
Second Half of Credit Issuance Fee * (Bond projects only) (Fee is calculated with 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.