



Washington State  
HOUSING FINANCE  
COMMISSION

December 2024

## 2024 Annual Tax Credit Report – ONSITE 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 the Commission by **January 31, 2025**. The attached checklist outlines the documentation required to satisfy the annual reporting requirements. **Please include this checklist with your report submission.**

Your **2024 Annual Table 1-Tenant Activity Report** should be submitted online via the **Web-Based Annual Reporting System (WBARS)** at [www.wbars.com](http://www.wbars.com).

Your **2024 Annual Table 5 - Extended Vacancy/Rent-Ready Report** should be submitted online via the **Web-Based Annual Reporting System (WBARS)** at [www.wbars.com](http://www.wbars.com). The new **Table 5** report replaces the Commission's **Extended Vacancy/Rent-Ready Report Excel file** previously found on our website.

**YOUR PROPERTY IS REQUIRED TO HAVE A PHYSICAL INSPECTION IN 2025. DO NOT UPLOAD RESIDENT CERTIFICATION FILES 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](http://www.wshfc.org/managers/prop_inspections.htm).

**The property's Portfolio Analyst will contact you when they are ready to review resident certification files. The list of units for file review will be different than the units visited during the physical inspection. Once you've received notification from the property's Portfolio Analyst, you will have two weeks to submit the required resident certifications to the Commission.**

**All annual report documents must be submitted electronically per the SUBMISSION INSTRUCTIONS** at <http://www.wshfc.org/managers/forms-tc.htm>. **Please do not send any Tax Credit annual report materials (especially resident certifications containing personally identifiable information) to the Commission by email. The Commission will not accept any hard copy annual report materials.**

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,  
*Wubet Biratu*  
Wubet Biratu, Director  
Asset Management & Compliance Division

## 2024 Annual Tax Credit Report Checklist – ONSITE YEAR

Property Name: \_\_\_\_\_ OID # \_\_\_\_\_

### The following documentation is submitted in support of the annual report:

- Annual *Table 1 (Tenant Activity)* report submitted via the Combined Funders Annual Reporting System at [www.wbars.com](http://www.wbars.com). Note: Do Not include a printed Table 1 report in your submission.
- Annual *Table 5 (Extended Vacancy/Rent-Ready)* report submitted via the Combined Funders Annual Reporting System at [www.wbars.com](http://www.wbars.com). Note: Do Not include a printed Table 5 report in your submission.

Items to be submitted via web-based portal, link below (submit each item as a separate document in the order listed):

- This *2024 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 2024 reporting period**. Please **circle or highlight and then total up** the amounts used for all buildings in the Project on the allowance schedule. These amounts **must** match what is entered in WBARS.
- 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).
- Average Income Test Worksheet* (required if Federal Election is Income Averaging).
- 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](http://wshfc.org/managers/Reports/BondReports/50_BondProjectsWithAWSHFCAffirmativeMarketingReportRequirementList.pdf)

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

Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_