



WASHINGTON STATE
HOUSING FINANCE
COMMISSION

9% Competitive Housing Credit Application Instructions for 2027

Program Overview

The Commission administers the Low-Income Housing Tax Credit (LIHTC, Housing Credit) program for affordable housing investments across the state. Tax credits are allocated annually during a designated application round. Projects are evaluated against the Policies and then ranked to determine award status.

Program Contacts

Lisa Vatske	MHCF Director
Jacob Richardson	Tax Credit Manager
Ben Brown	Sustainable Energy Lead

Apply for Financing

Visit the [9% Housing Credit program page](#) for program announcements and to access the program's application materials. Applications for the 2027 program year must be submitted in the [Multifamily Developer Portal](#) by noon on **Tuesday, November 3, 2026**.

Application Components

The 2027 9% Competitive Housing Credit Application consists of two parts:

1. **Combined Funders (CF) Application** (narrative questions, forms, and attachments) that the State of Washington, the Commission, King County, Snohomish County, ARCH, and the City of Seattle have agreed to use for the convenience of their applicants. The CF Application itself consists of two files:
 - a. **Combined Funders Application Sections** – This Word document contains instructions for filling out the Combined Funders Application, the narrative question “sections,” and a checklist of required attachments.
 - b. **Combined Funders Application Forms** – This Excel workbook contains the required budgets, pro forma and other numerical parts of the application.
2. **LIHTC Addendum** contains additional questions and information unique to the LIHTC program and not required by the other funders participating in the CF Application. The LIHTC Addendum consists of four parts:
 - a. **LIHTC Addendum Checklist** – This Word document lists the required attachments that are unique to the LIHTC program.



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- b. **LIHTC Addendum Forms** – This Excel workbook contains additional information, including the LIHTC Allocation Scoring criteria, required by the LIHTC program.
- c. **LIHTC Rehab Addendum Forms** – This Excel workbook requests information specific to Rehab projects applying for 9% Housing Tax Credits.
- d. **[Multifamily Developer Portal](#)** – This is the web-based application the Commission uses to receive Bond/Tax Credit and Tax Credit Applications. All application materials should be uploaded via the online application. Note: User registration is required in the Portal to submit your application materials.

Please note: the **application fee** is due no later than 10 business days after the application is submitted or by the application due date, whichever comes first. The application fee must be paid each time a new application is submitted. Invoicing and payment instructions are available in the Portal.

Application Assembly

When compiling your application materials, please use the 9% Housing Tax Credit Application Checklist to organize your files into subfolders (e.g., Rainier Apartments > Project Description > Title Report.pdf). Please refer to the visual below as a guide. When uploading documents into the Multifamily Developer Portal, documents will be group in this way.

Name	Date modified	Type
Project Description	10/10/2024 7:19 PM	File folder
Need & Populations Served	10/10/2024 7:20 PM	File folder
Relocation	10/10/2024 7:20 PM	File folder
Development Budget	10/10/2024 7:20 PM	File folder
Project Financing	10/10/2024 7:20 PM	File folder
Project Operations	10/10/2024 7:20 PM	File folder
Development Team	10/10/2024 7:20 PM	File folder
Services	10/10/2024 7:20 PM	File folder
LIHTC Addendum	10/10/2024 7:20 PM	File folder
LIHTC Rehab Addendum	10/10/2024 7:20 PM	File folder

Naming, File Conventions, and Submittal

Please use the following conventions for your submission:

- Name files with the corresponding name of the documents as described in the 9% Housing Credit Application Checklist. Please do not exceed 260 characters in length including the path to the file for file names.



- All copies of documents must be legible with reasonably sized font and, when applicable, clear signatures and dates.
- All files should be submitted in their original format.
- Submitting your application files: Upload files in the Multifamily Developer Portal by selecting and dragging your file(s) over to the “Upload” button in a “Supporting Document” checklist item. “Drop” your file(s) when the text on the form changes to “Drop files here”. For more information on uploading documents, please visit the [Multifamily Developer Portal Resources](#) webpage.

Questions

Contact Jacob.Richardson@wshfc.org with any application related questions. Contact mhcfportal@wshfc.org with any questions or issues related to the Portal.