

FDIC AFFORDABLE HOUSING DISPOSITION PROGRAM
Monitoring Agency: Phoenix Revitalization Corporation

ANNUAL REPORT CHECKLIST

The Annual Report Period for all AHDP properties is: 01/01 – 12/31 and it is due on or before 01/31 each year.

All properties must submit the following documents unless directed by the monitoring agency.

Annual Report - Required Forms

1. Verification of Information (VOI)	Must be signed and dated by owner or authorized agent.
2. Part A – Compliance Report Summary	All units regardless of designation or occupancy status must be listed. Must be signed and dated by owner or authorized agent.
3. Part B – Unit Status Report	All units regardless of designation or occupancy status must be listed. Must be listed in numerical order.
4. Owner Certification Form	Signed and dated by owner or authorized agent.
5. Dated Property Map	Indicate location of VLI and LI Set Asides on the property.

Qualified Units – Required Forms

1. Tenant Income Certification (TIC)	Signed by everyone in household 18 years and older. Pages 1 and 2.
2. Lease Addendum	Signed by everyone in household 18 years and older. Pages 1 and 2.
3. Tenant Consent and Release	Signed by everyone in household 18 years and older.
4. Income Verification	For each household member 18 years and older or Zero Income Form.
5. Front Page of Current Lease	Must contain; tenant name, date of lease, base rent and gross rent.
6. Rental Assistance Verification	(If applicable) Current verification of rental assistance.

You can submit this report via:

Email: ahdp@phxrevitalization.org

We Transfer: <https://phxrevcorp.wetransfer.com>

Mail: Phoenix Revitalization Corporation 1122 E. Buckeye Road – Suite A1/Mailbox 4, Phoenix, AZ 85034

Drop off: If you would like to deliver your report to our office please give us a call to schedule an appointment.

REMINDERS AND TIPS

Do not submit documents that are not on this checklist.

FDIC/AHDP Required Compliance Forms and Sample Forms available on our website. [AHDP Website](#)

If you need AHDP Training please schedule as soon as possible to meet the submittal deadline. [AHDP Training Request](#)

If you need assistance contact us as soon as possible to meet your submittal deadline.

Please review the last compliance letter received for this property for any notices or corrections before submitting this report.

Only send the number of TIC's for the required set asides. Do not send extras.

Income verification must be within 90 days of the tenants signature and must not be dated older or after tenant signature.

The Effective Date of all TIC's must be within the current reporting period listed above only.

Original signatures required. Electronic signatures not accepted on FDIC / AHDP required forms.

You can have more VLI's then LI's as long as you meet the total number of set asides. VLI's are the priority.

Extensions to submit a report will only be considered in critical situations and only by request from the owner of the property.