

**FDIC AFFORDABLE HOUSING DISPOSITION PROGRAM**  
**Monitoring Agency: Phoenix Revitalization Corporation**

**ANNUAL COMPLIANCE REMINDER NOTICE #1:**

Please see the list below for required documents, information and deadlines to submit this report.

<b>Property Name:</b>		<b>State:</b>				
<b>LURA Term:</b>		<b>Set Aside Requirements:</b>	<b>Total:</b>		<b>VLI/1:</b>	
<b>Annual Report Period:</b>		<b>Annual Monitoring Fees:</b>	<b>Invoice Attached</b>		<b>DUE: 01/15/23</b>	

**ANNUAL REPORT CHECKLIST**

**Annual Report Required Forms**

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

**Forms Required for Each Qualified Unit**

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

**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. <a href="#">AHDP Website</a>
If you need AHDP Training please schedule as soon as possible to meet the submittal deadline. <a href="#">AHDP Training Request</a>
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. <u>Do not send extras.</u>
Income verification must be within 90 days of the tenants signature and must not be dated older or after tenant signature.
Do not submit documents that are not on the checklist.
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: This option is no longer available. Submit reports / fees timely to avoid penalties or further compliance actions