

FDIC AFFORDABLE HOUSING DISPOSITION PROGRAM
Monitoring Agency: Phoenix Revitalization Corporation

ANNUAL REPORT CHECKLIST

1. Verification of Information (VOI)	Signed and dated by owner or authorized agent.
2. Part A – Compliance Report Summary	All units on the property must be listed on form. Signed and dated by owner or authorized agent.
3. Part B – Unit Status Report	All units on the property 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.
6. Tenant Income Certification (TIC)	Signed by everyone in household 18 years and older.
7. Lease Addendum	Signed by everyone in household 18 years and older.
8. Tenant Consent and Release	Signed by everyone in household 18 years and older.
9. Verification of Income	For each household member 18 years and older or zero income form.
10. Front Page of Current Lease	Must contain name of tenant, date of lease, base rent and gross rent.

REMINDERS AND TIPS

- Do not send documents that are not on the checklist.
- Only send the number of TIC's for the required set asides. Do not send extras
- All documents must be within the current reporting period.
- 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.
- Please review the last compliance letter received for this property for any notices before submitting this report.
- If you need assistance or training contact us to schedule as soon as possible to meet your submittal deadline.
- Extensions to submit a report will only be considered in critical situations and only by request from the owner of the property.
- FDIC/AHDP Compliance Forms available at: www.phxrevitalization.org