

**FDIC AFFORDABLE HOUSING DISPOSITION PROGRAM
ANNUAL REPORT REMINDER/CHECKLIST**

Property Name:		State:						
LURA Term:		Set Aside Requirements:	Total:		VLI/1:		LI/2:	
Annual Report Period:	01/01/26 – 12/31/26	DUE: 01/31/27	Annual Monitoring Fees:	Invoice Attached		DUE: 01/15/27		

PROPERTY – ANNUAL REPORT REQUIRED FORMS TO SUBMIT
(WET SIGNATURES REQUIRED-NO ELECTRONIC-DIGITAL-RUBBER STAMP ACCEPTED)

1. Verification of Information (VOI)	Signed / dated by owner or authorized agent
2. Part A – Compliance Report Summary	All units on property listed-Signed / Dated
3. Part B – Unit Status Report	All units on property listed
4. Owner Certification Form	Signed / dated by owner or authorized agent
5. Dated Property Map	Indicate location of all units of the VLI / LI units on the property Signed / dated by owner or authorized agent
6. Rent Roll	As of 12/31/26

QUALIFIED VLI & LI SET UNITS – REQUIRED FORMS TO SUBMIT
(WET SIGNATURES REQUIRED: NO ELECTRONIC – DIGITAL - RUBBER STAMP SIGNATURES ACCEPTED)

1. Tenant Income Certification (TIC) <i>(EFFECTIVE DATE MUST BE IN 2026)</i>	Signed by ALL tenants 18 yrs. & older & owner /authorized agent. All sections should be completed.
2. Lease Addendum	Signed by ALL tenants 18 yrs. & older & owner /authorized agent.
3. Tenant Release and Consent	Signed by ALL tenants 18 yrs. & older
4. Income Verification Documents <i>(YOU MUST SHOW CALCULATIONS)</i>	18yrs + in household: Must be within 90 days of the tenant’s signature on page 1 of the TIC. This should include total household gross income such as SS, Section 8, Pensions, Housing Support from ANY source, Contract Work, Payroll, Child Support, Alimony, Zero Income Form, Recurring Gifts, Self-Declarations, etc.
5. Front Page of Current Lease <i>(SUBMIT PAGES CONTAINING INFO REQUESTED)</i>	Tenant’s name, date of lease, base rent & all charges to gross rent.
6. Rental Assistance Verification (IF APPLICABLE)	Housing Voucher/Veterans/Service Providers/ Sec 8 etc.

FORMS: You are required to use the FDIC forms posted on our PRC website / ALL sections should be completed.

TRAINING: Dates/times for trainings are posted on our website

COMPLIANCE: We suggest you review your most recent report/findings for the property prior to completing this report.

TICS / SUPPORTING DOCUMENTS: Submit the TIC’s for the required set asides. Do not send extras.

TICs/Supporting Docs/Effective Date: Submit VLI & LI certification/re-certification *occupying the unit on **12/31/26.***

SET ASIDE REQUIREMENTS: You can have more VLI’s to count towards your set aside total than required. However, VLI’s are the priority and if you are not meeting your minimum VLI, you are automatically in Non-Compliance.

EXTENSIONS: **NONE** - Submit reports / fees timely to avoid penalties or further compliance enforcement action

Monitoring Agency: Phoenix Revitalization Corp. - Office: (602) 253-6895 - Email: ahdp@phxrevitalization.org