

FDIC AFFORDABLE HOUSING DISPOSITION PROGRAM
Monitoring Agency: Phoenix Revitalization Corporation

BI-MONTHLY COMPLIANCE CHECKLIST

Your property may be placed on Bi-Monthly Reporting if the property has not met the requirements of the LURA.

The property will remain on Bi-Monthly Reporting until the requirements are met or the next Annual Report is due.

All properties must submit the required documents listed and follow the reporting schedule below unless directed by the monitoring agency.

Bi-Monthly Reporting Schedule

| | Reporting Period | Due Date |
|----|------------------------------------|----------|
| 1. | 01/01 – 02/28 | 03/07 |
| 2. | 03/01 – 04/30 | 05/07 |
| 3. | 05/01 – 06/30 | 07/07 |
| 4. | 07/01 – 08/31 | 09/07 |
| 5. | 09/01 – 10/31 | 11/07 |
| | Annual Report Period 01/01 – 12/31 | 01/31 |

Bi-Monthly Report – Required Forms

- 1. Part A- Compliance Summary – Signed/dated by owner or authorized agent.
- 2. Part B- Unit Status Report – All units regardless of designation/occupancy status must be listed in numerical orders.
- 3. Rent Roll – Dated the last day of the Bi-monthly reporting period.
- 4. Narrative: Describe actions you have taken towards compliance.

You can submit this report via:

Email: ahdp@phxrevitalization.org

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

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.

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

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