

FDIC AFFORDABLE HOUSING DISPOSITION PROGRAM
Monitoring Agency: Phoenix Revitalization Corporation
ANNUAL REPORT REMINDER/CHECKLIST:

Property Name:		State:				
LURA Term:		Set Aside Requirements:	Total:		VLI/1:	
Annual Report Period:	01/01/23 – 12/31/23	DUE: 01/31/24	Annual Monitoring Fees:	Invoice Attached	DUE: 01/15/24	

PROPERTY – ANNUAL REPORT REQUIRED FORMS TO SUBMIT
(Do not submit documents that are not on the checklist)

1. Verification of Information (VOI)	Signed / dated by owner or authorized agent / Wet signatures only
2. Part A – Compliance Report Summary	List all units, regardless of designation or occupancy status. Signed / dated by owner or authorized agent / wet signatures only
3. Part B – Unit Status Report	List all units, regardless of designation or occupancy status.
4. Owner Certification Form	Signed / dated by owner or authorized agent / Wet signatures only
5. Dated Property Map	Must show the location of all units on the property and specifically indicate where the VLI and LI Set Asides are located. Signed / dated by owner or authorized agent / wet signatures only

QUALIFIED VLI & LI SET ASIDE UNITS – REQUIRED FORMS TO SUBMIT
(Do not submit documents that are not on the checklist)

1. Tenant Income Certification (TIC)	Signed by everyone 18 years and older and the owner /authorized agent. Pages 1 and 2. / Wet signatures only
2. Lease Addendum	Signed by everyone 18 years and older and the owner /authorized agent. Pages 2. / Wet signatures only
3. Tenant Release and Consent	Signed by everyone 18 years and older and the owner /authorized agent. Pages 2. / Wet signatures only
4. Income Verification Documents	For 18+ in household: paystubs, SS, Pension, Contract Work, etc.
5. Front Page of Current Lease	<i>ONLY SUBMIT PAGES THAT INCLUDE:</i> Tenant’s name, date of lease, base rent and all charges up to gross rent.
6. Rental Assistance Verification	<i>(If applicable)</i> Housing Voucher/Veterans/Service Providers/ Sec 8 etc.

REMINDERS AND TIPS

- FORMS:** You are required to use the FDIC forms posted on our PRC website
- TRAINING:** Dates/times for trainings are posted on our website
- COMPLIANCE:** We recommend you review the 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.
- INCOME DOCUMENTS:** Must be within 90 days of the tenant’s signature on page 1 of the TIC
- TICS/Supporting Docs/Effective Date:** The effective date on the TIC must be within the **2023** year. Submit the VLI & LI documents for the tenants occupying the unit on **12/31/23**.
- SIGN/ATURES:** Wet signatures are required on FDIC forms. Electronic, Docu-Sign, Rubber stamp etc. are not accepted.
- 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:** Not available - Submit reports / fees timely to avoid penalties or further compliance enforcement action

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 MISSOURI NORTH CAROLINA, SOUTH CAROLINA