

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:	01/01/24 – 12/31/24	DUE: 01/31/25	Annual Monitoring Fees:	Invoice Attached	DUE: 01/15/25	

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	*All units on property listed-Signed / Dated, Wet signatures only
3. Part B – Unit Status Report	*All units on property listed
4. Owner Certification Form	*Signed / dated by owner or authorized agent / Wet signatures only
5. Dated Property Map	*Indicate location of all units of the VLI / LI units on the property *Signed / dated by owner or authorized agent / Wet signatures only
6. Rent Roll	*As of 12/31/24

QUALIFIED VLI & LI SET UNITS – REQUIRED FORMS TO SUBMIT

1. Tenant Income Certification (TIC) <i>(The effective date must be in 2024)</i>	Signed by everyone 18 years and older and the owner /authorized agent. Pages 1 and 2. All section to be completed / 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	18yrs + in household: Paystubs, SS, Pension, Zero Inc. etc.
5. Front Page of Current Lease	ONLY SUBMIT PAGES THAT INCLUDE: Tenant’s name, date of lease, base rent and all charges up to gross rent.
7. Rental Assistance Verification	(If applicable) Housing Voucher/Veterans/Service Providers/ Sec 8 etc.

REMINDERS

FORMS: You are required to use the FDIC forms posted on our PRC website

SIGNATURES: Wet signatures are required on FDIC forms. Electronic, Docu-Sign, Rubber Stamp etc. are not accepted.

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.

INCOME DOCUMENTS: Must be within 90 days of the tenant’s signature on page 1 of the TIC.

TICs/Supporting Docs/Effective Date: Submit most recent certification/re-certification for the VLI & LI tenants *occupying the unit on 12/31/24.*

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

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