

Annual Reporting

- I. [Tax Credit Reporting Instructions](#)

- II. [Tax Credit Decontrol Reporting Instructions](#)

- III. [Transitional/Emergency/Special Needs Housing Reporting Instructions](#)

I. Tax Credit Reporting Instructions

Owners of Tax Credit properties (including Rural Development properties with Tax Credits) must certify to the state agency **annually** that their properties were in compliance with IRC Section 42 for the preceding 12 months. The report must declare, under penalties of perjury, that the information provided is true, accurate and in compliance with the requirements of the IRC.

Virginia Housing sends the Tax Credit Annual Report Monitoring Process, using Adobe Sign, a leader in electronic signature and document security. This method expedites the process for both our external users and Virginia Housing. With this tool, it is easy to track documents every step of the way. The **invoices and annual forms** are **sent via email** first to the designated management agent contact to complete and approve electronically. Then the system sends it directly to the designated owner contact to sign. Please carefully review the prefilled information on the documents and make any necessary updates in the specified areas on the forms.

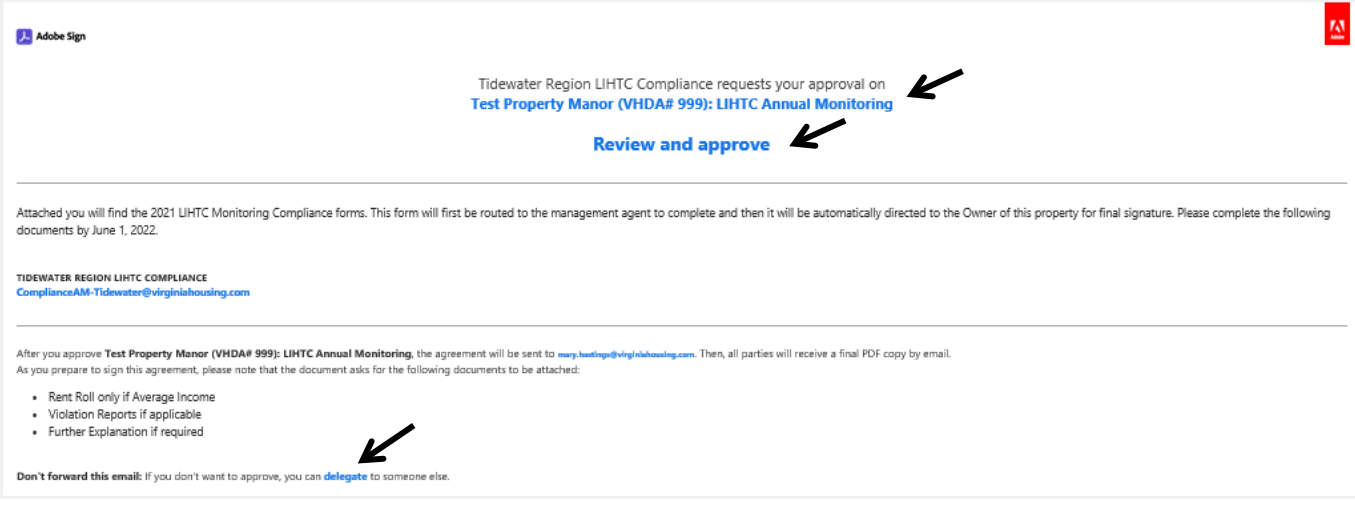

One of the quickest and most efficient ways to communicate with our customers is by publishing information on the internet. To that end, please make it a part of your process when questions come up or you are looking for forms to first consult www.virginiahousing.com. We will be making an effort to update it regularly and if you should have suggestions on items to include there, please let us know.

It is important for the management agent and owner to review annual forms for accuracy and completeness before submission. The forms cannot be updated or changed after they are submitted to the owner for approval.

Instructions specific to Management Agents: [Click Here](#)

Instruction specific to Owners: [Click Here](#)

Receipt of the Invoice and Forms from Virginia Housing

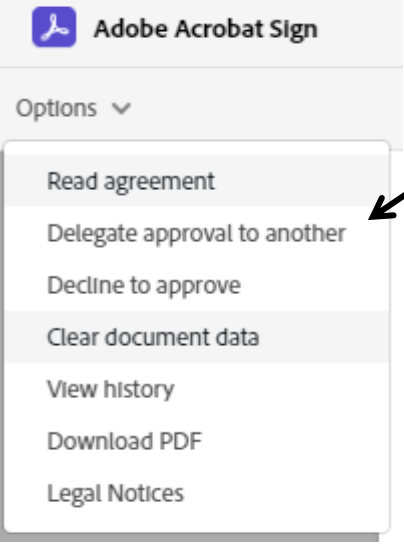
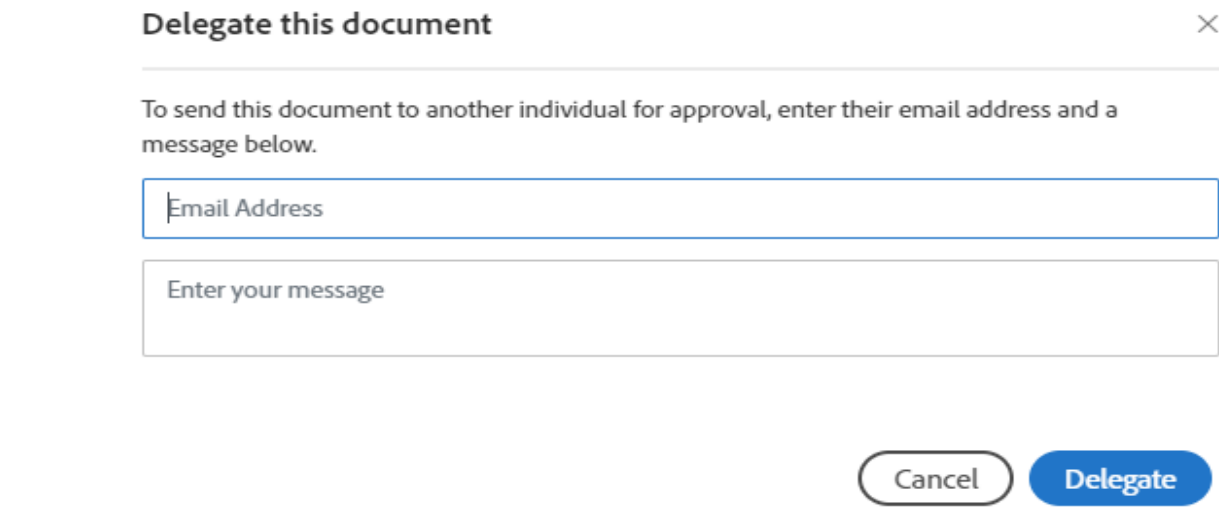
Step	Requirement								
1	<p>The management agent contact in our records will receive an email from <Region> LIHTC Compliance <adobesign@adobesign.com> containing a link to Adobe Sign. Your property’s location determines the region. Click on either blue link to access the property’s annual forms or if you would like someone else in your management company to complete the form, you may delegate to another person with the link at the bottom.</p> 								
2	<p>When you click on either link, you will be redirected to Adobe Sign via your internet browser. You must acknowledge Adobe’s Terms of Use at the bottom of the page by selecting Continue.</p>  <thead> <tr> <th>Number of LIHTC Units</th> <th>Description</th> <th>Amount per Unit</th> <th>Total Amount</th> </tr> </thead> <tbody> <tr> <td>48</td> <td>Annual Monitoring Fee</td> <td>\$35.00</td> <td>\$1,680.00</td> </tr> </tbody>	Number of LIHTC Units	Description	Amount per Unit	Total Amount	48	Annual Monitoring Fee	\$35.00	\$1,680.00
Number of LIHTC Units	Description	Amount per Unit	Total Amount						
48	Annual Monitoring Fee	\$35.00	\$1,680.00						

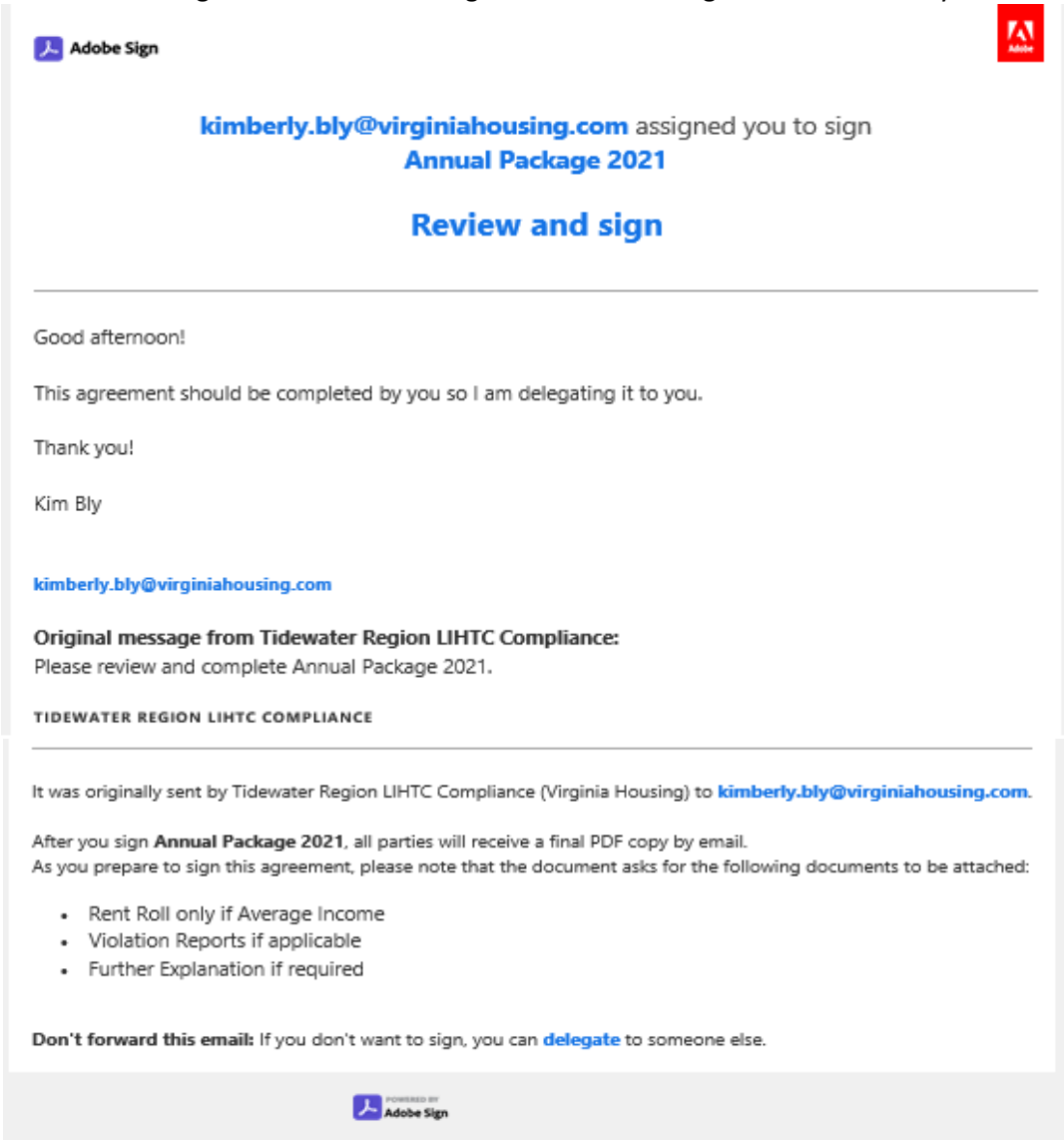
 A note below the table states: 'The total fee calculation, includes all low-income tax credit units, including approved exempt units, and excludes market units in the project. Exempt units must be approved by Virginia Housing for full-time employees in the tax credit project or security personnel.' At the bottom, there is a 'Continue' button and a disclaimer: 'By clicking continue, I acknowledge that I have read and agree to the Adobe Terms of Use. See our Privacy Policy for details on our privacy practices.'
 ' data-bbox="135 500 965 820"/>

| 3 | The packet you will see contain the following: - Invoice for the property’s monitoring fee - Project Information Report - Owner’s Certificate of Continuing Compliance |

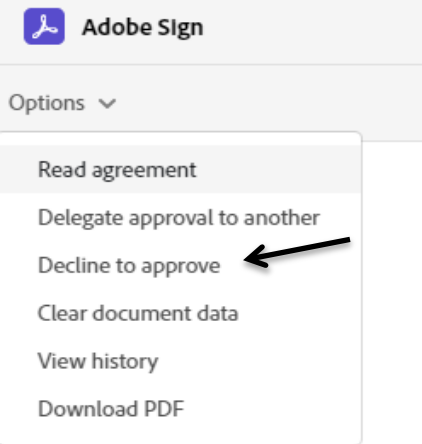
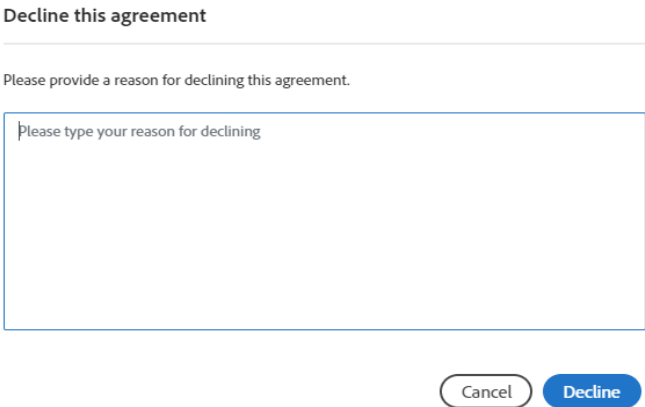
Step	Requirement
4	For the purposes of this monitoring report process, the management agent completes and approves the form, then the owner signs it.

Delegation of the Email to Another


Step	Requirement
1	<p>If the email comes to you, but you would like someone else in your management company to complete the form, you may delegate to another person. DO NOT FORWARD THE ORIGINAL EMAIL. Forwarding will invalidate the legal process of this form.</p> <p>Instead click on the delegate option within the original email or click on Options in the top left of the Adobe Sign screen. Then select Delegate approval to another.</p>  <p>The screenshot shows the Adobe Acrobat Sign interface. At the top, there is a header with the Adobe Acrobat Sign logo. Below it is a dropdown menu labeled 'Options' with a downward arrow. The dropdown menu is open, showing several options: 'Read agreement', 'Delegate approval to another', 'Decline to approve', 'Clear document data', 'View history', 'Download PDF', and 'Legal Notices'. An arrow points to the 'Delegate approval to another' option.</p>
2	<p>Once selected, a window will pop up. Enter the new approver’s email address and a message to go along with the email. Then select Delegate.</p>  <p>The screenshot shows a dialog box titled 'Delegate this document' with a close button (X) in the top right corner. Below the title bar, there is a text prompt: 'To send this document to another individual for approval, enter their email address and a message below.' There are two input fields: the first is labeled 'Email Address' and the second is labeled 'Enter your message'. At the bottom right of the dialog box, there are two buttons: 'Cancel' and 'Delegate'.</p>

Step	Requirement
3	<p>The person you selected will get a version of the original email indicating that it came from you.</p> 
4	<p>The form process will continue as it would for the original addressee, but is now legally being signed by the new delegated person.</p>

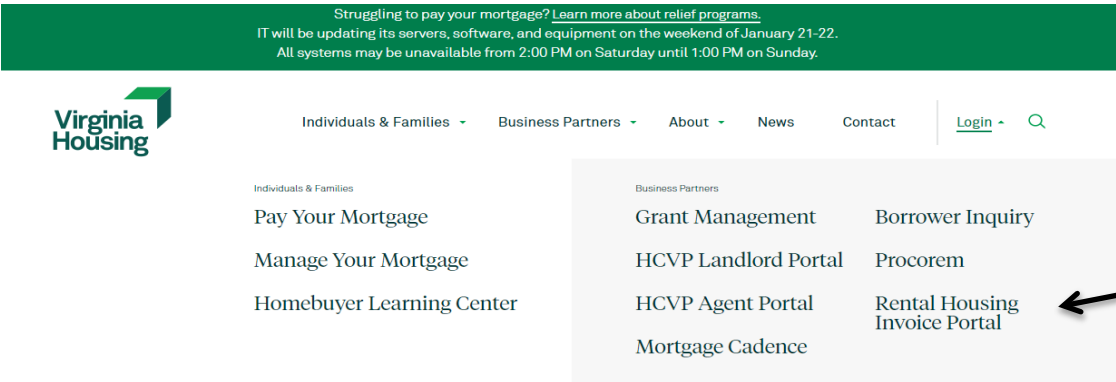
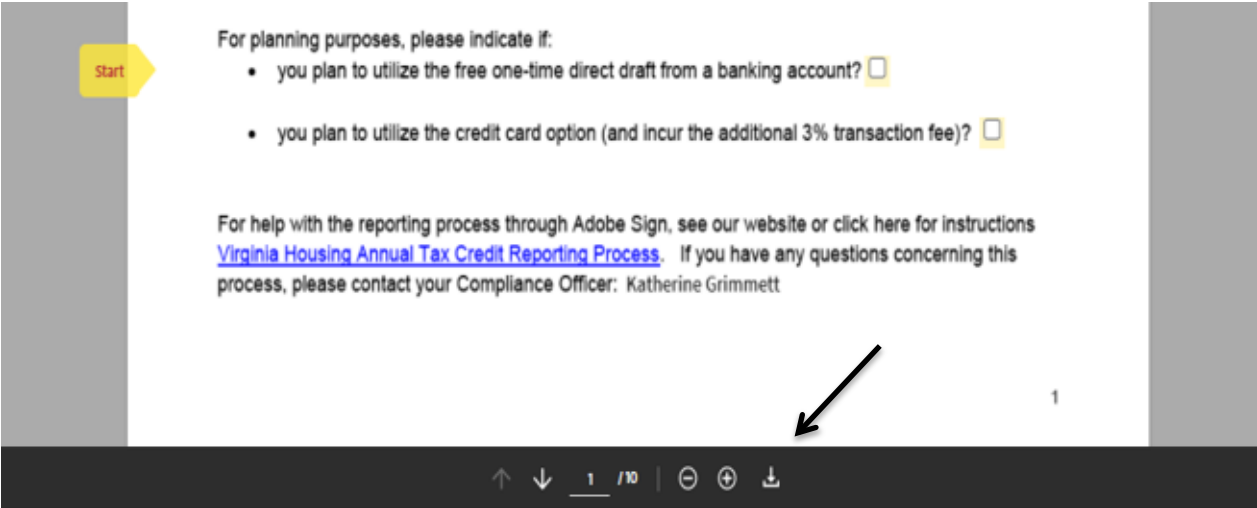
Declining to Participate in the Adobe Sign Process

Step	Requirement
1	<p>If the email comes to you but you do not wish to approve/sign through the Adobe process or this property does not belong to you, you may decline the email.</p> <p>Click on the link within the original email. Then click on Options in the top left of the Adobe Sign screen. Then click Decline to approve.</p>  <p>The screenshot shows the Adobe Sign interface. At the top left, there is a header with the Adobe Sign logo and the text 'Adobe Sign'. Below this is a dropdown menu labeled 'Options' with a downward arrow. The dropdown menu is open, showing several options: 'Read agreement', 'Delegate approval to another', 'Decline to approve', 'Clear document data', 'View history', and 'Download PDF'. A black arrow points to the 'Decline to approve' option.</p>
2	<p>Once selected, a window will pop up, please indicate the reason for declining this document as an email message will be sent to Virginia Housing with a copy to you. Virginia Housing will contact you, if necessary, to determine the next course of action.</p>  <p>The screenshot shows a dialog box titled 'Decline this agreement'. Below the title is a horizontal line. Underneath, it says 'Please provide a reason for declining this agreement.' followed by a large text input field with the placeholder text 'Please type your reason for declining'. At the bottom right of the dialog box are two buttons: 'Cancel' and 'Decline'.</p>


Processing the Invoice

Step	Requirement								
1	<p>The standard invoice is included in the Adobe Sign form.</p> <div style="text-align: center;">  <div style="float: right;"> <h2 style="margin: 0;">INVOICE</h2> <p style="margin: 0;">Today's Date: January 9, 2023</p> <p style="margin: 0;">Invoice# 929-2874</p> </div> </div> <p>Bill to: Braddock Whiting Reynolds LP</p> <p>For Property: Braddock Whiting Reynolds</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Number of LIHTC Units</th> <th style="width: 45%;">Description</th> <th style="width: 15%;">Amount per Unit</th> <th style="width: 25%;">Total Amount</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">48</td> <td>Annual Monitoring Fee</td> <td style="text-align: center;">\$35.00</td> <td style="text-align: center;">\$1,680.00</td> </tr> </tbody> </table> <p style="font-size: small; margin-top: 5px;"><i>The total fee calculation, includes all low-income tax credit units, including approved exempt units, and excludes market units in the project. Exempt units must be approved by Virginia Housing for full-time employees in the tax credit project or security personnel.</i></p> <p>Note: Annual Monitoring Fee for 12 months</p> <p>Virginia Housing implemented a new electronic invoice payment portal to collect fees in 2023. This portal provides options to set up a free, one time direct draft from a banking account <u>or</u> charge to a credit card (for an additional 3% transaction fee). Virginia Housing is using a banking provider and no account information will be stored after the transaction is complete. The payment portal also provides an immediate payment confirmation. We encourage electronic payment of all fees, where possible.</p> <p>To pay this invoice online, go to our website or click below: Rental Housing Invoice Portal Access <div style="float: right; border: 1px solid black; padding: 2px; margin-top: 5px;"> Virginia Housing Registration Code 863 </div> </p> <p>For instructions on this process, go to RH Invoice Instructions </p> <p>or send a check, including copy of the invoice, to:</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <p>Virginia Housing Attn: RH Servicing Fees P.O. Box 5127 Richmond, VA 23220</p> </div> <div style="width: 45%; font-size: small;"> <p><i>All previous banking information has changed. Please do not use prior year's information.</i></p> </div> </div> <p>All forms and fees must be received by Virginia Housing no later than March 10, 2023. If the fee is not received by the deadline, a late fee will apply.</p> <p>For instructions to help with the reporting process through Adobe Sign, see our website or click here: Virginia Housing Annual Tax Credit Reporting Process. If you have any additional questions concerning this process, please contact your Compliance Officer: Robinette Cole</p>	Number of LIHTC Units	Description	Amount per Unit	Total Amount	48	Annual Monitoring Fee	\$35.00	\$1,680.00
Number of LIHTC Units	Description	Amount per Unit	Total Amount						
48	Annual Monitoring Fee	\$35.00	\$1,680.00						

Step	Requirement										
2	<p>Each property participating in the Tax Credit program must pay annual compliance monitoring fees to Virginia Housing. The Tax Credit monitoring fee for each property type is automatically calculated based on the total number of required Tax Credit qualified units. Approved Exempt units are included in this calculation.</p> <table border="1" data-bbox="224 321 1284 541"> <thead> <tr> <th data-bbox="224 321 472 359">Per Unit Fee</th> <th data-bbox="472 321 1284 359">Type of Property</th> </tr> </thead> <tbody> <tr> <td data-bbox="224 359 472 432">\$25.00</td> <td data-bbox="472 359 1284 432">All Rural Development properties in the 1st 15 year compliance period</td> </tr> <tr> <td data-bbox="224 432 472 470">\$35.00</td> <td data-bbox="472 432 1284 470">All other properties in the 1st 15 year compliance period</td> </tr> <tr> <td data-bbox="224 470 472 508">\$10.00</td> <td data-bbox="472 470 1284 508">All Rural Development properties in the EUA period</td> </tr> <tr> <td data-bbox="224 508 472 541">\$20.00</td> <td data-bbox="472 508 1284 541">All other properties in the EUA period</td> </tr> </tbody> </table>	Per Unit Fee	Type of Property	\$25.00	All Rural Development properties in the 1st 15 year compliance period	\$35.00	All other properties in the 1st 15 year compliance period	\$10.00	All Rural Development properties in the EUA period	\$20.00	All other properties in the EUA period
Per Unit Fee	Type of Property										
\$25.00	All Rural Development properties in the 1st 15 year compliance period										
\$35.00	All other properties in the 1st 15 year compliance period										
\$10.00	All Rural Development properties in the EUA period										
\$20.00	All other properties in the EUA period										
3	<p>Owners of Tax Credit properties that have placed all buildings in service and have begun the credit period on all buildings must submit monitoring fees.</p> <p>Properties that are under construction, undergoing rehab or in lease up and the owner is not claiming credits on all of the buildings <u>should not</u> submit monitoring fees.</p> <p>Although no fee is paid until after all buildings have been placed in service and all buildings have begun the 10-year credit period, packets must still be completed as much as possible by the due date.</p>										
4	<p>Owners should submit payments via our new invoice portal. This portal provides options to set up a free one-time direct draft from a banking account or charge to a credit card (for an additional 3% transaction fee).</p>										

Step	Requirement		
5	<p>Links to the invoice portal, the invoice portal instructions, and these instructions can be found on the property's invoice:</p> <p>To pay this invoice online, go to our website or click below: Rental Housing Invoice Portal Access</p> <table border="1" data-bbox="954 310 1094 403"> <tr> <td>Virginia Housing Registration Code</td> </tr> <tr> <td>863</td> </tr> </table> <p>For instructions on this process, go to RH Invoice Instructions</p> <p>or send a check, including a copy of the invoice, to:</p> <p>Virginia Housing Attn: RH Servicing Fees P.O. Box 5127 Richmond, VA 23220</p> <p><i>All previous banking information has changed. Please do not use prior year's information.</i></p> <p>All forms and fees must be received by Virginia Housing no later than March 10, 2023. If the fee is not received by the deadline, a late fee will apply.</p> <p>For instructions to help with the reporting process through Adobe Sign, see our website or click he Virginia Housing Annual Tax Credit Reporting Process. If you have any additional questions</p> <p>You can also access the invoice portal by visiting our Virginia Housing website and clicking Login in the top right corner of the page and then Rental Housing Invoice Portal from the dropdown</p> 	Virginia Housing Registration Code	863
Virginia Housing Registration Code			
863			
6	<p>If you need to print a copy of the invoice, hover at the bottom of the opened form within Adobe Sign. The black bar will appear. Click on the download icon. The form will download as a PDF to your PC.</p> 		

Completing the Project Information Form



Step	Requirement																																																																																													
1	<p>Scrolling past the invoice in Adobe Sign, you will see the Project Information Report for this property. This form contains information about the property and management agent. This form can only be completed by the management agent contact.</p> <div style="text-align: center;">  <h3 style="margin: 0;">2021 LIHTC Project Information Report</h3> </div> <p>VHDA# 999 : Test Property Manor</p> <p>Management Agent: Please review our current information and provide any updates or corrections here.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">1. Property Information</th> <th style="width: 30%;">Current Information at Virginia Housing</th> <th style="width: 40%;">Enter any updates or corrections here:</th> </tr> </thead> <tbody> <tr> <td>Property Physical Address</td> <td>230 Main Street Buena Vista, VA 24416</td> <td><input type="text"/> <input type="text"/> St: VA Zip: <input type="text"/></td> </tr> <tr> <td>Mailing Address (if different)</td> <td></td> <td><input type="text"/> <input type="text"/> St: <input type="text"/> Zip: <input type="text"/></td> </tr> <tr> <td>Property Main Phone</td> <td>(540) 261-9999</td> <td><input type="text"/></td> </tr> <tr> <td>Property General Email (if available)</td> <td>SampleProperty@SampleCO.com</td> <td><input type="text"/></td> </tr> <tr> <td>Property Website</td> <td>www.SampleCO.com</td> <td><input type="text"/></td> </tr> <tr> <td colspan="3">Primary Site Contact:</td> </tr> <tr> <td>Name</td> <td>Jackie Gibson</td> <td><input type="text"/></td> </tr> <tr> <td>Title</td> <td></td> <td><input type="text"/></td> </tr> <tr> <td>Phone</td> <td>(540) 464-8888</td> <td><input type="text"/></td> </tr> <tr> <td>Cell (if available)</td> <td></td> <td><input type="text"/></td> </tr> <tr> <td>Email</td> <td>TESTProp@sampleco.com</td> <td><input type="text"/></td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">2. Management Agent Information</th> <th style="width: 30%;">Current Information at Virginia Housing</th> <th style="width: 40%;">Enter any updates or corrections here:</th> </tr> </thead> <tbody> <tr> <td>Management Entity Name:</td> <td>Sample CO, LLC</td> <td><input type="text"/></td> </tr> <tr> <td colspan="3">Primary Compliance Contact:</td> </tr> <tr> <td>Name</td> <td>Gina Jones</td> <td><input type="text"/></td> </tr> <tr> <td>Title</td> <td>V.P. Sample CO, LLC</td> <td><input type="text"/></td> </tr> <tr> <td>Phone</td> <td>(540) 249-9999</td> <td><input type="text"/></td> </tr> <tr> <td>Cell (if available)</td> <td>(540) 820-9999</td> <td><input type="text"/></td> </tr> <tr> <td>Email</td> <td>gjones@SampleCo.com</td> <td><input type="text"/></td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Management Agent Information</th> <th style="width: 30%;">Current Information at Virginia Housing</th> <th style="width: 40%;">Enter any updates or corrections here:</th> </tr> </thead> <tbody> <tr> <td colspan="3">Primary Contact for Asset Management:</td> </tr> <tr> <td>Name</td> <td>Marilyn Smith</td> <td><input type="text"/></td> </tr> <tr> <td>Title</td> <td>Asst VP Sample CO, LLC</td> <td><input type="text"/></td> </tr> <tr> <td>Phone</td> <td>(540) 249-9999</td> <td><input type="text"/></td> </tr> <tr> <td>Cell (if available)</td> <td>(540) 820-7999</td> <td><input type="text"/></td> </tr> <tr> <td>Email</td> <td>Msmith@SampleCo.com</td> <td><input type="text"/></td> </tr> <tr> <td colspan="3">The person listed below should receive this annual package for management.</td> </tr> <tr> <td>Name</td> <td>Jessica Martin</td> <td><input type="text"/></td> </tr> <tr> <td>Title</td> <td>V.P. Sample CO, LLC</td> <td><input type="text"/></td> </tr> <tr> <td>Email</td> <td>Jmartin@SampleCo.com</td> <td><input type="text"/></td> </tr> </tbody> </table> <p>Note: Owner Entity information is provided on the Owner Certification. Indicate changes or corrections there.</p>	1. Property Information	Current Information at Virginia Housing	Enter any updates or corrections here:	Property Physical Address	230 Main Street Buena Vista, VA 24416	<input type="text"/> <input type="text"/> St: VA Zip: <input type="text"/>	Mailing Address (if different)		<input type="text"/> <input type="text"/> St: <input type="text"/> Zip: <input type="text"/>	Property Main Phone	(540) 261-9999	<input type="text"/>	Property General Email (if available)	SampleProperty@SampleCO.com	<input type="text"/>	Property Website	www.SampleCO.com	<input type="text"/>	Primary Site Contact:			Name	Jackie Gibson	<input type="text"/>	Title		<input type="text"/>	Phone	(540) 464-8888	<input type="text"/>	Cell (if available)		<input type="text"/>	Email	TESTProp@sampleco.com	<input type="text"/>	2. Management Agent Information	Current Information at Virginia Housing	Enter any updates or corrections here:	Management Entity Name:	Sample CO, LLC	<input type="text"/>	Primary Compliance Contact:			Name	Gina Jones	<input type="text"/>	Title	V.P. Sample CO, LLC	<input type="text"/>	Phone	(540) 249-9999	<input type="text"/>	Cell (if available)	(540) 820-9999	<input type="text"/>	Email	gjones@SampleCo.com	<input type="text"/>	Management Agent Information	Current Information at Virginia Housing	Enter any updates or corrections here:	Primary Contact for Asset Management:			Name	Marilyn Smith	<input type="text"/>	Title	Asst VP Sample CO, LLC	<input type="text"/>	Phone	(540) 249-9999	<input type="text"/>	Cell (if available)	(540) 820-7999	<input type="text"/>	Email	Msmith@SampleCo.com	<input type="text"/>	The person listed below should receive this annual package for management.			Name	Jessica Martin	<input type="text"/>	Title	V.P. Sample CO, LLC	<input type="text"/>	Email	Jmartin@SampleCo.com	<input type="text"/>
1. Property Information	Current Information at Virginia Housing	Enter any updates or corrections here:																																																																																												
Property Physical Address	230 Main Street Buena Vista, VA 24416	<input type="text"/> <input type="text"/> St: VA Zip: <input type="text"/>																																																																																												
Mailing Address (if different)		<input type="text"/> <input type="text"/> St: <input type="text"/> Zip: <input type="text"/>																																																																																												
Property Main Phone	(540) 261-9999	<input type="text"/>																																																																																												
Property General Email (if available)	SampleProperty@SampleCO.com	<input type="text"/>																																																																																												
Property Website	www.SampleCO.com	<input type="text"/>																																																																																												
Primary Site Contact:																																																																																														
Name	Jackie Gibson	<input type="text"/>																																																																																												
Title		<input type="text"/>																																																																																												
Phone	(540) 464-8888	<input type="text"/>																																																																																												
Cell (if available)		<input type="text"/>																																																																																												
Email	TESTProp@sampleco.com	<input type="text"/>																																																																																												
2. Management Agent Information	Current Information at Virginia Housing	Enter any updates or corrections here:																																																																																												
Management Entity Name:	Sample CO, LLC	<input type="text"/>																																																																																												
Primary Compliance Contact:																																																																																														
Name	Gina Jones	<input type="text"/>																																																																																												
Title	V.P. Sample CO, LLC	<input type="text"/>																																																																																												
Phone	(540) 249-9999	<input type="text"/>																																																																																												
Cell (if available)	(540) 820-9999	<input type="text"/>																																																																																												
Email	gjones@SampleCo.com	<input type="text"/>																																																																																												
Management Agent Information	Current Information at Virginia Housing	Enter any updates or corrections here:																																																																																												
Primary Contact for Asset Management:																																																																																														
Name	Marilyn Smith	<input type="text"/>																																																																																												
Title	Asst VP Sample CO, LLC	<input type="text"/>																																																																																												
Phone	(540) 249-9999	<input type="text"/>																																																																																												
Cell (if available)	(540) 820-7999	<input type="text"/>																																																																																												
Email	Msmith@SampleCo.com	<input type="text"/>																																																																																												
The person listed below should receive this annual package for management.																																																																																														
Name	Jessica Martin	<input type="text"/>																																																																																												
Title	V.P. Sample CO, LLC	<input type="text"/>																																																																																												
Email	Jmartin@SampleCo.com	<input type="text"/>																																																																																												

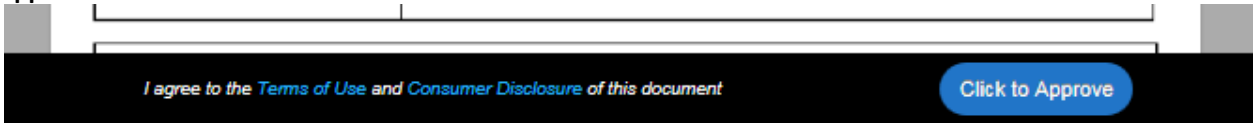

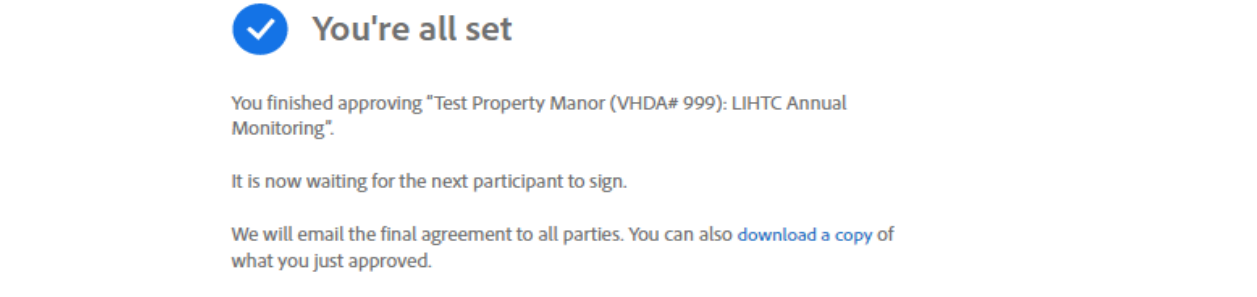
Step	Requirement																								
2	<p>The middle column of this report is prepopulated with the information of record at Virginia Housing and the contacts that the Compliance Officers and the Asset Managers have chosen as their main points of contact. You cannot edit these fields. If there are any changes, please enter your changes in the yellow fields on the right. You only need to update the fields that are incorrect. Once the entire form is signed, by both the management agent and owner, this information will be updated in Virginia Housing’s software systems.</p> <p>The owner contact information is displayed and can be edited on a later page.</p> <p>Note: Once you type into these fields, they are no longer yellow, but you can click back into them to edit.</p>																								
3	<p>Review all portions of the Project Information Report. The fields marked with a red * are required before you can complete your approval.</p> <table border="1" data-bbox="321 590 1295 730"> <thead> <tr> <th data-bbox="321 590 418 680">3. Unit Details</th> <th data-bbox="418 590 565 680">Total Units in Property</th> <th data-bbox="565 590 695 680">Total Market Units</th> <th data-bbox="695 590 938 680">Total TC Qualified Units as of 12/31/2022 (Total Units less Market Units = TC Qualified Units)</th> <th data-bbox="938 590 1089 680">Total TC Vacant Units as of 12/31/2022</th> <th data-bbox="1089 590 1295 680">Total Virginia Housing Approved Exempt Units</th> </tr> </thead> <tbody> <tr> <td></td> <td data-bbox="418 680 565 730">48</td> <td data-bbox="565 680 695 730">0</td> <td data-bbox="695 680 938 730">48</td> <td data-bbox="938 680 1089 730"></td> <td data-bbox="1089 680 1295 730">0</td> </tr> </tbody> </table> <table border="1" data-bbox="321 743 1295 821"> <tr> <td data-bbox="321 743 418 821">Indicate Any Changes</td> <td data-bbox="418 743 565 821"></td> <td data-bbox="565 743 695 821"></td> <td data-bbox="695 743 938 821"></td> <td data-bbox="938 743 1089 821">*</td> <td data-bbox="1089 743 1295 821"></td> </tr> </table> <p data-bbox="321 827 1295 877">Any changes indicated above will be researched by Virginia Housing and the results will be communicated to the Management Agent.</p> <p data-bbox="321 884 1295 919">Check to certify that all current tenant data is entered in HDS NextGen. <input type="checkbox"/></p> <table border="1" data-bbox="321 936 1295 1325"> <thead> <tr> <th data-bbox="321 936 1295 982">4. Utility Allowance</th> </tr> </thead> <tbody> <tr> <td data-bbox="321 982 1295 1024">Utility Allowance Estimates implemented in 2022 as of (MM/DD/YYYY):</td> </tr> <tr> <td data-bbox="321 1024 1295 1100">Utility allowance estimates must be updated at least once annually. Tenant notification, a 90-day review period and Virginia Housing written approval is required before Energy Consumption Model, Local Utility Company or HUD Utility Schedule Model methodologies are used at the site.</td> </tr> <tr> <td data-bbox="321 1100 1295 1142">What methods were used to calculate estimate? Check one or more options:</td> </tr> <tr> <td data-bbox="321 1142 1295 1276"> <input type="checkbox"/> Energy Consumption Model <input type="checkbox"/> PHA <input type="checkbox"/> Local Utility Company <input type="checkbox"/> RD <input type="checkbox"/> HUD Utility Schedule Model <input type="checkbox"/> HUD </td> </tr> <tr> <td data-bbox="321 1276 1295 1325">OR Check if all Utilities are included in Rent. <input type="checkbox"/></td> </tr> </tbody> </table>	3. Unit Details	Total Units in Property	Total Market Units	Total TC Qualified Units as of 12/31/2022 (Total Units less Market Units = TC Qualified Units)	Total TC Vacant Units as of 12/31/2022	Total Virginia Housing Approved Exempt Units		48	0	48		0	Indicate Any Changes				*		4. Utility Allowance	Utility Allowance Estimates implemented in 2022 as of (MM/DD/YYYY):	Utility allowance estimates must be updated at least once annually. Tenant notification, a 90-day review period and Virginia Housing written approval is required before Energy Consumption Model, Local Utility Company or HUD Utility Schedule Model methodologies are used at the site.	What methods were used to calculate estimate? Check one or more options:	<input type="checkbox"/> Energy Consumption Model <input type="checkbox"/> PHA <input type="checkbox"/> Local Utility Company <input type="checkbox"/> RD <input type="checkbox"/> HUD Utility Schedule Model <input type="checkbox"/> HUD	OR Check if all Utilities are included in Rent. <input type="checkbox"/>
3. Unit Details	Total Units in Property	Total Market Units	Total TC Qualified Units as of 12/31/2022 (Total Units less Market Units = TC Qualified Units)	Total TC Vacant Units as of 12/31/2022	Total Virginia Housing Approved Exempt Units																				
	48	0	48		0																				
Indicate Any Changes				*																					
4. Utility Allowance																									
Utility Allowance Estimates implemented in 2022 as of (MM/DD/YYYY):																									
Utility allowance estimates must be updated at least once annually. Tenant notification, a 90-day review period and Virginia Housing written approval is required before Energy Consumption Model, Local Utility Company or HUD Utility Schedule Model methodologies are used at the site.																									
What methods were used to calculate estimate? Check one or more options:																									
<input type="checkbox"/> Energy Consumption Model <input type="checkbox"/> PHA <input type="checkbox"/> Local Utility Company <input type="checkbox"/> RD <input type="checkbox"/> HUD Utility Schedule Model <input type="checkbox"/> HUD																									
OR Check if all Utilities are included in Rent. <input type="checkbox"/>																									
4	<p>SAVING BEFORE COMPLETING</p> <p>If you leave Adobe Sign before completing all the fields, it will automatically save your previous entries. Click on the link within your email to return to Adobe Sign. Your previous responses will no longer be highlighted in yellow, but you can still click on them to edit.</p>																								

Updating of the Owner Certification by Management Agent

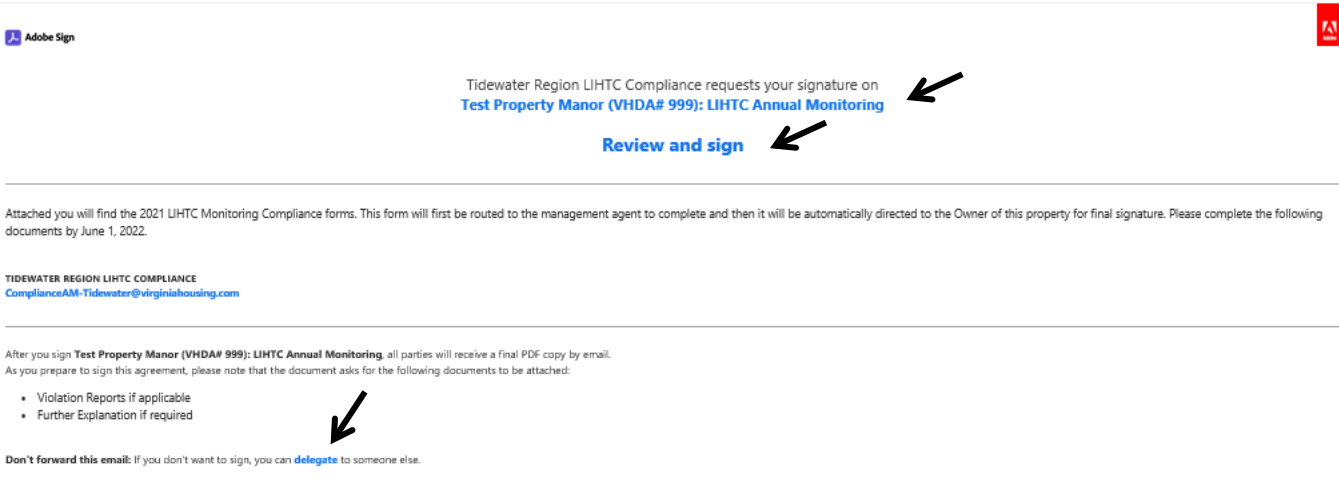
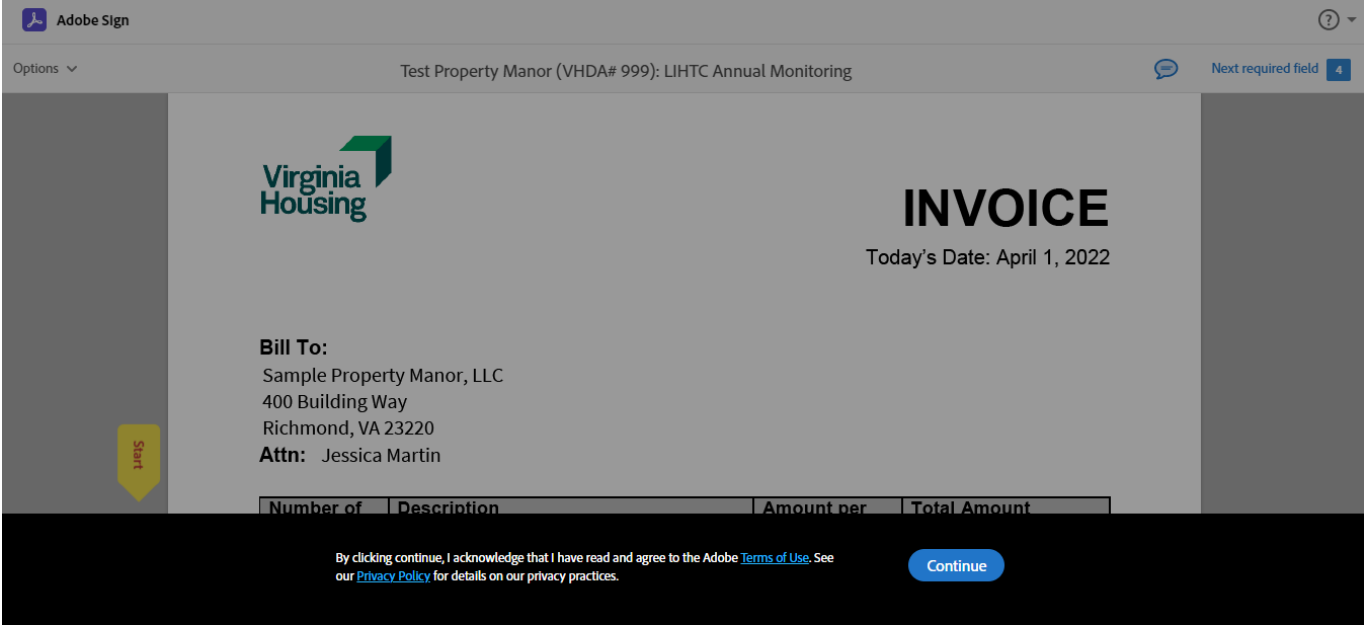
Step	Requirement																		
1	<p>The next pages of the form contain the Owner's Certification of continuing compliance.</p> <p style="text-align: center;">2022 OWNER'S CERTIFICATE OF CONTINUING PROGRAM COMPLIANCE</p> <p>To: VIRGINIA HOUSING DEVELOPMENT AUTHORITY</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Certification Dates</td> <td style="width: 40%;">From: January 1, 2022</td> <td style="width: 40%;">To: December 31, 2022</td> </tr> <tr> <td>Project Name:</td> <td>Braddock Whiting Reynolds</td> <td>Lowest BIN</td> </tr> <tr> <td>Tax ID# of Ownership Entity</td> <td colspan="2">200451927</td> </tr> </table> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <input type="checkbox"/> Check if ALL buildings have now been Placed in Service and ready for occupancy by 12/31. If this is the first year of the Compliance Period (Years 1-15), please confirm you have sent a signed copy of your IRS Form 8609, with Part II completed and signed to Virginia Housing. Contact your assigned Compliance Officer if you have any questions. If the above does not apply, do not complete questions 1-16. Proceed to Ownership Information. </div> <p>1. The project meets the minimum requirements of: (check one)</p> <p><input type="checkbox"/> The 20 – 50 test under Section 42(g)(1)(A) of the Code</p> <p><input type="checkbox"/> The 40 – 60 test under Section 42(g)(1)(B) of the Code</p> <p><input type="checkbox"/> The Average Income Test under Section 42(g)(1)(c) of the Code Click to Attach If AIT: Rent Roll and Occupancy ...</p> <p>If the project selected the Average Income test and all buildings have placed in service as of 12/31, attach the property Rent Roll and HDS NextGen Occupancy and Demographics report showing unit designations, identifying the Qualified Group of Units, Excluded Units and Unit Designation changes for the reporting year as of 12/31/2022. See the instructions included within Virginia Housing Annual Tax Credit Reporting Process</p> <p><input type="checkbox"/> The 15 – 40 test for "deep rent-skewed" projects under Section 42(g)(4) and 142(d)(4)(B) of the Code</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th>#</th> <th>Statement</th> <th>Response</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">2</td> <td> There has been no change in the applicable fraction (as defined in Section 42(c)(1)(B)) for any building in the project. (If "Change", list the applicable fraction to be reported to the IRS for <u>each building</u> in the project for the certification year on page 7, or attach supplemental documents.) Any unit that is inhabitable or is occupied or previously occupied by an ineligible tenant as of 12/31/2022 is not included in the applicable fraction. </td> <td style="text-align: center;">Select... ▼</td> </tr> <tr> <td style="text-align: center;">3</td> <td>The owner has received a Tenant Income Certification from each low-income resident and documentation to support that certification at initial occupancy. If annual recertification is applicable, the owner has received a Tenant Income Certification and documentation to support that certification. (If "No", explain on page 7.)</td> <td style="text-align: center;">Select... ▼</td> </tr> </tbody> </table>	Certification Dates	From: January 1, 2022	To: December 31, 2022	Project Name:	Braddock Whiting Reynolds	Lowest BIN	Tax ID# of Ownership Entity	200451927		#	Statement	Response	2	There has been no change in the applicable fraction (as defined in Section 42(c)(1)(B)) for any building in the project. (If "Change", list the applicable fraction to be reported to the IRS for <u>each building</u> in the project for the certification year on page 7, or attach supplemental documents.) Any unit that is inhabitable or is occupied or previously occupied by an ineligible tenant as of 12/31/2022 is not included in the applicable fraction.	Select... ▼	3	The owner has received a Tenant Income Certification from each low-income resident and documentation to support that certification at initial occupancy. If annual recertification is applicable, the owner has received a Tenant Income Certification and documentation to support that certification. (If "No", explain on page 7.)	Select... ▼
Certification Dates	From: January 1, 2022	To: December 31, 2022																	
Project Name:	Braddock Whiting Reynolds	Lowest BIN																	
Tax ID# of Ownership Entity	200451927																		
#	Statement	Response																	
2	There has been no change in the applicable fraction (as defined in Section 42(c)(1)(B)) for any building in the project. (If "Change", list the applicable fraction to be reported to the IRS for <u>each building</u> in the project for the certification year on page 7, or attach supplemental documents.) Any unit that is inhabitable or is occupied or previously occupied by an ineligible tenant as of 12/31/2022 is not included in the applicable fraction.	Select... ▼																	
3	The owner has received a Tenant Income Certification from each low-income resident and documentation to support that certification at initial occupancy. If annual recertification is applicable, the owner has received a Tenant Income Certification and documentation to support that certification. (If "No", explain on page 7.)	Select... ▼																	
2	<p>Prior to sending the form on to the owner contact, the management agent may complete any of the fields on the owner certification.</p> <p style="color: red;">NOTE: If the management agent does complete the fields, the owner contact will NOT be able to edit the values before signing. If any errors are discovered, the owner must indicate them in the Owner Comments box at the end of the Certification or contact Virginia Housing.</p>																		

Management Agent Completes Their Portion of the Form

Step	Requirement
1	<p>Once all the fields have been reviewed, the management agent will go to the last page. Click in the signature box. You may type your name for Adobe to create a version of your signature or you may draw your name using your mouse or touchpad.</p> <div data-bbox="240 388 1299 478"><p>STOP! Have you reviewed all the data provided? Once submitted, changes cannot be made without restarting the entire process.</p></div> <div data-bbox="240 510 1365 1104"><p>MANAGEMENT AGENT:</p><p>By approving this document, you will be forwarding this form to the Owner Contact below for signature: Owner Email: Mary.hastings@virginiahousing.com</p><p>By: <input type="text" value="Click here to sign"/> Printed Name: <input type="text"/></p><p>Title: <input type="text"/> Date: Apr 4, 2022</p><p>Company: <input type="text" value="Enter your company name"/></p></div> <div data-bbox="310 1104 1224 1188"><p>Type Draw Image Mobile</p></div> <div data-bbox="337 1220 407 1392"></div> <p data-bbox="537 1346 997 1392">Type your signature here</p> <p data-bbox="915 1493 1190 1541">Close Apply</p>

Step	Requirement
2	<p>Fill out your title and your company's name. Once all the fields marked with the red * are complete, you may Click to Approve.</p>  <p>This step along with the IP address of the computer you are using allows Adobe Sign to create a legal version of your signature and provide a stamp of authorization.</p> <p>mary hastings E-signed 2022-04-04 03:48PM EDT mary.hastings@virginiahousing.com Virginia Housing</p> 
3	<p>Adobe Sign will provide the following message and an email will be sent on to the owner's email to complete the remaining fields and sign.</p> 
4	<p>Once the owner has completed their signature, a completed copy of the form will be emailed to the management agent, owner contact, and Virginia Housing.</p>

Owner Receives Email

Step	Requirement
1	<p>The designated owner contact in our records will receive an email from VHDA LIHTC -<Region> containing a link to Adobe Sign.</p>  <p>The individual signing this Certification MUST be a legal representative of the ownership entity to which tax credits were awarded.</p> <p>If you wish to delegate this task to another individual, <u>Do Not Forward This Email</u>. That will nullify the legal signature. Instead, select the “delegate” link at the bottom of the email or click here for instructions.</p>
2	<p>When you click on either link, you will be redirected to Adobe Sign via your internet browser. You must acknowledge Adobe’s Terms of Use at the bottom of the page by selecting Continue.</p> 

Step	Requirement																		
3	<p>The forms you will see contain the following:</p> <ul style="list-style-type: none"> • Invoice for the property’s monitoring fee • Project Information Report • Owner’s Certificate of Continuing Compliance 																		
4	<p>The management agent contact would have already filled in portions of the form. Once filled in, those fields cannot be edited.</p> <p>NOTE: If the owner discovers an error in the fields completed by the management agent, you must indicate them in the Owner Comments box at the end of the Certification or contact Virginia Housing. To maintain the legality of the signatures, the second signer cannot edit the original signer’s information.</p>																		
5	<p>Scroll down to the Owner’s Certificate, reviewing all information entered by the management agent as you go.</p> <div style="text-align: center;"> <p>2022 OWNER’S CERTIFICATE OF CONTINUING PROGRAM COMPLIANCE</p> <p>To: VIRGINIA HOUSING DEVELOPMENT AUTHORITY</p> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Certification Dates</td> <td style="width: 40%;">From: January 1, 2022</td> <td style="width: 30%;">To: December 31, 2022</td> </tr> <tr> <td>Project Name:</td> <td>Braddock Whiting Reynolds</td> <td>Lowest BIN</td> </tr> <tr> <td>Tax ID# of Ownership Entity</td> <td colspan="2">200451927</td> </tr> </table> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <input type="checkbox"/> Check if ALL buildings have now been Placed in Service and ready for occupancy by 12/31. <p>If this is the first year of the Compliance Period (Years 1-15), please confirm you have sent a signed copy of your IRS Form 8609, with Part II completed and signed to Virginia Housing. Contact your assigned Compliance Officer if you have any questions.</p> <p>If the above does not apply, do not complete questions 1-16. Proceed to Ownership Information.</p> </div> <p>1. The project meets the minimum requirements of: (check one)</p> <p><input type="checkbox"/> The 20 – 50 test under Section 42(g)(1)(A) of the Code</p> <p><input type="checkbox"/> The 40 – 60 test under Section 42(g)(1)(B) of the Code</p> <p><input type="checkbox"/> The Average Income Test under Section 42(g)(1)(c) of the Code Click to Attach if AIT: Rent Roll and Occupancy ...</p> <p style="font-size: small;">If the project selected the Average Income test and all buildings have placed in service as of 12/31, attach the property Rent Roll and HDS NextGen Occupancy and Demographics report showing unit designations, identifying the Qualified Group of Units, Excluded Units and Unit Designation changes for the reporting year as of 12/31/2022. See the instructions included within Virginia Housing Annual Tax Credit Reporting Process</p> <p><input type="checkbox"/> The 15 – 40 test for “deep rent-skewed” projects under Section 42(g)(4) and 142(d)(4)(B) of the Code</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th>#</th> <th>Statement</th> <th>Response</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">2</td> <td>There has been no change in the applicable fraction (as defined in Section 42(c)(1)(B)) for any building in the project. (If “Change”, list the applicable fraction to be reported to the IRS for each building in the project for the certification year on page 7, or attach supplemental documents.) Any unit that is inhabitable or is occupied or previously occupied by an ineligible tenant as of 12/31/2022 is not included in the applicable fraction.</td> <td style="text-align: center;">Select... ▼</td> </tr> <tr> <td style="text-align: center;">3</td> <td>The owner has received a Tenant Income Certification from each low-income resident and</td> <td style="text-align: center;">Select... ▼</td> </tr> </tbody> </table>	Certification Dates	From: January 1, 2022	To: December 31, 2022	Project Name:	Braddock Whiting Reynolds	Lowest BIN	Tax ID# of Ownership Entity	200451927		#	Statement	Response	2	There has been no change in the applicable fraction (as defined in Section 42(c)(1)(B)) for any building in the project. (If “Change”, list the applicable fraction to be reported to the IRS for each building in the project for the certification year on page 7, or attach supplemental documents.) Any unit that is inhabitable or is occupied or previously occupied by an ineligible tenant as of 12/31/2022 is not included in the applicable fraction.	Select... ▼	3	The owner has received a Tenant Income Certification from each low-income resident and	Select... ▼
Certification Dates	From: January 1, 2022	To: December 31, 2022																	
Project Name:	Braddock Whiting Reynolds	Lowest BIN																	
Tax ID# of Ownership Entity	200451927																		
#	Statement	Response																	
2	There has been no change in the applicable fraction (as defined in Section 42(c)(1)(B)) for any building in the project. (If “Change”, list the applicable fraction to be reported to the IRS for each building in the project for the certification year on page 7, or attach supplemental documents.) Any unit that is inhabitable or is occupied or previously occupied by an ineligible tenant as of 12/31/2022 is not included in the applicable fraction.	Select... ▼																	
3	The owner has received a Tenant Income Certification from each low-income resident and	Select... ▼																	

Step	Requirement																																										
6	<p>If the management agent completed the Owner’s Certificate, ensure all questions are answered and answered correctly. If the management agent did not complete the Owner’s Certificate, please complete. Once all the fields have been reviewed or completed, the owner representative enters their name at the bottom. A legal stamp will be affixed at the end of the certification.</p> <p>Attach additional supplemental documentation for all “No” or “Change” responses here if further explanation is needed: Click to Attach Further explanations (if required)</p> <p>I, being duly sworn, hereby represent and certify under penalty of perjury that the project is otherwise in compliance with the U.S. Tax Code, any Treasury/IRS Regulations, the applicable state Qualified Allocation Plan, and all other applicable laws, rules, and regulations. The information contained in this statement and the answers to the above questions, including any attachments hereto, are true, correct and complete to the best of my knowledge. I further certify that I have the requisite authority to execute this Owner’s Certificate of Continuing Program Compliance.</p> <p>Name of Owner Entity: Braddock Whiting Reynolds LP</p> <p>Name of Signer:</p> <p><i>(Legal signature will be initiated at the end of this form)</i></p> <p>This certification and any attachments are made under penalty of perjury. Failure to complete this form in its entirety will result in noncompliance with program regulations. The annual owner’s certification must be completed by the project taxpayer (owner), general partner, or a designated signor authorized by the project taxpayer or general partner.</p> <p>Note: The individual signing this Certification MUST be a legal representative of the ownership entity to which tax credits were awarded.</p>																																										
7	<p>Virginia Housing needs updated owner contact information for our software systems and for issues relating to filings with the IRS, as we are required to provide appropriate notification to owners if noncompliance is reported on Forms 8823.</p> <p>Ownership Information: The middle column of this report is prepopulated with the information of record at Virginia Housing. You cannot edit these fields. If there are any changes, please enter your changes in the yellow fields on the right. You only need to update the fields that are incorrect.</p> <p>OWNERSHIP INFORMATION – Who we would contact with owner related questions Review our current information. Provide any updates or corrections for the current owner:</p> <table border="1"> <thead> <tr> <th data-bbox="415 1199 630 1241">Owner Info:</th> <th data-bbox="630 1199 898 1241">Current Information at Virginia Housing</th> <th data-bbox="898 1199 1252 1241">Enter any updates/corrections here:</th> </tr> </thead> <tbody> <tr> <td data-bbox="415 1241 630 1293">Owner Entity Name</td> <td data-bbox="630 1241 898 1293">Sample Property Manor, LLC</td> <td data-bbox="898 1241 1252 1293"></td> </tr> <tr> <td data-bbox="415 1293 630 1381">Owner Entity Address</td> <td data-bbox="630 1293 898 1381">400 Building Way Richmond, VA 23220</td> <td data-bbox="898 1293 1252 1381">St: Zip: </td> </tr> <tr> <td data-bbox="415 1381 630 1423">Owner Entity TIN</td> <td data-bbox="630 1381 898 1423">412235258</td> <td data-bbox="898 1381 1252 1423"></td> </tr> <tr> <td colspan="3" data-bbox="415 1423 1252 1455">Primary Owner Contact:</td> </tr> <tr> <td data-bbox="415 1455 630 1486">Name</td> <td data-bbox="630 1455 898 1486">Alice Lansing</td> <td data-bbox="898 1455 1252 1486"></td> </tr> <tr> <td data-bbox="415 1486 630 1518">Title</td> <td data-bbox="630 1486 898 1518">Owner</td> <td data-bbox="898 1486 1252 1518"></td> </tr> <tr> <td data-bbox="415 1518 630 1549">Phone</td> <td data-bbox="630 1518 898 1549">(281) 292-9999</td> <td data-bbox="898 1518 1252 1549"></td> </tr> <tr> <td data-bbox="415 1549 630 1581">Cell (if available)</td> <td data-bbox="630 1549 898 1581">(713) 906-4444</td> <td data-bbox="898 1549 1252 1581"></td> </tr> <tr> <td data-bbox="415 1581 630 1612">Email</td> <td data-bbox="630 1581 898 1612">Alansing@SampleCo.com</td> <td data-bbox="898 1581 1252 1612"></td> </tr> <tr> <td colspan="3" data-bbox="415 1612 1252 1644">The person listed below should receive this annual package for ownership.</td> </tr> <tr> <td data-bbox="415 1644 630 1675">Name</td> <td data-bbox="630 1644 898 1675">Alice Lansing</td> <td data-bbox="898 1644 1252 1675"></td> </tr> <tr> <td data-bbox="415 1675 630 1707">Title</td> <td data-bbox="630 1675 898 1707">Owner</td> <td data-bbox="898 1675 1252 1707"></td> </tr> <tr> <td data-bbox="415 1707 630 1738">Email</td> <td data-bbox="630 1707 898 1738">Alansing@SampleCo.com</td> <td data-bbox="898 1707 1252 1738"></td> </tr> </tbody> </table>	Owner Info:	Current Information at Virginia Housing	Enter any updates/corrections here:	Owner Entity Name	Sample Property Manor, LLC		Owner Entity Address	400 Building Way Richmond, VA 23220	St: Zip:	Owner Entity TIN	412235258		Primary Owner Contact:			Name	Alice Lansing		Title	Owner		Phone	(281) 292-9999		Cell (if available)	(713) 906-4444		Email	Alansing@SampleCo.com		The person listed below should receive this annual package for ownership.			Name	Alice Lansing		Title	Owner		Email	Alansing@SampleCo.com	
Owner Info:	Current Information at Virginia Housing	Enter any updates/corrections here:																																									
Owner Entity Name	Sample Property Manor, LLC																																										
Owner Entity Address	400 Building Way Richmond, VA 23220	St: Zip:																																									
Owner Entity TIN	412235258																																										
Primary Owner Contact:																																											
Name	Alice Lansing																																										
Title	Owner																																										
Phone	(281) 292-9999																																										
Cell (if available)	(713) 906-4444																																										
Email	Alansing@SampleCo.com																																										
The person listed below should receive this annual package for ownership.																																											
Name	Alice Lansing																																										
Title	Owner																																										
Email	Alansing@SampleCo.com																																										

Step

Requirement

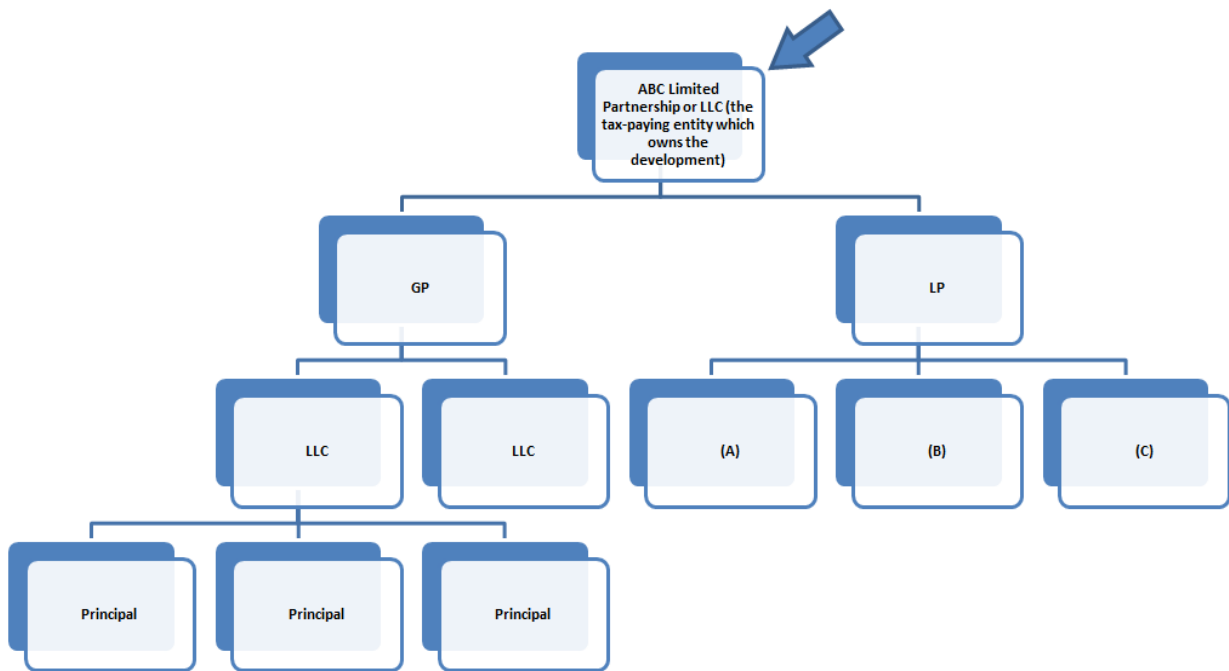
8 If a change in the **tax-paying entity who owns the development** has occurred or will occur Virginia Housing needs to know.

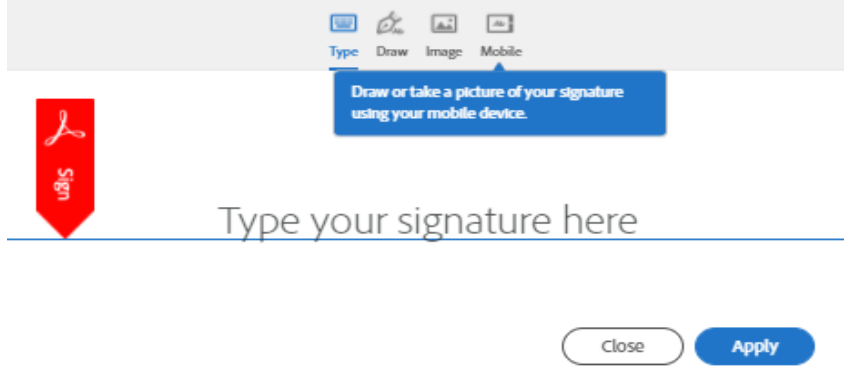
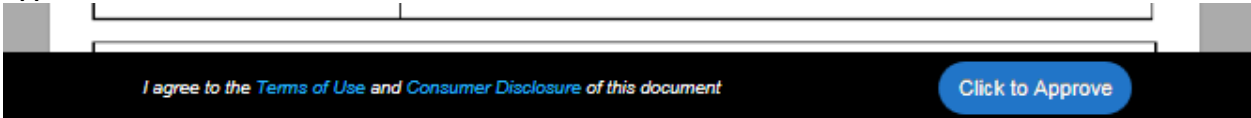

TRANSFER OF OWNERSHIP:







If a change in the ownership entity has occurred within the last 12 months or is expected to occur within the next 12 months, please indicate below:

Date of Change	
New Owner Entity Name	
New Owner Entity TIN	

Sample Ownership Entity Organizational Chart:



Step	Requirement
9	<p>Once all the fields have been reviewed, the owner will go to the last page. Click in the signature box. You may type your name for Adobe to create a version of your signature or you may draw your name using your mouse or touchpad.</p> <p>OWNER:</p> <p>By signing this document, you are agreeing to the information provided within the Owner's Certification for Continued Compliance. This completed form will be forwarded to Virginia Housing with copies to all signing parties.</p> <p>By: <input type="text" value="Click here to sign"/> Printed Name:</p> <p>(Must be owner or a partner in ownership entity)</p> <p>Title: <input type="text"/> Date: Apr 4, 2022</p> <p>Company: <input type="text" value="Enter your company name"/></p>  <p>Note: The individual signing this Certification MUST be a legal representative of the ownership entity to which tax credits were awarded.</p>
10	<p>Fill out your title and your company's name. Once all the fields marked with the red * are complete, you may Click to Approve.</p>  <p>This step along with the IP address of the computer you are using allows Adobe Sign to create a legal version of your signature and provide a stamp of authorization.</p> <p>mary hastings E-signed 2022-04-04 03:48PM EDT mary.hastings@virginiahousing.com Virginia Housing</p> 

Step	Requirement
11	<p>Adobe Sign will provide the following message.</p> <div style="text-align: center;">  <h2 data-bbox="456 310 719 359">You're all set</h2> </div> <p data-bbox="354 417 1114 480">You finished signing "Test Property Manor (VHDA# 999): LIHTC Annual Monitoring".</p> <p data-bbox="354 518 1208 581">We will email the final agreement to all parties. You can also download a copy of what you just signed.</p>
12	<p>An email will be sent to you, the management agent, and Virginia Housing with the completed document attached.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">  Test Property Manor (VHDA# 999)_ LIHTC Annual Monitoring - signed.pdf 935 KB </div> <p>Action Items</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <div style="display: flex; justify-content: space-between;">   </div> <div style="text-align: center; margin-top: 20px;">  <p data-bbox="1053 1010 1227 1035">You're done signing</p> <h3 data-bbox="862 1035 1419 1060">Test Property Manor (VHDA# 999): LIHTC Annual Monitoring</h3> <p data-bbox="1044 1085 1239 1113">Open agreement</p> </div> <hr style="border: 0.5px solid #ccc; margin: 10px 0;"/> <p data-bbox="784 1178 1500 1199">Attached is the final agreement for your reference. You can also open it online to review its activity history.</p> <div style="text-align: center; margin-top: 10px;">  </div> <p data-bbox="769 1293 1159 1310" style="font-size: small;">Need your own documents signed? Adobe Sign can help save you time. Learn more.</p> <p data-bbox="769 1325 1341 1341" style="font-size: x-small;">To ensure that you continue receiving our emails, please add adobesign@adobesign.com to your address book or safe list.</p> </div>

Corrections to Annual Reports

Step	Requirement
1	<p>In the event that corrections are needed, compliance staff may request that the forms be updated and resubmitted to Virginia Housing within ten (10) business days without penalty.</p> <p>If necessary, the owner or management agent representative must contact their property's assigned Compliance Officer before the end of the correction period to get the outstanding issue(s) resolved.</p>
2	<p>If a timely response is not received by the end of the 10 business day correction period, Virginia Housing reserves the right to report the noncompliance to the IRS using Form 8823. According to the 8823 Guide, Chapter 7 Category 11d, noncompliance should be reported if an Owner Failed to Provide Annual Certifications or Provided Incomplete or Inaccurate Certifications.</p>

II. Tax Credit Decontrol Reporting Instructions

Owners of Tax Credit properties in their Decontrol Period (including Rural Development properties with Tax Credits) must certify to the state agency **annually, for three years after the Extended Use Period has ended**, that their properties are adhering to the Decontrol Period protections for existing tenants.

Virginia Housing sends the Tax Credit Decontrol Annual Report Monitoring Process, using Adobe Sign, a leader in electronic signature and document security. This method expedites the process for both our external users and Virginia Housing. With this tool, it is easy to track documents every step of the way. The **annual forms** are **sent via email** first to the designate management agent contact to complete and approve electronically. Then the system sends it directly to the designate owner contact to sign. Please carefully review the prefilled information on the documents and make any necessary updates in the specified areas on the forms.

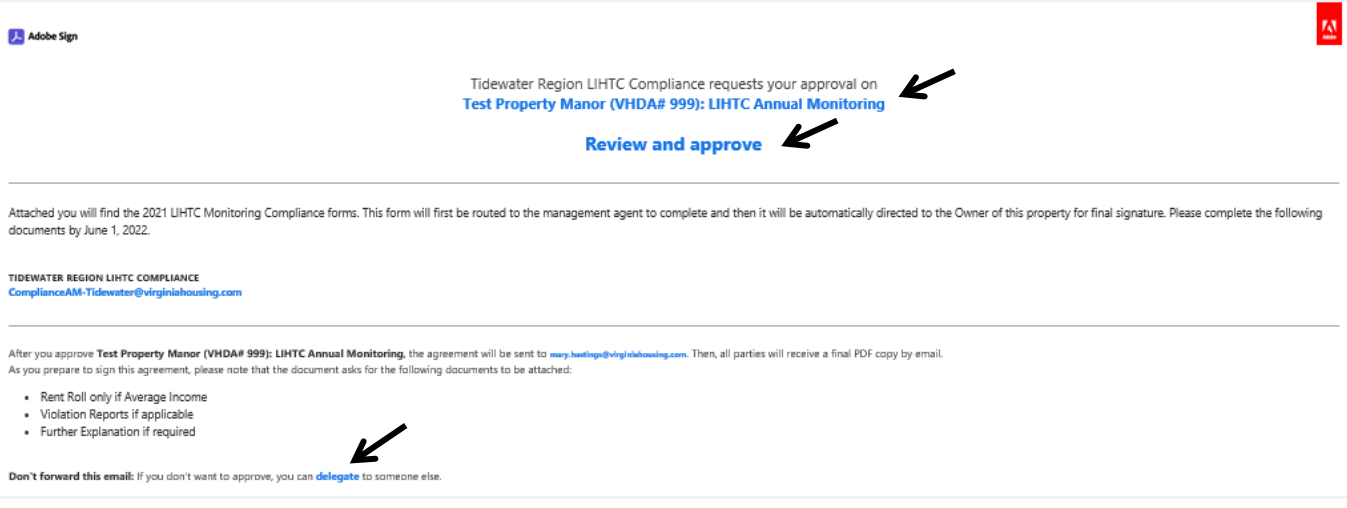
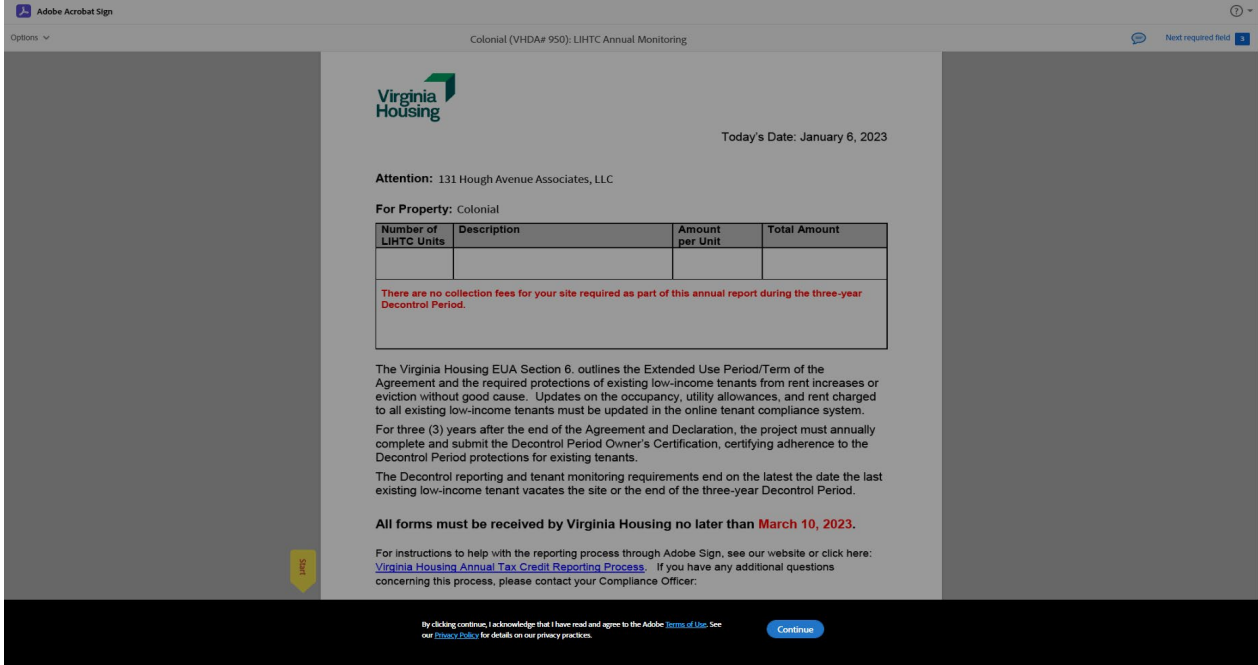
One of the quickest and most efficient ways to communicate with our customers is by publishing information on the internet. To that end, please make it a part of your process when questions come up or you are looking for forms to first consult www.virginiahousing.com. We will be making an effort to update it regularly and if you should have suggestions on items to include there, please let us know.

It is important for the management agent and owner to review annual forms for accuracy and completeness before submission. The forms cannot be updated or changed after they are submitted to the owner for approval.

Instructions specific to Management Agents: [Click Here](#)

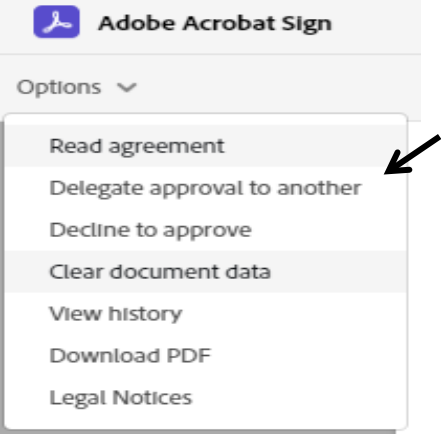
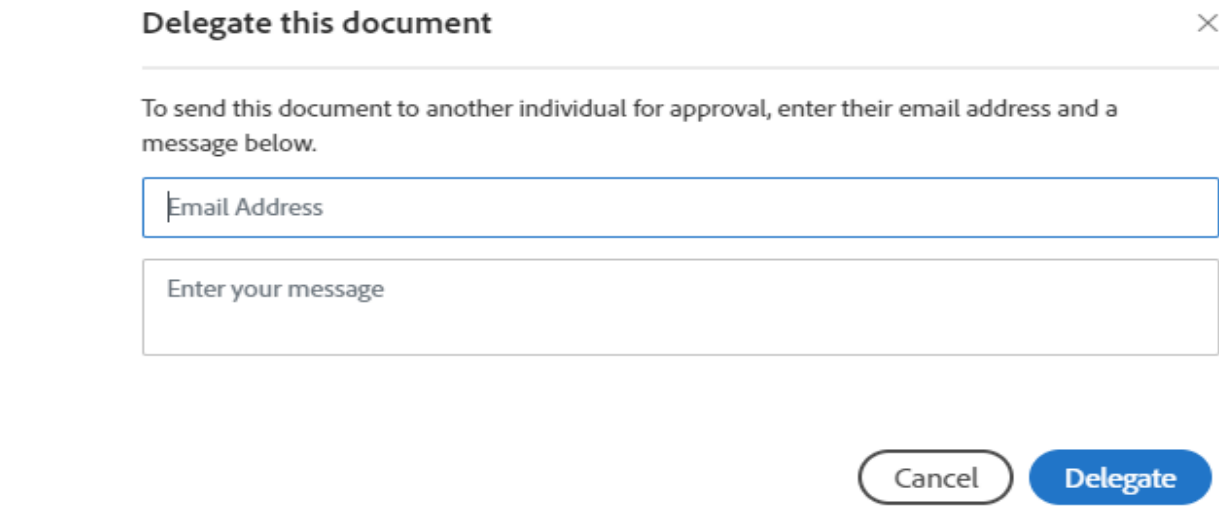
Instruction specific to Owners: [Click Here](#)

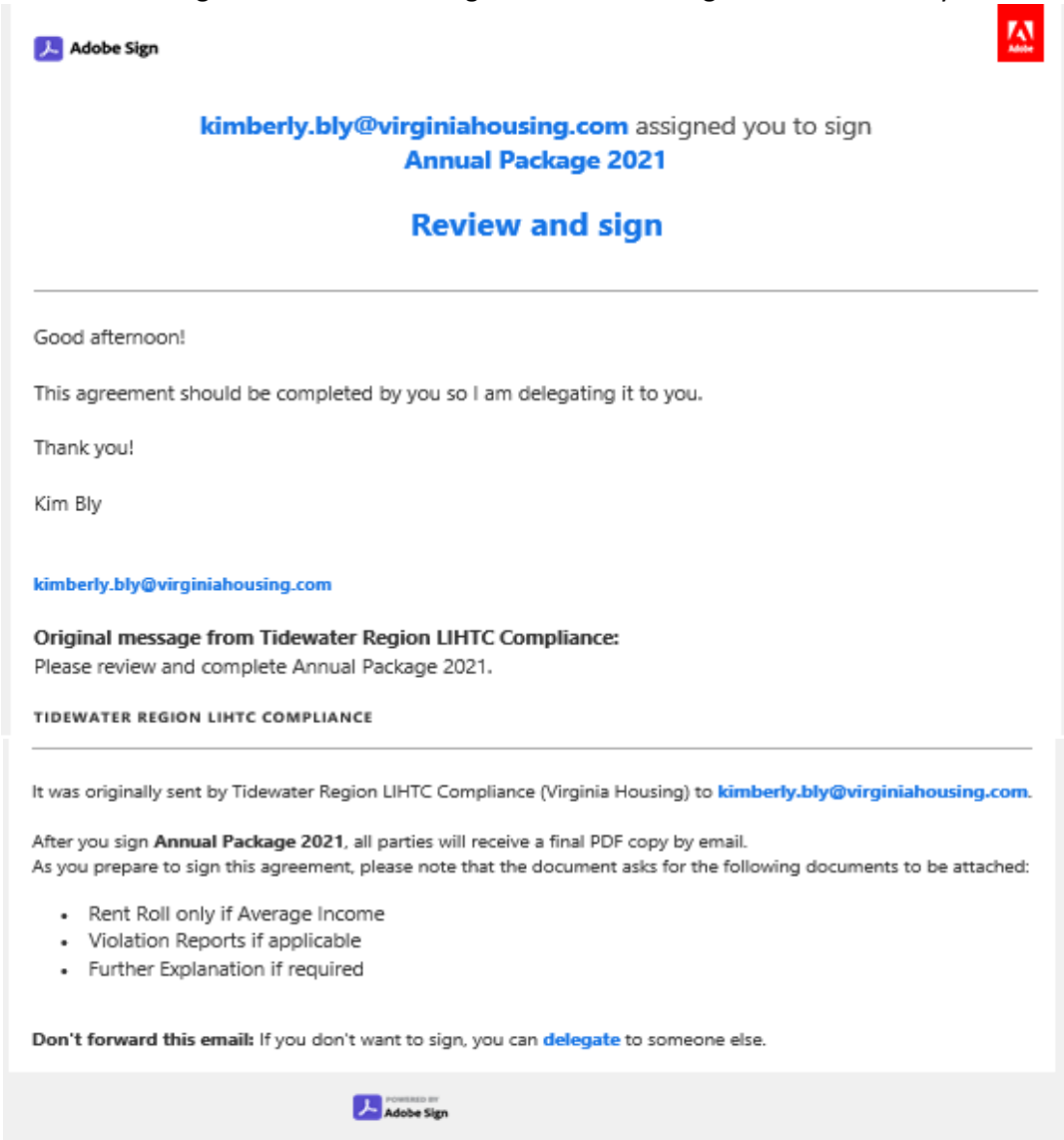
Receipt of the Forms from Virginia Housing

Step	Requirement								
<p>1</p>	<p>The management agent contact in our records will receive an email from <Region> LIHTC Compliance <adobesign@adobesign.com> containing a link to Adobe Sign. Your property’s location determines the region. Click on either blue link to access the property’s annual forms or if you would like someone else in your management company to complete the form, you may delegate to another person with the link at the bottom.</p>  <p>Attached you will find the 2021 LIHTC Monitoring Compliance forms. This form will first be routed to the management agent to complete and then it will be automatically directed to the Owner of this property for final signature. Please complete the following documents by June 1, 2022.</p> <p>TIDEWATER REGION LIHTC COMPLIANCE ComplianceAM-Tidewater@virginiahousing.com</p> <p>After you approve Test Property Manor (VHDA# 999): LIHTC Annual Monitoring, the agreement will be sent to mary.hastings@virginiahousing.com. Then, all parties will receive a final PDF copy by email. As you prepare to sign this agreement, please note that the document asks for the following documents to be attached:</p> <ul style="list-style-type: none"> • Rent Roll only if Average Income • Violation Reports if applicable • Further Explanation if required <p>Don't forward this email: If you don't want to approve, you can delegate to someone else.</p>								
<p>2</p>	<p>When you click on either link, you will be redirected to Adobe Sign via your internet browser. You must acknowledge Adobe’s Terms of Use at the bottom of the page by selecting Continue.</p>  <p>Colonial (VHDA# 950): LIHTC Annual Monitoring</p> <p>Today's Date: January 6, 2023</p> <p>Attention: 131 Hough Avenue Associates, LLC</p> <p>For Property: Colonial</p> <table border="1"> <thead> <tr> <th>Number of LIHTC Units</th> <th>Description</th> <th>Amount per Unit</th> <th>Total Amount</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>There are no collection fees for your site required as part of this annual report during the three-year Decontrol Period.</p> <p>The Virginia Housing EUA Section 6 outlines the Extended Use Period/Term of the Agreement and the required protections of existing low-income tenants from rent increases or eviction without good cause. Updates on the occupancy, utility allowances, and rent charged to all existing low-income tenants must be updated in the online tenant compliance system. For three (3) years after the end of the Agreement and Declaration, the project must annually complete and submit the Decontrol Period Owner's Certification, certifying adherence to the Decontrol Period protections for existing tenants. The Decontrol reporting and tenant monitoring requirements end on the latest the date the last existing low-income tenant vacates the site or the end of the three-year Decontrol Period.</p> <p>All forms must be received by Virginia Housing no later than March 10, 2023.</p> <p>For instructions to help with the reporting process through Adobe Sign, see our website or click here: Virginia Housing Annual Tax Credit Reporting Process. If you have any additional questions concerning this process, please contact your Compliance Officer.</p> <p>By clicking continue, I acknowledge that I have read and agree to the Adobe Terms of Use. See our Privacy Policy for details on our privacy practices.</p> <p>Continue</p>	Number of LIHTC Units	Description	Amount per Unit	Total Amount				
Number of LIHTC Units	Description	Amount per Unit	Total Amount						
<p>3</p>	<p>The packet you will see contain the following:</p> <ul style="list-style-type: none"> • Project Information Report • Owner’s Certificate of Continuing State Compliance 								

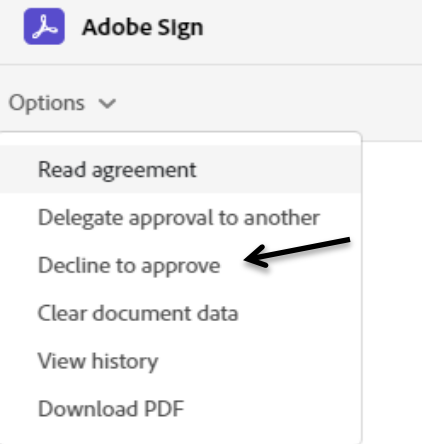
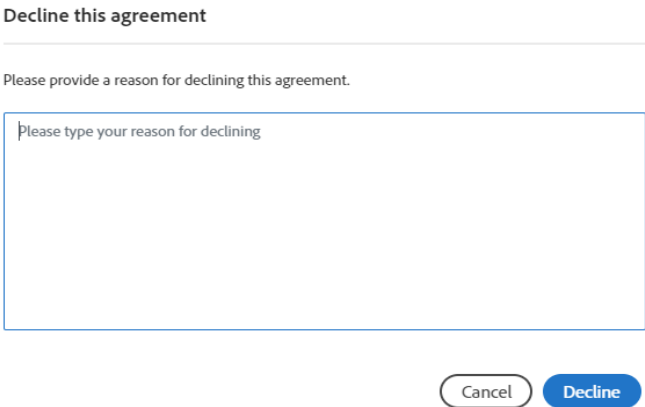
Step	Requirement
4	For the purposes of this monitoring report process, the management agent completes and approves the form, then the owner signs it.

Delegation of the Email to Another


Step	Requirement
1	<p>If the email comes to you, but you would like someone else in your management company to complete the form, you may delegate to another person. DO NOT FORWARD THE ORIGINAL EMAIL. Forwarding will invalidate the legal process of this form.</p> <p>Instead click on the delegate option within the original email or click on Options in the top left of the Adobe Sign screen. Then select Delegate approval to another.</p> 
2	<p>Once selected, a window will pop up. Enter the new approver's email address and a message to go along with the email. Then select Delegate.</p> 

Step	Requirement
3	<p>The person you selected will get a version of the original email indicating that it came from you.</p> 
4	<p>The form process will continue as it would for the original addressee, but is now legally being signed by the new delegated person.</p>

Declining to Participate in the Adobe Sign Process

Step	Requirement
1	<p>If the email comes to you, but you do not wish to approve/sign through the Adobe process or this property does not belong to you, you may decline the email.</p> <p>Click on the link within the original email. Then click on Options in the top left of the Adobe Sign screen. Then click Decline to approve.</p>  <p>The screenshot shows the Adobe Sign interface. At the top left, there is a header with the Adobe Sign logo and the text 'Adobe Sign'. Below this is a dropdown menu labeled 'Options' with a downward arrow. The dropdown menu is open, showing several options: 'Read agreement', 'Delegate approval to another', 'Decline to approve', 'Clear document data', 'View history', and 'Download PDF'. A black arrow points to the 'Decline to approve' option.</p>
2	<p>Once selected, a window will pop up, please indicate the reason for declining this document as an email message will be sent to Virginia Housing with a copy to you. Virginia Housing will contact you, if necessary, to determine next course of action.</p>  <p>The screenshot shows a dialog box titled 'Decline this agreement'. Below the title is a horizontal line. Underneath, it says 'Please provide a reason for declining this agreement.' followed by a large text input field with the placeholder text 'Please type your reason for declining'. At the bottom right of the dialog box are two buttons: 'Cancel' and 'Decline'.</p>

Completing the Project Information Form



Step	Requirement																																																																																																
1	<p>On page 2 in Adobe Sign, you will see the Project Information Report for this property. This form contains information about the property and management agent. This form can only be completed by the management agent contact.</p> <div style="text-align: center;">  <h3 style="margin: 0;">2022 LIHTC Decontrol Project Information Report</h3> </div> <p>VHDA# 950 : Colonial</p> <p>Management Agent: Please review our current information and provide any updates or corrections here.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">1. Property Information</th> <th style="width: 30%;">Current Information at Virginia Housing</th> <th style="width: 40%;">Enter any updates or corrections here:</th> </tr> </thead> <tbody> <tr> <td>Property Physical Address</td> <td>131 Hough Avenue Norfolk, VA 23523</td> <td><input type="text"/> <input type="text"/> St: VA Zip: <input type="text"/></td> </tr> <tr> <td>Mailing Address (if different)</td> <td></td> <td><input type="text"/> <input type="text"/> St: <input type="text"/> Zip: <input type="text"/></td> </tr> <tr> <td>Property Main Phone</td> <td>(757) 622-4349</td> <td><input type="text"/></td> </tr> <tr> <td>Property General Email (if available)</td> <td></td> <td><input type="text"/></td> </tr> <tr> <td>Property Website</td> <td></td> <td><input type="text"/></td> </tr> <tr> <td colspan="3">Primary Site Contact:</td> </tr> <tr> <td>Name</td> <td>Germaine Vincent</td> <td><input type="text"/></td> </tr> <tr> <td>Title</td> <td></td> <td><input type="text"/></td> </tr> <tr> <td>Phone</td> <td>(757) 328-0239</td> <td><input type="text"/></td> </tr> <tr> <td>Cell (if available)</td> <td></td> <td><input type="text"/></td> </tr> <tr> <td>Email</td> <td>sabinoflower@gmail.com</td> <td><input type="text"/></td> </tr> <tr> <td colspan="3">2. Management Agent Information</td> </tr> <tr> <td>Management Entity Name:</td> <td>Rising Sun Management</td> <td><input type="text"/></td> </tr> <tr> <td colspan="3">Primary Compliance Contact:</td> </tr> <tr> <td>Name</td> <td>Germaine Vincent</td> <td><input type="text"/></td> </tr> <tr> <td>Title</td> <td></td> <td><input type="text"/></td> </tr> <tr> <td>Phone</td> <td>(757) 328-0239</td> <td><input type="text"/></td> </tr> <tr> <td>Cell (if available)</td> <td></td> <td><input type="text"/></td> </tr> <tr> <td>Email</td> <td>sabinoflower@gmail.com</td> <td><input type="text"/></td> </tr> <tr> <td colspan="3">Management Agent Information</td> </tr> <tr> <td>Current Information at Virginia Housing</td> <td></td> <td><input type="text"/></td> </tr> <tr> <td colspan="3">Primary Contact for Asset Management:</td> </tr> <tr> <td>Name</td> <td>Germaine Vincent</td> <td><input type="text"/></td> </tr> <tr> <td>Title</td> <td></td> <td><input type="text"/></td> </tr> <tr> <td>Phone</td> <td>(757) 328-0239</td> <td><input type="text"/></td> </tr> <tr> <td>Cell (if available)</td> <td></td> <td><input type="text"/></td> </tr> <tr> <td>Email</td> <td>sabinoflower@gmail.com</td> <td><input type="text"/></td> </tr> <tr> <td colspan="3">The person listed below should receive this annual package for management.</td> </tr> <tr> <td>Name</td> <td>Germaine Vincent</td> <td><input type="text"/></td> </tr> <tr> <td>Title</td> <td></td> <td><input type="text"/></td> </tr> <tr> <td>Email</td> <td>sabinoflower@gmail.com</td> <td><input type="text"/></td> </tr> </tbody> </table>	1. Property Information	Current Information at Virginia Housing	Enter any updates or corrections here:	Property Physical Address	131 Hough Avenue Norfolk, VA 23523	<input type="text"/> <input type="text"/> St: VA Zip: <input type="text"/>	Mailing Address (if different)		<input type="text"/> <input type="text"/> St: <input type="text"/> Zip: <input type="text"/>	Property Main Phone	(757) 622-4349	<input type="text"/>	Property General Email (if available)		<input type="text"/>	Property Website		<input type="text"/>	Primary Site Contact:			Name	Germaine Vincent	<input type="text"/>	Title		<input type="text"/>	Phone	(757) 328-0239	<input type="text"/>	Cell (if available)		<input type="text"/>	Email	sabinoflower@gmail.com	<input type="text"/>	2. Management Agent Information			Management Entity Name:	Rising Sun Management	<input type="text"/>	Primary Compliance Contact:			Name	Germaine Vincent	<input type="text"/>	Title		<input type="text"/>	Phone	(757) 328-0239	<input type="text"/>	Cell (if available)		<input type="text"/>	Email	sabinoflower@gmail.com	<input type="text"/>	Management Agent Information			Current Information at Virginia Housing		<input type="text"/>	Primary Contact for Asset Management:			Name	Germaine Vincent	<input type="text"/>	Title		<input type="text"/>	Phone	(757) 328-0239	<input type="text"/>	Cell (if available)		<input type="text"/>	Email	sabinoflower@gmail.com	<input type="text"/>	The person listed below should receive this annual package for management.			Name	Germaine Vincent	<input type="text"/>	Title		<input type="text"/>	Email	sabinoflower@gmail.com	<input type="text"/>
1. Property Information	Current Information at Virginia Housing	Enter any updates or corrections here:																																																																																															
Property Physical Address	131 Hough Avenue Norfolk, VA 23523	<input type="text"/> <input type="text"/> St: VA Zip: <input type="text"/>																																																																																															
Mailing Address (if different)		<input type="text"/> <input type="text"/> St: <input type="text"/> Zip: <input type="text"/>																																																																																															
Property Main Phone	(757) 622-4349	<input type="text"/>																																																																																															
Property General Email (if available)		<input type="text"/>																																																																																															
Property Website		<input type="text"/>																																																																																															
Primary Site Contact:																																																																																																	
Name	Germaine Vincent	<input type="text"/>																																																																																															
Title		<input type="text"/>																																																																																															
Phone	(757) 328-0239	<input type="text"/>																																																																																															
Cell (if available)		<input type="text"/>																																																																																															
Email	sabinoflower@gmail.com	<input type="text"/>																																																																																															
2. Management Agent Information																																																																																																	
Management Entity Name:	Rising Sun Management	<input type="text"/>																																																																																															
Primary Compliance Contact:																																																																																																	
Name	Germaine Vincent	<input type="text"/>																																																																																															
Title		<input type="text"/>																																																																																															
Phone	(757) 328-0239	<input type="text"/>																																																																																															
Cell (if available)		<input type="text"/>																																																																																															
Email	sabinoflower@gmail.com	<input type="text"/>																																																																																															
Management Agent Information																																																																																																	
Current Information at Virginia Housing		<input type="text"/>																																																																																															
Primary Contact for Asset Management:																																																																																																	
Name	Germaine Vincent	<input type="text"/>																																																																																															
Title		<input type="text"/>																																																																																															
Phone	(757) 328-0239	<input type="text"/>																																																																																															
Cell (if available)		<input type="text"/>																																																																																															
Email	sabinoflower@gmail.com	<input type="text"/>																																																																																															
The person listed below should receive this annual package for management.																																																																																																	
Name	Germaine Vincent	<input type="text"/>																																																																																															
Title		<input type="text"/>																																																																																															
Email	sabinoflower@gmail.com	<input type="text"/>																																																																																															

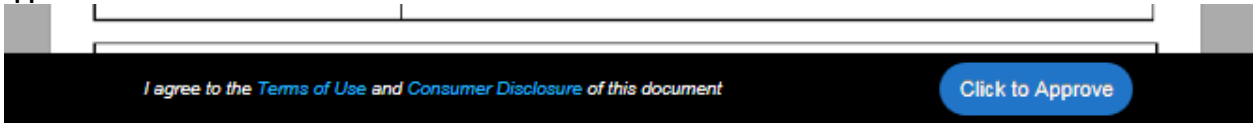

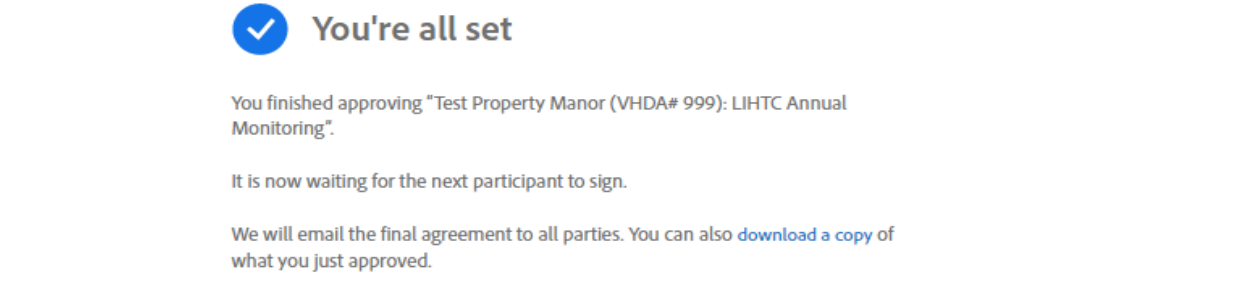
Step	Requirement																
2	<p>The middle column of this report is prepopulated with the information of record at Virginia Housing and the contacts that the Compliance Officers and the Asset Managers have chosen as their main points of contact. You cannot edit these fields. If there are any changes, please enter your changes in the yellow fields on the right. You only need to update the fields that are incorrect. Once the entire form is signed, by both the management agent and owner, this information will be updated in Virginia Housing’s software systems.</p> <p>The owner contact information is displayed and can be edited on a later page.</p> <p>Note: Once you type into these fields, they are no longer yellow, but you can click back into them to edit.</p>																
3	<p>Review all portions of the Project Information Report. The fields marked with a red * are required before you can complete your approval.</p> <table border="1" data-bbox="326 583 1297 1058"> <thead> <tr> <th colspan="2" data-bbox="326 583 1297 625">3. Unit Details</th> </tr> </thead> <tbody> <tr> <td data-bbox="326 625 812 667">Total Units in Property</td> <td data-bbox="812 625 1297 667">6</td> </tr> <tr> <td data-bbox="326 667 812 709">Total Units Occupied</td> <td data-bbox="812 667 1297 709"></td> </tr> <tr> <td data-bbox="326 709 812 751">Total # of Existing LIHTC Residents</td> <td data-bbox="812 709 1297 751"></td> </tr> <tr> <td colspan="2" data-bbox="326 751 1297 890"> Check to certify that all existing low-income tenant data including occupancy, rent and utility allowance is entered in HDS NextGen, and updated annually through the Decontrol Period. <input type="checkbox"/> <p>If your site also has an existing Virginia Housing loan that extends beyond the Decontrol Period, occupancy and income updates must continue to be updated for all low and moderate income units in HDS NextGen, and property inspections and tenant eligibility reviews will continue until the Loan Agreement ends.</p> </td> </tr> <tr> <th colspan="2" data-bbox="326 890 1297 932">4. Utility Allowance</th> </tr> <tr> <td colspan="2" data-bbox="326 932 1297 1016"> Are you still utilizing a Utility Allowance for existing LIHTC Residents? If yes, when were the estimates implemented (MM/DD/YYYY): <input type="text"/> (if no, leave blank.) </td> </tr> <tr> <td colspan="2" data-bbox="326 1016 1297 1058"> OR Check if all Utilities are included in Rent. <input type="checkbox"/> </td> </tr> </tbody> </table> <p><i>Note: The management agent can complete all or part of the owner certification in the next section, but the owner will not be able to make any changes to the fields completed. If the owner wants to make a change, contact your assigned Compliance Officer or indicate the change in the owner comments at the end of the owner certification.</i></p>	3. Unit Details		Total Units in Property	6	Total Units Occupied		Total # of Existing LIHTC Residents		Check to certify that all existing low-income tenant data including occupancy, rent and utility allowance is entered in HDS NextGen, and updated annually through the Decontrol Period. <input type="checkbox"/> <p>If your site also has an existing Virginia Housing loan that extends beyond the Decontrol Period, occupancy and income updates must continue to be updated for all low and moderate income units in HDS NextGen, and property inspections and tenant eligibility reviews will continue until the Loan Agreement ends.</p>		4. Utility Allowance		Are you still utilizing a Utility Allowance for existing LIHTC Residents? If yes, when were the estimates implemented (MM/DD/YYYY): <input type="text"/> (if no, leave blank.)		OR Check if all Utilities are included in Rent. <input type="checkbox"/>	
3. Unit Details																	
Total Units in Property	6																
Total Units Occupied																	
Total # of Existing LIHTC Residents																	
Check to certify that all existing low-income tenant data including occupancy, rent and utility allowance is entered in HDS NextGen, and updated annually through the Decontrol Period. <input type="checkbox"/> <p>If your site also has an existing Virginia Housing loan that extends beyond the Decontrol Period, occupancy and income updates must continue to be updated for all low and moderate income units in HDS NextGen, and property inspections and tenant eligibility reviews will continue until the Loan Agreement ends.</p>																	
4. Utility Allowance																	
Are you still utilizing a Utility Allowance for existing LIHTC Residents? If yes, when were the estimates implemented (MM/DD/YYYY): <input type="text"/> (if no, leave blank.)																	
OR Check if all Utilities are included in Rent. <input type="checkbox"/>																	
4	<p>SAVING BEFORE COMPLETING</p> <p>If you leave Adobe Sign before completing all the fields, it will automatically save your previous entries. Click on the link within your email to return to Adobe Sign. Your previous responses will no longer be highlighted in yellow, but you can still click on them to edit.</p>																

Updating Owner Certification by Management Agent

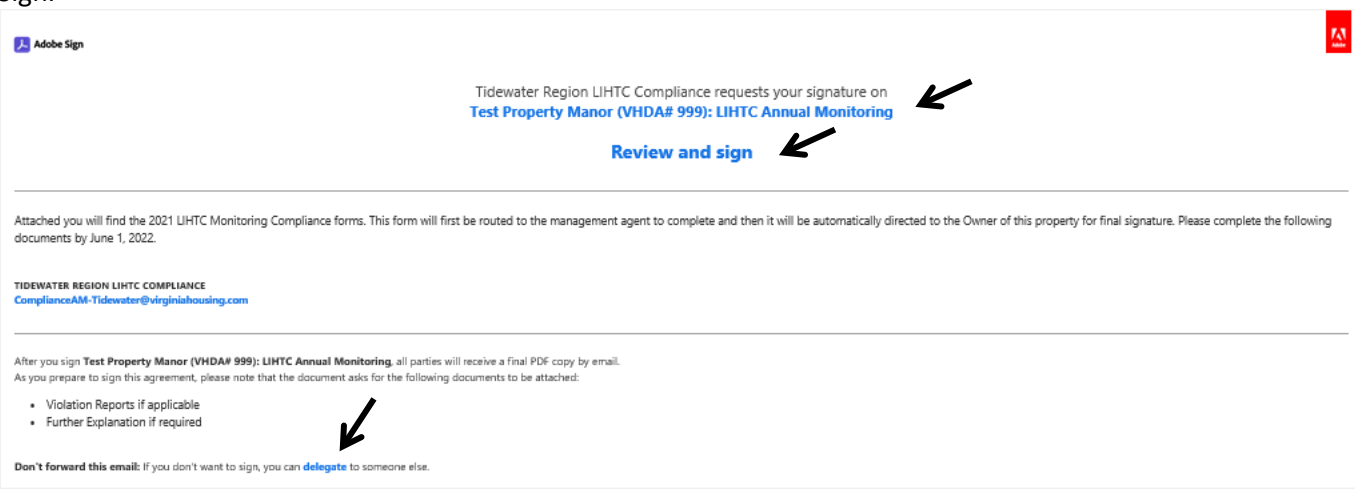
Step	Requirement																											
1	<p>The next pages of the form contain the Owner’s Certification of Continuing State Compliance.</p> <p>2022 OWNER’S CERTIFICATE OF CONTINUING STATE PROGRAM COMPLIANCE</p> <p>To: <i>VIRGINIA HOUSING DEVELOPMENT AUTHORITY</i></p> <table border="1" data-bbox="321 407 1308 562"> <tr> <td>Certification Dates</td> <td>From: January 1, 2022</td> <td>To: December 31, 2022</td> </tr> <tr> <td>Project Name:</td> <td>Colonial</td> <td>Lowest BIN</td> </tr> <tr> <td>Tax ID# of Ownership Entity</td> <td colspan="2">342008674</td> </tr> </table> <table border="1" data-bbox="321 579 1308 1163"> <thead> <tr> <th>#</th> <th>Statement</th> <th>Response</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Each qualified low-income unit is rent-restricted under Section 42(g)(2) of the Code. (If "No", explain on page 5.)</td> <td>Select... ▼</td> </tr> <tr> <td>2</td> <td>Each building in the project is suitable for occupancy taking into account local health, safety, building codes, and Uniform Physical Condition Standards (UPCS) as defined by HUD, and the state or local government unit responsible for making building code inspections did not issue a report of a violation for any building or low income unit in the project. (If "No", state nature of violation on page 5 and attach a copy of the violation report and any documentation of correction) If required, attach copies here: Click to Attach Violations Report (if appli...</td> <td>Select... ▼</td> </tr> <tr> <td>3</td> <td>There has been no change in the ownership or management of the property since the completion of the last Certification of Continuing Program Compliance. (If "Change", explain on page 5 and update sections of related to contact information.)</td> <td>Select... ▼</td> </tr> <tr> <td>4</td> <td>Pursuant to IRS Revenue Ruling 2004-82, the owner has not evicted any resident, or refused to renew any lease, except for good cause. (If "No", explain on page 5.)</td> <td>Select... ▼</td> </tr> <tr> <td>5</td> <td>The owner continues to comply with all terms it agreed to in its application for Credit authority, including all federal and state-level program requirements and any commitments for which it received points or other preferential treatment in its application. (If "No", explain on page 5.)</td> <td>Select... ▼</td> </tr> </tbody> </table>	Certification Dates	From: January 1, 2022	To: December 31, 2022	Project Name:	Colonial	Lowest BIN	Tax ID# of Ownership Entity	342008674		#	Statement	Response	1	Each qualified low-income unit is rent-restricted under Section 42(g)(2) of the Code. (If "No", explain on page 5.)	Select... ▼	2	Each building in the project is suitable for occupancy taking into account local health, safety, building codes, and Uniform Physical Condition Standards (UPCS) as defined by HUD, and the state or local government unit responsible for making building code inspections did not issue a report of a violation for any building or low income unit in the project. (If "No", state nature of violation on page 5 and attach a copy of the violation report and any documentation of correction) If required, attach copies here: Click to Attach Violations Report (if appli...	Select... ▼	3	There has been no change in the ownership or management of the property since the completion of the last Certification of Continuing Program Compliance. (If "Change", explain on page 5 and update sections of related to contact information.)	Select... ▼	4	Pursuant to IRS Revenue Ruling 2004-82, the owner has not evicted any resident, or refused to renew any lease, except for good cause. (If "No", explain on page 5.)	Select... ▼	5	The owner continues to comply with all terms it agreed to in its application for Credit authority, including all federal and state-level program requirements and any commitments for which it received points or other preferential treatment in its application. (If "No", explain on page 5.)	Select... ▼
Certification Dates	From: January 1, 2022	To: December 31, 2022																										
Project Name:	Colonial	Lowest BIN																										
Tax ID# of Ownership Entity	342008674																											
#	Statement	Response																										
1	Each qualified low-income unit is rent-restricted under Section 42(g)(2) of the Code. (If "No", explain on page 5.)	Select... ▼																										
2	Each building in the project is suitable for occupancy taking into account local health, safety, building codes, and Uniform Physical Condition Standards (UPCS) as defined by HUD, and the state or local government unit responsible for making building code inspections did not issue a report of a violation for any building or low income unit in the project. (If "No", state nature of violation on page 5 and attach a copy of the violation report and any documentation of correction) If required, attach copies here: Click to Attach Violations Report (if appli...	Select... ▼																										
3	There has been no change in the ownership or management of the property since the completion of the last Certification of Continuing Program Compliance. (If "Change", explain on page 5 and update sections of related to contact information.)	Select... ▼																										
4	Pursuant to IRS Revenue Ruling 2004-82, the owner has not evicted any resident, or refused to renew any lease, except for good cause. (If "No", explain on page 5.)	Select... ▼																										
5	The owner continues to comply with all terms it agreed to in its application for Credit authority, including all federal and state-level program requirements and any commitments for which it received points or other preferential treatment in its application. (If "No", explain on page 5.)	Select... ▼																										
2	<p>Prior to sending the form on to the owner contact, the management agent may complete any of the fields on the owner certification.</p> <p>NOTE: If the management agent does complete the fields, the owner contact will NOT be able to edit the values before signing. If any errors are discovered, the owner must indicate them in the Owner Comments box at the end of the Certification or contact Virginia Housing.</p>																											

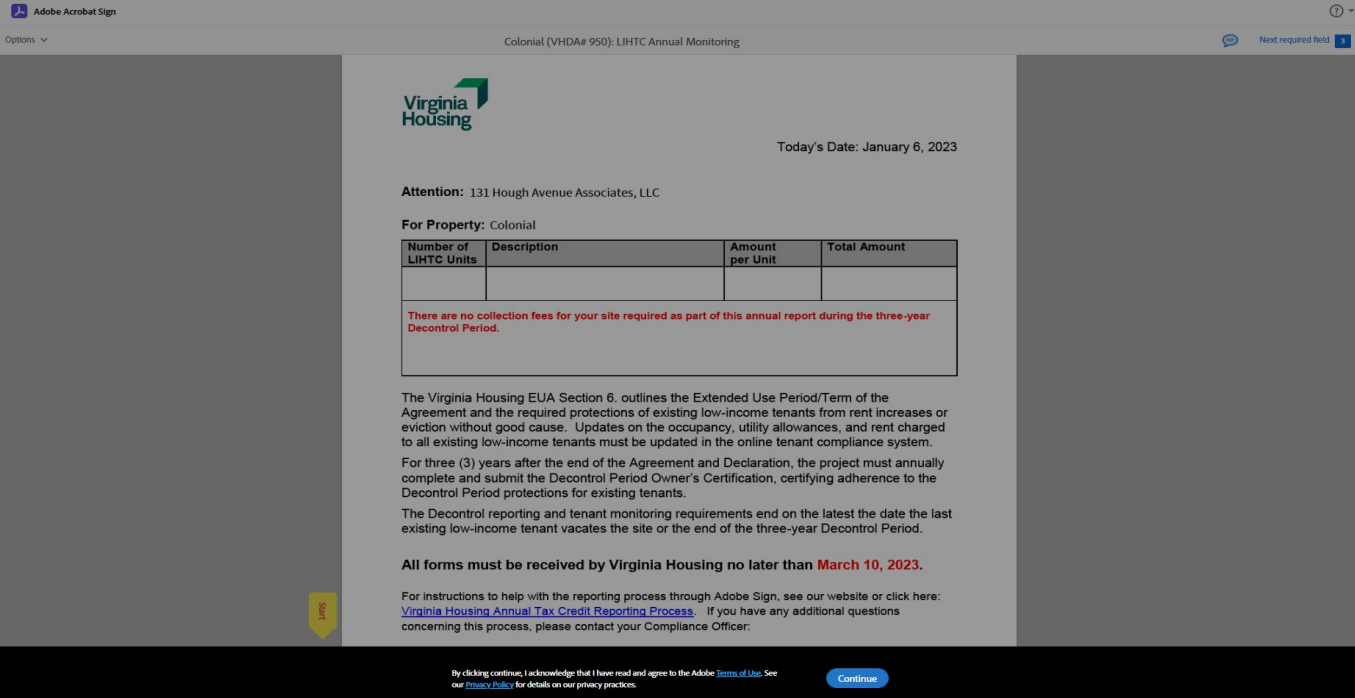
Management Agent Completes Their Portion of the Form

Step	Requirement
1	<p>Once all the fields have been reviewed, the management agent will go to the last page. Click in the signature box. You may type your name for Adobe to create a version of your signature or you may draw your name using your mouse or touchpad.</p> <div data-bbox="240 388 1299 478"><p>STOP! Have you reviewed all the data provided? Once submitted, changes cannot be made without restarting the entire process.</p></div> <div data-bbox="240 512 1365 1104"><p>MANAGEMENT AGENT:</p><p>By approving this document, you will be forwarding this form to the Owner Contact below for signature: Owner Email: Mary.hastings@virginiahousing.com</p><p>By: <input type="text" value="Click here to sign"/> Printed Name: <input type="text"/></p><p>Title: <input type="text"/> Date: Apr 4, 2022</p><p>Company: <input type="text" value="Enter your company name"/></p></div> <div data-bbox="310 1104 1224 1188"><p>Type Draw Image Mobile</p></div> <div data-bbox="337 1220 407 1392"></div> <p data-bbox="537 1346 997 1392">Type your signature here</p> <p data-bbox="915 1493 1190 1541">Close Apply</p>

Step	Requirement
2	<p>Fill out your title and your company's name. Once all the fields marked with the red * are complete, you may Click to Approve.</p>  <p>This step along with the IP address of the computer you are using allows Adobe Sign to create a legal version of your signature and provide a stamp of authorization.</p> <p>mary hastings E-signed 2022-04-04 03:48PM EDT mary.hastings@virginiahousing.com Virginia Housing</p> 
3	<p>Adobe Sign will provide the following message and an email will be sent on to the Owner's email to complete the remaining fields and sign.</p> 
4	<p>Once the owner has completed their signature, a completed copy of the form will be emailed to the management agent, owner contact, and Virginia Housing.</p>

Owner Receives Email

Step	Requirement
1	<p>The owner contact in our records will receive an email from VHDA LIHTC -<Region> containing a link to Adobe Sign.</p>  <p>The individual signing this Certification MUST be a legal representative of the ownership entity to which tax credits were awarded.</p> <p>If you wish to delegate this task to another individual, Do Not Forward This Email. That will nullify the legal signature. Instead, select the “delegate” link at the bottom of the email or click here for instructions.</p>

2	<p>When you click on either link, you will be redirected to Adobe Sign via your internet browser. You must acknowledge Adobe’s Terms of Use at the bottom of the page by selecting Continue.</p> 
---	--

Step	Requirement																											
3	<p>The packet you will see contains the following:</p> <ul style="list-style-type: none"> • Project Information Report • Owner’s Certificate of Continuing State Compliance 																											
4	<p>The management agent contact would have already filled in portions of the form. Once filled in, those fields cannot be edited.</p> <p>NOTE: If the owner discovers an error in the fields completed by the management agent, you must indicate them in the Owner Comments box at the end of the Certification or contact Virginia Housing. To maintain the legality of the signatures, the second signer cannot edit the original signer’s information.</p>																											
5	<p>Scroll down to the Owner’s Certificate, reviewing all information entered by the management agent as you go.</p> <p style="text-align: center;">2022 OWNER’S CERTIFICATE OF CONTINUING STATE PROGRAM COMPLIANCE</p> <p>To: VIRGINIA HOUSING DEVELOPMENT AUTHORITY</p> <table border="1" data-bbox="399 772 1386 928"> <tr> <td>Certification Dates</td> <td>From: January 1, 2022</td> <td>To: December 31, 2022</td> </tr> <tr> <td>Project Name:</td> <td>Colonial</td> <td>Lowest BIN</td> </tr> <tr> <td>Tax ID# of Ownership Entity</td> <td colspan="2">342008674</td> </tr> </table> <table border="1" data-bbox="399 949 1386 1537"> <thead> <tr> <th>#</th> <th>Statement</th> <th>Response</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Each qualified low-income unit is rent-restricted under Section 42(g)(2) of the Code. (If “No”, explain on page 5.)</td> <td>Select... ▼</td> </tr> <tr> <td>2</td> <td>Each building in the project is suitable for occupancy taking into account local health, safety, building codes, and Uniform Physical Condition Standards (UPCS) as defined by HUD, and the state or local government unit responsible for making building code inspections did not issue a report of a violation for any building or low income unit in the project. (If “No”, state nature of violation on page 5 and attach a copy of the violation report and any documentation of correction) If required, attach copies here: Click to Attach Violations Report (if appli...</td> <td>Select... ▼</td> </tr> <tr> <td>3</td> <td>There has been no change in the ownership or management of the property since the completion of the last Certification of Continuing Program Compliance. (If “Change”, explain on page 5 and update sections of related to contact information.)</td> <td>Select... ▼</td> </tr> <tr> <td>4</td> <td>Pursuant to IRS Revenue Ruling 2004-82, the owner has not evicted any resident, or refused to renew any lease, except for good cause. (If “No”, explain on page 5.)</td> <td>Select... ▼</td> </tr> <tr> <td>5</td> <td>The owner continues to comply with all terms it agreed to in its application for Credit authority, including all federal and state-level program requirements and any commitments for which it received points or other preferential treatment in its application. (If “No”, explain on page 5.)</td> <td>Select... ▼</td> </tr> </tbody> </table>	Certification Dates	From: January 1, 2022	To: December 31, 2022	Project Name:	Colonial	Lowest BIN	Tax ID# of Ownership Entity	342008674		#	Statement	Response	1	Each qualified low-income unit is rent-restricted under Section 42(g)(2) of the Code. (If “No”, explain on page 5.)	Select... ▼	2	Each building in the project is suitable for occupancy taking into account local health, safety, building codes, and Uniform Physical Condition Standards (UPCS) as defined by HUD, and the state or local government unit responsible for making building code inspections did not issue a report of a violation for any building or low income unit in the project. (If “No”, state nature of violation on page 5 and attach a copy of the violation report and any documentation of correction) If required, attach copies here: Click to Attach Violations Report (if appli...	Select... ▼	3	There has been no change in the ownership or management of the property since the completion of the last Certification of Continuing Program Compliance. (If “Change”, explain on page 5 and update sections of related to contact information.)	Select... ▼	4	Pursuant to IRS Revenue Ruling 2004-82, the owner has not evicted any resident, or refused to renew any lease, except for good cause. (If “No”, explain on page 5.)	Select... ▼	5	The owner continues to comply with all terms it agreed to in its application for Credit authority, including all federal and state-level program requirements and any commitments for which it received points or other preferential treatment in its application. (If “No”, explain on page 5.)	Select... ▼
Certification Dates	From: January 1, 2022	To: December 31, 2022																										
Project Name:	Colonial	Lowest BIN																										
Tax ID# of Ownership Entity	342008674																											
#	Statement	Response																										
1	Each qualified low-income unit is rent-restricted under Section 42(g)(2) of the Code. (If “No”, explain on page 5.)	Select... ▼																										
2	Each building in the project is suitable for occupancy taking into account local health, safety, building codes, and Uniform Physical Condition Standards (UPCS) as defined by HUD, and the state or local government unit responsible for making building code inspections did not issue a report of a violation for any building or low income unit in the project. (If “No”, state nature of violation on page 5 and attach a copy of the violation report and any documentation of correction) If required, attach copies here: Click to Attach Violations Report (if appli...	Select... ▼																										
3	There has been no change in the ownership or management of the property since the completion of the last Certification of Continuing Program Compliance. (If “Change”, explain on page 5 and update sections of related to contact information.)	Select... ▼																										
4	Pursuant to IRS Revenue Ruling 2004-82, the owner has not evicted any resident, or refused to renew any lease, except for good cause. (If “No”, explain on page 5.)	Select... ▼																										
5	The owner continues to comply with all terms it agreed to in its application for Credit authority, including all federal and state-level program requirements and any commitments for which it received points or other preferential treatment in its application. (If “No”, explain on page 5.)	Select... ▼																										

Step	Requirement																																										
6	<p>If the management agent completed the Owner’s Certificate, ensure all questions are answered and answered correctly. If the management agent did not complete the Owner’s Certificate, please complete. Once all the fields have been reviewed or completed, the owner representative enters their name at the bottom. A legal stamp will be affixed at the end of the certification.</p> <p>Attach additional supplemental documentation for all “No” or “Change” responses here if further explanation is needed: Click to Attach Further explanation (if ap...</p> <p>I, being duly sworn, hereby represent and certify under penalty of perjury that the project is otherwise in compliance with the U.S. Tax Code, any Treasury/IRS Regulations, the applicable state Qualified Allocation Plan, and all other applicable laws, rules, and regulations. The information contained in this statement and the answers to the above questions, including any attachments hereto, are true, correct and complete to the best of my knowledge. I further certify that I have the requisite authority to execute this Owner’s Certificate of Continuing Program Compliance.</p> <p>Name of Owner Entity: 131 Hough Avenue Associates, LLC</p> <p>Name of Signer:</p> <p><i>(Legal signature will be initiated at the end of this form)</i></p> <p>Note: The individual signing this Certification MUST be a legal representative of the ownership entity to which tax credits were awarded.</p>																																										
7	<p>Virginia Housing needs updated owner contact information.</p> <p>Ownership Information: The middle column of this report is prepopulated with the information of record at Virginia Housing. You cannot edit these fields. If there are any changes, please enter your changes in the yellow fields on the right. You only need to update the fields that are incorrect.</p> <p>OWNERSHIP INFORMATION – Who we would contact with owner related questions Review our current information. Provide any updates or corrections for the current owner:</p> <table border="1" data-bbox="414 1010 1252 1549"> <thead> <tr> <th>Owner Info:</th> <th>Current Information at Virginia Housing</th> <th>Enter any updates/corrections here:</th> </tr> </thead> <tbody> <tr> <td>Owner Entity Name</td> <td>Sample Property Manor, LLC</td> <td></td> </tr> <tr> <td>Owner Entity Address</td> <td>400 Building Way Richmond, VA 23220</td> <td> St: Zip: </td> </tr> <tr> <td>Owner Entity TIN</td> <td>412235258</td> <td></td> </tr> <tr> <td colspan="3">Primary Owner Contact:</td> </tr> <tr> <td>Name</td> <td>Alice Lansing</td> <td></td> </tr> <tr> <td>Title</td> <td>Owner</td> <td></td> </tr> <tr> <td>Phone</td> <td>(281) 292-9999</td> <td></td> </tr> <tr> <td>Cell (if available)</td> <td>(713) 906-4444</td> <td></td> </tr> <tr> <td>Email</td> <td>Alansing@SampleCo.com</td> <td></td> </tr> <tr> <td colspan="3">The person listed below should receive this annual package for ownership.</td> </tr> <tr> <td>Name</td> <td>Alice Lansing</td> <td></td> </tr> <tr> <td>Title</td> <td>Owner</td> <td></td> </tr> <tr> <td>Email</td> <td>Alansing@SampleCo.com</td> <td></td> </tr> </tbody> </table>	Owner Info:	Current Information at Virginia Housing	Enter any updates/corrections here:	Owner Entity Name	Sample Property Manor, LLC		Owner Entity Address	400 Building Way Richmond, VA 23220	 St: Zip:	Owner Entity TIN	412235258		Primary Owner Contact:			Name	Alice Lansing		Title	Owner		Phone	(281) 292-9999		Cell (if available)	(713) 906-4444		Email	Alansing@SampleCo.com		The person listed below should receive this annual package for ownership.			Name	Alice Lansing		Title	Owner		Email	Alansing@SampleCo.com	
Owner Info:	Current Information at Virginia Housing	Enter any updates/corrections here:																																									
Owner Entity Name	Sample Property Manor, LLC																																										
Owner Entity Address	400 Building Way Richmond, VA 23220	 St: Zip:																																									
Owner Entity TIN	412235258																																										
Primary Owner Contact:																																											
Name	Alice Lansing																																										
Title	Owner																																										
Phone	(281) 292-9999																																										
Cell (if available)	(713) 906-4444																																										
Email	Alansing@SampleCo.com																																										
The person listed below should receive this annual package for ownership.																																											
Name	Alice Lansing																																										
Title	Owner																																										
Email	Alansing@SampleCo.com																																										

Step

Requirement

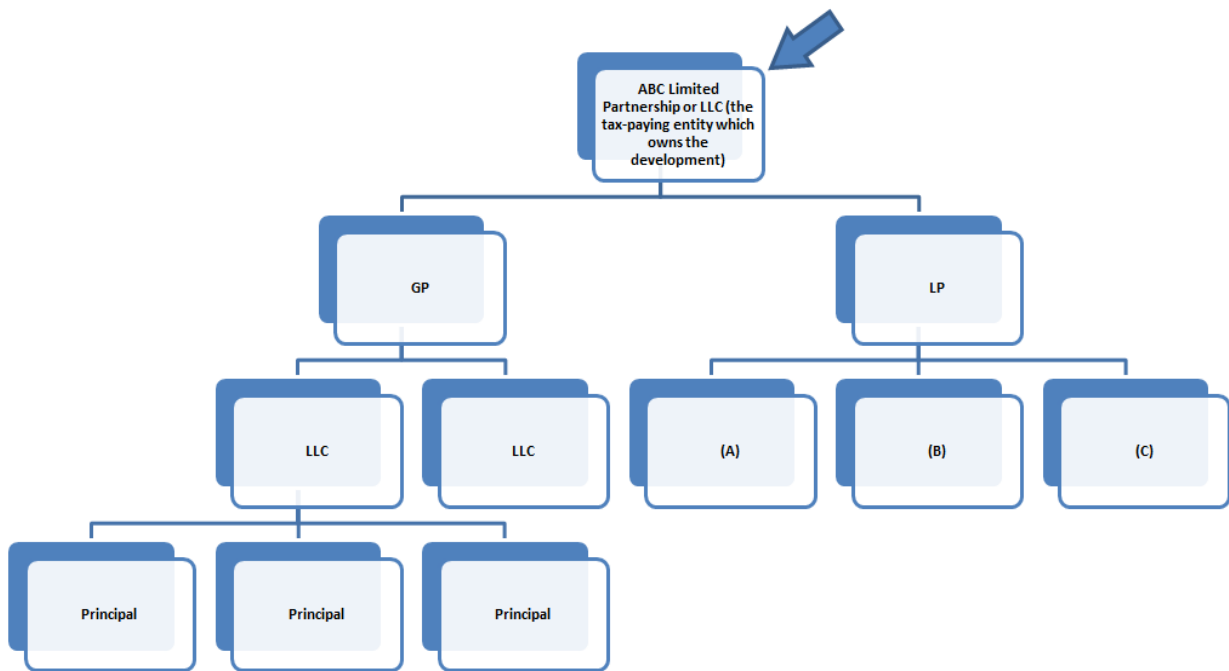
8 If a change in the **tax-paying entity who owns the development** has occurred or will occur Virginia Housing needs to know.

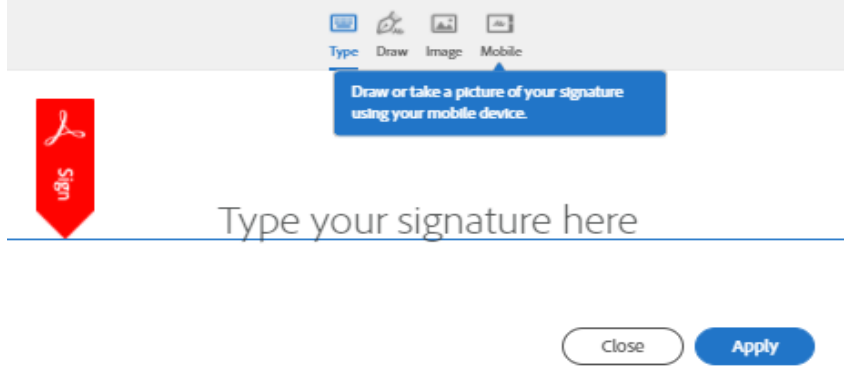
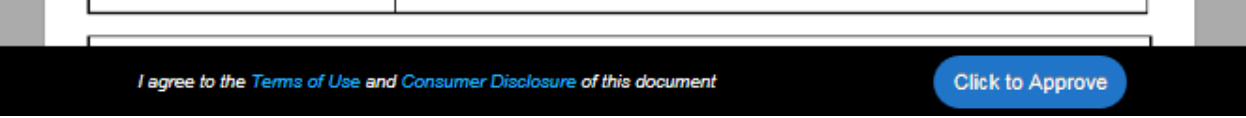

TRANSFER OF OWNERSHIP:







If a change in the ownership entity has occurred within the last 12 months or is expected to occur within the next 12 months, please indicate below:

Date of Change	
New Owner Entity Name	
New Owner Entity TIN	

Sample Ownership Entity Organizational Chart:



Step	Requirement
9	<p>Once all the fields have been reviewed, the owner will go to the last page. Click in the signature box. You may type your name for Adobe to create a version of your signature or you may draw your name using your mouse or touchpad.</p> <p>OWNER:</p> <p>By signing this document, you are agreeing to the information provided within the Owner's Certification for Continued Compliance. This completed form will be forwarded to Virginia Housing with copies to all signing parties.</p> <p>By: <input type="text" value="Click here to sign"/> Printed Name:</p> <p>(Must be owner or a partner in ownership entity)</p> <p>Title: <input type="text"/> Date: Apr 4, 2022</p> <p>Company: <input type="text" value="Enter your company name"/></p>  <p>Note: The individual signing this Certification MUST be a legal representative of the ownership entity to which tax credits were awarded.</p>
10	<p>Fill out your title and your company's name. Once all the fields marked with the red * are complete, you may Click to Approve.</p>  <p>This step along with the IP address of the computer you are using allows Adobe Sign to create a legal version of your signature and provide a stamp of authorization.</p> <p>mary hastings E-signed 2022-04-04 03:48PM EDT mary.hastings@virginiahousing.com Virginia Housing</p> 

Step	Requirement
11	<p>Adobe Sign will provide the following message.</p> <div style="text-align: center;">  <h2 data-bbox="456 310 719 357">You're all set</h2> </div> <p data-bbox="354 417 1114 478">You finished signing "Test Property Manor (VHDA# 999): LIHTC Annual Monitoring".</p> <p data-bbox="354 518 1208 579">We will email the final agreement to all parties. You can also download a copy of what you just signed.</p>
12	<p>An email will be sent to you, the management agent, and Virginia Housing with the completed document attached.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">  Test Property Manor (VHDA# 999)_ LIHTC Annual Monitoring - signed.pdf 935 KB </div> <p>Action Items</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center;">   </div> <div style="text-align: center; margin-top: 20px;">  <p data-bbox="1053 1010 1227 1033">You're done signing</p> <h3 data-bbox="863 1037 1417 1060">Test Property Manor (VHDA# 999): LIHTC Annual Monitoring</h3> <p data-bbox="1044 1087 1239 1113">Open agreement</p> </div> <hr style="border: 0.5px solid #ccc; margin: 10px 0;"/> <p data-bbox="784 1178 1498 1199">Attached is the final agreement for your reference. You can also open it online to review its activity history.</p> <div style="text-align: center; margin-top: 10px;">  </div> <p data-bbox="769 1293 1159 1310" style="font-size: 0.8em;">Need your own documents signed? Adobe Sign can help save you time. Learn more.</p> <p data-bbox="769 1325 1341 1341" style="font-size: 0.7em;">To ensure that you continue receiving our emails, please add adobesign@adobesign.com to your address book or safe list.</p> </div>

Corrections to Annual Decontrol Reports

Step	Requirement
1	<p>In the event that corrections are needed, Compliance staff may request that the forms be updated and resubmitted to Virginia Housing within ten (10) business days.</p> <p>If necessary, the owner or management agent representative must contact their property's assigned Compliance Officer before the end of the correction period to get the outstanding issue(s) resolved.</p>

III. Transitional/Emergency/Special Needs Housing Reporting Instructions

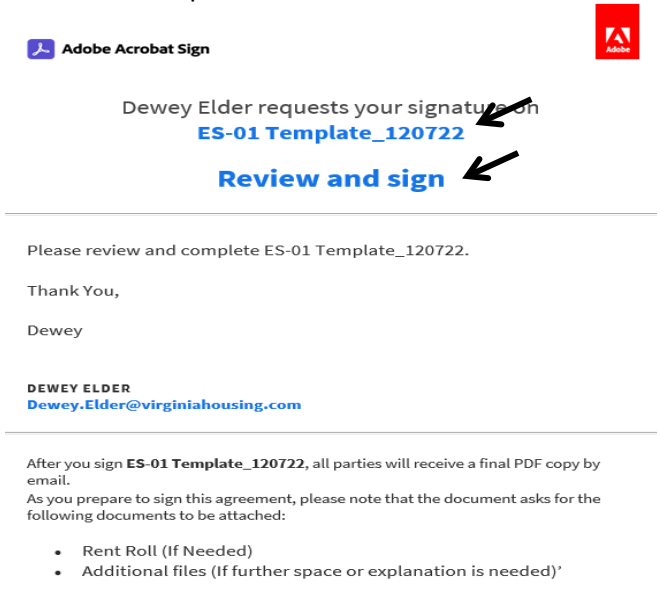
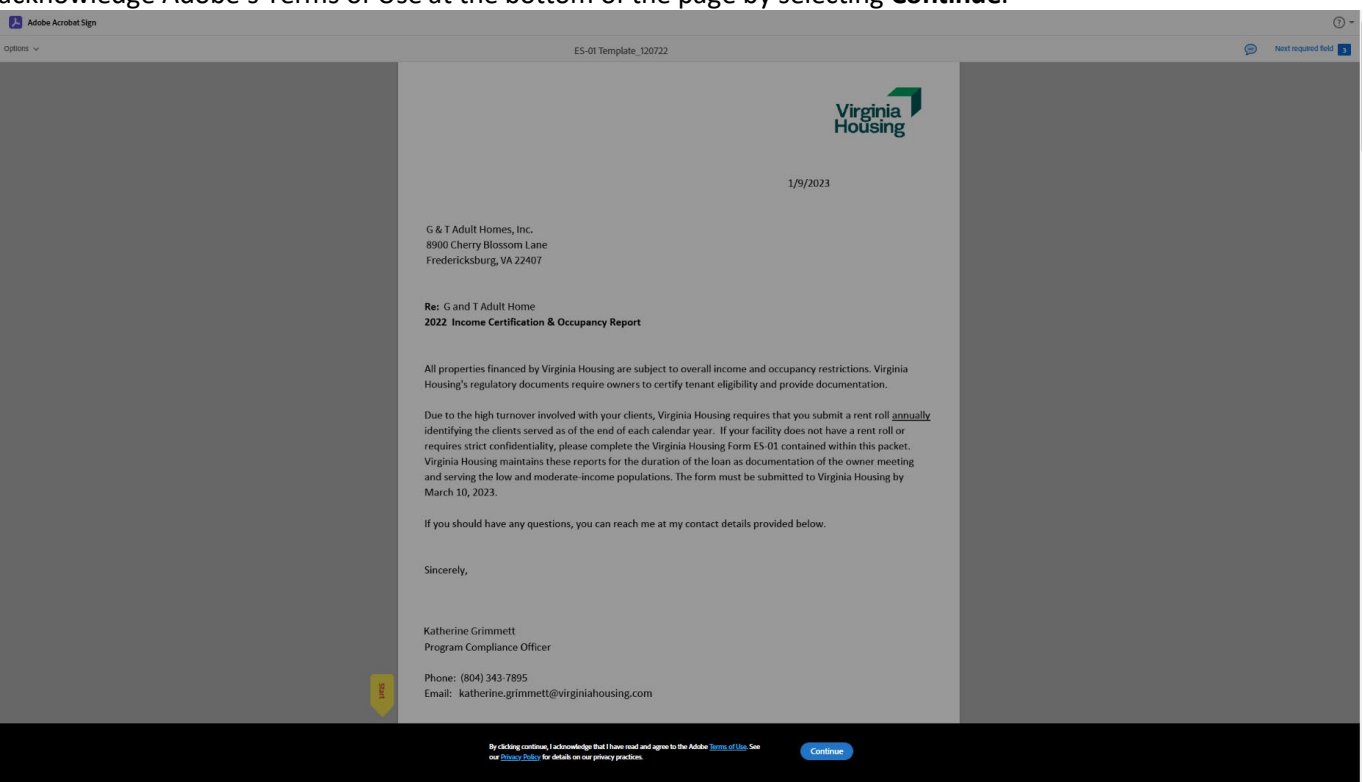
All properties financed by Virginia Housing are subject to overall income and occupancy restrictions.

Virginia Housing sends the Annual Transitional/Emergency/Special Needs Housing Report, using Adobe Sign, a leader in electronic signature and document security. This method expedites the process for both our external users and Virginia Housing. With this tool, it is easy to track documents every step of the way. The **annual forms** are **sent via email** to the designated owner contact to complete and approve electronically. Please carefully review the prefilled information on the documents and make any necessary updates in the specified areas on the forms.

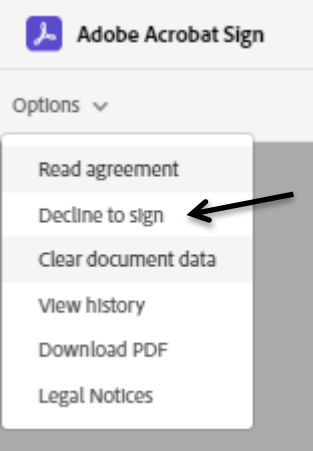

One of the quickest and most efficient ways to communicate with our customers is by publishing information on the internet. To that end, please make it a part of your process when questions come up or you are looking for forms to first consult www.virginiahousing.com. We will be making an effort to update it regularly and if you should have suggestions on items to include there, please let us know.

It is important for the owner contact to review annual forms for accuracy and completeness as the forms cannot be updated or changed after they are submitted.

Receipt of the Forms from Virginia Housing

Step	Requirement
1	<p>The designated owner contact in our records will receive an email from <Region> LIHTC Compliance <adobesign@adobesign.com> containing a link to Adobe Sign. Your property's location determines the region. Click on either blue link to access the property's annual forms or if you would like someone else to complete the form, you may forward this email to another person.</p>  <p>The screenshot shows an email from Dewey Elder at Virginia Housing. The subject is 'ES-01 Template_120722'. The main body of the email says 'Please review and complete ES-01 Template_120722.' Below that is a 'Thank You, Dewey' signature. At the bottom, there is a list of documents to be attached: 'Rent Roll (If Needed)' and 'Additional files (If further space or explanation is needed)'. A 'Review and sign' button is highlighted with a blue arrow.</p>
2	<p>When you click on either link, you will be redirected to Adobe Sign via your internet browser. You must acknowledge Adobe's Terms of Use at the bottom of the page by selecting Continue.</p>  <p>The screenshot shows the Adobe Sign interface for the document 'ES-01 Template_120722'. The header includes the Virginia Housing logo and the date '1/9/2023'. The main content is a letter from G & T Adult Homes, Inc. to Virginia Housing, regarding the '2022 Income Certification & Occupancy Report'. The letter explains the requirements for submitting this report and provides contact information for Katherine Grimmitt, Program Compliance Officer. At the bottom of the page, there is a 'Continue' button and a small disclaimer: 'By clicking continue, I acknowledge that I have read and agree to the Adobe Terms of Use. See our Privacy Policy for details on our privacy practices.'</p>

Declining to Participate in the Adobe Sign Process

Step	Requirement
1	<p>If the email comes to you but you do not wish to approve/sign through the Adobe process or this property does not belong to you, you may decline the email.</p> <p>Click on the link within the original email. Then click on Options in the top left of the Adobe Sign screen. Then click Decline to sign.</p>  <p>The screenshot shows the Adobe Acrobat Sign interface. At the top left, there is a header with the Adobe Acrobat Sign logo and the text 'Adobe Acrobat Sign'. Below this is a dropdown menu labeled 'Options' with a downward arrow. The dropdown menu is open, showing several options: 'Read agreement', 'Decline to sign', 'Clear document data', 'View history', 'Download PDF', and 'Legal Notices'. A black arrow points to the 'Decline to sign' option.</p>
2	<p>Once selected, a window will pop up, please indicate the reason for declining this document as an email message will be sent to Virginia Housing with a copy to you. Virginia Housing will contact you, if necessary, to determine next course of action.</p>  <p>The screenshot shows a dialog box titled 'Decline this agreement'. Below the title is a horizontal line. Underneath the line is the text 'Please provide a reason for declining this agreement.' Below this text is a large rectangular text input field with a blue border and the placeholder text 'Please type your reason for declining'. At the bottom right of the dialog box are two buttons: a white 'Cancel' button and a blue 'Decline' button.</p>

Completing the Property Contact Information Section

- 1 On page 2 & 3 in Adobe Sign, you will see management and ownership contact information for this property. The middle column of this report is prepopulated with the information of record at Virginia Housing and the contacts that the Compliance Officers and the Asset Managers have chosen as their main points of contact. You cannot edit these fields. If there are any changes, please enter your changes in the yellow fields on the right. You only need to update the fields that are incorrect. Once the entire form is signed, this information will be updated in Virginia Housing's software systems.

Note: Once you type into these fields, they are no longer yellow, but you can click back into them to edit.



2022 Transitional/Emergency/Special Needs Housing Income Certification and Occupancy Report

VHDA# 4533 : G and T Adult Home

Please review our current information and provide any updates or corrections here.

1. Property Information	Current Information at Virginia Housing	Enter any updates or corrections here:
Property Physical Address	235 Mahan Road Farmville, VA 239010000	<input type="text"/> St: VA Zip: <input type="text"/>
Mailing Address (if different)		<input type="text"/> St: <input type="text"/> Zip: <input type="text"/>
Property Main Phone	(434) 392-6212	<input type="text"/>
Property General Email (if available)		<input type="text"/>
Property Website		<input type="text"/>
Total Number of Beds Assigned to This Property	18	<input type="text"/>
Primary Site Contact:		
Name	Bridgette Trent	<input type="text"/>
Title	President	<input type="text"/>
Phone	(540) 809-2649	<input type="text"/>
Cell (if available)	(540) 809-2649	<input type="text"/>
Email	ultimateplumb87@verizon.net	<input type="text"/>
2. Management Agent Information		
Management Entity Name:	G & T Adult Homes, Inc.	<input type="text"/>
Primary Compliance Contact:		
Name	Bridgette Trent	<input type="text"/>
Title	President	<input type="text"/>
Phone	(540) 809-2649	<input type="text"/>
Cell (if available)	(540) 809-2649	<input type="text"/>
Email	ultimateplumb87@verizon.net	<input type="text"/>

Management Agent Information Continued	Current Information at Virginia Housing	Enter any updates or corrections here:
Primary Contact for Asset Management:		
Name	Bridgette Trent	
Title	President	
Phone	(540) 809-2649	
Cell (if available)	(540) 809-2649	
Email	ultimateplumb87@verizon.net	

Owner Info:	Current Information at Virginia Housing	Enter any updates or corrections here:
Owner Entity Name	G & T Adult Homes, Inc.	
Owner Entity Address	8900 Cherry Blossom Lane Fredericksburg, VA 22407	St: Zip:
Owner Entity TIN		
Primary Owner Contact:		
Name	Bridgette Trent	
Title	President	
Phone	(540) 809-2649	
Cell (if available)	(540) 809-2649	
Email	ultimateplumb87@verizon.net	
The person listed below should receive this annual package:		
Name	Bridgette Trent	
Title	President	
Email	ultimateplumb87@verizon.net	

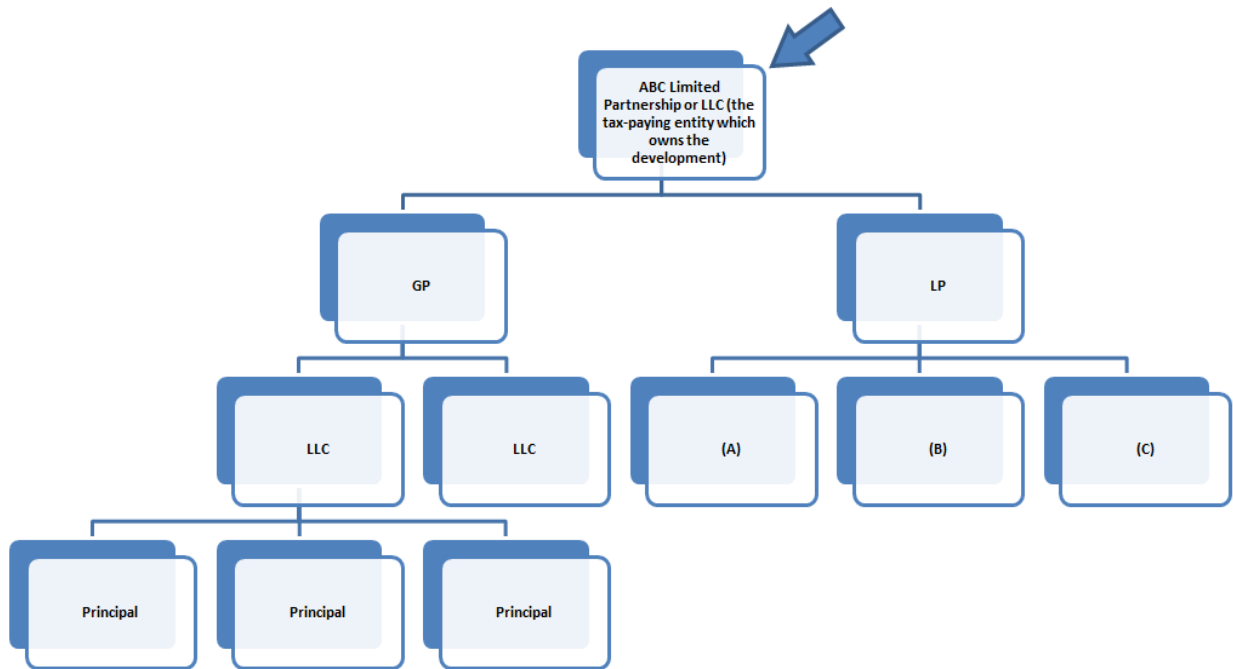
2 If a change in the **tax-paying entity who owns the development** has occurred or will occur Virginia Housing needs to know.

TRANSFER OF OWNERSHIP:

If a change in the ownership entity has occurred within the last 12 months or is expected to occur within the next 12 months, please indicate below:

Date of Change	
New Owner Entity Name	
New Owner Entity TIN	

Sample Ownership Entity Organizational Chart:



3 **SAVING BEFORE COMPLETING**

If you leave Adobe Sign before completing all the fields, it will automatically save your previous entries. Click on the link within your email to return to Adobe Sign. Your previous responses will no longer be highlighted in yellow, but you can still click on them to edit.

Signing the Forms

- 1 Once all the fields have been reviewed and updated, the designated owner contact will go to the last page. Click in the signature box. You may type your name for Adobe to create a version of your signature or you may draw your name using your mouse or touchpad.

I, being duly sworn, hereby represent and certify under penalty of perjury that the project is otherwise in compliance with the U.S. Tax Code, any Treasury/IRS Regulations, the applicable state rules and regulations and all other applicable laws, rules, and regulations.

By signing this document, you are agreeing to all of the information provided above. This completed form will be forwarded to Virginia Housing with copies to all signing parties.

By: * Printed Name: Darleen Elder

(Must be owner or a partner in ownership entity)

Title: * Date: Jan 12, 2023

Company: *

Type Draw Image Mobile

Draw or take a picture of your signature using your mobile device.

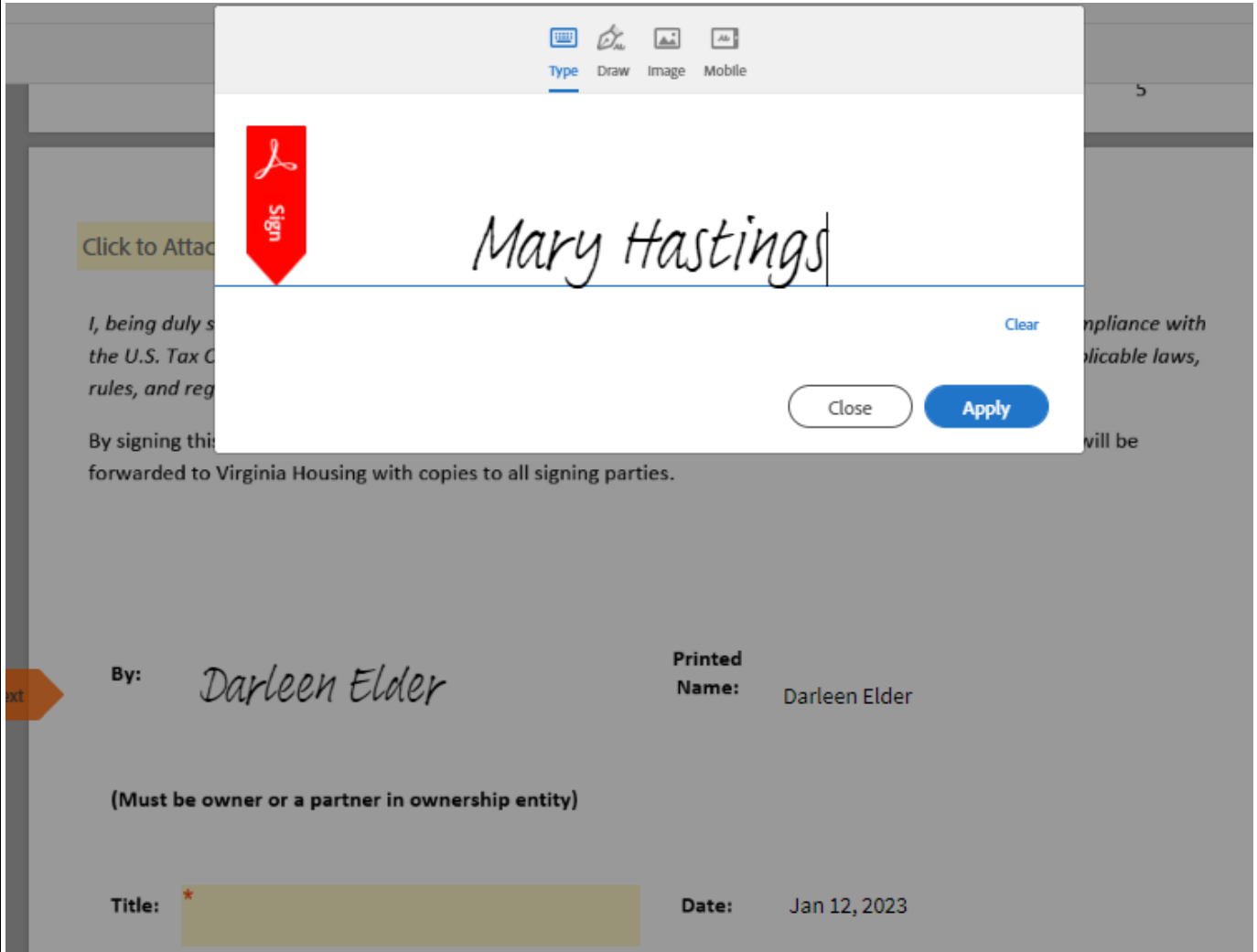
Type your signature here

Close Apply

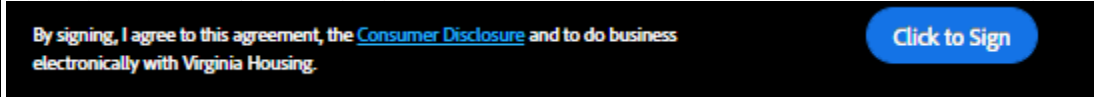
Note:

The individual signing this Certification MUST be a legal representative of the ownership entity.

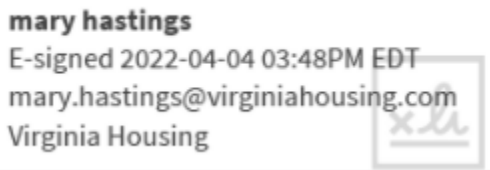
- 2 If the forms were forwarded to a different signer to complete, the original signers name and signature may pre-populate. Click in the By box or on the signature in the By box, and a window will pop up where you can Clear the signature of the original signer and replace with the current signer. Select Apply.






- 3 Fill out your title and your company's name. Once all the fields marked with the red * are complete, you may Click to Sign.



This step along with the IP address of the computer you are using allows Adobe Sign to create a legal version of your signature and provide a stamp of authorization.



4	<p>Adobe Sign will provide the following message.</p> <div style="text-align: center;">  <h2>You're all set</h2> <p>You finished signing "ES-01 Certification and Occupancy".</p> <p>We will email the final agreement to all parties. You can also download a copy of what you just signed.</p> </div>
5	<p>An email will be sent to you and Virginia Housing with the completed document attached. If the agreement was forwarded, the original recipient will receive the completion email and completed copy.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 20px;">  ES-01 Certification and Occupancy - signed.pdf 643 KB </div> <div style="text-align: center;">  <h2>You're done signing ES-01 Certification and Occupancy</h2> <div style="border: 2px solid #0070c0; padding: 5px; display: inline-block; margin-top: 20px;">Open agreement</div> </div>

Corrections to Annual Reports

Step	Requirement
1	<p>In the event that corrections are needed, Compliance staff may request that the forms be updated and resubmitted to Virginia Housing within ten (10) business days.</p> <p>If necessary, the owner representative must contact their property's assigned Compliance Officer before the end of the correction period to get the outstanding issue(s) resolved.</p>