# **Annual Reporting**

- I. <u>Tax Credit Reporting Instructions</u>
- II. <u>Tax Credit Decontrol Reporting Instructions</u>
- III. <u>Transitional/Emergency/Special Needs Housing Reporting Instructions</u>

## 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 <u>www.virginiahousing.com</u>. 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			Requ	irement				
1	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.</adobesign@adobesign.com></region>							
	Adobe Sign							
			Tidewater Region LIHTC Com Test Property Manor (VHDA	npliance requests your approval # 999): LIHTC Annual Monitor	on K			
			Reviewa	and approve				
	Attached you will find the 2021 LIHTC Monitoring documents by June 1, 2022.	Compliance forms. This fo	rm will first be routed to the management agent to	complete and then it will be automatica	Illy directed to the Owner of this property for t	final signature. Please complete the following		
	TIDEWATER REGION LIHTC COMPLIANCE ComplianceAM-Tidewater@virginiahousing.com							
	After you approve Test Property Manor (VHDA# 99 As you prepare to sign this agreement, please note th	9): LIHTC Annual Monitorin at the document asks for the	ig, the agreement will be sent to mary.hastingu@virginiahoon following documents to be attached:	ing.com. Then, all parties will receive a final PI	DF copy by email.			
	Rent Roll only if Average Income     Violation Reports if applicable     Further Explanation if required	$\checkmark$	•					
	Don't forward this email: If you don't want to appro	ve, you can delegate to som	eone else.					
2	When you click on eith	er link, you	will be redirected to A	Adobe Sign via you	ur internet browser.	. You must		
	acknowledge Adobe's	Terms of Us	se at the bottom of the	e page by selectin	g <b>Continue</b> .			
	Adobe Acrobat Sign					0-		
	Options V	Br	addock Whiting Reynolds (VHDA# 929	9): LIHTC Annual Monitoring		Next required field		
		Virginia Housing	I	Today	INVOICE /s Date: January 9, 2023			
		Bill to: Braddo	ock Whiting Reynolds LP		11V0100# 325-2014			
		For Property:	Braddock Whiting Reynolds					
		Number of LIHTC Units	Description	Amount per Unit	Total Amount			
		48	Annual Monitoring Fee	\$35.00	\$1,680.00			
	Start	The total fee cal excludes marke employees in the Note:	lculation, includes all low-income tax o t units in the project. Exempt units mi e tax credit project or security personi	credit units, including approved ust be approved by Virginia He nel.	d exempt units, and ousing for full-time			
		By clickin our <u>Priva</u>	g continue, I acknowledge that I have read and agree <u>y Policy</u> for details on our privacy practices.	to the Adobe <u>Terms of Use</u> . See	Continue			
			<u>сн</u> .					
3	The packet you will see	e contain th	e following:					
	Invoice for the	property's	monitoring fee					
	Project Inform	ation Repor	t					
	Owner's Certif	icate of Cor	itinuing 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	If the email comes to you, but you would like someone else in your management company to complete the you may delegate to another person. <b>DO NOT FORWARD THE ORIGINAL EMAIL</b> . Forwarding will invalidate legal process of this form.								
	Instead click on the delegate option within the original email or click on <b>Options</b> in the top left of the Adobe Sign screen. Then select <b>Delegate approval to another</b> .								
	Options V								
	Read agreement								
	Delegate approval to another								
	Decline to approve								
	Clear document data								
	View history								
	Legar Houces								
2	Once selected, a window will pop up. Enter the new approver's email address and a message to go along with the								
	Delegate this document ×								
	To send this document to another individual for approval, enter their email address and a message below.								
	Email Address								
	Enter your message								
	Cancel Delegate								

Step	Requirement
3	The person you selected will get a version of the original email indicating that it came from you.
	kimberly.bly@virginiahousing.com assigned you to sign Annual Package 2021
	Review and sign
	Good afternoon!
	This agreement should be completed by you so I am delegating it to you. Thank you!
	Kim Bly
	kimberly.bly@virginiahousing.com Original message from Tidewater Region LIHTC Compliance:
	Please review and complete Annual Package 2021.
	It was originally sent by Tidewater Region LIHTC Compliance (Virginia Housing) to kimberly.bly@virginiahousing.com.
	After you sign Annual Package 2021, 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:  Rent Roll only if Average Income  Violation Reports if applicable  Further Explanation if required
	Don't forward this email: If you don't want to sign, you can delegate to someone else.
	Adobe Sign
4	The form process will continue as it would for the original addressee, but is now legally being signed by the new delegated person.

### Declining to Participate in the Adobe Sign Process

Step	Requirement
1	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.
	Click on the link within the original email. Then click on <b>Options</b> in the top left of the Adobe Sign screen. Then click <b>Decline to approve.</b>
	Options ~
	Read agreement
	Delegate approval to another
	Decline to approve
	Clear document data
	View history
	Download PDF
2	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.
	Decline this agreement
	Please provide a reason for declining this agreement.
	Please type your reason for declining
	Cancel Decline

#### **Processing the Invoice**

		Requireme	ent				
The standard invoid	andard invoice is included in the Adobe Sign form.						
	_						
	Virginia			INVOICE			
	Housing		Today	y's Date: January 9, 2023			
				Invoice# 929-2874			
	Bill to: Braddo	ock Whiting Reynolds LP					
	For Property:	Braddock Whiting Reynolds					
	Number of LIHTC Units	Description	Amount per Unit	Total Amount			
	48	Annual Monitoring Fee	\$35.00	\$1,680,00			
				42,000.00			
	The total fee ca excludes marke employees in th	lculation, includes all low-income tax credit u t units in the project. Exempt units must be e tax credit project or security personnel.	inits, including approve approved by Virginia H	d exempt units, and lousing for full-time			
	Note:						
	Annual Monit	oring Fee for 12 months					
	portal provides credit card (for account informa an immediate p To pay this <u>Rental Hou</u> For instruct <u>RH Invoice</u>	options to set up a free, one time direct an additional 3% transaction fee). Virg ation will be stored after the transaction i ayment confirmation. We encourage ele invoice online, go to our website or click sing Invoice Portal Access ions on this process, go to Instructions	draft from a banking inia Housing is using s complete. The pay actronic payment of a s below:	account <u>or</u> charge to a a banking provider and no ment portal also provides Il fees, where possible. Virginia Housing Registration Code 863			
	or send a c	heck, including copy of the invoice, to:					
	Virginia Ho Attn: RH Se P.O. Box 5 Richmond,	using All p ervicing Fees All p 127 Ple VA 23220	revious banking informa ase do not use prior ye	ation has changed. ear's information.			
	All forms and March 10, 20	d fees must be received by Virgi 23. If the fee is not received by	inia Housing no l the deadline, a la	later than ate fee will apply.			
	For instructions Virginia Housing concerning this	to help with the reporting process throug Annual Tax Credit Reporting Process, process, please contact your Compliance	h Adobe Sign, see o If you have any add e Officer: Robinette 0	ur website or click here: itional questions Cole			

Step		Requirement					
2	Each property partici Housing. The Tax Cre number of required T Per Unit Fee \$25.00 \$35.00 \$10.00 \$20.00	pating in the Tax Credit program must pay annual compliance monitor edit monitoring fee for each property type is automatically calculated Tax Credit qualified units. Approved Exempt units are included in thi Type of Property All Rural Development properties in the 1st 15 year compliance period All other properties in the 1st 15 year compliance period All Rural Development properties in the EUA period	oring fees to Virginia I based on the <u>total</u> s calculation.				
3	Second all other properties in the EUA period         All other properties in the EUA period         Owners of Tax Credit properties that have placed all buildings in service and have begun the credit period						
3	buildings must submit monitoring fees.						
	Properties that are under construction, undergoing rehab or in lease up <b>and</b> the owner is not claiming credits on all of the buildings <u>should not</u> submit monitoring fees.						
	Although no fee is paid until after all buildings have been placed in service <u>and</u> all buildings have begun the 10-year credit period, packets must still be completed as much as possible by the due date.						
4	Owners should subm time direct draft fron	it payments via our new invoice portal. This portal provides options n a banking account <u>or</u> charge to a credit card (for an additional 3% t	to set up a free one- ransaction fee).				

Step	Requirement
5	Links to the invoice portal, the invoice portal instructions, and these instructions can be found on the property's
	invoice: To pay this invoice online, go to our website or click below: <u>Rental Housing Invoice Portal Access</u> For instructions on this process, go to <u>Solution</u> <u>Solution</u> <u>Registration</u> <u>Code</u> <u>863</u>
	RH Invoice Instructions
	or send a check, including a copy of the invoice, to:
	Virginia Housing       All previous banking information has changed.         Attn: RH Servicing Fees       Please do not use prior year's information.         P.O. Box 5127       Please do not use prior year's information.         Richmond, VA 23220       Please do not use prior year's information.
	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
	For instructions to help with the reporting process through Adobe Sign, see our website or click he <u>Virginia Housing Annual Tax Credit Reporting Process</u> . If you have any additional questions
	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
	Struggling to pay your mortgage? <u>Learn more about relief programs.</u> IT will be updating its servers, software, and equipment on the weskend of January 21-22. All systems may be unavailable from 2:00 PM on Saturday until 1:00 PM on Sunday.
	Virginia Housing
	Individuals & Families     Business Partners       Pay Your Mortgage     Grant Management     Borrower Inquiry
	Manage Your Mortgage HCVP Landlord Portal Procorem
	Homebuyer Learning Center HCVP Agent Portal Rental Housing Invoice Portal Mortgage Cadence
6	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.
	For planning purposes, please indicate if:         vou plan to utilize the free one-time direct draft from a banking account?
	<ul> <li>you plan to utilize the credit card option (and incur the additional 3% transaction fee)?</li> </ul>
	For help with the reporting process through Adobe Sign, see our website or click here for instructions <u>Virginia Housing Annual Tax Credit Reporting Process</u> . If you have any questions concerning this process, please contact your Compliance Officer: Katherine Grimmett
	↑ ↓ <u>1</u> /10   Θ ⊕ ±

### **Completing the Project Information Form**

Step		Requirement						
1	Scrolling past the invoic information about the p contact.	ling past the invoice in Adobe Sign, you will see the Project Information Report for this property. This form contains mation about the property and management agent. This form can only be completed by the management agent act.						
	Yi He	Virginia Australia Austral						
	VI	VHDA# 999 : Test Property Manor						
	M	lanagement Agent: Please review our current information and provide any updates or corrections here.						
	1	1. Property Information	Current Information at Virginia Housing	Enter any updates or corrections here:				
	F	Property Physical Address	230 Main Street Buena Vista, VA 24416	St: VA Zip:				
	M d	Mailing Address (if different)		St: Zip:				
	F	Property Main Phone	(540) 261-9999					
	F	Property General Email if available)	SampleProperty@SampleCO.com					
	F	Property Website	www.SampleCO.com					
	F	Primary Site Contact:						
	Ν	Name	Jackie Gibson					
	т	Fitle						
	F	Phone	(540) 464-8888					
	c	Cell (if available)						
	E	Email	TESTProp@sampleco.com					
	2. In	. Management Agent Information	Current Information at Virginia Housing	Enter any updates or corrections here:				
	M	lanagement Entity Name:	Sample CO, LLC					
	P	rimary Compliance Conta	ct:					
	N	lame	Gina Jones					
	т	itle	V.P.Sample CO, LLC					
	P	hone	(540) 249-9999					
	c	cell (if available)	(540) 820-9999					
	E	mail	gjones@5ampleCo.com					
	M	lanagement Agent	Current Information at Virginia Housing	Enter any updates or corrections here:				
	P	Primary Contact for Asset I	Management:	•				
	N	lame	Marilyn Smith					
	т	'itle	Asst VP Sample CO, LLC					
	P	hone	(540) 249-9999					
	c	Cell (if available)	(540) 820-7999					
	E	mail	Msmith@SampleCo.com					
	T	he person listed below should	receive this annual package for manager	ment.				
	N T	vame	Jessica Martin					
	-	mail	Jmartin@SampleCo.com					
	No	ote: Owner Entity information is	s provided on the Owner Certification. In	dicate changes or corrections there.	I			

Step		Requirement						
2	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. The owner contact information is displayed and can be edited on a later page. <b>Note:</b> Once you type into these fields, they are no longer yellow, but you can click back into them to edit.							
,	complete	your ap	proval.	Total	Total TC Qualified Units as of 12/31/2022	Total TC Vacant	Total Virginia Housing	
			in Property	Units	(Total Units less Market Units = TC Qualified Units)	12/31/2022	Exempt Units	
			48	0	48		0	
		Indicate Any Changes				*		
		Any chang the Manag	es indicated above ement Agent.	will be research	ed by Virginia Housing and the	e results will be com	municated to	
		Check to	certify that all curr	ent tenant dat	a is entered in HDS NextGe	n. 🗖		]
		4. Utility A	llowance					
		Utility Allow Utility allow Virginia Ho Schedule M	vance Estimates im vance estimates mu ousing written appro Model methodologie	plemented in 20 ist be updated a val is required b is are used at th	22 as of (MM/DD/YYYY): t least once annually. Tenant efore Energy Consumption Mo e site.	notification, a 90-da odel, Local Utility Co	y review period and mpany or HUD Utility	
		w	hat methods were	used to calcu	late estimate? Check one of	or more options:		
			Energy Cons	sumption Mode	H 🗆	PHA		
			HUD Utility 5	Company Schedule Mode	a 🖸	HUD		
		OR Check if all Utilities are included in Rent.						
4	SAVING	BEFORE C	OMPLETING					
	If you lea within yo still click	ve Adobe our email on them	e Sign before c to return to A to edit.	ompleting a dobe Sign. `	Ill the fields, it will auto Your previous response	omatically save es will no longe	e your previous ent er be highlighted in	ries. Click on the link yellow, but you can

### Updating of the Owner Certification by Management Agent

Step	Requirement								
1	The next pages of the form contain the Owner's Certification of continuing compliance. 2022 OWNER'S CERTIFICATE OF CONTINUING PROGRAM COMPLIANCE To: VIRGINIA HOUSING DEVELOPMENT AUTHORITY								
	Certification	Certification From: January 1, 2022 To: December 31, 2022							
	Project Name:	Braddock	Whiting Reynolds	Lowest BIN					
	Tax ID# of Ownersh	Tax ID# of Ownership Entity 200451927							
	Check if J If this is the your IRS Compliant	ALL buildings he first year o Form 8609, w ce Officer if yo t apply, do no	have now been Placed in Service and ready f f the Compliance Period (Years 1-15), please ith Part II <u>completed and signed</u> to Virginia to have any questions. It complete questions 1-16. Proceed to Owne	for occupancy by confirm you hav Housing. Conta rship Information	12/31. e sent a <u>si</u> ct your ass	aned copy of igned			
	1. The project meets t The 20 The 40 The 40 The Aw If the project s property Rent the Qualified See the instru	The project meets the minimum requirements of: (check one)     The 20 – 50 test under Section 42(g)(1)(A) of the Code     The 40 – 60 test under Section 42(g)(1)(B) of the Code     The Average Income Test under Section 42(g)(1)(c) of the Code     The Average Income Test under Section 42(g)(1)(c) of the Code     The Average Income Test under Section 42(g)(1)(c) of the Code     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 <u>Virginia Housing Annual Tax Credit Reporting Process</u>							
	# 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.)       Select▼         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.)								
2	Prior to sending the form o certification.	n to the ov	vner contact, the management ag	gent may con	nplete a	ny of the fie	ids on the owner		
	signing. If any errors are d Certification or contact Vir	iscovered, ginia Hous	the owner must indicate them ir ing.	n the Owner	Comme	ents box at t	he end of the		

### Management Agent Completes Their Portion of the Form

Step		Requirement							
1	Once all the may type yo touchpad.	fields have been reviewed, the management agent will go to the last page. Click in the signature box. You ur name for Adobe to create a version of your signature or you may draw your name using your mouse or <b>STOP!</b>							
	Have you reviewed all the data provided? Once submitted, changes cannot be made without restarting the entire process.								
	MANAGE	EMENT AGENT:							
	signature: Owner En	nail: Mary.hastings@virginiahousing.com							
	By:	Click here to sign Printed Name:							
	Title	* Date: Apr 4 2022							
	Compa	iny: *Enter your company name							
		Type Draw Image Mobile							
		Type your signature here							
		Close Apply							

Step	Requirement				
2	Fill out your title and your company's name. Once all the fields marked with the red * are complete, you may <b>Click to Approve.</b>				
	I agree to the Terms of Use and Consumer Disclosure of this document       Click to Approve         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.         mary hastings         E-signed 2022-04-04 03:48PM EDT         mary.hastings@virginiahousing.com				
	Virginia Housing				
3	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.				
	✓ You're all set				
You finished approving "Test Property Manor (VHDA# 999): LIHTC Annual Monitoring".					
	It is now waiting for the next participant to sign.				
	We will email the final agreement to all parties. You can also download a copy of what you just approved.				
4	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.				

#### **Owner Receives Email**

Step			Requirement			
1	The designated owr Adobe Sign.	ner contact in our records v	will receive an email from	VHDA LITHC - <region></region>	conta	ining a link to
	🔎 Adobe Sign					
		Tidewater / <b>Test Prope</b>	Region LIHTC Compliance requests your signat. rty Manor (VHDA# 999): LIHTC Annual Moni	ure on toring		
			Review and sign			
	Attached you will find the 2021 LIHTC Mor documents by June 1, 2022.	nitoring Compliance forms. This form will first be routed to the	management agent to complete and then it will be automa	tically directed to the Owner of this property for final	signature. Plea	ase complete the following
	TIDEWATER REGION LIHTC COMPLIANCE ComplianceAM-Tidewater@virginiahousing.r	com				
	After you sign <b>Test Property Manor (VHDA</b> # As you prepare to sign this agreement, please	/ 999): LIHTC Annual Monitoring, all parties will receive a final PDI e note that the document asks for the following documents to be at	i copy by email. tached:			
	Violation Reports if applicable     Further Explanation if required	¥				
	Don't forward this email: If you don't want to	o sign, you can <b>delegate</b> to someone else.				
2	If you wish to delegat Instead, select the "d When you click on ( acknowledge Adob	ed. te this task to another individ lelegate" link at the bottom of either link, you will be redin e's Terms of Use at the bot	<b>Jual, <u>Do Not Forward This E</u> of the email or</b> click <u>here</u> fo rected to Adobe Sign via y tom of the page by select	<u>mail</u> . That will nullify the r instructions. our internet browser. ' ing <b>Continue</b> .	e legal s You m	signature. ust
	Adobe Sign					(?) *
	Options 🗸	Test Property Manor	(VHDA# 999): LIHTC Annual Monitoring		P	Next required field 4
		-				
		Virginia Housing		INVOICE		
				Today's Date: April 1, 2022		
		Bill To: Sample Property Manor, LLC				
		400 Building Way Richmond, VA 23220				
	Start	Attn: Jessica Martin				
	*	Number of Description	Amount pr	er Total Amount		
		By clicking continue, I acknowledge that our <u>Privacy Policy</u> for details on our priv	I have read and agree to the Adobe <u>Terms of Use</u> , See acy practices.	Continue		

Step	Requirement						
3	The forms you will see contain the following:						
	<ul> <li>Invoice for the property's monitoring fee</li> </ul>						
	<ul> <li>Project</li> </ul>	Information Re	eport				
	Owner	's Certificate of	Continui	ng Compliance			
4	The managemen edited.	nt agent contact v	vould have	e already filled in portions of the	form. Once f	illed in, those fields	cannot be
	NOTE: If the ow Owner Commen signatures, the s	ner discovers an its box at the enc second signer car	error in th I of the Ce not edit t	ne fields completed by the mana rtification or contact Virginia Ho he original signer's information.	igement ager busing. To ma	nt, you must indicat aintain the legality	e them in the of the
5	Scroll down to th	ne Owner's Certif	icate, revi	ewing all information entered by	the manager	nent agent as you g	0.
		2022 OWN	ER'S CE	RTIFICATE OF CONTINUING F	ROGRAM	OMPLIANCE	
		To: VIRGINIA HO	USING DE	VELOPMENT AUTHORITY			
		Certification Dates	From: Janu	ary 1, 2022	To: December	31, 2022	
		Project Name:	Braddock	Whiting Reynolds	Lowest BIN		
		Tax ID# of Ownersh	ip Entity	200451927			
	<ul> <li>Check if <u>ALL</u> buildings have now been Placed in Service and ready for occupancy by 12/31.</li> <li>If this is the first year of the Compliance Period (Years 1-15), please confirm you have sent a <u>signed</u> copy of your IRS Form 8609, with Part II <u>completed and signed</u> to Virginia Housing. Contact your assigned Compliance Officer if you have any questions.</li> <li>If the above <u>does not</u> apply, do not complete questions 1-16. Proceed to Ownership Information.</li> </ul>						
		1. The project meets the	e minimum re	quirements of: (check one)			
		The 40 -	<ul> <li>00 test unde</li> <li>00 test unde</li> </ul>	r Section 42(g)(1)(A) of the Code r Section 42(g)(1)(B) of the Code			
		The Ave	rage Income	Test under Section 42(g)(1)(c) of the Code	Click to Attach If Ar	T: Rent Roll and Occupancy	
	It 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 Versitia Housing Credit Reporting Process.						
	The 15 – 40 test for "deep rent-skewed" projects under Section 42(g)(4) and 142(d)(4)(B) of the Code						
		# Statement 2 There has been	no change i	n the applicable fraction (as defined in Sec	tion 42(c)(1)(B)) fr	Response or any	1
		building in the p building in the p	roject. (If "Cl roject for the	ange", list the applicable fraction to be repo certification year on page 7, or attach supple	rted to the IRS for mental documents	each s.)	
		Any unit that is 12/31/2022 is n	inhabitable or ot included in	is occupied or previously occupied by an ine the applicable fraction.	eligible tenant as o	f	
		3 The owner has	received a Te	nant Income Certification from each low-inco	ome resident and	Salart W	1

Step		Requirement			
6	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. Attach additional supplemental documentation for all "No" or "Change" responses here if further explanation is needed: Click to Attach Further explanations (if required) I, being duly swom, 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 explanation to the Country of the Desardo Country in the project is otherwise in compliance with the requisite				
	Name of Owner Entity: Braddock Whiting Reynolds LP         Name of Signer:         (Legal signature will be initiated at the end of this form)				
	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. Note: The individual signing this Certification MUST be a legal representative of the ownership entity to which tax				
7	<ul> <li>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.</li> <li>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.</li> </ul>				
	Owner	Current Information at	Enter any updates/corrections here:	]	
	Owner Entity Na	me Sample Property Manor, LLC			
	Owner Entity Ac	400 Building Way Richmond, VA 23220	St: Zip:		
	Owner Entity TI	N 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 liste	d below should receive this annual package for	ownership.		
	Name	Alice Lansing			
	Title	Owner			
	Email	Alansing@SampleCo.com			



Step	Requirement					
9	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.					
	OWNER:					
	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.					
	By: Click here to sign Printed Name:					
	(Must be owner or a partner in ownership entity)					
	Title: * Date: Apr 4, 2022					
	Company: *Enter your company name					
	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 to which tax credits were awarded.					
10	Fill out your title and your company's name. Once all the fields marked with the red * are complete, you may <b>Click to</b>					
	I agree to the Terms of Use and Consumer Disclosure of this document Click to Approve					
	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.					
	mary hastings E-signed 2022-04-04 03:48PM EDT mary.hastings@virginiahousing.com Virginia Housing					

Step	p Requirement					
11	Adobe Sign will provide the following message.					
	✓ You're all set					
	You finished signing "Test Property Manor (VHDA# 999): LIHTC Annual Monitoring".					
	We will email the final agreement to all parties. You can also download a copy of what you just signed.					
12	An email will be sent to you, the management agent, and Virginia Housing with the completed document attached.					
	Test Property Manor (VHDA# 999)_ LIHTC Annual Monitoring - signed.pdf 935 KB					
	Action Items					
	🔁 Adobe Sign					
	You're done signing Test Property Manor (VHDA# 999): LIHTC Annual Monitoring					
	Open agreement					
	Attached is the final agreement for your reference. You can also open it online to review its activity history.					
	Need your own documents signed? Adobe Sign can help save you time. Learn more. To ensure that you continue receiving our emails, please add <b>adobesign@edobesige.com</b> to your address book or safe list.					

### **Corrections to Annual Reports**

Step	Requirement
1	In the event that corrections are needed, compliance staff may request that the forms be updated and resubmitted to Virginia Housing within <b>ten (10) business days</b> without penalty. If necessary, the owner or management agent representative must contact their property's assigned Compliance
	Officer <b>before</b> the end of the correction period to get the outstanding issue(s) resolved.
2	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.

# 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 <u>annually, for three years after the Extended Use Period</u> <u>has ended</u>, 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 <u>www.virginiahousing.com</u>. 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			
1	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.</adobesign@adobesign.com></region>			
	Nobe Sign			
	Tidewater Region LIHTC Compliance requests your approval on Test Property Manor (VHDA# 999): LIHTC Annual Monitoring			
	Review and approve			
	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.			
	TIDEWATER REGION LIHTC COMPLIANCE ComplianceAM-Tidewater@virginiahousing.com			
	After you approve <b>Test Property Manor (VHDA# 999): LIHTC Annual Monitoring</b> , the agreement will be sent to may <b>suding@vigitabourleg.com</b> . 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: • Rent Roll only if Average Income • Violation Reports if applicable			
	Further Explanation if required  Don't forward this email: If you don't want to approve, you can delegate to someone else.			
2	<complex-block></complex-block>			
3	<ul> <li>The packet you will see contain the following:</li> <li>Project Information Report</li> <li>Owner's Certificate of Continuing State Compliance</li> </ul>			

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	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. <b>DO NOT FORWARD THE ORIGINAL EMAIL</b> . Forwarding will invalidate the legal process of this form.
	Instead click on the delegate option within the original email or click on <b>Options</b> in the top left of the Adobe Sign screen. Then select <b>Delegate approval to another.</b> Adobe Acrobat Sign
	Options 🗸
	Read agreement
	Delegate approval to another
	Clear document data
	View history
	Download PDF
	Legal Notices
2	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.
	Delegate this document ×
	To send this document to another individual for approval, enter their email address and a message below.
	Email Address
	Enter your message
	Cancel Delegate

Step	Requirement				
3	3       The person you selected will get a version of the original email indicating that it came from you.         Image: Sign selected				
kimberly.bly@virginiahousing.com assigned you to sign Annual Package 2021					
	Review and sign				
	Good afternoon!				
	This agreement should be completed by you so I am delegating it to you. Thank you!				
	Kim Bly				
	kimberly.bly@virginiahousing.com Original message from Tidewater Region LIHTC Compliance:				
	Please review and complete Annual Package 2021.				
	It was originally sent by Tidewater Region LIHTC Compliance (Virginia Housing) to kimberly.bly@virginiahousing.com.				
	After you sign Annual Package 2021, 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:  Rent Roll only if Average Income  Violation Reports if applicable  Further Explanation if required				
	Don't forward this email: If you don't want to sign, you can delegate to someone else.				
	Adobe Sign				
4	The form process will continue as it would for the original addressee, but is now legally being signed by the new delegated person.				

### Declining to Participate in the Adobe Sign Process

Step		Requirement
1	If the email comes to you, but you do not not belong to you, you may decline the en	wish to approve/sign through the Adobe process or this property does nail.
	Click on the link within the original email.	Then click on <b>Options</b> in the top left of the Adobe Sign screen. Then
	Adobe Sign	
	Options 🗸	
	Read agreement	
	Delegate approval to another	
	Decline to approve	
	Clear document data	
	View history	
	Download PDF	
2	Once selected, a window will pop up, plea will be sent to Virginia Housing with a cop next course of action.	se indicate the reason for declining this document as an email message y to you. Virginia Housing will contact you, if necessary, to determine
	Decline this agre	ement
	Please provide a reaso	n for declining this agreement.
	Please type your rea	son for declining
		Cancel Decline

### **Completing the Project Information Form**

Step	Requirement						
1	On page 2 in Adobe Sign, you will see the Project Information Report for this property. This form contain information about the property and management agent. This form can only be completed by the mana agent contact.						
	Virginia Housing <u>2022 LIHTC Decontrol Project Information Report</u>						
	1	Management Agent: 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 Addres	131 Hough Avenue 8 Norfolk, VA 23523	St: VA Zip:			
		Mailing Address (if different)		St: Zip:			
		Property Main Phone	(757) 622-4349				
		Property General Email (if available)					
		Property Website					
		Primary Site Contact:	-				
		Name	Germaine Vincent				
		Title					
		Phone	(757) 328-0239				
		Cell (if available)					
		Email	sabinoflower@gmail.com				
		2. Management Agent	Current Information at	Enter any updates or corrections here:			
		Management Entity	Rising Sun Management				
		Name: Primary Compliance Co	ntact-				
		Name	Germaine Vincent				
		Title	Combine threat				
		Phone	(757) 328-0239				
		Cell (if available)					
		Email	sabinoflower@gmail.com				
		Management Agent Information	Current Information at Virginia Housing	Enter any updates or corrections here:			
		Primary Contact for Ass	et Management:				
		Name	Germaine Vincent				
		Title					
		Phone	(757) 328-0239				
		Cell (if available)					
		Email	sabinoflower@gmail.com				
		The person listed below sho	uld receive this annual package for manage	ment.			
		Name	Germaine Vincent				
		Title					
		Email	sabinoflower@gmail.com				

Step	Requirement
2	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. The owner contact information is displayed and can be edited on a later page. <b>Note:</b> Once you type into these fields, they are no longer yellow, but you can click back into them to edit.
3	Review all portions of the Project Information Report. The fields marked with a red * are required before you can complete your approval. <b>1</b> Unit Details         Total Units in Property       6         Total Info Occupied       6         Total of the Existing UHTC Residents       6         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.         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 updated annually through the Decontrol Period, occupancy and property inspections and tenant eligibility reviews will continue until the Loan Agreement ends. <b>1. Utility Allowance A usy situ utilizing a Utility Allowance for existing LHTC Residents?</b> If yes, when were the estimates implemented (MMDD/YYYY):         OR       Check if all Utilities are included in Rent         OR       Check if all Utilities are included in Rent         OR       Check if all Utilities are included in Rent         Or       The management agent can complete all or part of the owner certification in the next section, but the owner y
4	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.

### Updating Owner Certification by Management Agent

Step					Rec	quirement				
1	The next pages of the form contain the Owner's Certification of Continuing State Compliance. 2022 OWNER'S CERTIFICATE OF CONTINUING STATE PROGRAM COMPLIANCE To: VIRGINIA HOUSING DEVELOPMENT AUTHORITY									
		Certification From: January 1, 2022 To: December 31, 2022 Dates								
		Proj	ject Name:	Colonial			Lowest BIN			
	Tax ID# of Ownership Entity 342008674									
	1	#	Statement						Response	-
	Fach qualified low-income unit is rent-restricted under Section 42(q)(2) of the Code								Select	
			(If "No", explain	n on page 5.)		ACCOUNT	ile usua.		Jereet	
	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									
	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.       Select ▼         (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 Select ▼ renew any lease, except for good cause. (If "No", explain on page 5.)								'	
	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.)									
2	Prior to so owner ce	endi ertific	ing the form cation.	on to the	owner contact, the	management	agent may co	omplete	any of the	fields on the
	NOTE: If before sig	the gnin 1e Ce	managemer Ig. If any err ertification c	nt agent de rors are die or contact '	oes complete the fic scovered, the owne Virginia Housing.	elds, the own r must indicat	er contact w te them in th	rill NOT   ne Owne	be able to e er Comment	dit the values ts box at the

### Management Agent Completes Their Portion of the Form

Step		Requirement
1	Once all th You may ty mouse or t	ne fields have been reviewed, the management agent will go to the last page. Click in the signature box. ype your name for Adobe to create a version of your signature or you may draw your name using your touchpad.
	STOP	Have you reviewed all the data provided? Once submitted, changes cannot be made without restarting the entire process.
	MANAG	GEMENT AGENT:
	By appro signatur Owner B	roving this document, you will be forwarding this form to the Owner Contact below for re: Email: Mary.hastings@virginiahousing.com
	By:	Click here to sign Printed Name:
	Title:	* Date: Apr 4, 2022
	Comp	pany: Enter your company name
		Type Draw Image Mobile
	_	لم آ Type your signature here
		Close Apply

Step	Requirement
2	Fill out your title and your company's name. Once all the fields marked with the red * are complete, you may Click to Approve.
	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.
	mary hastings E-signed 2022-04-04 03:48PM EDT mary.hastings@virginiahousing.com Virginia Housing
3	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.
	✓ You're all set
	You finished approving "Test Property Manor (VHDA# 999): LIHTC Annual Monitoring".
	It is now waiting for the next participant to sign.
	We will email the final agreement to all parties. You can also download a copy of what you just approved.
4	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.

#### **Owner Receives Email**

Step	Requirement
1	The owner contact in our records will receive an email from VHDA LITHC - <region> containing a link to Adobe Sign.</region>
	🔈 Adobe Sign
	Tidewater Region LIHTC Compliance requests your signature on Test Property Manor (VHDA# 999): LIHTC Annual Monitoring
	Review and sign
	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.
	TIDEWATER REGION LIHTC COMPLANCE ComplianceAM-Tidewater@virginiahousing.com
	After you sign <b>Test Property Manor (VHDA# 999): LIHTC Annual Monitoring.</b> 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: • Violation Reports if applicable
	Further Explanation if required  Don't forward this email: If you don't want to sign, you can delegate to someone else.
	The individual signing this Certification MUST be a legal representative of the ownership entity to which tax
	credits were awarded.
	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 <u>here</u> for instructions.
2	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 <b>Continue</b> .
	Colonial (VHDA# 950): LIHTC Annual Monitoring.
	Virginia Housing
	Today's Date: January 6, 2023
	Attention: 131 Hough Avenue Associates, LLC For Property: Coloniat
	Number of LIHTC Units         Description         Amount per Unit         Total Amount
	There are no collection fees for your site required as part of this annual report during the three-year Decontrol Period.
	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.
	All forms must be received by Virginia Housing no later than March 10, 2023.
	For instructions to help with the reporting process through Adobe Sign, see our website or click here: <u>Virginia Housing Annual Tax Credit Reporting Process</u> . If you have any additional questions concerning this process, please contact your Compliance Officer:
	By dicking continue, I acknowledge that I have read and agree to the Adobe <u>Terms of Uses</u> . See our <u>Privacy Parker</u> , for details on our privacy practices.

Step					Requirement				
3	The packet you will see contains the following:								
	<ul> <li>Project</li> </ul>	Project Information Report							
	• Owner	's Ce	ertificate of	Continui	ng State Compliance				
	<b>T</b> L					famme - 0	3111	41 <b>f</b> : . ] .	
4	edited.	it ag	ent contact v	vould have	e already filled in portions of the	form. Once i	nied in,	those field	is cannot be
	NOTE: If the ow Owner Commen signatures, the s	ner its b secoi	discovers an ox at the enc nd signer car	error in th I of the Ce mot edit t	ne fields completed by the mana rtification or contact Virginia Ho he original signer's information.	agement ager ousing. To m	nt, you aintain	must indication the legality	ate them in the y of the
5	Scroll down to th	ne Ov	wner's Certif	icate, revi	ewing all information entered by	the manager	nent ag	ent as you	go.
		20	22 OWNER	S CERTI	FICATE OF CONTINUING STA	TE PROGRA		MPLIANCE	
		To:	VIRGINIA HO	OUSING DE	VELOPMENT AUTHORITY				
		Cert	tification es	From: Janu	ary 1, 2022	To: December	31, 2022		
		Pro	ject Name:	Colonial	1	Lowest BIN			
		Tax	ID# of Ownersh	ip Entity	342008674				
		#	Statement	itatement Response					
		1	Each qualified I (If "No", explain	ow-income un on page 5.)	it is rent-restricted under Section 42(g)(2) of	the Code.		Select V	
	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)					ī			
			If requi	red, attach co	Click to Attach Violations Rep	port (if appli			
		3	There has been the last Certific	n no change in ation of Contin	the ownership or management of the prope using Program Compliance.	erty since the comp	pletion of	Select V	r
			(If "Change", ex	plain on page	5 and update sections of related to contact	information.)			_
		4	Pursuant to IRS renew any leas	8 Revenue Ru e, except for g	ling 2004-82, the owner has not evicted any good cause. (If "No", explain on page 5.)	resident, or refuse	ed to	Select V	
		5	The owner cont including all fed received points	tinues to comp leral and state or other prefe	oly with all terms it agreed to in its application -level program requirements and any commi mential treatment in its application. (If "No", e	n for Credit authori itments for which i xplain on page 5.)	ty. t	Select	1
		-							—

<ul> <li>If the management agent completed the Owner's Certificate, ensure all questions are answered the management agent did not complete the Owner's Certificate, please complete. Once all the completed, the owner representative enters their name at the bottom. A legal stamp will be affit certification.</li> <li>Attach additional supplemental documentation for all "No" or "Change" responses here if further explanation is needed: Click to Attach Further explanation (if ap</li> <li>I, being duly swom, 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.</li> <li>Name of Owner Entity: 131 Hough Avenue Associates, LLC</li> </ul>	and answered correctly. If e fields have been reviewed or ixed at the end of the							
Name of Owner Entity: 131 Hough Avenue Associates, LLC								
Name of Signer								
Hame of Signet.								
(Legal signature will be initiated at the end of this form)								
Note:								
The individual signing this Certification MUST be a legal representative of the ownersh	hip entity to which tax							
credits were awarded.								
Ownership Information: The middle column of this report is prepopulated with the information of You cannot edit these fields. If there are any changes, please enter your changes in the yellow field need to update the fields that are incorrect.	wnership Information: The middle column of this report is prepopulated with the information of record at Virginia Housing. Sou cannot edit these fields. If there are any changes, please enter your changes in the yellow fields on the right. You only eed to update the fields that are incorrect.							
Owner         Current Information at Info:         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.								
Title Owner								
Email Alansing@SampleCo.com	1							
	1							



Step	Requirement
9	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.
	OWNER:
	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.
	By: Click here to sign Printed Name:
	(Must be owner or a partner in ownership entity)
	Title: * Date: Apr 4, 2022
	Company: *Enter your company name
	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 to which tax credits were awarded.
10	Fill out your title and your company's name. Once all the fields marked with the red * are complete, you may <b>Click to</b>
	I agree to the Terms of Use and Consumer Disclosure of this document Click to Approve
	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.
	mary hastings E-signed 2022-04-04 03:48PM EDT mary.hastings@virginiahousing.com Virginia Housing

Step	Requirement
11	Adobe Sign will provide the following message.
	✓ You're all set
	You finished signing "Test Property Manor (VHDA# 999): LIHTC Annual Monitoring".
	We will email the final agreement to all parties. You can also download a copy of what you just signed.
12	An email will be sent to you, the management agent, and Virginia Housing with the completed document attached.
	Test Property Manor (VHDA# 999)_ LIHTC Annual Monitoring - signed.pdf 935 KB
	Action Items
	🔁 Adobe Sign
	Test Property Manor (VHDA# 999): LIHTC Annual Monitoring
	Open agreement
	Attached is the final agreement for your reference. You can also <b>open it online</b> to review its activity history.
	Need your own documents signed? Adobe Sign can help save you time. Learn more.
	To ensure that you continue receiving our emails, please add adobesign@adobesign.com to your address book or safe list.

### **Corrections to Annual Decontrol Reports**

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

# 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 <u>www.virginiahousing.com</u>. 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	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.</adobesign@adobesign.com></region>
	Adobe Acrobat Sign
	Dewey Elder requests your signature on ES-01 Template_120722
	Review and sign
	Please review and complete ES-01 Template_120722.
	Dewey
	DEWEY ELDER Dewey.Elder@virginiahousing.com
	After you sign <b>ES-01 Template_120722,</b> 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:
	<ul> <li>Rent Roll (If Needed)</li> <li>Additional files (If further space or explanation is needed)'</li> </ul>
2	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 <b>Continue</b> .
	Virginia Housing
	1/9/2023
	G & T Adult Homes, Inc. 8900 Cherry Blossom Lane Fredericksburg, VA 22407
	Re: G and T Adult Home 2022 Income Certification & Occupancy Report
	All properties financed by Virginia Housing are subject to overall income and occupancy restrictions. Virginia Housing's regulatory documents require owners to certify tenant eligibility and provide documentation.
	Due to the high turnover involved with your clients, Virginia Housing requires that you submit a rent roll <u>annually</u> identifying the clients served as of the end of each calendar year. If your facility does not have a rent roll or requires strict confidentiality, please complete the Virginia Housing Form IS-01 contained within this packet. Virginia Housing maintains these reports for the duration of the loan as documentation of the womer meeting and serving the low and moderate-income populations. The form must be submitted to Virginia Housing by March 2012
	If you should have any questions, you can reach me at my contact details provided below.
	Sincerely,
	Katherine Grimmett Program Comoliance Officer
	Phone: (804) 343-7895 Email: katherine.grimmett@virginiahousing.com
	By cicking continue, I schoweide Bull Have med and agere is the Addra <u>Terme of Use</u> . See our <u>Presey Netro</u> for details on our privacy practices.

### Declining to Participate in the Adobe Sign Process

Step	Requirement				
1	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.				
	Then click <b>Decline to sign.</b>				
	Options V				
	Read agreement				
	Clear document data				
	View history				
	Legal Notices				
2	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.				
	Decline this agreement				
	Please provide a reason for declining this agreement.				
	Please type your reason for declining				
	Cancel Decline				

### **Completing the Property Contact Information Section**

1 On page 2 & 3 in Adobe Sign, you will see management and ownership contact information for this middle column of this report is prepopulated with the information of record at Virginia Housing and that the Compliance Officers and the Asset Managers have chosen as their main points of contact. these fields. If there are any changes, please enter your changes in the yellow fields on the right. Y update the fields that are incorrect. Once the entire form is signed, this information will be update Housing's software systems.			operty. The le contacts ou cannot edit only need to n Virginia		
	Note: Once you t	ype into these fields	s, they are no longer yellow, k	out you can click back into them to e	dit.
	Ĥ	oŭsing <u>202</u> <u>Housing</u>	2 Transitional/Emergence g Income Certification and	v/Special Needs d Occupancy Report	
	VHI	DA# 4533 :	G and T Adult Home		
	Plea	Property Information	Current Information at	Enter any updates or corrections here:	]
	Pro	operty Physical Address	235 Mahan Road Farmville, VA 239010000	St: VA Zip:	
	Ma	iling Address (if different)		St: Zip:	
	Pro	operty Main Phone	(434) 392-6212		
	Pro (if a	operty General Email available)			
	Pro	operty Website			
	Tot	tal Number of Beds signed to This Property	18		
	Pri	mary Site Contact:			
	Na	me	Bridgette Trent		
	Titl	e	President		
	Pho	one	(540) 809-2649		
	Cel	ll (if available)	(540) 809-2649		
	Em	ail	ultimateplumb87@verizon.net		
	2. I Infe	Management Agent formation	Current Information at Virginia Housing	Enter any updates or corrections here:	
	Ma	anagement Entity Name:	G & T Adult Homes, Inc.		
	Pri	mary Compliance Contact:		-	
	Na	me	Bridgette Trent		
	Titl	le	President		1
	Pho	one	(540) 809-2649		
	Cel	ll (if available)	(540) 809-2649		]
	Em	ail	ultimateplumb87@verizon.net		

Management Agent Information Continued	Current Information at Virginia Housing	Enter any updates or corrections here:
Primary Contact for Asset Man	agement:	
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	d receive this annual package:	
Name	Bridgette Trent	
Title	President	
Email	ultimateplumb87@verizon.net	

2	If a change in the <b>tax-paying entity wh</b>	<b>10 owns the development</b> has occurred or will occur Virginia Housing needs to
	know. TRANSFER OF OWNERSHIP: If a change in the ownership entity h	as occurred within the last 12 months or is expected to occur within the next
	Date of Change	
	New Owner Entity Name	
	New Owner Entity TIN	
		·
	Sample Ownership Entity Organization	al Chart: ABC Limited Partnership or LLC (the tax-paying entity which owns the development)
	Principal Principal	Principal
3	SAVING BEFORE COMPLETING If you leave Adobe Sign before comple	ting all the fields, it will automatically save your previous entries. Click on the
	link within your email to return to Ado you can still click on them to edit.	be Sign. Your previous responses will no longer be highlighted in yellow, but

### Updating Tenant Information

Step		R	equirement	
1	Virginia Housing's regulatory documents require ov Due to the high turnover involved with your clients the clients served as of the end of each calendar ye confidentiality, please complete the ES-01 Form.	vners t , Virgin ar. If y	o certify tenant eligibility and pro nia Housing requires that you subr your facility does not have a rent n	vide documentation. nit a rent roll annually identifying oll or requires strict
	Click to Attach Rent Roll (If Needed)			
	<ul> <li>If your community does please complete the ES</li> </ul>	not ha	ave a rent roll or requires stric orm below	t confidentiality,
	<ul> <li>If a rent roll is provided the signature section</li> </ul>	the ES	S-01 Form does not need to b	e completed, skip to
	Virginia H (For confidentiality, you	<b>lou</b> may su	sing ES-01 Forn	<b>n</b> Codes)
	Name (Head of Household or Identification Code	)	Move-In Date	Move-Out Date

### Signing the Forms

1	Once all the fields h signature box. You your mouse or touc	have been reviewed and updated, the u may type your name for Adobe to cre chpad.	designated eate a vers	d owner contact will go to th ion of your signature or you	e last page. Click in the may draw your name using
	l, being dul the U.S. Ta rules, and r	ly sworn, hereby represent and certify under pena x Code, any Treasury/IRS Regulations, the applica regulations.	ılty of perjury ıble state rule	that the project is otherwise in com s and regulations and all other appl	pliance with icable laws,
	By signing t forwarded	this document, you are agreeing to all of the info to Virginia Housing with copies to all signing part	rmation prov iles.	ided above. This completed form w	ill be
	Ву:	Click hard to sign	Printed Name:	Davlaan Eldar	
	(Must be	e owner or a partner in ownership entity)		Darleen Elder	
	Title: *	*	Date:	Jan 12, 2023	
	Company	* Enter your company name			
		Type Draw Ir Draw or tak	mage Mobile	ur signature	
		using your r	nobile device.		
	_	Type your sig	gnature	e here	
				Close Apply	
	Note: The individual sig	gning this Certification MUST be a	legal repi	resentative of the owners	hip entity.

2	the forms were forwarded to a different signer to complete, the original signers name and signature may pr ick in the By box or on the signature in the By box, and a window will pop up where you can Clear the signat iginal signer and replace with the current signer. Select Apply.	e-populate. ure of the
	Type Draw Image Mobile	5
	Click to Attac Mary Hastings	
	I, being duly s	pliance with
	the U.S. Tax C	licable laws,
	rules, and reg	
	By signing this	ill be
	forwarded to Virginia Housing with copies to all signing parties.	
	By: Darleen Elder Name: Darleen Elder (Must be owner or a partner in ownership entity)	
	Title: * Date: Jan 12, 2023	
3	ll out your title and your company's name. Once all the fields marked with the red * are complete, you may	Click to Sign.
	By signing, I agree to this agreement, the <u>Consumer Disclosure</u> and to do business electronically with Virginia Housing.	
	nis step along with the IP address of the computer you are using allows Adobe Sign to create a legal version o gnature and provide a stamp of authorization.	of your
	mary hastings	
	E-signed 2022-04-04 03:48PM EDT	
	mary.hastings@virginiahousing.com	
	Virginia Housing	

Δ	Adobe Sign will provide the following message
ł	You're all set You finished signing "ES-01 Certification and Occupancy". We will email the final agreement to all parties. You can also download a copy of what you just signed.
5	An email will be sent to you and Virginia Housing with the completed document attached. If the agreement was forwarded,
	ES-01 Certification and Occupancy - signed.pdf 643 KB
	You're done signing
	ES-01 Certification and Occupancy
	Open agreement

### **Corrections to Annual Reports**

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