

Annual Reporting

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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.

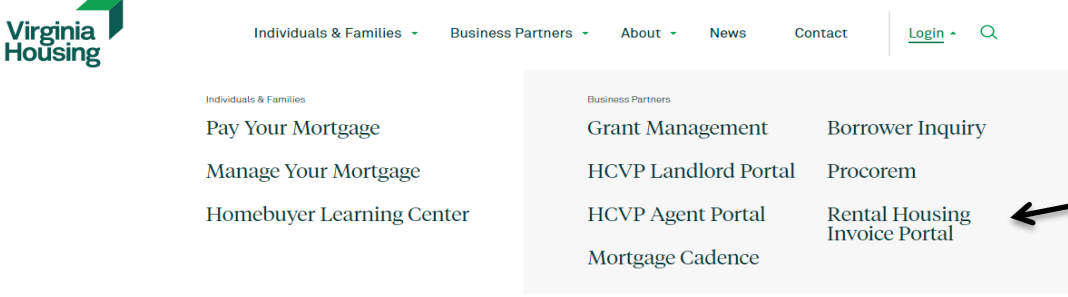
Once the management agent signs and submits, any changes that they made cannot be updated by the owner. Once the owner signs and submits, any changes that they made are locked down as well. It is imperative for the management agent and owner to communicate with each other before submission and to review work for accuracy and completeness. New forms will not be sent.

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

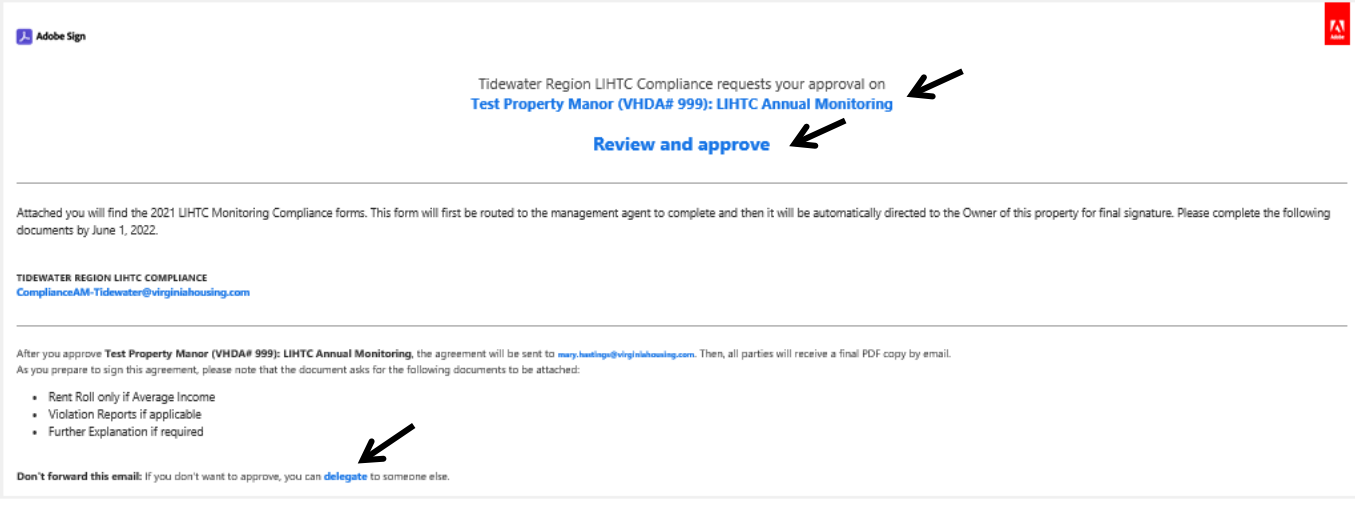
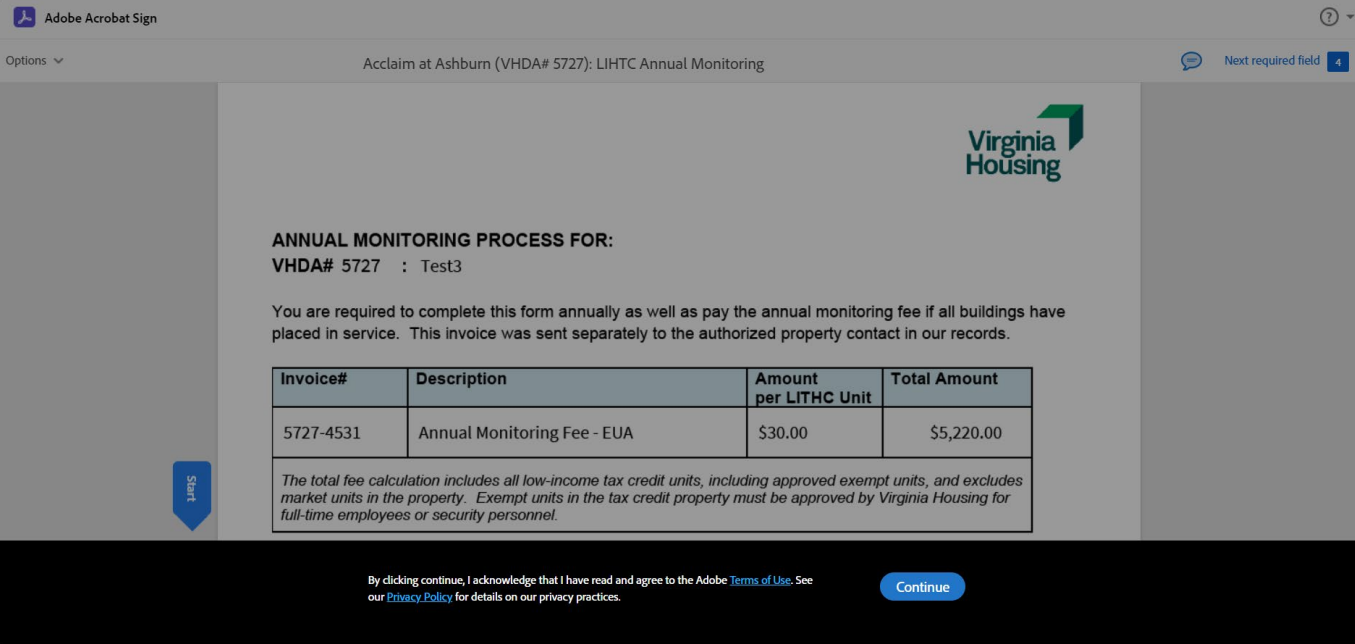
Instruction specific to Owners: [Click Here](#)

Processing the Invoice

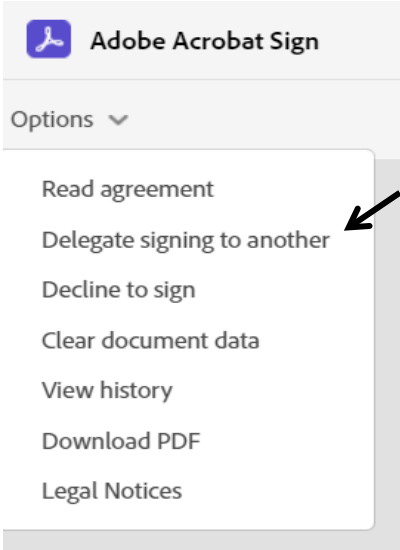
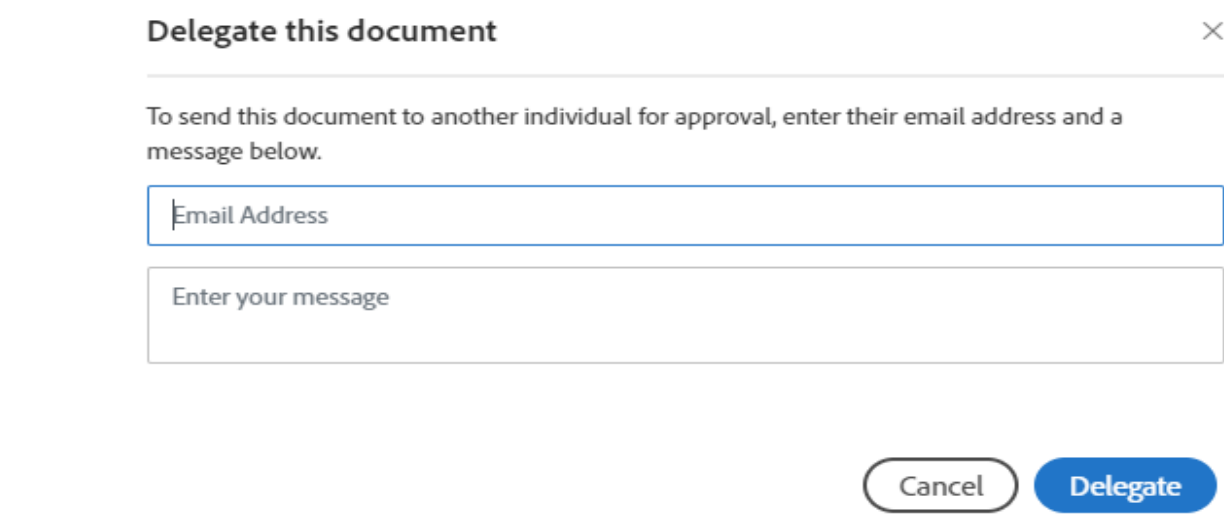
Step	Requirement										
1	<p>The standard invoice will be sent to the designated management contact and accounting representative (if applicable) before the annual forms are sent from VHDAProLinkAlerts@prolinksolutions.com. The invoice email, which includes the invoice, may be forwarded or printed.</p> <p>2023 - Compliance Monitoring Fees for Fallstead at Lewinsville Senior Center</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;">  <p style="font-size: small;">To: cromero@whdc.org; Rental.NorthernRegion</p> <p style="font-size: x-small;">If there are problems with how this message is displayed, click here to view it in a web browser.</p> <p>Virginia Housing Invoice 2024.1.xlsx 48 KB</p> <p style="font-size: x-small; background-color: #ffff00; padding: 2px;">Depending on your security settings, Excel may require that you click Enable Editing at the top before you can see the full invoice.</p> <p>VHDA#: 9722 Property Name: Fallstead at Lewinsville Senior Center</p> <p>Year: 2023</p> <p>Attached is the invoice for the 2023 annual compliance monitoring fees, including past-due fees as applicable for the property. The 2023 annual compliance monitoring fees and the annual Owner's Certification report are due by Friday, March 1, 2024.</p> <p>Things to note:</p> <ul style="list-style-type: none"> Please pay by invoice # using our secure Rental Housing Invoice Portal on the VirginiaHousing.com website via the Login option at the top of the webpage, or go to VirginiaHousing.com/RHInvoice. Tax Credit properties that have not placed all buildings in service by 12/31/2023 are not required to pay compliance monitoring fees. The Ownership/Management entity in place as of 12/31/2023 is responsible for the annual compliance monitoring fees and for completing the annual Owner's Certification report. Immediately report changes and anticipated changes in contacts (property ownership, management agent, onsite property staff) so we may update our records. Outstanding invoices paid after March 1, 2024, will be assessed a late fee per the following schedule. <p>The greater of:</p> <ul style="list-style-type: none"> \$100 or 10% of the total monitoring fee if paid 3/2/2024 through 3/31/2024. \$200 or 15% of the total monitoring fee if paid 4/1/2024 through 4/30/2024. \$300 or 20% of the total monitoring fee if paid 5/1/2024 or after. <p style="font-size: x-small;">On Friday, January 5, 2024, the annual Owner's Certification report, with the Property Information Report (PIR), will be distributed to the primary owner and management contacts on record using AdobeSign and are due by Friday, March 1, 2024. An incomplete or unsubmitted annual Owner's Certification report may result in a noncompliance report to the IRS and Virginia Housing's Tax Credit Allocation department, impacting future Tax Credit funding.</p> <p style="font-size: x-small;">If you have any questions, need to report changes in contacts, or believe that this invoice has been sent in error, please contact Tonya Franklin at (804) 343-8705 or email at Rental.NorthernRegion@VirginiaHousing.com. Include your property name, VHDA# and details in the email subject line.</p> <p style="font-size: x-small;"><< This mailbox does not receive email. Do not respond directly >></p> </div>										
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 1121 1284 1339"> <thead> <tr> <th>Per Unit Fee</th> <th>Type of Property</th> </tr> </thead> <tbody> <tr> <td style="color: red;">\$35.00</td> <td>All Rural Development properties in the 1st 15-year compliance period</td> </tr> <tr> <td style="color: red;">\$45.00</td> <td>All other properties in the 1st 15-year compliance period</td> </tr> <tr> <td style="color: red;">\$20.00</td> <td>All Rural Development properties in the EUA period</td> </tr> <tr> <td style="color: red;">\$30.00</td> <td>All other properties in the EUA period</td> </tr> </tbody> </table>	Per Unit Fee	Type of Property	\$35.00	All Rural Development properties in the 1st 15-year compliance period	\$45.00	All other properties in the 1st 15-year compliance period	\$20.00	All Rural Development properties in the EUA period	\$30.00	All other properties in the EUA period
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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 the buildings should not submit monitoring fees.</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 and the invoice portal instructions can be found on the property's invoice:</p> <p>Please pay by invoice # via our secure Virginia Housing Rental Housing Invoice Portal, www.VirginiaHousing.com/RHInvoice or access from VirginiaHousing.com via Login options.</p> <p>→ If you are new to the portal, register with code 863. Creating an account is for contact purposes only. No banking information is stored within our systems.</p> <p>For instructions on this process, go to www.VirginiaHousing.com/RHInvoiceInstructions</p> <p>or send a check including a copy of each monitoring fee invoice to:</p> <p>Virginia Housing Attn: Compliance and Asset Management P.O. Box 4630 Richmond, VA 23220</p> <p><i>All previous banking information has changed. Please do not wire funds using prior year's information.</i></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> <div data-bbox="224 919 1334 982" style="background-color: #008000; color: white; padding: 5px; text-align: center;"> <p>Struggling to pay your mortgage? Learn more about relief programs. IT will be updating its servers, software, and equipment on the weekend of January 21-22. All systems may be unavailable from 2:00 PM on Saturday until 1:00 PM on Sunday.</p> </div>  <p>The screenshot shows the Virginia Housing website header with the logo on the left and navigation links: Individuals & Families, Business Partners, About, News, Contact, and Login. The 'Business Partners' dropdown menu is open, showing options: Grant Management, Borrower Inquiry, HCVP Landlord Portal, Procorem, HCVP Agent Portal, Rental Housing Invoice Portal (highlighted with an arrow), and Mortgage Cadence.</p>

Receipt of the Forms from Virginia Housing

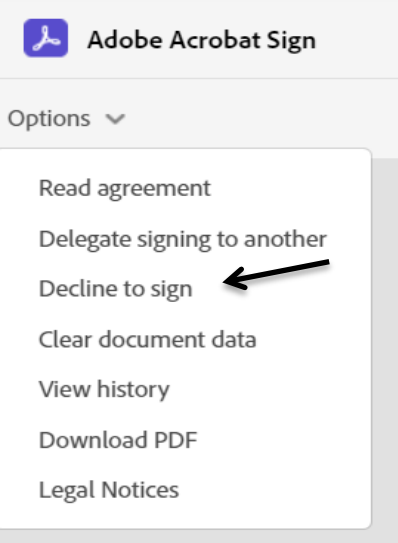
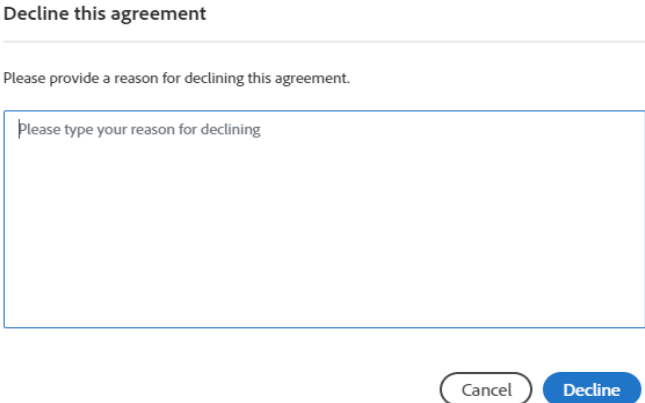
Step	Requirement								
1	<p>The management agent contact in our records will receive an email from Rental.<Region>@virginiahousing.com <adobesign@adobesign.com> containing a link to Adobe Sign. Your property’s location determines the region. Click on either blue link to access the property’s annual 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>								
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>Options ▾ Acclaim at Ashburn (VHDA# 5727): LIHTC Annual Monitoring Next required field 4</p> <p>Start</p> <p>ANNUAL MONITORING PROCESS FOR: VHDA# 5727 : Test3</p> <p>You are required to complete this form annually as well as pay the annual monitoring fee if all buildings have placed in service. This invoice was sent separately to the authorized property contact in our records.</p> <table border="1"> <thead> <tr> <th>Invoice#</th> <th>Description</th> <th>Amount per LITHC Unit</th> <th>Total Amount</th> </tr> </thead> <tbody> <tr> <td>5727-4531</td> <td>Annual Monitoring Fee - EUA</td> <td>\$30.00</td> <td>\$5,220.00</td> </tr> </tbody> </table> <p><i>The total fee calculation includes all low-income tax credit units, including approved exempt units, and excludes market units in the property. Exempt units in the tax credit property must be approved by Virginia Housing for full-time employees or security personnel.</i></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. Continue</p>	Invoice#	Description	Amount per LITHC Unit	Total Amount	5727-4531	Annual Monitoring Fee - EUA	\$30.00	\$5,220.00
Invoice#	Description	Amount per LITHC Unit	Total Amount						
5727-4531	Annual Monitoring Fee - EUA	\$30.00	\$5,220.00						
3	<p>The packet you will see contains the following:</p> <ul style="list-style-type: none"> • Snapshot of fees due for the property and updates • Property Information Report • Owner’s Certificate of Continuing State Program Compliance 								

Delegation of the Email to Another



Step	Requirement
1	<p>If the email should be forwarded to someone else in the management company to complete, you may delegate the forms 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 signing 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 and name. Below it is a dropdown menu labeled 'Options'. The menu is open, showing several options: 'Read agreement', 'Delegate signing to another', 'Decline to sign', 'Clear document data', 'View history', 'Download PDF', and 'Legal Notices'. A black arrow points to the 'Delegate signing 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 is a horizontal line. The text inside the dialog reads: 'To send this document to another individual for approval, enter their email address and a message below.' There are two input fields: one for 'Email Address' and one for 'Enter your message'. At the bottom right of the dialog are two buttons: 'Cancel' and 'Delegate'.</p>

Step	Requirement
3	<p>The person you selected will receive a version of the original email indicating that it came from you.</p> <div data-bbox="472 254 1328 1749" style="border: 1px solid #ccc; padding: 10px;">   <p>erica.etterling@virginiahousing.com assigned you to sign</p> <p>Acclaim at Ashburn (VHDA# 5727): LIHTC Annual Monitoring</p> <p>Review and sign</p> <hr/> <p>Please review and complete.</p> <p>erica.etterling@virginiahousing.com</p> <p>Original message from Alena Henderson: TEST - Attached you will find the 2023 LIHTC Compliance Monitoring 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 and submit payment by March 1, 2024.</p> <p>ALENA HENDERSON Alena.Henderson@virginiahousing.com</p> <hr/> <p>It was originally sent by Alena Henderson (Virginia Housing) to erica.etterling@virginiahousing.com.</p> <p>After you sign Acclaim at Ashburn (VHDA# 5727): LIHTC Annual Monitoring, all parties will receive a final PDF copy by email.</p> <p>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"> • Violations report (if needed) • Further Explanations (if applicable) <p>Don't forward this email: If you don't want to sign, you can delegate to someone else.</p> <hr/> <p> Powered by Adobe Acrobat Sign</p> <p>By proceeding, you agree that this agreement may be signed using electronic or handwritten signatures.</p> <p>To ensure that you continue receiving our emails, please add adobesign@adobesign.com to your address book or safe list.</p> <p>© 2024 Adobe. All rights reserved.</p> </div>
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 sign.</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 menu is open, showing several options: 'Read agreement', 'Delegate signing to another', '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 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>

Completing the Property Information Form

Step	Requirement																														
1	<p>Scrolling past the fees snapshot and updates section, 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;">2023 LIHTC Property Information Report</h3> <p>VHDA# 5727 : Test3</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: 10%;">1. Unit Details</th> <th style="width: 15%;">Total Units in Property</th> <th style="width: 10%;">Total Market Units</th> <th style="width: 20%;">Total TC Qualified Units as of 12/31/2023 (Total Units less Market Units = TC Qualified Units)</th> <th style="width: 15%;">Total TC Vacant Units as of 12/31/2023</th> <th style="width: 10%;">Total Virginia Housing Approved Exempt Units</th> </tr> </thead> <tbody> <tr> <td></td> <td style="text-align: center;">174</td> <td style="text-align: center;">0</td> <td style="text-align: center;">174</td> <td style="background-color: #cccccc;"></td> <td style="text-align: center;">1</td> </tr> <tr> <td>Indicate Any Changes</td> <td></td> <td></td> <td></td> <td style="text-align: center;">3</td> <td></td> </tr> </tbody> </table> <p>> Check to certify that all current tenant data is entered in the online Tenant Portal. <input checked="" type="checkbox"/></p> <p style="background-color: #ffff00; padding: 2px;">Virginia Housing will be transitioning to a new online Tenant Portal for managing tenant data and portfolio program compliance in 2024. More information will be provided shortly. Stay tuned.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <h4 style="background-color: #ADD8E6; margin: 0;">2. Utility Allowance</h4> <p>Utility Allowance Estimates Implemented in 2023 as of (MM/DD/YYYY): 07/01/2023</p> <p>Utility allowance estimates must be updated at least once annually. A 50-day tenant and Agency notice and review period must be provided before the Energy Consumption Model, Local Utility Company or HUD Utility Schedule Model methodologies can be used at the property. Virginia Housing will review the utility allowance estimates and provide a written approval.</p> <p>What methods were used to calculate estimate? Check one or more options:</p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> Energy Consumption Model</td> <td><input checked="" type="checkbox"/> PHA</td> </tr> <tr> <td><input checked="" type="checkbox"/> Local Utility Company</td> <td><input type="checkbox"/> RD</td> </tr> <tr> <td><input type="checkbox"/> HUD Utility Schedule Model</td> <td><input type="checkbox"/> HUD</td> </tr> </table> <p>OR Check if all Utilities are included in Rent. <input type="checkbox"/></p> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <h4 style="background-color: #ADD8E6; margin: 0;">3. Property Information</h4> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; background-color: #cccccc;">[Current] Property Information</th> <th style="width: 50%; background-color: #cccccc;">Enter updates or corrections here</th> </tr> </thead> <tbody> <tr> <td>Physical Address: 43848 Dodge Terrace Ashburn, VA 20147</td> <td>St: VA Zip:</td> </tr> <tr> <td>Mailing Address: (if different)</td> <td>City: St: Zip:</td> </tr> </tbody> </table> </div> </div>	1. Unit Details	Total Units in Property	Total Market Units	Total TC Qualified Units as of 12/31/2023 (Total Units less Market Units = TC Qualified Units)	Total TC Vacant Units as of 12/31/2023	Total Virginia Housing Approved Exempt Units		174	0	174		1	Indicate Any Changes				3		<input type="checkbox"/> Energy Consumption Model	<input checked="" type="checkbox"/> PHA	<input checked="" type="checkbox"/> Local Utility Company	<input type="checkbox"/> RD	<input type="checkbox"/> HUD Utility Schedule Model	<input type="checkbox"/> HUD	[Current] Property Information	Enter updates or corrections here	Physical Address: 43848 Dodge Terrace Ashburn, VA 20147	St: VA Zip:	Mailing Address: (if different)	City: St: Zip:
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Physical Address: 43848 Dodge Terrace Ashburn, VA 20147	St: VA Zip:																														
Mailing Address: (if different)	City: St: Zip:																														

Main Phone: (703) 858-5222	804-123-4567
Property Email:	AcclamatAshburn@email.com
Property Website:	www.LiveatAcclaim at Ashburn.net
[Current] Primary Site Contact Information	Enter updates or corrections here
Name:	Betty Boop
Title:	Regional Manager
Phone:	804-987-6543
Cell (if available):	804-369-1470
Email:	bboop@acclamatAshburn.com

2. Management Agent Information	
[Current] Management Agent Entity Information	Enter updates or corrections here
Management Agent Entity Name:	LSA Management, LP
[Current] Primary Contact for Compliance	Enter updates or corrections here
Name: Betty Medina	
Title: Director of Compliance	
Phone: (714) 726-4951	
Cell (if available):	
Email: bmedina@avanath.com	
[Current] Primary Contact for Asset Management	Enter updates or corrections here
Name: Leah Jones	
Title: Senior Manager of Acquisitions	
Phone: (949) 872-2075	
Cell: (216) 956-9650	
Email: ljones@avanath.com	

The person listed below should receive this annual package for management.	
[Current] Annual Package Recipient Information	Enter updates or corrections here
Name: Betty Medina	
Title: Director of Compliance	
Email: bmedina@avanath.com	

Note: Owner Entity Information is provided on the Owner Certification. Indicate changes or corrections there.
Property Information

2 The left column of this report is prepopulated with the information on 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 column 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.

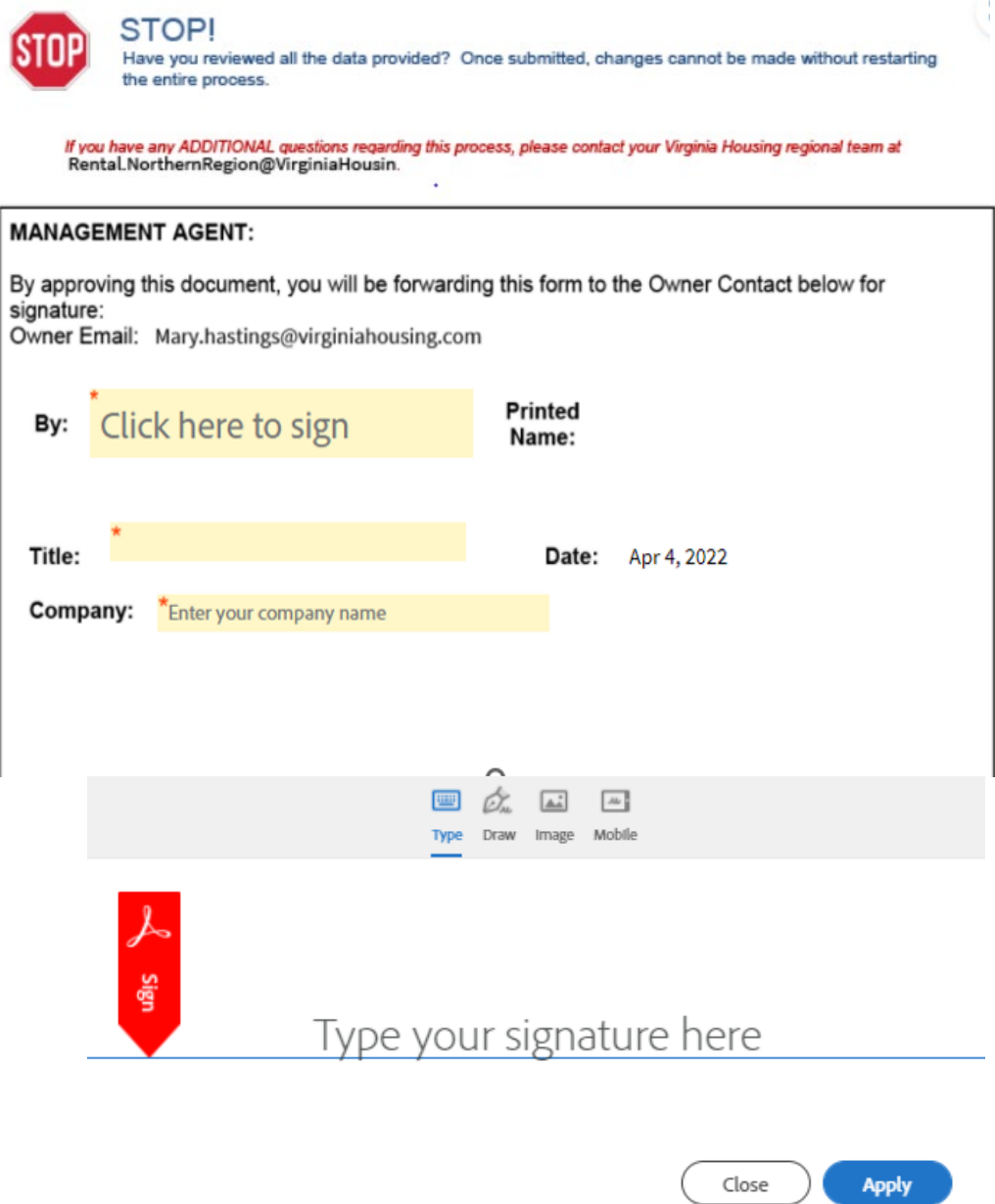
3 **SAVING BEFORE COMPLETING**

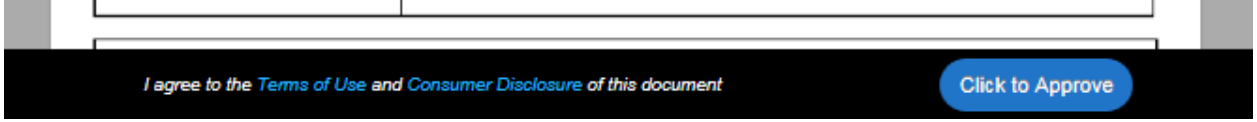

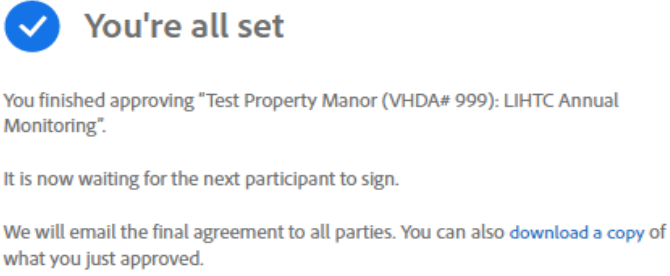
If you leave Adobe Sign before completing all the fields, it will automatically save your previous entries. Click on the link within your email to return to Adobe Sign. Your previous responses will still be filled in, but you can still click on them to edit.

Updating of the Owner Certification by Management Agent

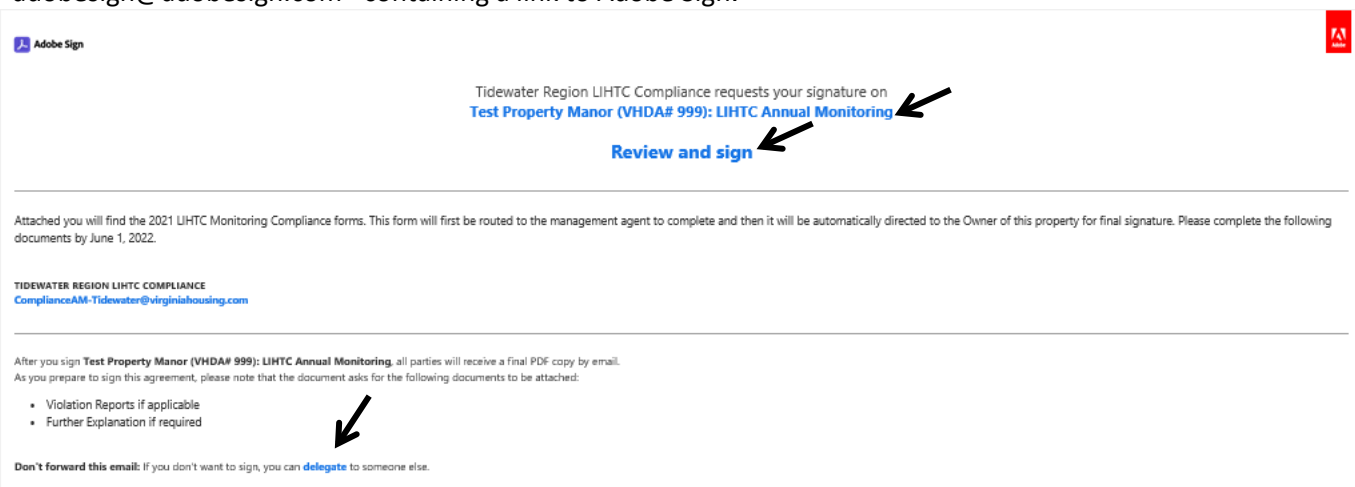
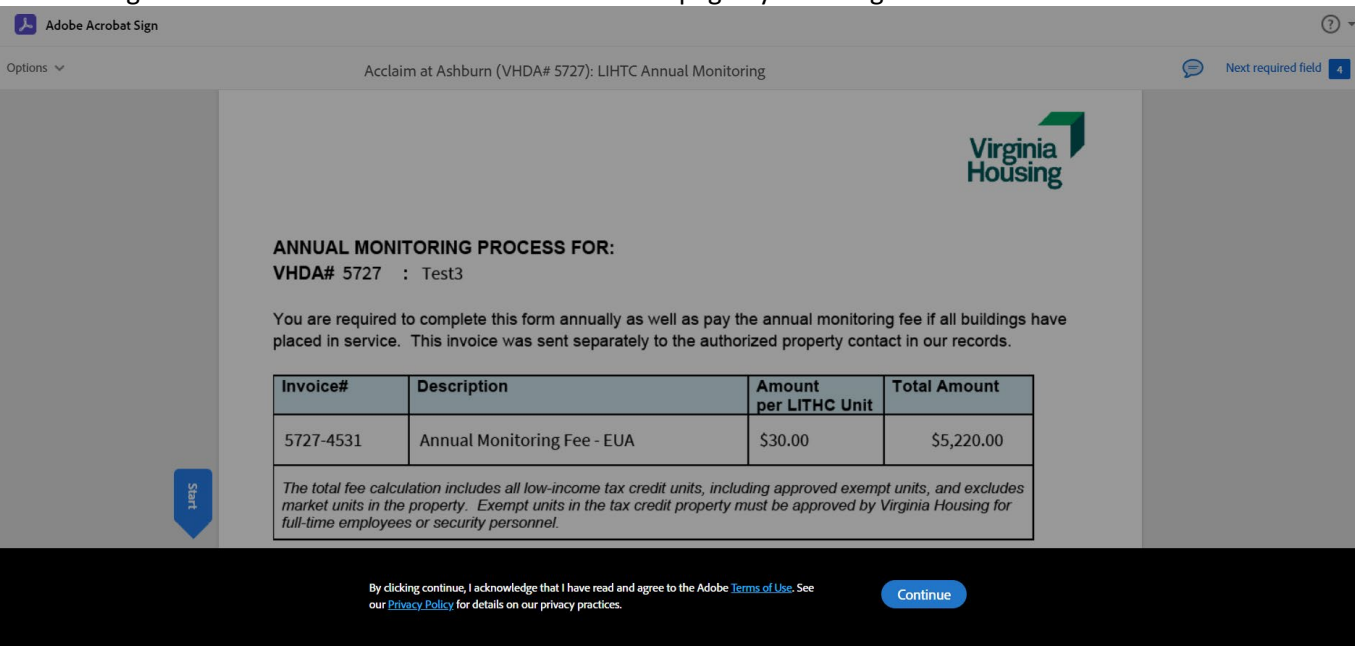
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1	<p>The next pages of the form contain the Owner’s Certification of continuing compliance.</p> <p style="text-align: center;">2023 OWNER’S CERTIFICATE OF CONTINUING PROGRAM COMPLIANCE</p> <p>To: VIRGINIA HOUSING DEVELOPMENT AUTHORITY</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Certification Dates</td> <td style="width: 40%;">From: January 1, 2023</td> <td style="width: 30%;">To: December 31, 2023</td> </tr> <tr> <td>Property Name:</td> <td>Test3</td> <td>Lowest BIN</td> </tr> <tr> <td>Tax ID# of Ownership Entity</td> <td colspan="2">452228829</td> </tr> </table> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><input type="checkbox"/> Check if ALL buildings have been Placed in Service and are ready for occupancy by 12/31.</p> <p> If the above does not apply, do not complete questions 1-26. Proceed to Ownership Information.</p> <p>If this is the first year of the Compliance Period (Years 1-15), the IRS Form 8609, with Part II completed and signed must be submitted to Virginia Housing. Contact your assigned Compliance Officer if you have any questions.</p> </div> <p>1. The property meets the minimum requirements of: (check one)</p> <ul style="list-style-type: none"> <input type="checkbox"/> The 20 – 50 test under Section 42(g)(1)(A) of the Code <input type="checkbox"/> The 40 – 60 test under Section 42(g)(1)(B) of the Code <input type="checkbox"/> The Average Income test under Section 42(g)(1)(c) of the Code <ul style="list-style-type: none"> ➤ If the property selected the Average Income test and all buildings have placed in service as of 12/31, review instructions for required documentation on our website AIT Annual Reporting Instructions. <input type="checkbox"/> The 15 – 40 test for “deep rent-skewed” property under Section 42(g)(4) and 142(d)(4)(B) of the Code <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 property for the certification year in section 27, or attach supplemental documents.) Any unit that is inhabitable or is occupied or previously occupied by an ineligible tenant as of 12/31 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 and annually as applicable. (If “No”, explain in section 27.) LIHTC properties with market units must complete an annual recertification with supporting income verification for all low-income units. 100% low-income properties are not required to verify income after the initial certification; an annual self-certification may be used.</td> <td style="text-align: center;">Select... ▼</td> </tr> </tbody> </table>	Certification Dates	From: January 1, 2023	To: December 31, 2023	Property Name:	Test3	Lowest BIN	Tax ID# of Ownership Entity	452228829		#	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 property for the certification year in section 27, or attach supplemental documents.) Any unit that is inhabitable or is occupied or previously occupied by an ineligible tenant as of 12/31 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 and annually as applicable. (If “No”, explain in section 27.) LIHTC properties with market units must complete an annual recertification with supporting income verification for all low-income units. 100% low-income properties are not required to verify income after the initial certification; an annual self-certification may be used.	Select... ▼
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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="background-color: yellow; padding: 5px;">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 the form must be printed, manually corrected and initialed, and sent to Virginia Housing. A new form will not be sent so it is imperative to double check the form before signing.</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> 
2	<p>If the forms were delegated to a different signer to complete, the original signers name and signature may pre-populate. Click in the signature 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.</p>

Step	Requirement
3	<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> 
4	<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> 
5	<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 Rental.<Region>@virginiahousing.com <adobesign@adobesign.com> containing a link to Adobe Sign.</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 sign Test Property Manor (VHDA# 999): LIHTC Annual Monitoring, 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"> • Violation Reports if applicable • Further Explanation if required <p>Don't forward this email: If you don't want to sign, you can delegate to someone else.</p> <p>The individual signing this Certification MUST be a legal representative of the ownership entity.</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> <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. 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>  <p>Options ▾ Acclaim at Ashburn (VHDA# 5727): LIHTC Annual Monitoring Next required field 4</p> <p>Virginia Housing</p> <p>ANNUAL MONITORING PROCESS FOR: VHDA# 5727 : Test3</p> <p>You are required to complete this form annually as well as pay the annual monitoring fee if all buildings have placed in service. This invoice was sent separately to the authorized property contact in our records.</p> <table border="1"> <thead> <tr> <th>Invoice#</th> <th>Description</th> <th>Amount per LIHTC Unit</th> <th>Total Amount</th> </tr> </thead> <tbody> <tr> <td>5727-4531</td> <td>Annual Monitoring Fee - EUA</td> <td>\$30.00</td> <td>\$5,220.00</td> </tr> </tbody> </table> <p>The total fee calculation includes all low-income tax credit units, including approved exempt units, and excludes market units in the property. Exempt units in the tax credit property must be approved by Virginia Housing for full-time employees or security personnel.</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>	Invoice#	Description	Amount per LIHTC Unit	Total Amount	5727-4531	Annual Monitoring Fee - EUA	\$30.00	\$5,220.00
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3	<p>The packet you will see contains the following:</p> <ul style="list-style-type: none"> • Snapshot of fees due for the property and updates • Property Information Report • Owner's Certificate of Continuing State Program 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: To maintain the legality of the signatures, the second signer cannot edit the original signer's information. 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 the form must be printed, manually corrected and initialed, and sent to Virginia Housing. A new form will not be sent so it is imperative to double check the form before signing.</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;">2023 OWNER'S CERTIFICATE OF CONTINUING PROGRAM COMPLIANCE</p> <p>To: VIRGINIA HOUSING DEVELOPMENT AUTHORITY</p> <table border="1" data-bbox="337 940 1453 1115"> <tr> <td>Certification Dates</td> <td>From: January 1, 2023</td> <td>To: December 31, 2023</td> </tr> <tr> <td>Property Name:</td> <td>Test3</td> <td>Lowest BIN</td> </tr> <tr> <td>Tax ID# of Ownership Entity</td> <td colspan="2">452228829</td> </tr> </table> <div data-bbox="337 1136 1453 1335" style="border: 1px solid black; padding: 5px;"> <p><input type="checkbox"/> Check if ALL buildings have been Placed in Service and are ready for occupancy by 12/31.</p> <p> If the above does not apply, do not complete questions 1-26. Proceed to Ownership Information.</p> <p>If this is the first year of the Compliance Period (Years 1-15), the IRS Form 8609, with Part II completed and signed must be submitted to Virginia Housing. Contact your assigned Compliance Officer if you have any questions.</p> </div> <p>1. The property meets the minimum requirements of: (check one)</p> <ul style="list-style-type: none"> <input type="checkbox"/> The 20 – 50 test under Section 42(g)(1)(A) of the Code <input type="checkbox"/> The 40 – 60 test under Section 42(g)(1)(B) of the Code <input type="checkbox"/> The Average Income test under Section 42(g)(1)(c) of the Code <ul style="list-style-type: none"> ➤ If the property selected the Average Income test and all buildings have placed in service as of 12/31, review instructions for required documentation on our website AIT Annual Reporting Instructions. <input type="checkbox"/> The 15 – 40 test for "deep rent-skewed" property under Section 42(g)(4) and 142(d)(4)(B) of the Code <table border="1" data-bbox="337 1619 1453 1787"> <thead> <tr> <th>#</th> <th>Statement</th> <th>Response</th> </tr> </thead> <tbody> <tr> <td>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 property for the certification year in section 27, or attach supplemental documents.)</td> <td>Select... ▼</td> </tr> <tr> <td></td> <td>Any unit that is inhabitable or is occupied or previously occupied by an ineligible tenant as of 12/31 is not included in the applicable fraction.</td> <td></td> </tr> </tbody> </table>	Certification Dates	From: January 1, 2023	To: December 31, 2023	Property Name:	Test3	Lowest BIN	Tax ID# of Ownership Entity	452228829		#	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 property for the certification year in section 27, or attach supplemental documents.)	Select... ▼		Any unit that is inhabitable or is occupied or previously occupied by an ineligible tenant as of 12/31 is not included in the applicable fraction.	
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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><small>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.</small></p> <p>Note: The individual signing this Certification MUST be a legal representative of the ownership entity.</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 left column of this report is prepopulated with the information on record at Virginia Housing and the contact that the Compliance Officers and the Asset Managers have chosen as their main point of contact. You cannot edit these fields. If there are any changes, please enter your changes in the column 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> <div data-bbox="451 1262 1284 1919" style="border: 1px solid black; padding: 10px;"> <p>OWNERSHIP INFORMATION – Who we would contact regarding owner-related questions. Review our current information. Provide any updates or corrections for the current owner:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="background-color: #e1f5fe;">Owner Information</th> </tr> <tr> <th style="background-color: #e1f5fe;">[Current] Owner Entity Information</th> <th style="background-color: #e1f5fe;">Enter updates or corrections here</th> </tr> </thead> <tbody> <tr> <td>Owner Entity Name (as defined by the IRS): KA Fields of Ashburn LLC</td> <td></td> </tr> <tr> <td>Owner Entity Address (as defined by the IRS):</td> <td>City: <input type="text"/> St: <input type="text"/> Zip: <input type="text"/></td> </tr> <tr> <td>Owner Entity TIN: 45228829</td> <td></td> </tr> <tr> <th style="background-color: #e1f5fe;">[Current] Primary Owner Contact Information</th> <th style="background-color: #e1f5fe;">Enter updates or corrections here</th> </tr> <tr> <td>Name: Ellen Guccione</td> <td></td> </tr> <tr> <td>Title: Executive Vice President</td> <td></td> </tr> <tr> <td>Phone: (949) 269-4700</td> <td></td> </tr> <tr> <td>Cell:</td> <td></td> </tr> <tr> <td>Email: eguccione@avanath.com</td> <td></td> </tr> <tr> <th colspan="2" style="background-color: #e1f5fe;">The person listed below should receive this annual package for ownership</th> </tr> <tr> <th style="background-color: #e1f5fe;">[Current] Annual Package Recipient Information</th> <th style="background-color: #e1f5fe;">Enter updates or corrections here</th> </tr> <tr> <td>Name: Ellen Guccione</td> <td></td> </tr> <tr> <td>Title: Executive Vice President</td> <td></td> </tr> <tr> <td>Email: eguccione@avanath.com</td> <td></td> </tr> </tbody> </table> </div>	Owner Information		[Current] Owner Entity Information	Enter updates or corrections here	Owner Entity Name (as defined by the IRS): KA Fields of Ashburn LLC		Owner Entity Address (as defined by the IRS):	City: <input type="text"/> St: <input type="text"/> Zip: <input type="text"/>	Owner Entity TIN: 45228829		[Current] Primary Owner Contact Information	Enter updates or corrections here	Name: Ellen Guccione		Title: Executive Vice President		Phone: (949) 269-4700		Cell:		Email: eguccione@avanath.com		The person listed below should receive this annual package for ownership		[Current] Annual Package Recipient Information	Enter updates or corrections here	Name: Ellen Guccione		Title: Executive Vice President		Email: eguccione@avanath.com	
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Step	Requirement
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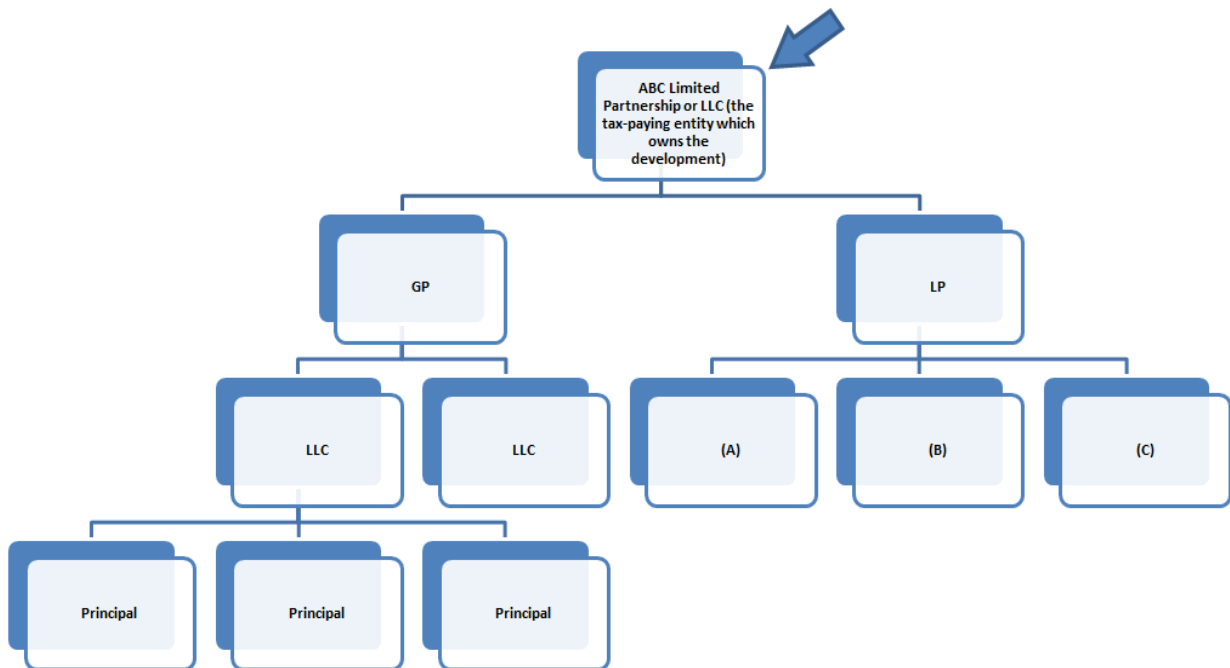
8 If a change in the **tax-paying entity who owns the development** has occurred or will occur Virginia Housing needs to know.

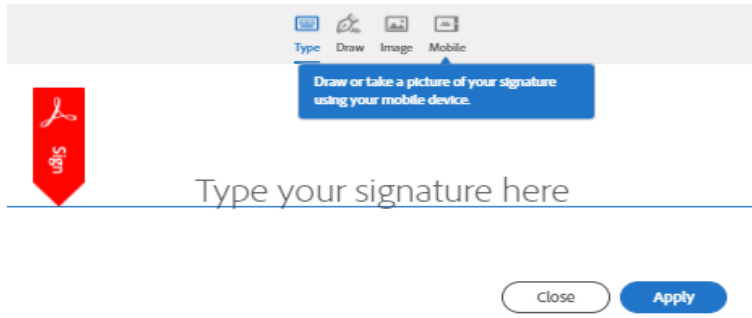
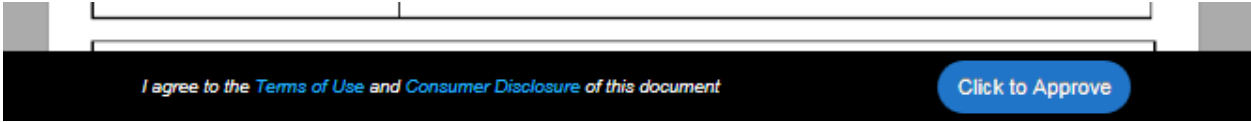

TRANSFER OF OWNERSHIP:

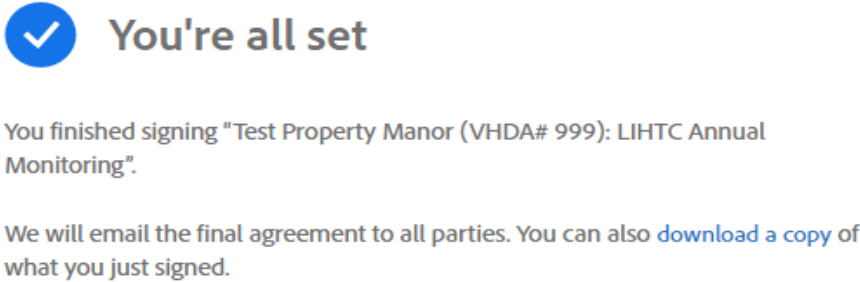
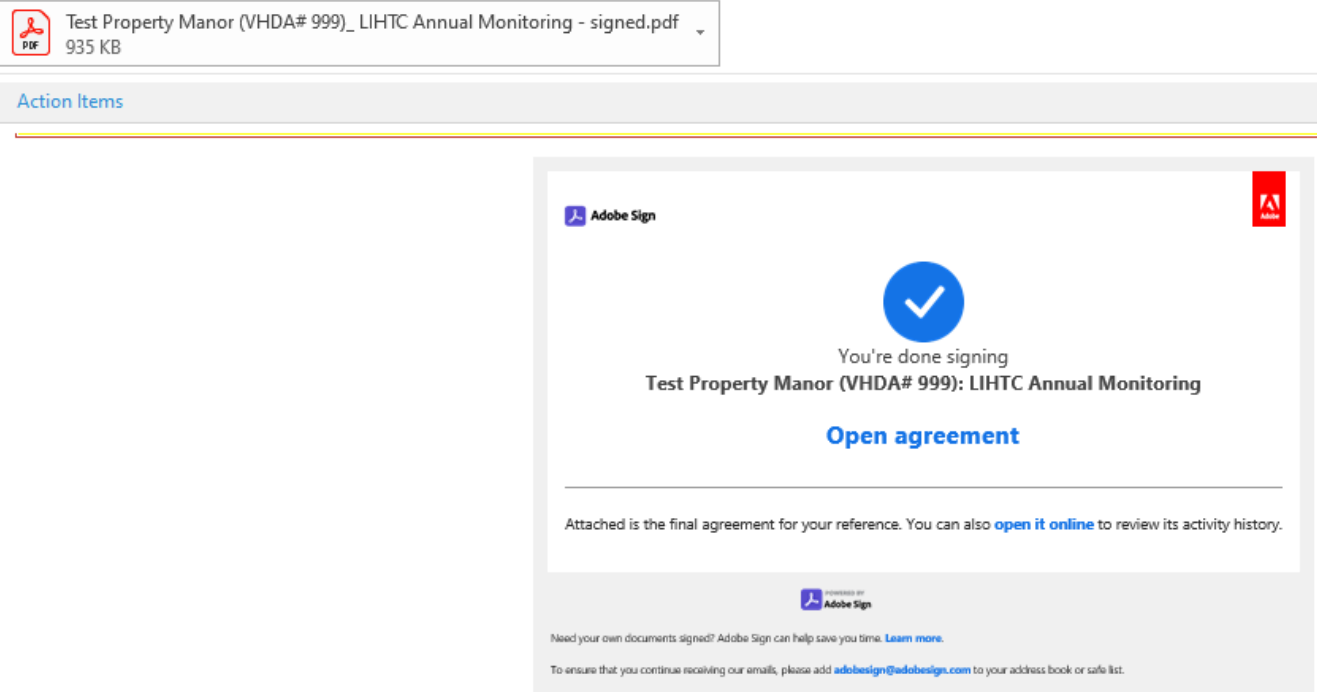
If a change in the ownership entity has occurred within the last 12 months or is expected to occur within the next 12 months, please indicate below:

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.</p>
10	<p>If the forms were delegated to a different signer to complete, the original signers name and signature may pre-populate. Click in the signature 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.</p>
11	<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
12	<p>Adobe Sign will provide the following message.</p> 
13	<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> 

Corrections to Annual Reports

Step	Requirement
1	<p>In the event that corrections are needed, compliance staff may request that the forms be updated manually 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 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.

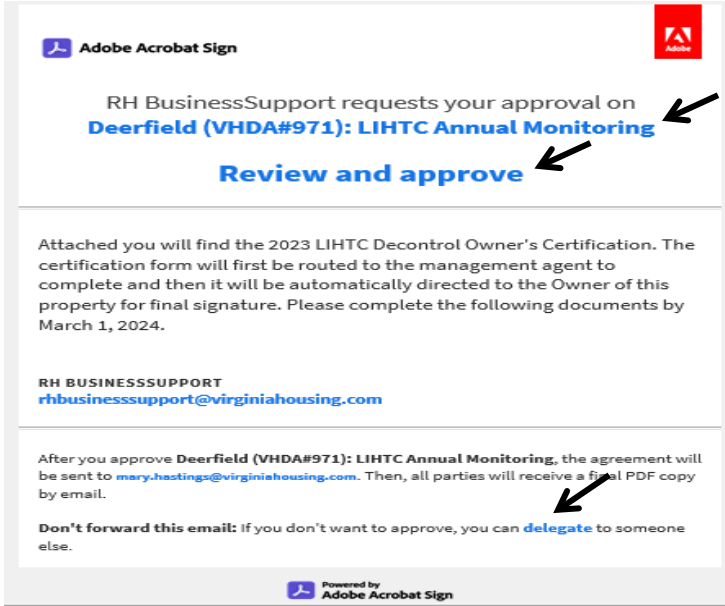
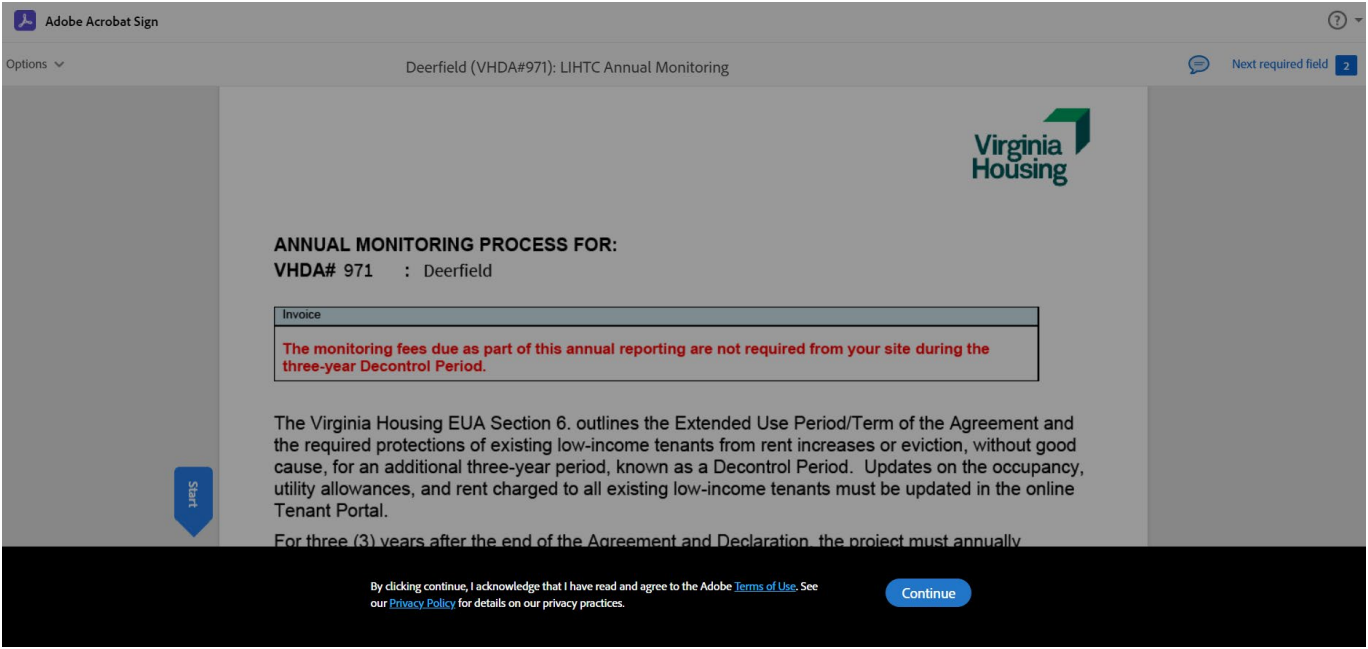
One of the quickest and most efficient ways to communicate with our customers is by publishing information on the internet. To that end, please make it a part of your process when questions come up or you are looking for forms to first consult www.virginiahousing.com. We will be making an effort to update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

Once the management agent signs and submits, any changes that they made cannot be updated by the owner. Once the owner signs and submits, any changes that they made are locked down as well. It is imperative for the management agent and owner to communicate with each other before submission and to review work for accuracy and completeness. New forms will not be sent.

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

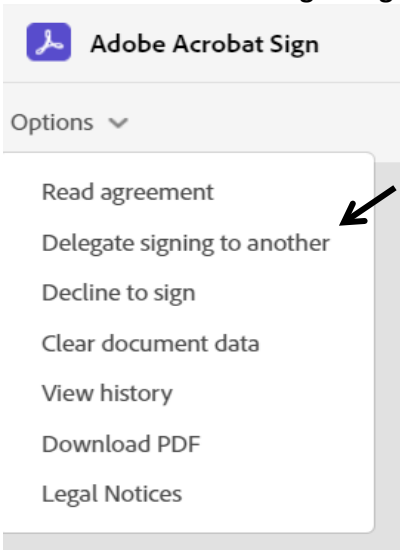
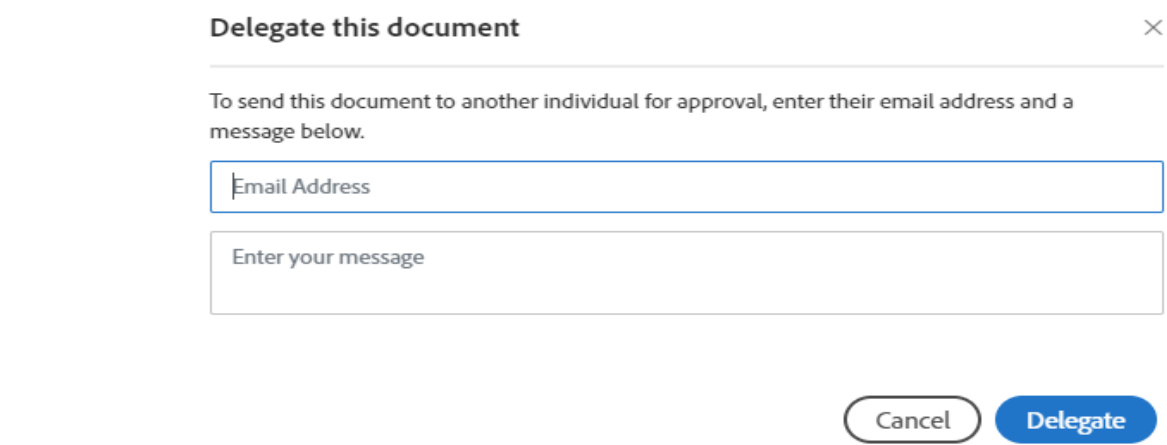
Instruction specific to Owners: [Click Here](#)

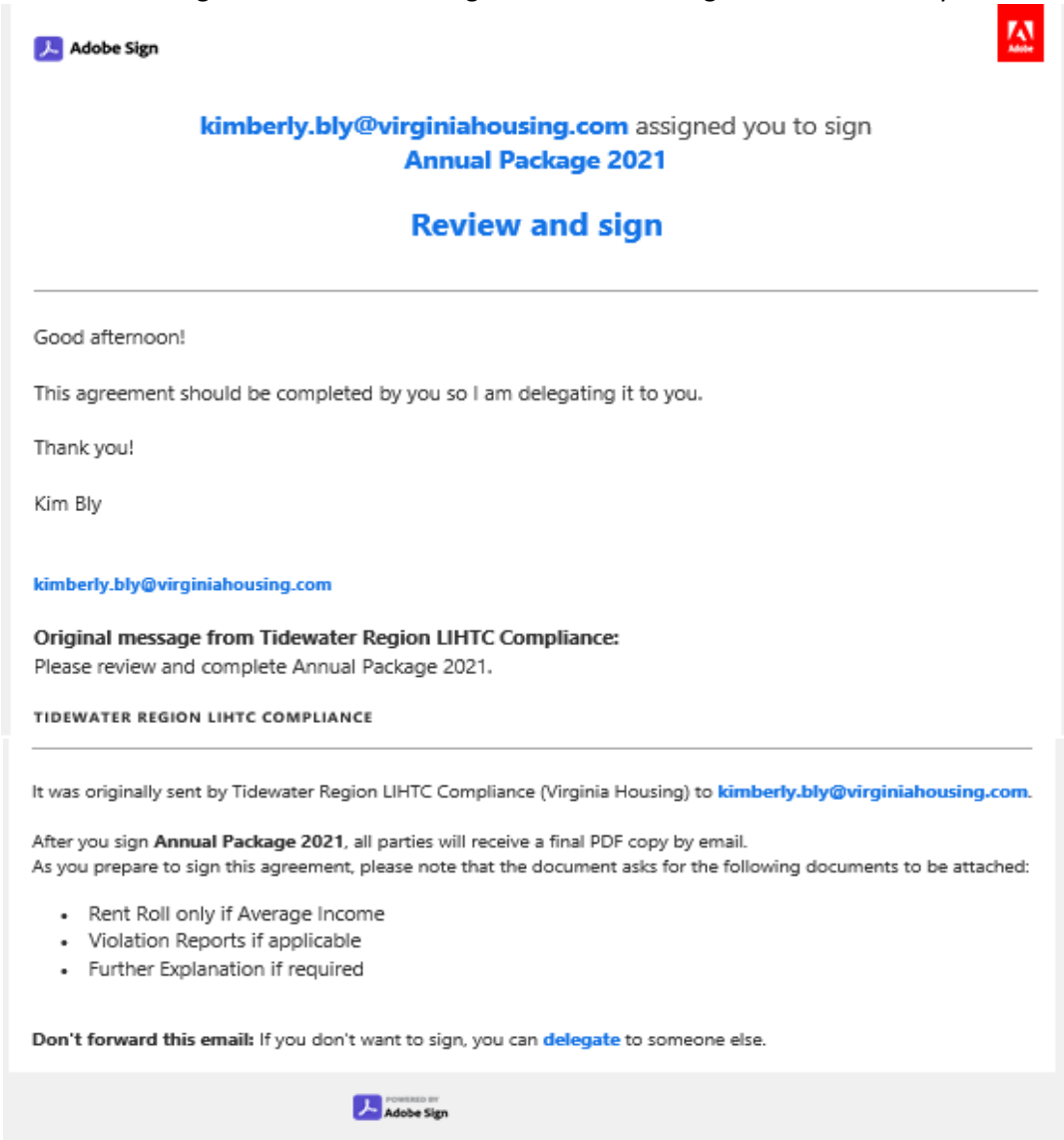
Receipt of the Forms from Virginia Housing

Step	Requirement
1	<p>The management agent contact in our records will receive an email from Rental.<Region>@virginiahousing.com <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> 

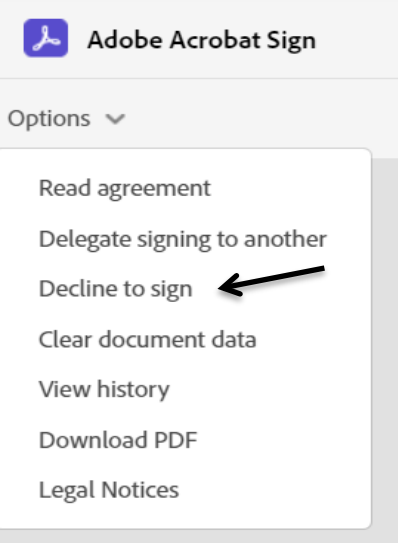
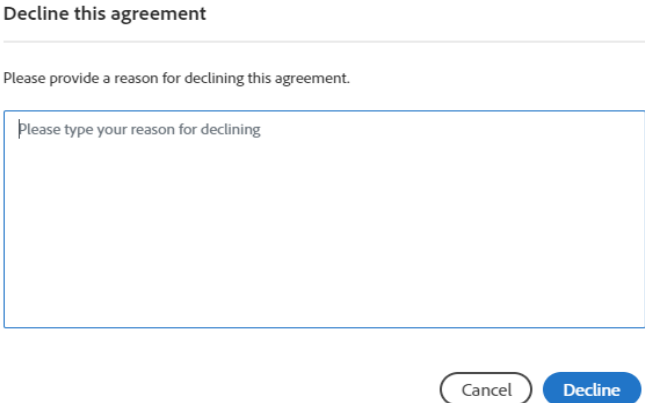
Step	Requirement
3	<p>The packet you will see contains the following:</p> <ul style="list-style-type: none"> • Property Information Report • Owner’s Certificate of Continuing State Compliance

Delegation of the Email to Another


Step	Requirement
1	<p>If the email should be forwarded to someone else in the management company to complete, you may delegate the forms 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 signing 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 menu is open, showing several options: 'Read agreement', 'Delegate signing to another', 'Decline to sign', 'Clear document data', 'View history', 'Download PDF', and 'Legal Notices'. A black arrow points to the 'Delegate signing 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 pop-up window titled 'Delegate this document' with a close button (X) in the top right corner. Below the title, there is a horizontal line and a message: '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 window, 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 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. Below it is a dropdown menu labeled 'Options' with a downward arrow. The menu is open, showing several options: 'Read agreement', 'Delegate signing to another', '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, 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 Property Information Form

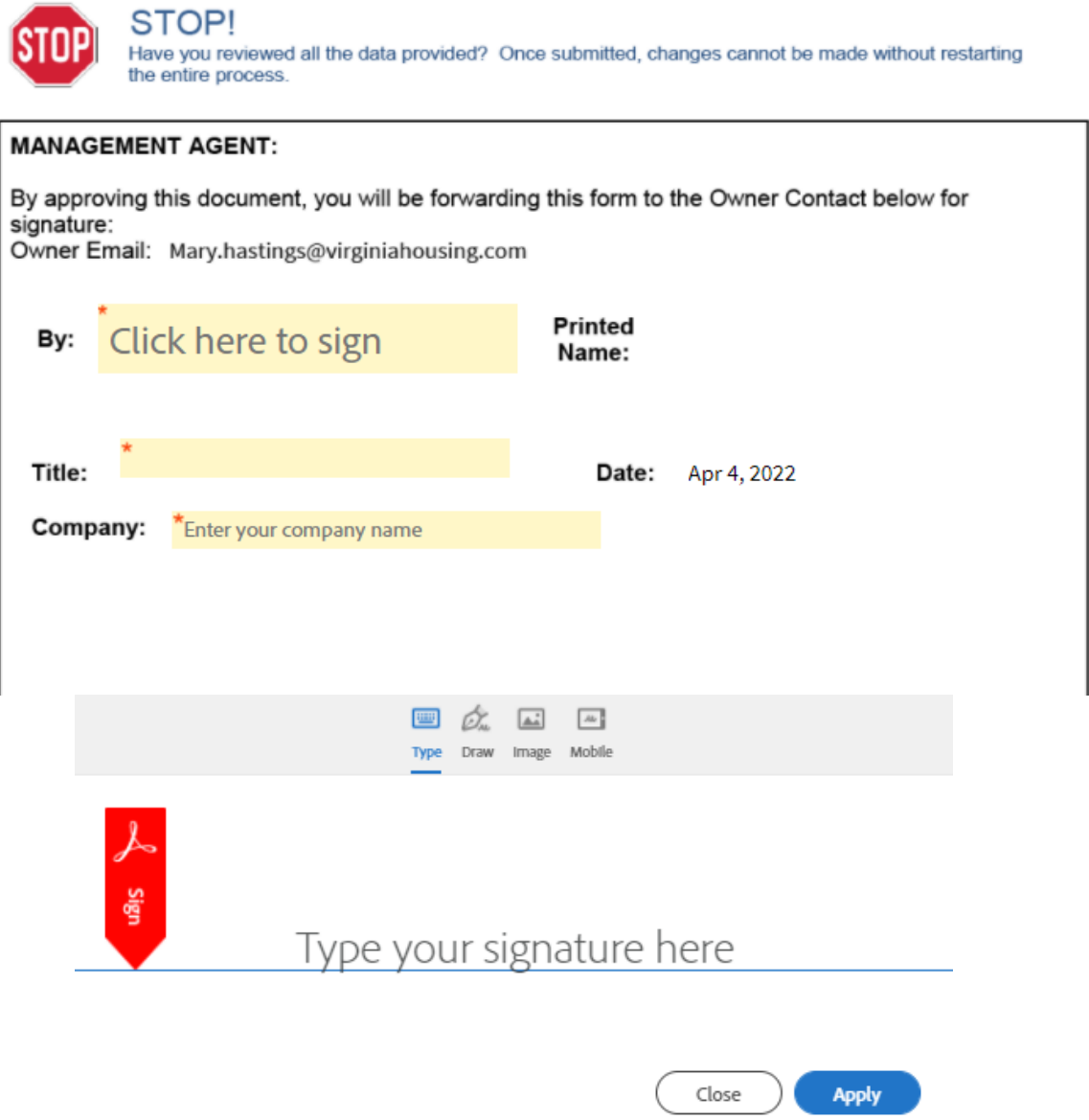
Step	Requirement																																																											
1	<p>This form contains information about the property and management agent. This form can only be completed by the management agent contact.</p> <div style="text-align: center;">  <p>2023 LIHTC Decontrol Property Information Report</p> <p>VHDA# 971 : Deerfield</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;"> <tr> <td style="width: 20%;">1. Unit Details</td> <td>Total Units in Property</td> <td style="text-align: center;">39</td> </tr> <tr> <td></td> <td>Total Units Occupied</td> <td style="text-align: center;">[REDACTED]</td> </tr> <tr> <td></td> <td>Total # of Existing LIHTC Residents</td> <td style="text-align: center;">[REDACTED]</td> </tr> </table> <p>➤ Check to certify that all existing tenant data including occupancy, rent and utility allowance is entered in the online Tenant Portal, and updated annually throughout the Decontrol Period. <input type="checkbox"/></p> <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 the online Tenant Portal, and property inspections and tenant eligibility reviews will continue until the Loan Agreement ends.</p> <p style="background-color: yellow;">Virginia Housing will be transitioning to a new online Tenant Portal for managing tenant data and portfolio program compliance in 2024. More information will be provided shortly. Stay tuned.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="background-color: #ADD8E6;">2. Utility Allowance</td> </tr> <tr> <td colspan="2">Are you still utilizing a Utility Allowance for existing LIHTC Residents? If yes, when were the estimates implemented (MM/DD/YYYY): [REDACTED] (if no, leave blank.)</td> </tr> <tr> <td colspan="2">OR Check if all Utilities are included in Rent. <input type="checkbox"/></td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="background-color: #ADD8E6;">3. 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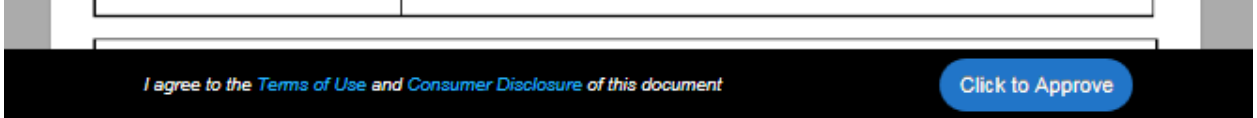

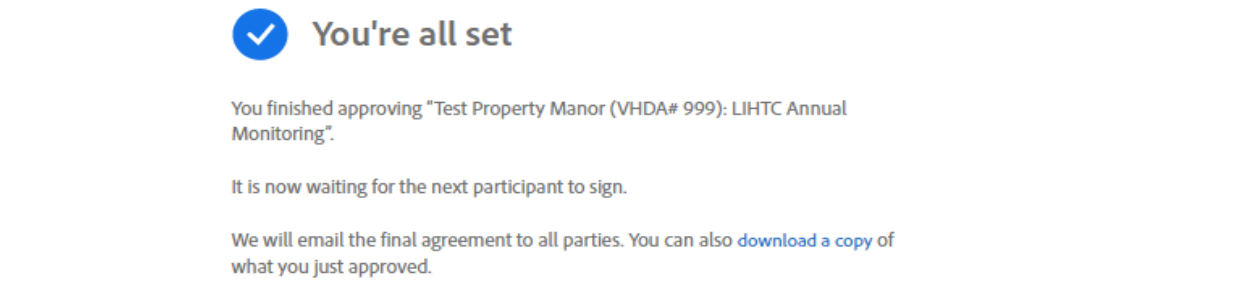
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Updating Owner Certification by Management Agent


Step	Requirement																											
1	<p>The next pages of the form contain the Owner’s Certification of Continuing State Compliance.</p> <p style="text-align: center;">2023 OWNER’S CERTIFICATE OF CONTINUING STATE PROGRAM COMPLIANCE </p> <p>To: VIRGINIA HOUSING DEVELOPMENT AUTHORITY</p> <table border="1" data-bbox="332 451 1274 598"> <tr> <td>Certification Dates</td> <td>From: January 1, 2023</td> <td>To: December 31, 2023</td> </tr> <tr> <td>Property Name:</td> <td>Deerfield</td> <td>Lowest BIN</td> </tr> <tr> <td>Tax ID# of Ownership Entity</td> <td colspan="2">541479749</td> </tr> </table> <table border="1" data-bbox="332 630 1274 1129"> <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 in section 6.)</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 in section 6 and attach a copy of the violation report and any documentation of correction) If required, attach copies here:</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 in section 6 and update sections of related 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 in section 6.)</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 section 6.)</td> <td>Select... ▼</td> </tr> </tbody> </table>	Certification Dates	From: January 1, 2023	To: December 31, 2023	Property Name:	Deerfield	Lowest BIN	Tax ID# of Ownership Entity	541479749		#	Statement	Response	1	Each qualified low-income unit is rent-restricted under Section 42(g)(2) of the Code. (If “No”, explain in section 6.)	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 in section 6 and attach a copy of the violation report and any documentation of correction) If required, attach copies here:	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 in section 6 and update sections of related 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 in section 6.)	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 section 6.)	Select... ▼
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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 the form must be printed, manually corrected and initialed, and sent to Virginia Housing. A new form will not be sent so it is imperative to double check the form before signing.</p>																											

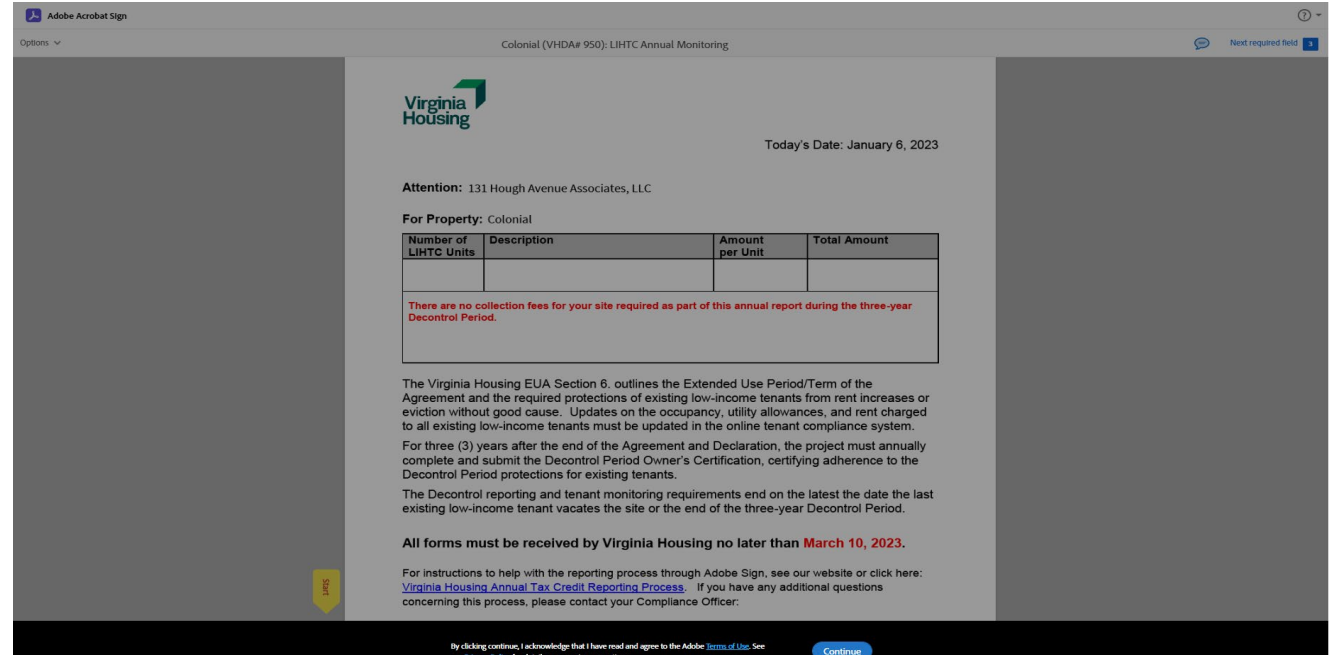
Management Agent Completes Their Portion of the Form

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> 
2	<p>If the forms were delegated to a different signer to complete, the original signers name and signature may pre-populate. Click in the signature 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.</p>

Step	Requirement
3	<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> 
4	<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> 
5	<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 Rental.<Region>@virginiahousing.com <adobesign@adobesign.com> containing a link to Adobe Sign.</p>  <p>The individual signing this Certification MUST be a legal representative of the ownership entity.</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> <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. 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> 
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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: To maintain the legality of the signatures, the second signer cannot edit the original signer’s information. 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 the form must be printed, manually corrected and initialed, and sent to Virginia Housing. A new form will not be sent so it is imperative to double check the form before signing.</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="399 869 1386 1024"> <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 1045 1386 1629"> <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... ▼
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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.</p>																																
7	<p>Virginia Housing needs updated owner contact information for our software systems.</p> <p>Ownership Information: The left column of this report is prepopulated with the information on record at Virginia Housing and the contact that the Compliance Officers and the Asset Managers have chosen as their main point of contact. You cannot edit these fields. If there are any changes, please enter your changes in the column 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>OWNERSHIP INFORMATION – Who we would contact regarding owner-related questions. Review our current information. Provide any updates or corrections for the current owner:</p> <table border="1" data-bbox="412 1121 1279 1749"> <thead> <tr> <th colspan="2" data-bbox="412 1121 1279 1157">Owner Information</th> </tr> <tr> <th data-bbox="412 1157 846 1184">[Current] Owner Entity Information</th> <th data-bbox="846 1157 1279 1184">Enter updates or corrections here</th> </tr> </thead> <tbody> <tr> <td data-bbox="412 1184 846 1241">Owner Entity Name (as defined by the IRS): Deerfield Associates, L.P.</td> <td data-bbox="846 1184 1279 1241"></td> </tr> <tr> <td data-bbox="412 1241 846 1339">Owner Entity Address (as defined by the IRS): 1375 Piccard Drive Suite 150 Rockville, MD 20850</td> <td data-bbox="846 1241 1279 1339">City: _____ St: _____ Zip: _____</td> </tr> <tr> <td data-bbox="412 1339 846 1367">Owner Entity TIN: 541479749</td> <td data-bbox="846 1339 1279 1367"></td> </tr> <tr> <th data-bbox="412 1367 846 1394">[Current] Primary Owner Contact Information</th> <th data-bbox="846 1367 1279 1394">Enter updates or corrections here</th> </tr> <tr> <td data-bbox="412 1394 846 1430">Name: Robert Margolis</td> <td data-bbox="846 1394 1279 1430"></td> </tr> <tr> <td data-bbox="412 1430 846 1457">Title: Owner/Developer</td> <td data-bbox="846 1430 1279 1457"></td> </tr> <tr> <td data-bbox="412 1457 846 1493">Phone: (240) 683-0300</td> <td data-bbox="846 1457 1279 1493"></td> </tr> <tr> <td data-bbox="412 1493 846 1520">Cell:</td> <td data-bbox="846 1493 1279 1520"></td> </tr> <tr> <td data-bbox="412 1520 846 1556">Email: bobm@tmadevelopment.com</td> <td data-bbox="846 1520 1279 1556"></td> </tr> <tr> <th colspan="2" data-bbox="412 1583 1279 1619">The person listed below should receive this annual package for ownership</th> </tr> <tr> <th data-bbox="412 1619 846 1646">[Current] Annual Package Recipient Information</th> <th data-bbox="846 1619 1279 1646">Enter updates or corrections here</th> </tr> <tr> <td data-bbox="412 1646 846 1673">Name: Sheri Smith</td> <td data-bbox="846 1646 1279 1673"></td> </tr> <tr> <td data-bbox="412 1673 846 1701">Title: LIHTC Compliance Manager</td> <td data-bbox="846 1673 1279 1701"></td> </tr> <tr> <td data-bbox="412 1701 846 1749">Email: sherismith@tmamgroup.com</td> <td data-bbox="846 1701 1279 1749"></td> </tr> </tbody> </table>	Owner Information		[Current] Owner Entity Information	Enter updates or corrections here	Owner Entity Name (as defined by the IRS): Deerfield Associates, L.P.		Owner Entity Address (as defined by the IRS): 1375 Piccard Drive Suite 150 Rockville, MD 20850	City: _____ St: _____ Zip: _____	Owner Entity TIN: 541479749		[Current] Primary Owner Contact Information	Enter updates or corrections here	Name: Robert Margolis		Title: Owner/Developer		Phone: (240) 683-0300		Cell:		Email: bobm@tmadevelopment.com		The person listed below should receive this annual package for ownership		[Current] Annual Package Recipient Information	Enter updates or corrections here	Name: Sheri Smith		Title: LIHTC Compliance Manager		Email: sherismith@tmamgroup.com	
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Step	Requirement
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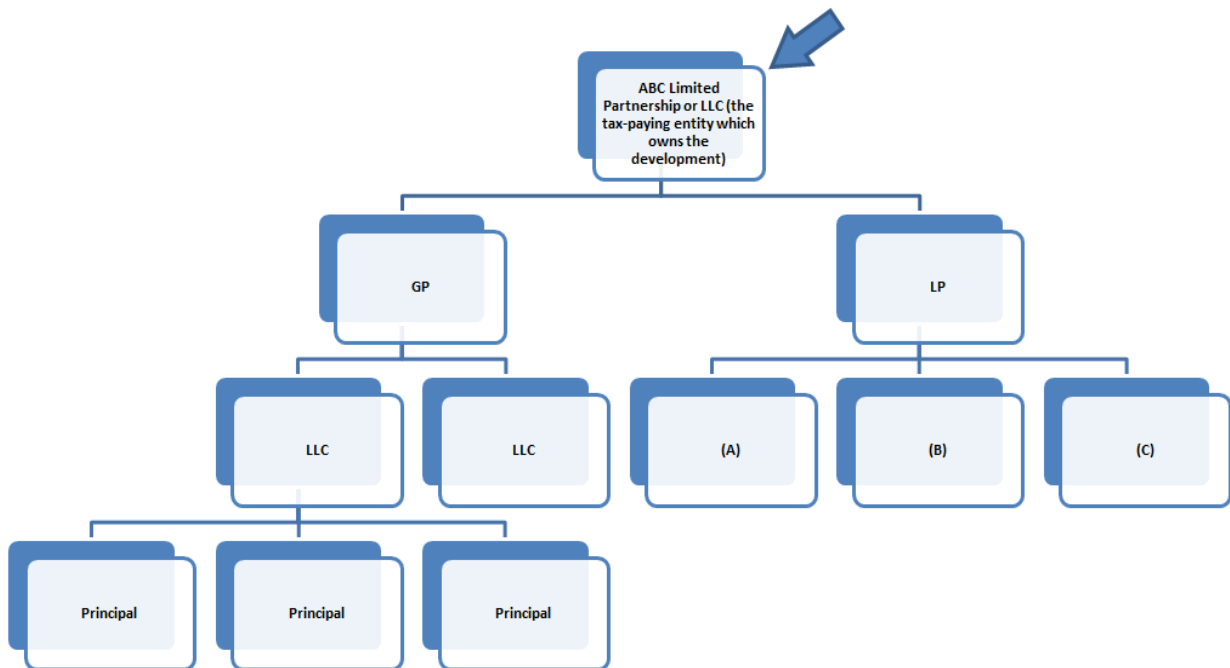
8 If a change in the **tax-paying entity who owns the development** has occurred or will occur Virginia Housing needs to know.

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
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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: Printed Name: _____
 (Must be owner or a partner in ownership entity)

Title: Date: Apr 4, 2022

Company:

Type Draw Image Mobile

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

Type your signature here

Note:

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


10 If the forms were delegated to a different signer to complete, the original signers name and signature may pre-populate. Click in the signature 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.



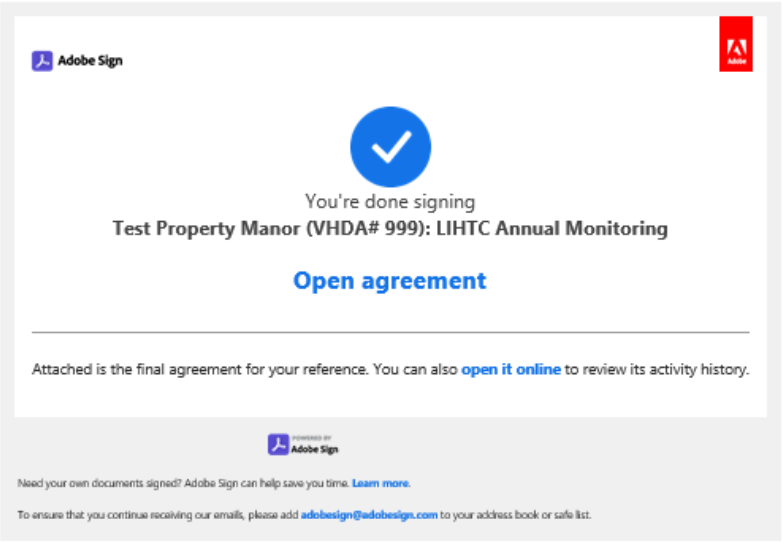
11 Fill out your title and your company's name. Once all the fields marked with the red * are complete, you may **Click to Approve.**

I agree to the [Terms of Use](#) and [Consumer Disclosure](#) of this document

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
12	<p>Adobe Sign will provide the following message.</p> <div data-bbox="354 304 1209 583" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;">  <p>You finished signing "Test Property Manor (VHDA# 999): LIHTC Annual Monitoring".</p> <p>We will email the final agreement to all parties. You can also download a copy of what you just signed.</p> </div>
13	<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> <div data-bbox="224 709 938 779" style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;">  Test Property Manor (VHDA# 999)_ LIHTC Annual Monitoring - signed.pdf 935 KB </div> <div data-bbox="235 800 349 821" style="margin: 10px 0;"> <p>Action Items</p> <hr style="border: 1px solid #ccc;"/> </div> <div data-bbox="755 863 1534 1402" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;">  <p>Attached is the final agreement for your reference. You can also open it online to review its activity history.</p> <p><small>Need your own documents signed? Adobe Sign can help save you time. Learn more.</small></p> <p><small>To ensure that you continue receiving our emails, please add adobesign@adobesign.com to your address book or safe list.</small></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 manually 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. Alternative Monitoring Reporting Instructions

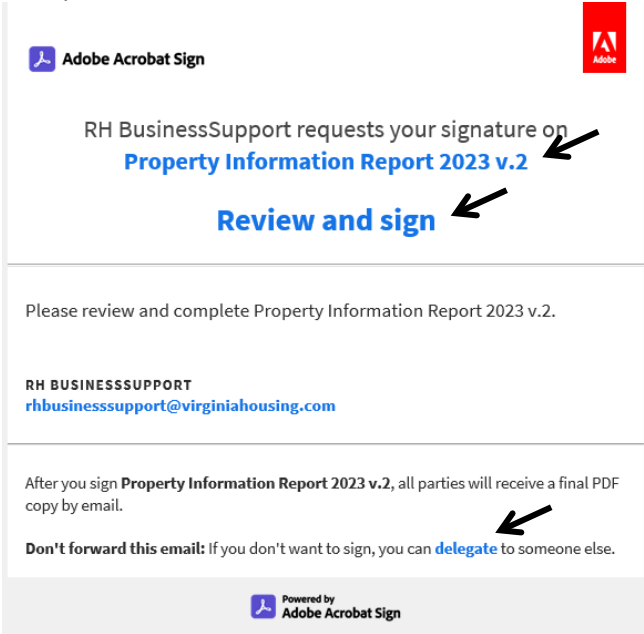
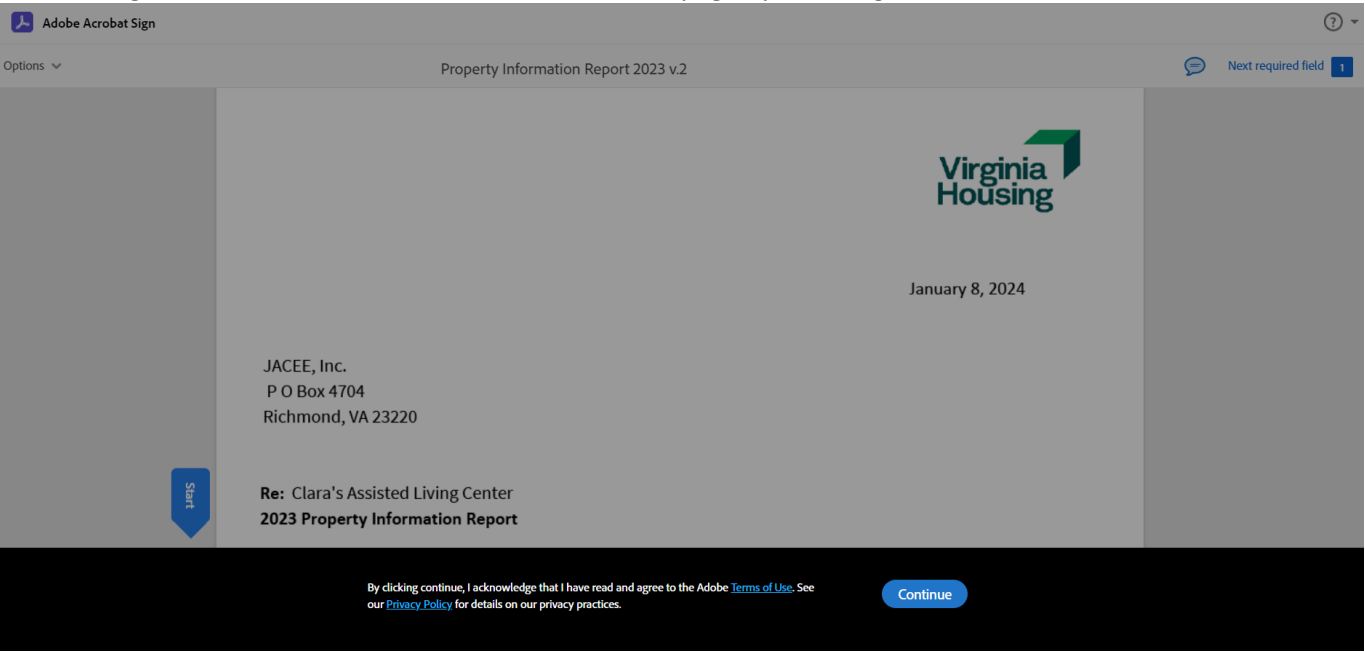
All properties financed by Virginia Housing are subject to overall income and occupancy restrictions.

Virginia Housing sends the Property Information 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.

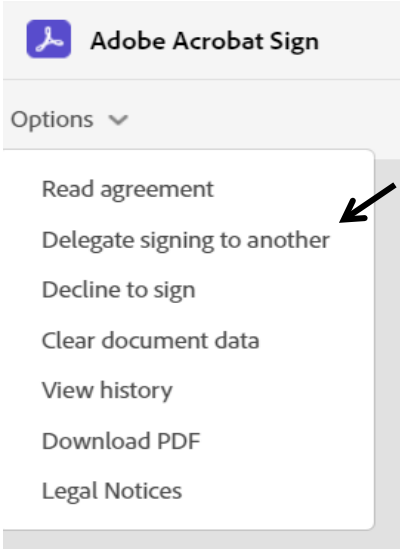
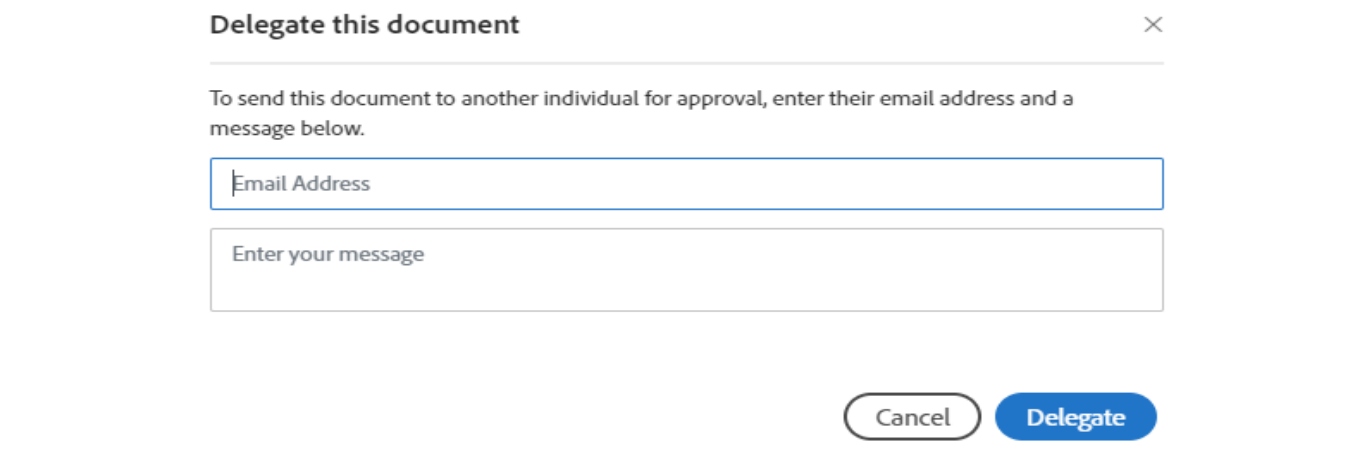
One of the quickest and most efficient ways to communicate with our customers is by publishing information on the internet. To that end, please make it a part of your process when questions come up or you are looking for forms to first consult www.virginiahousing.com. We will be making an effort to update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

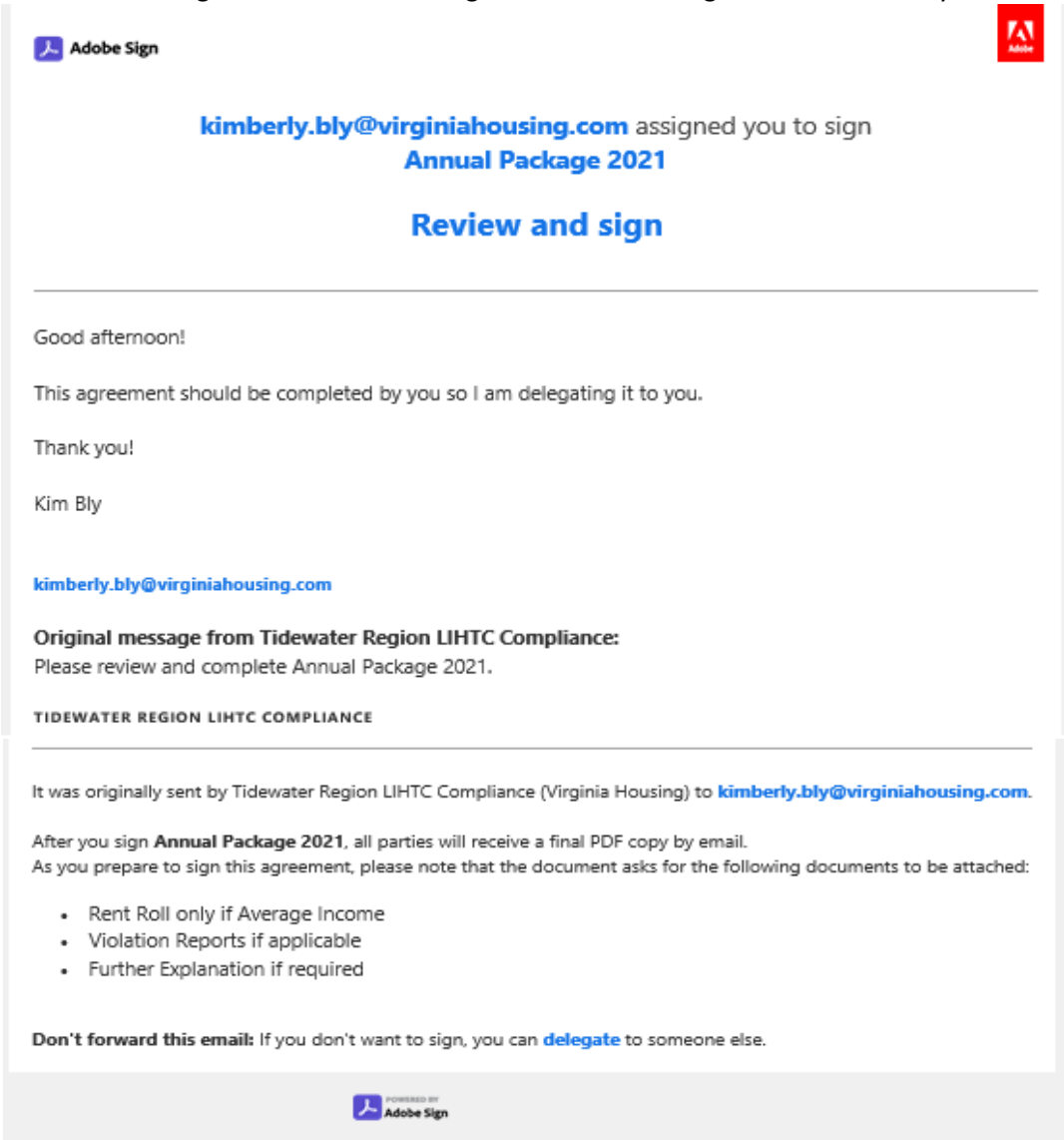
It is important for the owner contact to review their work for accuracy and completeness as the forms cannot be updated or changed after they are submitted. New forms will not be sent.

Receipt of the Forms from Virginia Housing

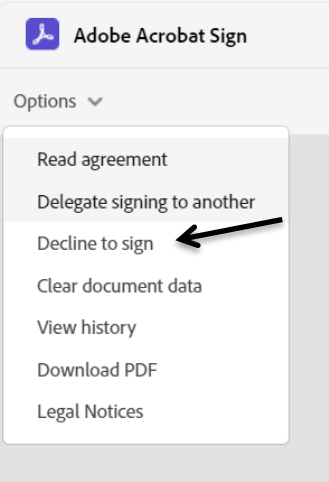
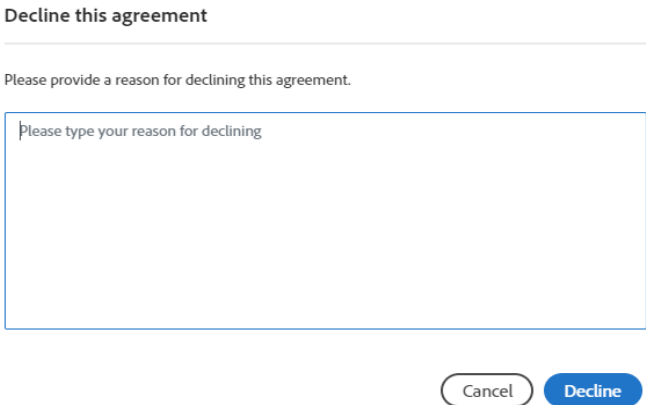
Step	Requirement
1	<p>The designated owner contact in our records will receive an email from Rental.<Region>@virginiahousing.com <adobesign@adobesign.com> containing a link to Adobe Sign. Your property’s location determines the region. Click on either blue link to access the property’s annual forms or if you would like someone else to complete the form, you may 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> 

Delegation of the Email to Another

Step	Requirement
3	<p>If the email should be forwarded to someone else to complete, you may delegate the forms 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 signing 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, there is a dropdown menu labeled 'Options'. The menu is open, showing several options: 'Read agreement', 'Delegate signing to another', 'Decline to sign', 'Clear document data', 'View history', 'Download PDF', and 'Legal Notices'. An arrow points to the 'Delegate signing to another' option.</p>
4	<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, there is a horizontal line. Underneath, the text reads: 'To send this document to another individual for approval, enter their email address and a message below.' There are two input fields: one for 'Email Address' and one for 'Enter your message'. At the bottom right, there are two buttons: 'Cancel' and 'Delegate'.</p>

Step	Requirement
5	<p>The person you selected will get a version of the original email indicating that it came from you.</p>  <p>The screenshot shows an email notification from Adobe Sign. The sender is kimberly.bly@virginiahousing.com. The subject is Annual Package 2021. The main heading is Review and sign. The email body contains the following text:</p> <p>Good afternoon!</p> <p>This agreement should be completed by you so I am delegating it to you.</p> <p>Thank you!</p> <p>Kim Bly</p> <p>kimberly.bly@virginiahousing.com</p> <p>Original message from Tidewater Region LIHTC Compliance: Please review and complete Annual Package 2021.</p> <p>TIDEWATER REGION LIHTC COMPLIANCE</p> <hr/> <p>It was originally sent by Tidewater Region LIHTC Compliance (Virginia Housing) to kimberly.bly@virginiahousing.com.</p> <p>After you sign Annual Package 2021, all parties will receive a final PDF copy by email.</p> <p>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 sign, you can delegate to someone else.</p> <p>At the bottom, it says 'POWERED BY Adobe Sign'.</p>
6	<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 sign.</p>  <p>The screenshot shows the Adobe Acrobat Sign interface. At the top, there is a header with the Adobe Acrobat Sign logo. Below the header, there is a section labeled 'Options' with a dropdown arrow. A dropdown menu is open, listing several options: 'Read agreement', 'Delegate signing to another', 'Decline to sign', 'Clear document data', 'View history', 'Download PDF', and 'Legal Notices'. An 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, there is a horizontal line. Below the line, there is a prompt: 'Please provide a reason for declining this agreement.' Below the prompt, there is a large text input field with the placeholder text 'Please type your reason for declining'. At the bottom right of the dialog box, there are two buttons: 'Cancel' and 'Decline'.</p>

Completing the Property Information Report

Step	Requirement																																												
1	<p>On page 2 & 3 in Adobe Sign, you will see management and ownership contact information for this property. The left column of this report is prepopulated with the information on 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 column 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.</p> <p>Note: Once you type into these fields, they are no longer yellow, but you can click back into them to edit. 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.</p> <p style="text-align: center;"><u>2023 Property Information Report</u></p> <p>VHDA# 9069 : Clara's Assisted Living Center</p> <p>Please review our current information and provide any updates or corrections here.</p> <table border="1" data-bbox="456 816 1252 1398"> <thead> <tr> <th colspan="2" style="background-color: #e1f5fe;">1. Property Information</th> </tr> <tr> <th style="background-color: #e1f5fe;">[Current] Property Information</th> <th style="background-color: #e1f5fe;">Enter updates or corrections here</th> </tr> </thead> <tbody> <tr> <td>Physical Address: 1638 W. Grace Street Suite #123 Richmond, VA 23220</td> <td>City: St: VA Zip:</td> </tr> <tr> <td>Mailing Address: (if different) Suite #123</td> <td>City: St: Zip:</td> </tr> <tr> <td>Main Phone: (804) 690-9527</td> <td></td> </tr> <tr> <td>Property Email:</td> <td></td> </tr> <tr> <td>Property Website:</td> <td></td> </tr> <tr> <th style="background-color: #e1f5fe;">[Current] Primary Site Contact Information</th> <th style="background-color: #e1f5fe;">Enter updates or corrections here</th> </tr> <tr> <td>Name: Catherine Morris</td> <td></td> </tr> <tr> <td>Title: Director</td> <td></td> </tr> <tr> <td>Phone: (804) 353-6757</td> <td></td> </tr> <tr> <td>Cell: (if available) (804) 690-8479</td> <td></td> </tr> <tr> <td>Email: wsfcministries@comcast.net</td> <td></td> </tr> </tbody> </table> <table border="1" data-bbox="456 1444 1252 1730"> <thead> <tr> <th colspan="2" style="background-color: #e1f5fe;">2. Management Agent Information</th> </tr> <tr> <th style="background-color: #e1f5fe;">[Current] Management Agent Entity Information</th> <th style="background-color: #e1f5fe;">Enter updates or corrections here</th> </tr> </thead> <tbody> <tr> <td>Management Agent Entity Name: JACEE, Inc.</td> <td></td> </tr> <tr> <th style="background-color: #e1f5fe;">[Current] Primary Contact for Compliance</th> <th style="background-color: #e1f5fe;">Enter updates or corrections here</th> </tr> <tr> <td>Name: Catherine Morris</td> <td></td> </tr> <tr> <td>Title: Director</td> <td></td> </tr> <tr> <td>Phone: (804) 353-6757</td> <td></td> </tr> <tr> <td>Cell: (if available) (804) 690-8479</td> <td></td> </tr> <tr> <td>Email: wsfcministries@comcast.net</td> <td></td> </tr> </tbody> </table>	1. Property Information		[Current] Property Information	Enter updates or corrections here	Physical Address: 1638 W. Grace Street Suite #123 Richmond, VA 23220	City: St: VA Zip:	Mailing Address: (if different) Suite #123	City: St: Zip:	Main Phone: (804) 690-9527		Property Email:		Property Website:		[Current] Primary Site Contact Information	Enter updates or corrections here	Name: Catherine Morris		Title: Director		Phone: (804) 353-6757		Cell: (if available) (804) 690-8479		Email: wsfcministries@comcast.net		2. Management Agent Information		[Current] Management Agent Entity Information	Enter updates or corrections here	Management Agent Entity Name: JACEE, Inc.		[Current] Primary Contact for Compliance	Enter updates or corrections here	Name: Catherine Morris		Title: Director		Phone: (804) 353-6757		Cell: (if available) (804) 690-8479		Email: wsfcministries@comcast.net	
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[Current] Property Information	Enter updates or corrections here																																												
Physical Address: 1638 W. Grace Street Suite #123 Richmond, VA 23220	City: St: VA Zip:																																												
Mailing Address: (if different) Suite #123	City: St: Zip:																																												
Main Phone: (804) 690-9527																																													
Property Email:																																													
Property Website:																																													
[Current] Primary Site Contact Information	Enter updates or corrections here																																												
Name: Catherine Morris																																													
Title: Director																																													
Phone: (804) 353-6757																																													
Cell: (if available) (804) 690-8479																																													
Email: wsfcministries@comcast.net																																													
2. Management Agent Information																																													
[Current] Management Agent Entity Information	Enter updates or corrections here																																												
Management Agent Entity Name: JACEE, Inc.																																													
[Current] Primary Contact for Compliance	Enter updates or corrections here																																												
Name: Catherine Morris																																													
Title: Director																																													
Phone: (804) 353-6757																																													
Cell: (if available) (804) 690-8479																																													
Email: wsfcministries@comcast.net																																													

2. Management Agent Information - Continued	
[Current] Primary Contact for Asset Management	Enter updates or corrections here
Name: Catherine Morris	
Title: Director	
Phone: (804) 353-6757	
Cell: (if available) (804) 690-8479	
Email: wsfcministries@comcast.net	

3. Owner Information	
[Current] Owner Entity Information	Enter updates or corrections here
Owner Entity Name: JACEE, Inc.	
Owner Entity Address: P O Box 4704 Suite #123 Richmond, VA 23220	City: St: Zip:
Owner Entity TIN:	
[Current] Primary Owner Contact Information	Enter updates or corrections here
Name: Justin Morris	
Title: President	
Phone: (804) 353-6573	
Cell: (if available) (804) 690-9527	
Email: justinmorris1111@gmail.com	

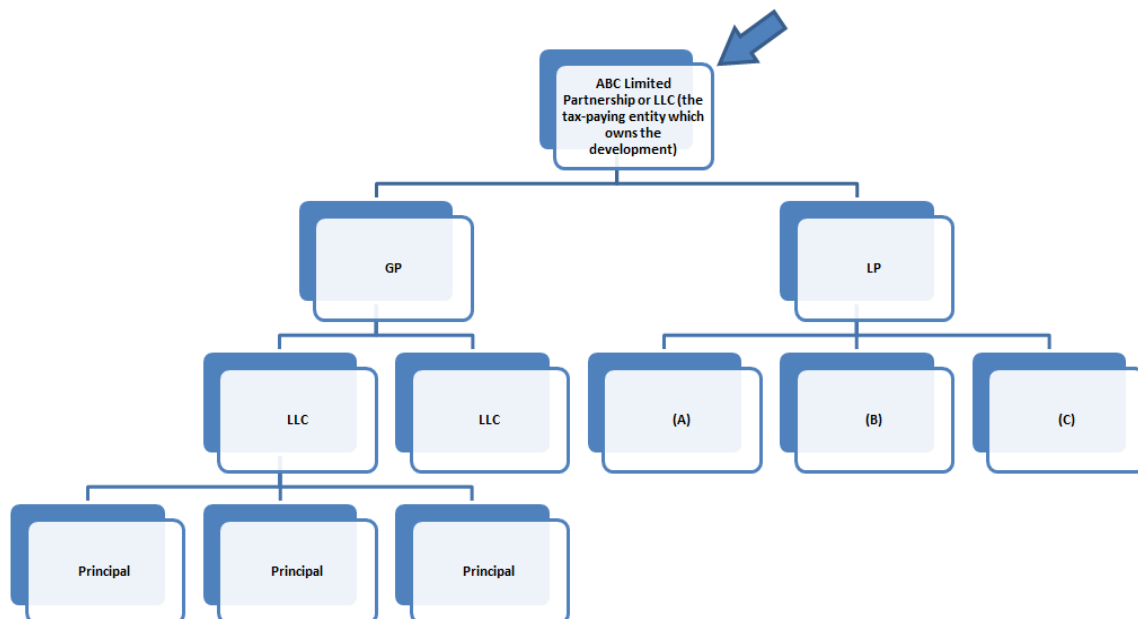
2 If a change in the **tax-paying entity who owns the development** has occurred or will occur Virginia Housing needs to know.

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:



Signing the Forms

Step	Requirement														
1	<p>Once all the fields have been reviewed and updated, the designated owner contact will go to the last page and 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 style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Virginia Housing utilizes Constant Contact to provide important information to our external partners. Please sign up on our website</p> <p>To receive updates from the Compliance & Asset Management department, enter your email address, name, and choose the "Property Manager" distribution list.</p> </div> <p>Metro Area Name: Richmond, VA County Name: Richmond City Effective Date: 5/15/2023</p> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th>Median</th> <th>50%</th> <th>60%</th> <th>80%</th> <th>100%</th> <th>120%</th> <th>150%</th> </tr> </thead> <tbody> <tr> <td>\$64,200</td> <td>\$32,100</td> <td>\$38,520</td> <td>\$51,360</td> <td>\$64,200</td> <td>\$77,040</td> <td>\$96,300</td> </tr> </tbody> </table> <p><i>I, being duly sworn, hereby represent and certify under penalty of perjury that as of 12/31 the property has met the limits set forth in the property's Deed of Trust and/or Regulatory Agreement and 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.</i></p> <p>Signature of Owner/Designated Signor : _____ Date: _____ <small>(authorized by the project taxpayer or general partner)</small></p> <p>★ Click here to sign _____ Feb 2, 2024</p> <p>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.</p> <div style="text-align: center; margin-top: 20px;"> </div> <p>Note: The individual signing this Certification MUST be a legal representative of the ownership entity.</p>	Median	50%	60%	80%	100%	120%	150%	\$64,200	\$32,100	\$38,520	\$51,360	\$64,200	\$77,040	\$96,300
Median	50%	60%	80%	100%	120%	150%									
\$64,200	\$32,100	\$38,520	\$51,360	\$64,200	\$77,040	\$96,300									
2	<p>If the forms were delegated to a different signer to complete, the original signers name and signature may pre-populate. Click in the signature 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.</p>														

Step	Requirement
3	<p>Once the signature has been applied, select Click to Sign.</p> <div data-bbox="228 247 1312 348" style="background-color: #333; color: white; padding: 10px;"> <p>By signing, I agree to this agreement, the Consumer Disclosure and to do business electronically with Virginia Housing. Click to Sign</p> </div> <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> <div data-bbox="228 506 675 638" style="border: 1px solid #ccc; padding: 5px;"> <p>mary hastings E-signed 2022-04-04 03:48PM EDT mary.hastings@virginiahousing.com Virginia Housing</p>  </div>
4	<p>Adobe Sign will provide the following message.</p> <div data-bbox="354 730 992 932" style="text-align: center; padding: 20px;">  You're all set <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.</p> <div data-bbox="237 1037 716 1094" style="border: 1px solid #ccc; padding: 5px; margin-bottom: 20px;">  ES-01 Certification and Occupancy - signed.pdf 643 KB </div> <div data-bbox="237 1104 1300 1556" style="text-align: center; padding: 40px;">  <p>You're done signing ES-01 Certification and Occupancy</p> <div data-bbox="781 1486 967 1541" style="border: 1px solid #0070C0; padding: 5px 15px; color: #0070C0; display: inline-block;"> 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>