

**2023 Low Income Housing Tax Credit Qualified Contract Annual Report Checklist
(Properties Exiting the IRC 42 Program/Beginning Decontrol Period)**

Property Name:	Procorem #:	Management Company:
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Annual Reports and Compliance Fees are due 90 days from the date of the notification letter. Please visit the Procorem work center to view the Qualified Contract Annual Report Notification Letter and Compliance Fee invoice. A task indicating the due date has also been set.

Compliance Fee: Please submit payment to KHRC, Attn: Housing Compliance Division, 611 S Kansas Ave. Suite 300, Topeka, KS 66603.

Tenant Data Submission in the Procorem Tenant Event Portal: After all “tenant events” have been entered, hit the green “Tenant Event Validation” button. Next, hit the blue “Validate Tenant Events” button. The process may take a few seconds. Once you received a “Passed” green thumbs up, submit your events by hitting the green button. This locks the period. Do not hit submit if you still have events to enter! If you receive a red (!), the validation failed and you must correct the errors. A list of errors with links to the units is provided. After correcting the errors, complete the validation process again. Keep in mind, if the validation passes, additional errors may exist and need corrected *after KHRC completes a full evaluation of the compliance period.*

The items on the checklist must be included in the pdf in the order listed. Please upload to the Procorem work center to the following folder: Compliance > Annual Report > 2023 Qualified Contract Annual Report.

Item #	Annual Report Item Description	Owner/Agent Initials
1	Kansas Certificate of Good Standing (FOR THE PROPERTY): Print the verification of Good Standing from the Secretary of State office website at http://kssos.org . You are not required to pay for the certificate. You may print the “Good Standing” report directly from the website page. If the owner is in “Not Good Standing” or “Forfeited” status, you must explain why.	
2	Owner’s Certificate of Continued Program Compliance: Answer all 18 questions of the owner’s certification. If question #13 is answered yes, the owner must also submit State Form #1 describing the Owner’s Non-Profit participation. <u>The owner must sign both of these forms.</u>	
3	Utility Allowance: Provide a copy of the 2022. If you have the 2023 utility allowance, please submit it as well. Please contact the appropriate source for an update for 2023.	

Financials: Please upload the 2023 YTD or Annual Financials using the Excel templates provided on KHRC’s website. Once complete, the financials Excel template must be uploaded to the following folder: Financial Data > Annual Financials > 2023 Qualified Contract Annual Report Financials. Please note the financials template is 2 separate worksheets.

By signing below, the owner/agent is certifying all Annual Report requirements are complete. All necessary documents have been uploaded to the work center as requested and the task has been marked “finished”. Again, all forms and templates can be found at www.kshousingcorp.org.

Signature of Owner/Agent

Date