

2023 Low Income Housing Tax Credit Annual Report Checklist

Property Name:	Procorem #:	Management Company:
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Annual Reports and Compliance Fees are due April 15, 2024. Extensions up to 30 days may be requested using State Form #7.

Fees: Submit payment to KHRC, Attn: Housing Compliance, 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 receive 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 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 questions on the owner’s certification. If the allocation was subject to nonprofit set-aside (check 8609s) the owner must 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 2023 UA. Properties to which HOME funds were committed on or after 8/23/13 must use either the HUD Utility Schedule Model or a project-specific methodology, which includes one of the following methods: Multifamily Housing Utility Analysis, Utility Company Estimate, LIHTC Agency Estimate (KHRC not currently offering), or Energy Consumption Model/Engineer Model to determine the UA for the HOME units. Updated UAs must be provided in order to evaluate the tenant events.	
4	Reserve for Replacement Account: Provide the end of year bank statement for the Reserve for Replacement Account. If the owner was unable to fund the account, State Form #5 should be submitted. KHRC may request additional information prior to signing State Form #5.	
5	Fair Housing Tracking Sheet: Provide the Fair Housing Tracking Sheet identifying activities and actions taken during 2023 and planned for 2024. Please identify which impediment to Fair Housing your activities address.	

6	Training Certification: Provide training certificates received by ownership and/or management for compliance training completed in 2023.	
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Budget and Financials: Please upload the 2023 Financials and 2024 Budget using the Excel templates provided on KHRC's website. The financials and budget Excel templates must be uploaded to the following folder: **Financial Data > Annual Financials > 2023 Annual Report Financials and Budget**. Please note the financials template is **two separate worksheets**.

***New Properties:** Prior to issuing 8609s, KHRC requests the Property Information Template and Property Upload Data Sheet be submitted with the cost certification packet. If these have NOT been submitted yet, please do so with your annual report. These are needed to set up the Tenant Event Portal in the Procorem work center.

1. **The Property Information Template:** Please complete this Excel document (3 separate worksheets) and upload to: **Compliance > Annual Report > 2023 Annual Report**
2. **Property Upload Data Sheet:** Please complete this Excel document with all applicable information for each BIN and unit #, if you have not already done so.

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