



RE: 2024 LIHTC Qualified Contract Annual Report

Dear Owners and Managers,

This letter is to inform you the 2024 Qualified Contract Annual Report for the Low-Income Housing Tax Credit program is due **90 days** from the date of this letter. The report is being requested prior to year-end because the above-named property has entered the decontrol period. For specifics regarding the dates of the decontrol period, please refer to the Decontrol Notification Letter. A copy of the letter has been uploaded to the Procorem work center in the Allocation folder > Funding Documents subfolder for your convenience.

Forms needed to complete the 2024 Qualified Contract Annual Report are available at <https://kshousingcorp.org/>. From the home page, click "Housing Partners" in the navy-blue box. Next, scroll down and click "Housing Compliance (FDIC, HOME, HTF, LIHTC, & TCAP/CE)", then scroll down and click "Low Income Housing Tax Credit Compliance". Next, click *Qualified Contract Annual Report Forms*.

Once we have successfully finalized your 2024 Qualified Contract Annual Report (and any other pending items, including the 2023 Annual Report), you will have no further obligations to report to the Housing Compliance Division or KHRC. You are required to fulfill your three-year decontrol requirement for all existing tenants.

In addition to this letter, the annual compliance fee invoice has been uploaded to the Procorem work center. A task has been set with a due date 90 days from the date of this letter. Once all Annual Report documents have been uploaded and the compliance fee has been mailed to KHRC, please mark the task as "finished".

The documents are to be scanned and submitted as ONE pdf, except for the 2024 Financials. The financials template is available with the Annual Report documents on the website. This template must not be re-created or copied from prior templates. A new template from the website must be used. Please note the financials template is two worksheets. The 2025 budget is not required.

The items listed on the Annual Report checklist are to be submitted in the order listed and as ONE pdf, with the checklist as the first page. The pdf must be uploaded to the following folder: **Compliance > Annual Report > 2024 Qualified Contract Annual**

Report. The pdf must be named in the following format: **Property Name Procorem Number Upload Date 2024 Annual Report Documentation.**

The financials Excel template must be uploaded to the following folder: **Financial Data > Annual Financials > 2024 Qualified Contract Annual Report Financials.** The Financials template must be named in the following format: **Property Name Procorem Number Upload Date Financials Template 2024.**

All questions regarding the 2024 Qualified Contract Annual Report should be directed to Katie Whitehead via post in the property's Procorem work center. Thank you for your partnership, cooperation, and for providing affordable housing.

Thank you.

Sincerely,



Katie Whitehead, Director
Housing Compliance Division
Kansas Housing Resources Corporation

