



Preapplications and Notification of Intent to Apply

All Applicants must submit a [Notification of Intent to Apply Form](#) by January 4, 2023, at noon to apply. Total Development Cost Limit Waiver Requests are due by COB January 31, 2023.

**Please note that the Notification of Intent to Apply is not required for Public Housing Authorities and/or Public Development Authorities issuing their own tax-exempt bonds. Please refer to the [Non-Commission Bond Program](#) page for further information and application instructions.*

Application Components

The 2023 Bond/Tax Credit Application consists of four parts:

1. **Application Checklist(s)** (Excel) – This document lists all attachments that are required for the 2023 Bond/Tax Credit Application.
2. **Bond/Tax Credit Addendum** (Excel) – This workbook contains required budgets, pro forma, and other numerical parts of the application as well as the self-scoring worksheet. For portfolio applications only, provide a roll-up summary of the information requested across the entire portfolio as best as possible.
3. **Bond/Tax Credit Portfolio Addendum** (Excel) – For portfolio projects only. If your project is not a portfolio, skip this item. This workbook is meant to capture property level information only for Portfolio projects. Submit one workbook per property/site.
4. **Online Application** (Multifamily Developer Portal) – This is the web-based application the Commission uses to receive Bond/Tax Credit Applications. All the above application components should be uploaded via the online application and submitted by **Wednesday, March 29, 2023, at noon.**

Application Submission in the Multifamily Developer Portal (Portal)

For the 2023 Bond/Tax Credit round, we will require an online submission of the addendum forms and attachments through the [Multifamily Developer Portal](#). WSHFC will accept the submission of application documents via paper, email, or flash drive with preapproval only.

Please note that you must register for an account in the Portal to submit your application materials. **The Bond/Tax Credit online application in the Portal will be available beginning in January 2023.**

Naming and file conventions

When applying in the Portal, applicants will be asked to attach required documents from the Application Checklist. Please refer to the naming conventions below when uploading documents through the Portal.

1. Use the Application Checklist to organize your application documents into subfolders (e.g., Rainier Apartments > Project Description > Title Report.pdf). Use the screenshot below as a visual guide.



Name	Date modified	Type
Project Description	12/8/2022 2:24 PM	File folder
Need & Population Served	12/8/2022 2:24 PM	File folder
Relocation	12/8/2022 2:24 PM	File folder
Project Schedule	12/8/2022 2:24 PM	File folder
Development Budgets	12/8/2022 2:24 PM	File folder
Project Financing	12/8/2022 2:24 PM	File folder
Project Operations	12/8/2022 2:24 PM	File folder
Development Team	12/8/2022 2:24 PM	File folder
Scoring	12/8/2022 2:25 PM	File folder
Portfolio Addendum	12/8/2022 2:27 PM	File folder
Project Name - BondTC Addendum.xlsx	12/8/2022 2:30 PM	Microsoft Excel W...

Folder Structure Example 1

2. Name each file with the name of the document as described on the Application Checklist. Please do not exceed 260 characters in length including the path to the file for file names. If a file is nested within folders the character limit is most likely exceeded.
3. When submitting, please zip the top-level application folder containing your application documents. To create a zip-file, right-click the folder and in the menu that appears you should select Send to and then under that menu select Compressed (zipped) folder. You should then see a zip-file with the same name. Upload this zip-file in the Portal.
4. All copies of documents must be legible with reasonably sized font and, when applicable, clear signatures and dates.
5. All files should be submitted in their original format.

For technical questions about the Multifamily Developer Portal, email mhcfportal@wshfc.org. For questions about application contents, privacy concerns, or other program questions, email Claire.Petersky@wshfc.org.