

## Checklist for Projects Placing-In-Service

Please refer to Chapter 8 of the *Policies* to ensure that the Placed-In-Service Document's you submit meet the Commission's requirements

	Item	Included	WSHFC Review
1	Compliance Certificates from a Commission Sponsored Class		
2	Executed Property Management Agreement		
3.	MOU Homeless service provider (required for all projects with units set aside for the Homeless)		
4	Current Partnership or Operating Agreement (LP, LLC Agreements, Certificate of L.P., or Corporate Resolutions)		
5	Financing Documents for all permanent financing in Exhibit A-2 (The Commission prefers promissory notes)		
6	Recorded Regulatory Agreement or Amendment		
7	Final Title report demonstrating the Commission in first lien position		
8	Donation to Support Local Housing <ul style="list-style-type: none"> <li>• Certifications</li> <li>• Acceptance letter from recipient</li> <li>• Copy of cancelled check</li> </ul>		
9	Final Cost Certification Documents <ul style="list-style-type: none"> <li>• CPA Report</li> <li>• Certificates of Occupancy</li> <li>• 15 year operating pro-forma</li> </ul>		
10	Evergreen Standards Documentation (Only applies to Projects that do not contain Housing Trust Funds) <ul style="list-style-type: none"> <li>• Final Owner and Architect Certifications</li> <li>• Evergreen Final Report</li> </ul>		
11	Second Half of Tax Credit Fee <b>(4% TC projects only)</b> (Fee is calculated with Owner's approval of IRS Form 8609)		

*Note: Please upload your Placed-In-Service (PIS) documents to Yasna Osses at the following link <https://portal.wshfc.org/Forms/ipps>*

*IRS Form 8609s cannot be released until all documents have been received and will make efforts to release Form 8609s within 90 days.*

*Questions? Contact Vanessa Thomas at [Vanessa.Thomas@wshfc.org](mailto:Vanessa.Thomas@wshfc.org)*