

FLORIDA HOUSING FINANCE CORPORATION

INSTRUCTIONS FOR FINANCIAL REPORTING (REV. 1/19/2023)

GROUP 1 – Both of the following are required to be in Group 1.

1. Payment on your loan is based upon the Development Cash Flow, as determined pursuant to the Financial Reporting Form SR-1; and
2. Owner is required to annually submit to Florida Housing audited financial statements, Financial Reporting Form SR-1 and a certification as to the accuracy of the financials.

Contact your Servicer or refer to your regulatory documents if questions arise. (If you have SAIL, RRLP, TCAP, or HOME funds, you *may* be in Group 1)

- DUE: Annually
 - No later than May 31 or 151 days after applicant's fiscal year end.
 - Refer to regulatory documents to determine when initial report is due.
- LATE FEE: \$500
- ITEMS TO SUBMIT:
 - Parts 1 through 5, Financial Reporting Form (SR-1) (Rev. 01/23), Excel format; Do **NOT** use older forms
 - Executed Certification, PDF format; and
 - Audited Financial Statements, PDF format.
- QUESTIONS: Contact Servicer
- **SUBMIT REPORTS ELECTRONICALLY TO SERVICER:**

AmeriNat

mmedina@amerinatls.com
and sseletos@amerinatls.com

First Housing Development Corporation

dking@firsthousingfl.com
and adarling@firsthousingfl.com

Seltzer Management Group, Inc.

financial@seltzermanagement.com

GROUP 2 – Owner is required to annually submit to Florida Housing audited financial statements, Financial Reporting Form SR-1 and a certification as to the accuracy of the financials.

(Includes but is not limited to TCEP, MMRB, HC, EHCL, HOME, Viability, NHTF, and CDBG-DR.)

- DUE: Annually
 - TCEP: April 30th
 - MMRB, HC, EHCL, HOME, Viability, NHTF, and CDBG-DR: refer to the regulatory documents for due date.
 - All Group 2 programs: refer to the regulatory documents to determine when initial report is due.
- LATE FEE: Refer to regulatory documents for amount of late fee.
- ITEMS TO SUBMIT:
 - Parts 1, 2, and 5 of Financial Reporting Form (SR-1) (Rev. 01/23), Excel format; Do **NOT** use older forms
 - Executed Certification, PDF format; and
 - Audited Financial Statements, PDF format.
- QUESTIONS: Contact Florida Housing at FHFCAssetMgt@floridahousing.org
- **SUBMIT REPORTS ELECTRONICALLY TO FLORIDA HOUSING:**

Florida Housing Finance Corporation

financial.reporting@floridahousing.org