

HTC EXTENDED USE PERIOD Form 001 Report Submission Instructions

A. Reports and Fees: The ownership entity has completed the initial 15 year compliance period and is now entering into the extended compliance period. Following completion of the initial compliance period a "welcome letter" will be sent to the owner indicating which reports are due. An invoice for the annual compliance monitoring fees will be mailed prior to the March 15 due date.

The following reports and fees must be submitted on the specified due dates for the remainder of the compliance period. A \$50.00 late fee will be assessed for documentation that is not submitted by the specified due date. Please refer to the compliance manual for complete requirements.

- a) Annual monitoring fee
- b) Unit Status Reports (HTC Form 200) – all events that occurred within the past year must be reported.
- c) Multifamily Quarterly Occupancy Report (MQOR) - Note: This report is submitted via WHEDA's Internet site.
- d) Owner's Certificate of Continuing Compliance (HTC Form 100)
- e) Utility Allowance Form 205 A&B and all applicable supporting documentation.

B. Ongoing Reporting Requirements: The following reports and fees must be submitted on the specified due dates for the remainder of the compliance period. A \$50.00 late fee will be assessed for documentation that is not submitted by the specified due date. Please refer to the compliance manual for complete requirements. Reporting Schedule listed by Report Type

Report or Fee	Due Date			
Owner's Certificate of Continuing Compliance (HTC Form 100)	January 31			
Annual Unit Status Report (HTC Form 200)	January 31			
Multifamily Quarterly Occupancy Report (MQOR)	January 15	April 15	July 15	October 15
Annual Compliance Monitoring Fee	March 15			
Utility Allowance Form 205 A&B and all applicable documentation	90 days prior to the effective date			