

Properties are required to report on an annual basis with all materials due by June 30th for the preceding year. In addition to WBARS Tables 1, 2, 3, & 4 the below materials need to be uploaded to the properties SharePoint folder. If you need access to the SharePoint folder, please email ofh_portfolio@seattle.gov with the request.

[WBARS Submissions \(submitted via wbars.org\)](#)

- **Tables 1-3** (if not submitted by 1/31 as required by other funders)
- **Table 4, 4a & 4b** (project financial information)
 - Comments sections in WBARS are very helpful! Include explanations regarding major changes in project expenses, over-income household and corresponding rental increases, late certification, high vacancies, etc. This allows SOH to efficiently complete the review and decrease the need for clarifying emails.

[Supplemental Materials Required \(submitted via SharePoint\)](#)

- **Audit, or 3rd party audited financials** – This item should be submitted in accordance with the requirements for financial statement and/or audit submission in your contract for this project, unless the loan agreements has been amended to remove this requirement. Please review the loan agreement as needed.
- **Current insurance certificates** – Certificates must show “Seattle Office of Housing” named as “additional insured”, “certificate holder” and/or “loss payee”.
- **Operating and Replacement Reserve account(s) bank statements** – Account statements as of 12/31 and must match with the reserve account balances as reported on Tables 4a and 4b.
- **Management plan** if not provided as requested for 2021 reporting year.
- **Capital Needs Assessment/Life Cycle Cost Analysis (CNA/LCCA)** if not provided as requested for 2021 reporting year.

[Supplemental Materials if it applies for the 2022 reporting year \(submitted via SharePoint\)](#)

- Extended Vacancy/Rent Ready Report
- Fair Housing complaints & resolutions
- Neighborhood complaints & resolutions
- Updates to the Management Plan
- Updates to the property’s CNA
- Summary of any Tenant Service Changes
- Homeless Waivers
- Reserve Withdrawal Approvals