



RESIDUAL RECEIPTS ANNUAL COMPLIANCE CHECKLIST AND COVER PAGE

Borrower Name: _____
Property Address: _____
Loan Number: _____
Contact: _____
Phone Number: _____
Email Address: _____
Secondary Contact Name: _____
Secondary Contact Phone Number: _____
Secondary Contact Email Address: _____
Fiscal Year End: _____

In order to comply with the residual receipts provisions, along with the terms and conditions of the loan documents, the borrower is to submit annual reports and records to the Housing Commission. Please submit this completed form and the following documents to residualreceipts@sdhc.org.

- Audited Financial Statement;
- Operating Income and Expense Statement;
- Federal and State Income Tax Returns;
- Annual analysis of reserves for repairs and replacement;
- Annual statement regarding condition of property and disclosing of any known defects;
- Latest billing statement from lien holders and proof monthly mortgage payments are current;
- Proof property taxes and/or assessments are current;
- Current year approved project budget;
- Completed residual receipts calculation form;
- Payment of residual receipts (as applicable).