2016 Homeownership Annual Report Instructions

This report aims to collect information about annual activity associated with homeownership programs. *Programs with properties that the state of Washington holds the deed of trust for are exempt from reporting.*

Please provide current program activity from January 1 through December 31. If home sales cross over from one year to the next, report when all homes are sold.

The Homeownership Annual Report comprises a single form with two pages - a contact person and certification page, and a page of questions.

We are accepting forms via email only. A signed hard copy is no longer required. Reports are due **July 31, 2017.**

Please email your reports to [htfhomeownership@commerce.wa.gov](mailto:htfhomeownership@commerce.wa.gov)

If you need assistance in completing the required annual report forms, please contact Susan Butz at susan.butz@commerce.wa.gov.

**Instructions for Contact and Certification Sheet:**

**Project Name:** Enter the name of all of your projects as indicated on the HTF Annual Reports due list. If your name for a project has changed since you were funded or since your last report, please let us know the new name of the project, and the old name it is replacing.

**HTF Contract Number:** Enter the contract numbers of your HTF contracts for this project. This report form consolidates all projects within your program.

**Organization Name and Address:** The name of the organization providing the homeownership assistance. If this information has changed, please make a note of it.

**Contact Person, Phone, Fax, E-mail:** Enter the name and contact information of the primary contact person that funding agencies should go to when discussing this project.

**Contact Title:** Enter the position title of the person best able to answer questions about this report.

**Preparer Name:** Enter the name of the person who actually prepared the report on this line, if different from the contact person identified above.