

WHP Annual Compliance Reporting Requirement (For-Sale)

(ULDC Article 5.G.1.D.3) d, For-Sale)

The Workforce Housing Program (WHP) requires Annual Compliance Reporting for the required WHP for-sale units.

For-Sale Units Monitoring and Annual Compliance Reporting

The WHP for-sale compliance period is 15 years (recurring).

Each January during the Compliance Period, the County shall provide to the Owner a form to be completed to demonstrate compliance with the terms of the recorded Restrictive Covenant and with the WHP. The Owner shall provide sufficient information and documentation with the form to prove the compliance. At minimum, the Owner shall provide:

- a. Two (2) forms of documentation of owner-occupancy-
 - Copy of owner's valid driver's license or identification; or
 - Copy of recent utility bill with owner's name and unit address; or,
 - Copy of owner's latest tax return (first page only); and,
- c. Identification of any changes in ownership and/or occupancy of the Workforce Housing Unit from the previous year's report; and,
- d. For Owners taking title to the Workforce Housing Unit in the prior year, verification that the income eligibility of the household occupying the Workforce Housing Unit was certified by the County's Department of Housing and Economic Sustainability (HES) prior to taking title to such unit.

The Owner shall provide the completed form and required documentation to the County within **5** days of receipt. The County may conduct site visits at reasonable times, or perform other independent investigations and code enforcement actions to verify and ensure continued compliance with the WHP.