

FDIC Monthly Reporting Checklist

*****Effective April 1, 2024, follow the new guidelines for FDIC monthly report submission*****

DCA/GHFA has made the decision to update the FDIC monthly reporting submission process. The revisions will streamline all FDIC participant monthly submissions and improve program monitoring.

Submission Guidelines:

- Submit all FDIC monthly reports to Compliance.FDIC@dca.ga.gov by the **10th** of each month.
- Subject Line should contain the **FDIC Property GA ID** and **Property Name**.
- List Social Security numbers by the last four digits.
- **Do Not** submit all reports as one attachment.
- Each report should be submitted separately and labeled by its respective title such as **Part A**, **Part B**, **Rent Roll** and **TIC** with the last name for new Move-In's.

PROVIDE THE FOLLOWING REQUIRED DOCUMENTS:

Please fill out all forms in its entirety. There should be no blank areas. Part A and Part B forms can be found at www.dca.ga.gov/safe-affordable-housing/rental-housing-development/compliance-monitoring/fdic. Other required documents are in the Appendix Section of the [FDIC Property Owner's Manual](#).

- **Part A – Compliance Report Summary (Submit in Pdf Format)**
Reminder-Both the Preparer and Managing Owner should sign and date the completed form.
- **Part B – Unit Status Report (Submit in Excel Format and highlight the VLI-QU, LI-QU, OI-QU or unrestricted units as listed on form)**
- **Rent Roll for the current month (Submit in Excel Format)**
Note-Due to program requirements, the Rent Roll must be submitted separately.
Monthly Rent Roll should contain the following:
 - ✓ Unit Number
 - ✓ Number of Bedrooms
 - ✓ Tenant Name
 - ✓ Household Size
 - ✓ Effective Lease Date
 - ✓ Monthly Rent
 - ✓ Unit Status
 - ✓ Vacant Units

- **TIC**

Include all supporting documentation for new Move-in's as follows:

- *FDIC Rental Application
- *Lease Agreement
- *FDIC TIC Form
- *Income verification documents
- *Asset Statement/Asset Verification
- *VAWA forms
- *Tenant Release and Consent forms
- *FDIC Lease Addendum

- **Annual Recertification Requirements**

Reminder - All Qualifying Units (QU) are required to be recertified annually.

Include all supporting documentation as follows:

- *FDIC TIC Form (Mark the recertification box)
- **Lease Agreement Renewal*
- *Income verification documents
- *Asset verification documents
- *VAWA forms
- *Tenant Release and Consent forms
- *FDIC Lease Addendum