



Additional Submission Requirements for Part D-Owners Financial Report

In addition to the information provided online, you must submit the following items/documents. Submit the items through CMTS upload and identify your assigned Asset Manager for proper delivery.

- ✓ Rent Roll as of 12/31
- ✓ Annual Operating/Financial Statements as of 12/31:
 - Income statement
 - Balance sheet
 - Statement of cash flows
 - Profit & loss statement
 - IRS 990 for Nonprofit Org
- ✓ Proof of Property Liability Insurance, declaration page/ACCORD Cert, and invoice showing payment is current
- ✓ Proof of payment of property taxes to the local appraisal district
- ✓ Reserve Account bank statements as of 12/31 for all required reserve accounts showing balances that are consistent with those reported in CMTS and on the Reserve Account Information Form