



District of Columbia Housing Finance Agency¹, Portfolio Stabilization Grant Grant Request Checklist

Send a separate email to PSG@dchfa.org for EACH individual property with the documents below.

Pertinent Documentation Required

- Current Rent Roll
- Rent Delinquency Report for YTD Dec 2024
- Financial Reports (Balance Sheet, Income Statement, A/R, A/P, General Ledger Reports) YTD Dec 2024
- Eviction/Legal Log
- Most Recent Inspection Report
- Deferred Maintenance items/ Documented Housing code violations.
- Basic Business License (BBL) - DCRA
- Clean Hands Certification - DCRA
- Property Insurance Certificate – DCRA

Property Information

- Property Name
- Total Units/Unit BD Sizes
- AMI Levels
- Vacancy (Physical/Economic)
- Rental Income Property shown on 2023 Taxes for Federal and the District

Reporting & Regulation Compliance

- Self – certification must NOT have any outstanding DCRA ENFORCEMENTS
- Submission of all Outstanding Compliance Items (i.e. registration in HFA Portal, submission of monthly, quarterly and YE reporting)
- PSG Agreement
- Schedule E (IRS Tax Form)
- Form D-30 (DC Tax Form)
- W-9