

NOTICE TO CO AT YEAR 2:

DISH shows the project [] was certified as a Vertical Housing Project as of [], and the project has been operating for over 2 years now. It is time to confirm:

- The OHCS Vertical Housing file for the project is current with the owner's annual self-certifications (*if not, send non-compliance notice to owner*)
- The owner of record, address, phone number, e-mail address in DISH is still the same as the VH application (*if not, update DISH*)
- Visit the site to confirm the project still physically exists (*if not, notify VH Prog Mgr*)
- At the site, confirm the mix of residential and non-residential areas are still the same as provided in the VH application (*if not, notify the VH Prog Mgr*)

NOTICE TO CO AT YEAR 9:

DISH shows the project [] was certified as a Vertical Housing Project as of [], and the project has been operating for over 9 years now. It is time to confirm:

- The OHCS Vertical Housing file for the project is current with the owner's annual self-certifications (*if not, send non-compliance notice to owner*)
- The owner of record, address, phone number, e-mail address in DISH is still the same as the VH application (*if not, update DISH*)
- Determine if another site visit is warranted.

NOTICE TO CO and VH PROGRAM MGR. AT YEAR 10:

DISH shows the project [] was certified as a Vertical Housing Project as of [], and the project has been operating for 10 years now and the exemption will expire on []. It is time to confirm:

- The VH partial property tax exemption expiration date
- The OHCS Vertical Housing file for the project is current with the owner's annual self-certifications (*if not, send non-compliance notice to owner*)
- The owner of record, address, phone number, e-mail address in DISH is still the same as the VH application (*if not, update DISH*)
- After expiration period, remove from site inspection monitoring list
- After expiration period, appropriately archive the VH project file
- After expiration period, indicate Closed Out in DISH and other electronic data bases.
- After expiration period, remove project name from Excel list maintained on VH web site as an active VH project