

**MODEL
FORM**

GUIDANCE DOCUMENTATION

INSTRUCTIONS: Complete this form to document guidance received from outside parties relating to the management of our tax credit site. Attach any written correspondence from outside parties and other related documentation, indicating on the form that you have done so. Circulate the completed form to communicate the guidance to the appropriate staff members, and then file the form with other completed forms. If you need more space for your explanation of the guidance, use the back of the form.

EXPLANATION OF ISSUE

EXPLANATION OF GUIDANCE

OUTSIDE PARTY CONTACTS *(check one)*

IRS State Housing Agency Owner Attorney
 Accountant Tax credit consultant Fair housing consultant
 Other: _____

NAME & TITLE OF PERSON GIVING GUIDANCE _____

DATE GUIDANCE GIVEN: _____

GUIDANCE GIVEN BY *(check one):*

Letter Telephone Email
 Other: _____

ATTACHMENTS: Yes No

PRINT YOUR NAME _____

SIGNATURE _____ DATE _____