

EVERNORTH PARTNERSHIP REPORTING DEADLINES
 by GENERAL PARTNERS AND PROPERTY MANAGERS
Partnerships with a 12/31 FYE

Due Date	Monthly	Quarterly	Annually	Reporting Period
1/4/xx	Lease-Up Reports			December
1/8/xx	Construction Reports			December
1/30/xx		Balance Sheets		4th Quarter
1/30/xx		Income & Expense report		4th Quarter
1/30/xx		Quarterly Questionnaire with General Partner's Certification		4th Quarter
1/30/xx		3 months of Rent Rolls		4th Quarter
1/30/xx		Replacement Reserve Activity Report		4th Quarter
2/4/xx	Lease-Up Reports			January
2/8/xx	Construction Reports			January
2/15/xx			Draft Tax Return and CPA's Certification of Tax Credits Earned	Prior Year
3/4/xx	Lease-Up Reports			January
3/8/xx	Construction Reports			January
3/1/xx			Audited Financial Statement	Prior Year
3/15/xx			Final Tax Return Due	Prior Year
3/31/xx			NH: Tenant Status Report*	Prior Year
3/31/xx			NH: Certificate of Continuing Compliance*	Prior Year
4/4/xx	Lease-Up Reports			January
4/8/xx	Construction Reports			January
4/30/xx		Balance Sheets		1st Quarter
4/30/xx		Income & Expense report		1st Quarter
4/30/xx		Quarterly Questionnaire with General Partner's Certification		1st Quarter
4/30/xx		3 months of Rent Rolls		1st Quarter
4/30/xx		Replacement Reserve Activity Report		1st Quarter
5/4/xx	Lease-Up Reports			April
5/8/xx	Construction Reports			April
5/30/xx			ME: Tenant Status Report	Prior Year
5/30/xx			ME: Certificate of Continuing Compliance	Prior Year
6/4/xx	Lease-Up Reports			May
6/8/xx	Construction Reports			May

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7/4/xx	Lease-Up Reports			June
7/8/xx	Construction Reports			June
7/30/xx		Balance Sheets		2nd Quarter
7/30/xx		Income & Expense report		2nd Quarter
7/30/xx		Quarterly Questionnaire with General Partner's Certification		2nd Quarter
7/30/xx		3 months of Rent Rolls		2nd Quarter
7/30/xx		Replacement Reserve Activity Report		2nd Quarter
8/4/xx	Lease-Up Reports			July
8/8/xx	Construction Reports			July
9/4/xx	Lease-Up Reports			August
9/8/xx	Construction Reports			August
10/30/xx		Balance Sheets		3rd Quarter
10/30/xx		Income & Expense report		3rd Quarter
10/30/xx		Quarterly Questionnaire with General Partner's Certification		3rd Quarter
10/30/xx		3 months of Rent Rolls		3rd Quarter
10/30/xx		Replacement Reserve Activity Report		3rd Quarter
10/4/xx	Lease-Up Reports			September
10/8/xx	Construction Reports			September
11/4/xx	Lease-Up Reports			October
11/8/xx	Construction Reports			October
11/30/xx			Annual Operating Budget with Rent Schedule	Next Year
12/4/xx	Lease-Up Reports			November
12/8/xx	Construction Reports			November
12/15/xx	Pre-Audit Questionnaire			Prior Year
12/31/xx			FISCAL YEAR ENDS	Annual

Other Reporting Requirements	
Real Estate Tax Bills	Notice & Proof of payment upon receipt
Certificate of Insurance	Upon Renewal
HFA Compliance Reports	Within 30 Days of Receipt, including response to HFA (if required)
Notices of Default, Noncompliance or IRS Action	Immediately Upon Receipt
GP/Sponsor Financials	Annual financials for prior year by 90 days after the fiscal year end