

Multifamily Housing (MFH) 2025 Fiscal Year End Submission Requirements

To ensure MFH staff receives your year-end report documents, please adhere to the following guidelines:

Borrower, owner, or management agent must submit document(s), as follows:

- **Send Email:** Submit your year-end document(s) to RD.MFH.Submissions@usda.gov.
- **Email Subject Line:** Use this format when sending your year-end documents: Borrower ID (9-digit number)-Project Number (3-digit number)-Year End Report 2025-Property Name
 - *Example: 123456789-123-Year End Report 2025-Apple Tree Apts)*

Your submission must contain the following:

1. **Borrower Self Certification:** [Attachment 4-F](#), Performance Standards Borrower Self-Certification Letter, attach as a standalone document titled “**Borrower Self Certification**”.
2. **Audit:** For-profit and limited profit entities, if required by [HB-2-3560, Exhibit 4-6](#), attach as a standalone document titled “**Audit**”.
3. **Single Audit:** State and local governments, Indian tribes, and non-profit organizations, if required by [HB-2-3560, Exhibit 4-6](#), attach as a standalone document titled “**Single Audit**”.
4. **Other Supporting Documentation**, if applicable:
 - Any project audits independently obtained by the borrower must be submitted to the agency.
 - Any additional documentation or comments that may assist the agency in its review of the year-end reports, which could include a detailed list of expenses or income noted as other or miscellaneous, if not detailed on Form RD 3560-7.

Note: You need to complete Form RD 3560-7 and Form RD 3560-10 completed per the [Forms Manual Insert or instructions](#). For projects with eight units or more, these forms must be submitted through USDA’s Management Interactive Network Connection ([MINC](#)).

Example email:

The screenshot shows an email composition interface. On the left is a blue 'Send' button with a paper plane icon. To its right are three dropdown menus for 'From', 'To', and 'Cc'. The 'To' field is populated with 'RD.MFH.Submissions@usda.gov'. Below these is a 'Subject' field containing '123456789-123-Year End Report 2025-Apple Tree Apts'. At the bottom, there are three attachment boxes, each with a PDF icon, a filename, and a size: 'Borrower Self Certification.pdf 332 KB', 'Audit.pdf 847 KB', and 'Other Support Documents.pdf 332 KB'.