

Housing Management Newsletter

Fall 2023

PHFA is Hiring!

View available positions and apply online:

[Employment Opportunities](#)

2024 Multifamily Affordable Housing Conference

Save the Date!

June 26-28

Penn Stater Hotel and Conference Center

2024 COLA

Announced: 3.2%

For: Social Security, VA Benefits, Civil Service, Railroad Retirement

Upcoming Due Dates

Event	Date
Budgets	November 1
Rental Schedule	December 31
Annual Reports: PennHOMES, HTF, Tax Credit, and CMF	January 31, 2024 Applies to all properties Post-Closing.

HOTMA Resources Now Available on our Website! Effective 1/1/2024

Two documents are available with Pennsylvania specific HOTMA guidance:

- ◆ [Pennsylvania Definitions](#)
- ◆ [PHFA's HOTMA Policies](#)

Multiple sample verification forms were updated to reflect HOTMA changes: [Under \\$50,000 Assets Certification](#), [Investment/Retirement Verification](#), [Trust Verification](#), [Employment Verification](#).

Please check our [website](#) under *HOTMA Resources* periodically, for additional updates.

Protecting Sensitive Applicant and Resident Information

The protection of sensitive applicant and resident information is the responsibility of management and any party that has access to it. All detailed credit and criminal reports must be destroyed after they are reviewed for their intended purpose. Please note that decision information must be maintained in the file to demonstrate that the reports were run and evaluated per the Tenant Selection Criteria. A [Screening Evaluation Form](#) or comparable document(s) must be contained in the file. Also, documents needing to be sent to a Housing Management Representative must be transmitted via the [PHFA Secure Upload Portal](#) and all but the last four (4) digits of SSNs must be redacted.

Live-In Aide Compliance Reminders

- The need for a Live-In Aide must be verified.
- A Live-In Aide qualifies for occupancy only as long as the disabled resident requires the aide's services and remains a tenant.
- Live-In Aide must sign the Live-In Aide Lease Addendum.
- Income of a Live-In Aide is excluded from household income.
- In a HUD property, the Live-In Aide must provide verification of their Social Security Number.
- Live-In Aides must be required to meet the property's screening criteria (other than credit).
- Live-In Aides are counted for determining appropriate unit size.
- Live-In Aides must be included on the TIC but should never be permitted to sign the TIC.
- Never list a Live-In Aide on the Lease, not even as an occupant.

New Resources on our Website!

- ◆ Tenant File Checklists:
 - ◇ [Move in](#)
 - ◇ [Annual](#)
 - ◇ [Alternate](#)
- ◆ 2023 Multifamily Affordable Housing Conference Breakout Sessions

How-to Video
Certification of Real Estate Calculation



Compliance Corner

HOTMA Tips! Effective 1/1/2024

- ◆ IRS-recognized retirement accounts do not count as assets, however as a best practice, they should be verified to ensure no periodic payment is being made.
- ◆ Keep HUD's full list of [Asset Exclusions](#) and [Income Exclusions](#) handy.
- ◆ Per [PHFA's HOTMA Policy](#), do not use annualized YTD calculations on the TIC for households whose rent is based on income.

Corrections to the TIC

When certifications require corrections, utilize the guidance below:

DO:

- ◆ Draw a single thin line through the incorrect information with a pen.
- ◆ Legibly write or type in the correct

information.

- ◆ Each correction on the first page of a TIC must be initialed by both the resident and the management agent.
- ◆ Reflect mathematical changes in Part IV in Total Annual Household Income (box L).
- ◆ Make corrections with blue or black ink.
- ◆ Correct the gross rent when correcting the utility allowance.
- ◆ Update the maximum rent and income limits when a change is made to the occupancy designation/set aside.

DON'T:

- ◆ Use White Out, correction fluid or correction tape.
- ◆ Make a correction without a corresponding verification.
- ◆ Require tenant initials on the second page of a full TIC, except for Income (box L).

Knowledge Check True or False

1. When calculating income, the year-to-date amount must be used on the TIC.
2. The disability status of all residents in a mobility impaired unit must be verified.
3. All adult household members and the property manager must initial corrections made to page 1 of the TIC.
4. It is acceptable to complete a handwritten TIC in pencil.
5. Only female residents need to complete the VAWA Lease Addendum.



Answer Key

- 1.False 2. False 3.True 4.False 5.False

Friendly Reminders

- ◆ Do not cover verification form information with calculation tapes. Please provide on a separate sheet and label each tape as needed.
- ◆ HOME and HTF: Two months of paystubs (source documentation) need to be maintained in the file even when employment verification is completed.
- ◆ TIC uploads: The certifications should be submitted as they are processed

throughout the year. Submissions on a weekly or monthly basis are preferred.

- ◆ Program Type and applicable AMI type must be selected on Page 2 of the TIC. Note that only PennHOMES/Federal HOME should be selected, not local HOME.
- ◆ Occupancy Reporting is due every month. When reporting monthly occupancy, indicate the number of occupied units, not the vacant units.

- ◆ Use an acknowledgment form when documents are provided to an applicant or resident to keep. All documents provided during an interview, move-in, or recertification process may be listed on one page with resident's signature, to save space in the applicant/resident file.



Resource Center

Training

[Management Calendar of Events & Trainings](#)

[Affordable Housing Programs Training & Consulting Organizations](#)

HOME/HTF Resources

[Income Calculator](#)

[HOME and HTF Training](#)

[Compliance in HOME Rental Projects](#)

HUD 4350.3 Resources:

[Chapter 5: Determining Income and Calculating Rent](#)

[Appendix 3: Acceptable Forms of Verification](#)



PHFA Website Helpful Links

Start here! <https://www.phfa.org/mhp/>

Section 8 Contract Administration: <https://phfa.org/mhp/section8ca/>

[Spring 2023 Newsletter](#)

[Alphabetized Index of Housing Management Newsletter Topics](#)

[Pennsylvania Region List for Owner's Certification of Continuing Compliance](#)