

Housing Management Newsletter Topics

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Friendly Reminders

Spring 2021:

- ◆ When reporting monthly occupancy for your property, indicate the occupied units, not the vacant units.
- ◆ To avoid an audit finding, make sure that applications for housing are date and time stamped before the household is placed on a waitlist.
- ◆ Personnel changes for any owners / agents must be reported to PHFA for our records. Provide the name, title, email address, and phone number for each change.
- ◆ Check Page 2 of each TIC to ensure the correct unit designation, maximum rent and income limits, and program type(s) are recorded.
- ◆ PHFA provides checklists on our website to help management agents successfully complete management documents (including Management Plans, TSPs, AFHMPs, etc.). Finalized documents must be submitted along with the checklists to the HMR for approval.

Fall 2021:

- ◆ **Properties Renting Up:** Please notify your property's Housing Management Representative (HMR) when you begin to lease up your property. This will trigger the quarterly rent-up report process. Rent-up reports will be completed quarterly via email until each unit has been occupied at least once.
- ◆ **Uploading TICs:** Per PHFA's Low-Income Housing Tax Credit Manual, upload TICs into the Web Entry System as events occur, or at least monthly. Tip: If a TIC is already in the system and no changes have been made, you will receive an error message that the TIC did not upload. This error indicates that a TIC for the unit is already in the system.
- ◆ **Rental Assistance (RA) on TICs:** Rental assistance type must be entered on page 2 of the TIC. If the unit has no RA, that must be noted. If the RA is a voucher, select either "Tenant -Based" or "Project - Based ". If the RA type does not automatically populate in the software you are using, you must manually enter it on page 2 of the TIC and then edit the TIC in the PHFA Web Entry System.

Spring 2023:

- ◆ **Properties with PennHOMES or HTF funding:** When verifying employment income, you must have two months Source Documentation, even if third-party verification is received. Remember that the paystubs must be consecutive and within 120 days of move-in and/or recertification.
- ◆ Use PHFA's Multifamily Web Entry System to obtain property-specific income and rent limits based on its funding source(s).

Friendly Reminders, continued...

- ◆ VAWA documents (addendum and acknowledgments) must be signed by **all** adult household members, regardless of their gender.
- ◆ All original applications **MUST** be date **and** time stamped.
- ◆ When utility allowance changes occur, review all TICs completed to ensure gross rent does not exceed the maximum rents.
- ◆ Upon the release of new rent and income limits, the new limits must be manually (hand) corrected on the TIC, reflecting the limits based on the effective date of the TIC. For example, if the limits are released on May 15, annual certifications from April-June may already be signed. If the limits are effective as of April 1, these must all be hand-corrected to ensure compliance with the new limits.