



# PHFA

PA HOUSING FINANCE AGENCY

# Spring into Action!

## Housing Management Newsletter

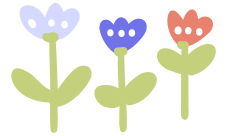
2026

The Housing Management Division is pleased to welcome you back to our bi-annual newsletter! In this edition, you will find updates on IRC§ 42, HOME, the Housing Trust Fund (HTF), and HOTMA, along with guidance and support related to PHFA program policies and procedures.

# CONGRATS!!



### File & Tenant Income Certification (TIC) Tips



**Congratulations to Khalifah Harding, our new Manager of Project Operations!**

Khalifah has worked for over 15 years in the Housing Management Department. We congratulate her on this well-deserved promotion!

### PHFA is Hiring!

View available positions and apply online:  
[Employment Opportunities](#)

- Only include HAP amount on Part VII if the HAP effective date is the same as or earlier than the TIC effective date. If the HAP starts later, keep the paperwork in the file but leave the HAP amount off the TIC.
- All incomes should be grouped together for each tenant under the appropriate category in Part II.
- Do not tape calculation tape on verifications.
- Do not write on verifications.
- Use a separate sheet of paper and label the asset/income referenced.
- Use the most up-to-date TIC on the PHFA website.

### Certification Tips

- Tenants of HOME-assisted units must receive a 60-day advance notice prior to any rent increase. Consider creating a lease addendum for these units to ensure this requirement is clearly documented.
- Verify that reported income is supported by documentation and reflects reasonably anticipated earnings rather than speculative amounts.
- Ensure the income source and the date the income is expected to begin are clearly indicated to allow for an accurate calculation.
- A representative payee does not eliminate the requirement to verify any assets or income they manage. All funds remain the property of the individual receiving the benefits; therefore, all assets and income must be fully verified using approved verification methods.



Multifamily Affordable  
Housing Conference 2026  
**June 3-5**

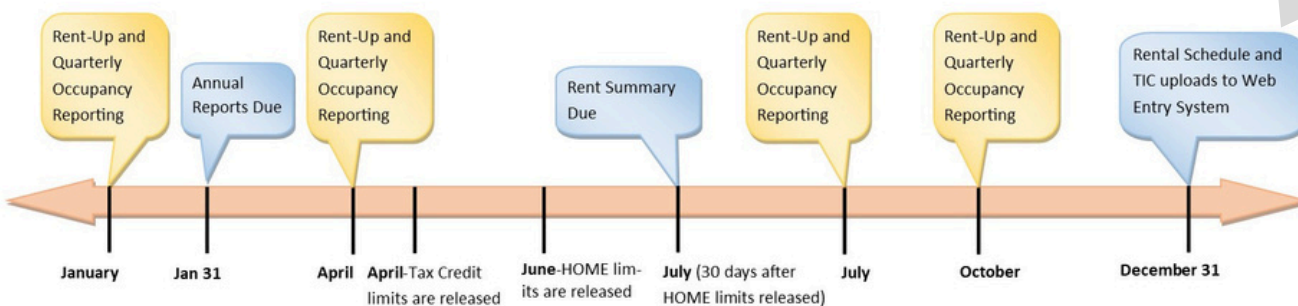
**Seven Springs Conference  
Center**

**HUD Updated Required VAWA  
Forms can be found in the  
[VAWA Resource Center](#)**

## What to expect : Management Review & File Audit

- An email containing a letter about the annual review and file audit.
- The letter will explain the review/audit format and all requirements.
- Read the entire correspondence carefully.
- A rent roll will be requested by the assigned Housing Management Representative (HMR) to select files for review.
- All new move-in files will be reviewed.
- A brief interview will be conducted to discuss staff, vacancies, delinquency, training, and other property-related information.
- Any general and file deficiencies will be explained in a follow-up letter with 30 days to provide written clarification or corrections for all items listed in the letter.
- Once all items are satisfactorily addressed, a close-out letter will be sent.
- Items not corrected within 30 days will result in a notice of non-compliance.

## Property Management Timeline



## Annual Rent Summary - Due July 15th

- Rent increases require written Agency approval and may be applied to move-ins, recertifications, or lease-specified dates once authorized.
- PennHOMES rent and income limits are typically released each June.
  - HOME and HTF funding limits are delayed and will be released later this year. Certifications completed within 120 days of the effective date must be updated to reflect the new limits. Once the [Multifamily Web System](#) is updated, properties can check their project-specific limits there.
  - If a certification was completed within 120 days of the effective date, it will need to be corrected to reflect the new limits.
    - A notice will be sent once the system update is complete.
  - For new properties without access to the Multifamily Web System, the [County Limits](#) listed on the website must be used.
- Proposed rents must not exceed the allowable limits or a 5% annual increase.
- [PHFA Rent Summary Template](#)
  - Agency Financed Properties → Exhibits → Rent Summary
  - Refer to PHFA Compliance Manual Chapter 3.2 for additional information.

## Quiz Time

### 1. Under HOTMA, checking accounts are valued using:

- A. 6-month average
- B. The current balance
- C. The highest balance in the last year
- D. The 12-month average

### 2. True or False?

Move-In files and full recerts require the Child Support/Alimony Affidavit regardless of marriage or parental status.

## HOT TOPICS

Please be proactive and alert to your resident's vulnerability to potential scams.

Consider sharing this informative [handout](#) with your residents.



Answers : 1) B 2) TRUE

## Required forms and resources:

[HOTMA Policies Matrix \(HOTMA Policies Matrix\)](#)

[Asset Self Certification - Required for all households](#)

[Child Support and Alimony Affidavit](#)

[Tenant File Checklist - HOTMA Alternate Recertification](#)

[Tenant File Checklist - HOTMA Annual Recertification](#)

[Tenant File Checklist - HOTMA Move-In](#)

[Compliance In HOME Rental Projects Guide for Property Owners](#)

[Property Compliance Manual for Portfolio Properties](#)