

To: Owners and Agents of Section 8 Housing

From: Idaho Housing and Finance Association Compliance Department

Date: February 14, 2008

Re: Program Tips and Suggestions

❖ **Interview Requirement:**

- The 4350.3 REV-1 Chg. 2 Chapter 4 Section 4-24 lists the items that must be collected at initial interview. The handbook states that you must conduct this interview. Please read this section of the 4350.3 and ensure that all required documentation is being collected at this time.

❖ **Notice of Termination of Tenancy:**

- With the recent revision of the handbook, the requirement for the content of the termination of tenancy notice has change. 4350.3 REV-1 chg. 2 Chapter 8 sections 8-13 B 2 c 5 added the requirement for some additional reasonable accommodation verbiage. Please review this section and update forms accordingly.

❖ **Move out dates:**

- A common finding during the 2007 review season was that resident move out dates were being reported on the end of the month, not when the owner took possession of the unit. There were corrective actions that had to be taken in these cases to pay back subsidy that was received for these days that the unit was not occupied. Please remember that per 4350.3 REV-1 chg. 2 chapters 9 section 9-12 E Owners are entitled to an assistance payment only for the actual number of days during the month that the tenant occupies the unit....”

❖ **New 9887 and 9887A:**

- With the addition of the EIV system it was necessary for HUD to change the release of information to include the residents consent to include EIV. This form was updated, and the version dated 02/2007 is the most current. If this specific version of the forms is not on file, the EIV system can not be used. Please insure that the new release is obtained prior to the use of the EIV system.

Note: If you have a layered subsidy site, i.e. section 8 and Tax Credit, information obtained through EIV can not be used in any way for the LIHTC program.

❖ **Race and Ethnicity forms:**

- HUD has recently updated the Race and Ethnicity form. The most current version expires 10-31-2009. Please ensure that this is the current form in use. The following link will take you to the form: <http://www.hud.gov/offices/adm/hudclips/forms/files/27061-h.doc>

❖ **Utility Allowance payments:**

- Please note that if a resident who is entitled to a utility allowance payment does not cash the checks in a reasonable time, this money must be returned to HUD.(this will be done through the voucher process with a manual adjustment.) Please read 4350.3 REV-1 chg. 2 chapter 9

sections 9-13 B for additional information. IHFA will be requesting to see records for the tracking of this process during the MOR review.

❖ **Security Deposits:**

- 4350.3 REV-1 chg. 2 Chapter 6 section 6-15 C gives a list of the types of properties that must collect a security deposit at move in. Please read this section and ensure that if your site meets one of these descriptions you are collecting a deposit at move in.

❖ **Social Security verifications:**

- HUD had recently confirmed that Award letters for social security benefits can not be used if they are over 120 days old. To help alleviate the burden of obtaining this verification from the social security office, this information can now be verified through EIV.

❖ **Appendix 4E:**

- One of the additions to the handbook with change 2 was appendix 4E, which are instructions for completing the blanks in the lease. Please read this addendum as the instructions may not be how you are currently completing these sections.

❖ **RHIIP newsletter:**

- HUD publishes a weekly listserv of occupancy tips and updates from HUD. To sign up for this listserv go to:
[http://www.hud.gov/subscribe/signup.cfm?listname=Multifamily%20Housing%20RHIIP%20\(Rental%20Housing%20Integrity%20Improvement%20Program\)%20Tips&list=MFH-RHIIP-TIPS-L](http://www.hud.gov/subscribe/signup.cfm?listname=Multifamily%20Housing%20RHIIP%20(Rental%20Housing%20Integrity%20Improvement%20Program)%20Tips&list=MFH-RHIIP-TIPS-L) and follow the instructions.

❖ **Title 18 verbiage:**

- With the publication of the 4350.3 REV-1 chg. 2 HUD has corrected the final citation in the Title 18 statement. This verbiage is required to appear on all consent forms developed by owners. Please update your verifications, applications and any other form where consent is required from the resident. Please see 4350.3 REV-1 chg. 2 Chapter 5 section 5-15 D Figure 5-5.

❖ **Review of documents:**

- With the publication of the 4350.3 REV-1 chg. 2 HUD has all changed the requirements for allowing review of documents in lieu of third party verification. In change 1 chapter 5 section 5-13 C-1 had some verbiage that indicated, if you knew that third party verification would not be obtain, you could move directly to review of documents, as long as it was documented. With change 2 this verbiage has been removed, and in order to have a review of documents, the O/A must have attempted to contact the third party **and** that the 2 week timeframe had expired before review of documents was requested. Please also see chapter 5 sections 5-19 E for additional information on documenting why third party verification is not available.

If you have any questions or concerns regarding any of these reminders, please feel free to contact your compliance auditor by phone or e-mail or call 208-331-4707.

Thank you and we are looking forward to a great audit year.