To: All Owners and Managers

From: Bob Conroy, Director of Asset Management

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I. MaineHousing Search registry

Property owners and managers, are you interested in advertising your properties on-line for free? Then check out Maine's free rental listing service MaineHousingSearch.org that offers the following benefits:

✓ Easy to use
✓ Capacity to include detailed information and photos
✓ 24 hour access to update your listings
✓ Toll free call center support
✓ Ability to link listing to Craig’s list
✓ Ability to enter information directly or have a 3rd party complete the update on your behalf for free
✓ Averages 8,000 hits/searches on the website per month

Sound good? To get started, all you need to do is register. Detailed information on how you can register is noted on the attachment MaineHousingSearch.
II. TRACS 202D

The implementation of TRACS 202D has been delayed as HUD waits for the Office of Management and Budget (OMB) to approve the new and changed HUD forms required with the TRACS 202D release. A new implementation schedule has not been released at this time. We will keep you informed as we learn more.

III. RHIIP Listserv #303 - Change 4 to HUD Handbook 4350.3 REV-1 Posted to HUDCLIPS

Change 4 to HUD Handbook 4350.3 REV-1 "Occupancy Requirements of Subsidized Multifamily Housing Programs" has been posted to HUDCLIPS. The handbook is updated to include information on use of the Enterprise Income Verification (EIV) system; Violence Against Women Act (VAWA) requirements; Supplemental Information to Application for Federally Assisted Housing; Rent Refinement of Income and Rent Determination Requirements in Public and Assisted Housing Programs; Final Rule, and requirements relating to admission of individuals subject to State lifetime sex offender registration requirements. A complete listing of the updates can be found in the transmittal document attached to this message. See Attachment HUD Handbook 4350.3 REV-1, Change 4 Transmittal

IV. RHIIP Listserv #304 - 2014 Operating Cost Adjustment Factors (OCAFs) Published

The Operating Cost Adjustment Factors (OCAF) for 2014 were published in the September 16, 2013 Federal Register. These factors are used for adjusting or establishing Section 8 rents under the Multifamily Assisted Housing Reform and Affordability Act of 1997 (MAHRA), as amended, for projects assisted with Section 8 Housing Assistance Payments. The factors are effective February 11, 2014 and can be found at http://www.gpo.gov/fdsys/pkg/FR-2013-09-16/pdf/2013-22458.pdf

Reminder for HUD and PBCA offices processing rent increases using Auto OCAF:

Once the 2014 Factors are updated in iREMS, please delete any Amend Rents record effective 02/11/2014 and beyond that was created either automatically or manually with the old 2013 Factor. A new record will automatically generate with the new 2014 Factor.

V. MREMA Training Event - HUD 4350.3 Change 4

MREMA, in conjunction with NEAHMA, is bringing this important training to Maine on October 4, 2013 at the Augusta Civic Center. You can register for the event at http://www.event.com/d/d4qj1m/1Q. MREMA Members will receive the NEAHMA Member Discount Rate, just select “NEAHMA Member” when you fill in the attached form. If you are having problems registering please call NEAHMA at 781-380-4344.

VI. New HOME Final Rule

On July 24, 2013, HUD published a Final Rule in the Federal Register which amended the HOME Investment Partnerships (HOME) Program regulations (24 CFR Part 92). These amendments represented the most significant changes to the program in 17 years.

VII. Tenant Income Certification (TIC) Revision

Along with some formatting changes, MaineHousing has made the following updates to the Tenant Income Certification Form:

1. A box has been added to the top of page 1 to indicate if the household is in a fed HOME unit.
2. A box has been added to the bottom of page 1 to account for over income scenarios in the SHARP, New Lease, Rental Rehab and HOME programs.
3. A definition of a Full time Student has been added to Section VII on page 2.

See attached revised Tenant Income Certification form.

VIII. HUD Notice 2013-23

HUD Notice 2013-23 permits for profit owners of small multifamily housing projects to file owner certified annual financial statements beginning with FYE 12/31/2013. A small project is defined as receiving less than $500,000 in combined federal financial assistance. The entire notice can be found on hudclips:

http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/hudclips

IX. Physical Plant Corner

MaineHousing has developed a Physical Plant Corner Newsletter, designed to bring you tidbits of useful information regarding physical plant issues identified during the inspection process as well as information regarding updates to regulatory requirements you should be aware of. See attached Physical Plant Corner Newsletter

Attachments:
- MaineHousingSearch Information Sheet
- HUD Handbook 4350.3 REV-1, Change 4 Transmittal
- Tenant Income Certification form
- Physical Plant Corner Newsletter

Please note that MaineHousing provides notices as a service to our partners. Notices are not intended to replace ongoing training and do not encompass all compliance and regulatory changes that may occur on the wide range of housing programs in which we work. MaineHousing recommends partners establish an ongoing training program for their staff.

Maine State Housing Authority (“MaineHousing”) does not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, ancestry, physical or mental disability, age, familial status or receipt of public assistance in the admission or access to or treatment in its programs and activities. In employment, MaineHousing does not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, ancestry, age, physical or mental disability or genetic information. MaineHousing will provide appropriate communication auxiliary aids and services upon sufficient notice. MaineHousing will also provide this document in alternative formats upon sufficient notice. MaineHousing has designated the following person responsible for coordinating compliance with applicable federal and state nondiscrimination requirements and addressing grievances: Louise Patenaude, Maine State Housing Authority, 353 Water Street, Augusta, Maine 04330-4633, Telephone Number 1-800-452-4668 (voice in state only), (207) 626-4600 (voice) or Maine Relay 711.
Special Attention of:

Regional Directors
Multifamily Hub Directors
Multifamily Program Center Directors
Supervisory Project Managers
Project Managers
Contract Administrators, and
Owners and Management Agents of projects
covered by this Handbook

1. This Transmits

Change 4 to Handbook 4350.3 REV-1 "Occupancy Requirements of Subsidized Multifamily Housing Programs" is updated to include information on use of the Enterprise Income Verification (EIV) system; Violence Against Women Act (VAWA) requirements; Supplemental Information to Application for Federally Assisted Housing; and Rent Refinement of Income and Rent Determination Requirements in Public and Assisted Housing Programs; Final Rule and requirements relating to admission of individuals subject to State lifetime sex offender registration requirements.

2. Implementation:

Change 4 is effective upon issue.

3. Explanation of materials transmitted:

A. Changes are designated by an asterisk (*) at the beginning and ending of the change and the date 8/13 is reflected at the bottom of the affected page.

B. Chapter 1. Introduction

Additional clarification on existing text:

Paragraph 1-2.D – Added HUD-Veterans Affairs Supportive Housing and Mainstream Vouchers
Paragraph 1-3.B – Removed the time reference to the Section 202 program
Paragraph 1-7.B.1-14 – Added relevant links for HUD Websites
Paragraph 1-7.B – Removed paragraph referencing TRACS Information Packet (Yellow Book)
Paragraph 1-7.B.4 – Clarified paragraph
Paragraph 1-7.B.6 – Indicated the Resident’s Rights and Responsibilities Brochure is available in English and several other languages
Paragraph 1-7.B.11 – Clarified the EIV system is to be used to verify a tenant’s employment and income and to assist in the reduction of administrative and subsidy errors
Paragraph 1-7.B.12 – Added new paragraph for EIV& You brochure and description
Paragraph 1-7.B.13 – Revised paragraph
Paragraph 1-7.B.14 – Revised paragraph
Paragraph 1-7.C – Provided instructions for ordering publications online
Figure 1-2 – Added “Authorities” to title
Figure 1-2 – Added 1) Nondiscrimination and Equal Opportunity in Housing, 2) Collection of Data, 3) Economic Opportunities for Low and Very Low Income Persons, and 4) Section 202/811 Mixed Finance
C. Chapter 3. Eligibility for Assistance and Occupancy

Corrected erroneous references or typos:
3-6.B.2, 3-12.H.2, 3-12.L.1.b.

Additional clarification on existing text:

Figure 3-1 – Added Enterprise Income Verification (EIV)
Paragraph 3-3.F – Added 24 CFR 5.233 Mandated Use of HUD’s Enterprise Income Verification (EIV) System
Paragraph 3-4 – Added example for determining eligibility at initial certification
Paragraph 3-5.B – Clarified Social Security Number disclosure requirements
Paragraph 3-5.C – Clarified that a consent for the release of information is to be signed
Paragraph 3-6.B.2 – updated link
Paragraph 3-6.E.3.a.(2)(e) – Added SSN must be disclosed and verification provided
Paragraph 3-6.E.3 – Removed foster children and foster adults
Paragraph 3-9 and Subparagraphs – Revised Social Security Number disclosure requirements to conform with 24 CFR 5.216 published in the Federal Register on December 29, 2010 and Housing Notice 10-08
Paragraph 3-10.B – Added new paragraph for use of the EIV Existing Tenant Search
Paragraph 3-10.C – Added the prohibition extends to any PIH rental assistance programs
Paragraph 3-10.C – Added new paragraph for EIV Multiple Subsidy Report
Paragraph 3-11.A.1 – Added co-head must sign and all must date the form at initial certification and each recertification
Paragraph 3-11.A.2 – Clarified how form HUD-9887 correlates with EIV
Paragraph 3-11.B – Added note for form HUD-9887 for individuals turning 18 between recertifications
Paragraph 3-11.C.2 – Changed tenant to family
Paragraph 3-12.H.2 – Added link and EIV System
Paragraph 3-12.I.2 – Clarified the statement is in addition to declaring citizenship status on the Citizenship Declaration form
Figure 3-4 – Updated the Figure to represent currently accepted DHS documents
Paragraph 3-12.L.1.b – Added link and EIV System
Paragraph 3-13.A.2 – Changed and to or and added Note to supplement the paragraph
Paragraph 3-21 – Added paragraph about use of Existing Tenant Search and Multiple Subsidy Search
Paragraph 3-21.B and C – Included reference to the Housing Choice Voucher regulations
Paragraph 3-24 – Added 24 CFR 5.233 Mandated Use of HUD’s Enterprise Income Verification (EIV) System
Paragraph 3-26.B – Revised the order of priority for acceptable verification methods and added reference to
Paragraph 5-13
Paragraph 3-26.C – Included income verification
Paragraph 3-28.B.1 – revised third party verification sources for verification of disability
Paragraph 3-28.B.2 – Clarified in the Note that the varying accuracy of Disability Status in EIV and how to verify
Paragraph 3-30 – Added the EIV System for up front verification of employment and income information
Paragraph 3-31 – Changed name to Verification of Social Security Numbers
Paragraph 3-31 A-C – Revised Social Security Number verification requirements to conform with 24 CFR 5.216 published in the Federal Register on December 29, 2010 and Housing Notice 10-08
Exhibit 3-5 – Revised exhibit to update currently accepted DHS documents

D. Chapter 4. Waiting List and Tenant Selection Plan

Additional clarification on existing text:

Figure 4-1 – Added Enterprise Income Verification (EIV) and Violence Against Women Act (VAWA)
Paragraph 4-3 – Added Social Security Number (SSN) Requirements and penalties; 24 CFR 5.216 and 24 CFR 5.218 and Mandatory Use of Enterprise Income Verification (EIV) 24 CFR 5.233
Figure 4-2 – Added State lifetime sex offender registration check, EIV Existing Tenant Search, and VAWA
Paragraph 4-4.C.1.c – Removed language for when an individual has no SSN
E. Chapter 5. Determining Income and Calculating Tenant Rent

Additional clarification on existing text:

Figure 5-1 – Added Enterprise Income Verification (EIV)
Paragraph 5-3 – Added 24 CFR 5.233 Mandated Use of HUD’s Enterprise Income Verification (EIV) System
Paragraph 5-5.A – Removed “two”
Paragraph 5-5.A.2 – Removed example text
Paragraph 5-5.A.3 – Added new paragraph and subparagraphs on Using EIV
Paragraph 5-6.A.3.d – Clarified the paragraph to relate to earned income and this income exceeding $480 annually
Paragraph 5-6.I – Provided reference to Sections J and O along with an Example
Paragraph 5-6.Q.3 – Added paragraph excluding deferred Department of Veterans Affairs disability payments received in a lump sum or in prospective monthly payments for Section 8 tenants
Paragraph 5-7.G.4.b – Clarified IRA, Keogh, and similar retirement savings accounts are counted as assets, even though withdrawal would result in a penalty, unless benefits are being received through periodic payments.
Paragraph 5-7.G.4.d – revised to read “Include in annual income any retirement benefits received through periodic payments. Do not count any remaining amounts in the account as an asset.
Paragraph 5-10.A.1 – Clarified the deduction does not apply to foster children and foster adults; added statement for not needing legal custody of dependent to receive deduction
Paragraph 5-10.A.2 – included foster adult
Paragraph 5-11 – Added 24 CFR 5.233 Mandated use of HUD’s Enterprise Income Verification (EIV) System
Paragraph 5-12.A.2 – Added paragraph for use of EIV system for third party verification of a tenant’s employment and income at time of recertification and to assist in reducing administrative and subsidy payment errors
Paragraph 5-12.A.4 – Updated paragraph to conform with SSN requirements found in 24 CFR 5.216
Figure 5-4 – Updated figure to conform with SSN requirements found in 24 CFR 5.216
Paragraph 5-13.A – Updated the order of acceptable methods of verification
Paragraph 5-13.B – Added detail for the types of third party verification in the order of their acceptability
Paragraph 5-13 – Removed two paragraphs titled Review of Documents and Family Certification
Paragraph 5-15.A – Removed medical professionals and the reference to the HUD Fact Sheet and the Resident Rights and Responsibilities brochure
Paragraph 5-15.B.1 – Added IRS, SSA, and SWICAs abbreviations and the Department of Health and Human Services National Directory of New Hires
Paragraph 5-15.B.2 – Clarified the 9887 must be signed by head of household, spouse, co-head regardless of age
Paragraph 5-15.C – Added the EIV & You brochure
Paragraph 5-15.C.1 – Clarified HUD-9887-A form and Fact Sheet
Paragraph 5-15.C.2 – Removed reference to HUD National Multifamily Clearinghouse and provided reference to Chapter 1
Paragraph 5-15.C.3 – Added new paragraph for EIV & You brochure
Paragraph 5-16 – Removed paragraph
Paragraph 5-16 (new) – Removed repetitive language to clarify paragraph
Paragraph 5-16.A – Added HUD-9887-A
Paragraph 5-16.A.3 – Added new paragraph for NDNH
Paragraph 5-16.A.3.c – Added NDNH reference
Paragraph 5-16.B.1 and 2 – Clarified valid verification dates
Paragraph 5-16.B.4 – Removed paragraph
Paragraph 5-17 – Rearranged wording to make the paragraph read clearly
Paragraph 5-18.B – Revised to include EIV and EIV documentation
Paragraph 5-18.D – Added original tenant provided documents must be returned to tenant and removed the Note
Paragraph 5-20 – New paragraph Added explaining Security of EIV data
Paragraph 5-21.A – Added HUD-9887-A
Paragraph 5-21.B – added any member of the tenant’s family, indicated the household’s assistance is terminated
Paragraph 5-21.C Example – Added HUD-9878-A
Paragraph 5-23.A.3 – Added paragraph for EIV Income Report
Paragraph 5-23.A.4 – Clarified third party verifications received from third-party sources
Paragraph 5-23.C – Added Note on the Federal Privacy Act
Paragraph 5-23.D – Added HUD-9887-A
Paragraph 5-25.B.1 – Clarified operating rent by inserting “gross rent”
Exhibit 5-3 – Added language to clarify transportation to/from treatment and lodging
Exhibit 5-3 – Removed language allowing certain maintenance or personal care services provided for qualified long-term care as medical expenses
F. Chapter 6. Lease Requirements and Leasing Activities

Additional clarification on existing text:

Updated references throughout Chapter.

Paragraph 6-1.B – Section 1: added lease addendums as a required attachment to the lease, when applicable. Section 4: added the “EIV & You” brochure as a required handout that must be provided to tenants

Figure 6-1 – Added Violence Against Women Act (VAWA) as a key term

Paragraph 6-3 – Added Subsection E: Violence Against Women Act (VAWA) Protection, and cites the governing authority

Paragraph 6-4, 6-4.A, 6-4.C, 6-4.D – Added lease amendments to the heading; identifies lease addendums as a regulatory requirement, and clarified the availability of model leases in English and other languages; added subparagraph C on VAWA Lease Addendum; clarified in 6-4D that changes to model lease by owners may only be for documented state and local law, and, lease changes are made using a lease addendum

Figure 6-2 – Clarified required leases for Section 202/8 or Section 202 PACs, and the programs that use the lease.

Figure 6-3 – New Figure for HUD Issued Lease Addendum; includes VAWA addendum

Paragraph 6-5.A, B, C, D and E – added owner’s, VAWA lease addendum and clarified the requirements of HUD issued lease addend

Paragraph 6-5.G – Added paragraph for Requirements of HUD issued lease addendums

Paragraph 6-12, B, C and D – Clarified that lease changes must be incorporated into the lease as a lease addendum, and no HUD/CA approval required; clarified that owner modification must be in form of lease addendum and requires HUD/CA approval

Paragraph 6-24.C – Updated definition of Assistance Animals

Paragraph 6-27. B – Updated list to include VAWA addenda and EIV & You as topics to be covered in tenant briefing

Paragraph 6-27.C.2 – Added language to ensure owners have appropriate means to communicate with hearing and/or speech impaired individuals and HUD’s LEP website link

Figure 6-9 – Included Police/Security Addendum, VAWA Addendum, EIV & You Brochure, and How Your Rent is Determined Fact Sheet

Exhibit 6-6 – Added EIV and VAWA

G. Chapter 7. Recertification, Unit Transfers, and Gross Rent Changes

Additional clarification on existing text:

Figure 7-1 – added Enterprise Income Verification (EIV) as a key term.

Paragraph 7-3 – added 24. CFR 5.233 Mandated Use of HUD’s EIV System

Paragraph 7-4 – clarified when owners must use EIV Income Report as third-party verification; that owners must provide tenant with copy of EIV & You brochure, and that owner’s policy on criminal background checks may include lifetime sex offender registration checks

Paragraph 7-6 – clarified that HUD will terminate a certification if a new recertification is not submitted within 15 months from the anniversary date

Figure 7-3 – clarified the owner’s responsibility for obtaining and reviewing EIV reports and for documenting social security numbers for all household members in the recertification steps

Paragraph 7-8.C – clarified that owners must use EIV Income Report as third party verification unless tenant disputes the EIV information or the owner cannot provide acceptable documentation to use for rent calculation

Paragraph 7-8.D.3 – added and clarified tenant eviction as a condition for non-recertification

Paragraph 7-10.A and C – clarified State sex offender registration check as a required screening criteria and requires tenant to disclose and provide verification of SSN; clarified Subparagraph C that an owner must not use the EIV report for a tenant that turned 18 unless the tenant signs the consent form HUD-9887

Paragraph 7-11.A.3 – added Note

Paragraph 7-11.C - clarified State sex offender registration check as a required screening criteria and requires tenant to disclose and provide verification of SSN
Paragraph 7-12.A – clarified EIV’s usage when tenant reports a change in employment or income
Paragraph 7-12.B.1 added use of the EIV New Hires Report
Paragraph 7-13.C.2 – added example
Paragraph 7-18.C – Removed 75 day implementation of utility allowance and clarified effective dates
Paragraph 7-18.D – Removed Note at the end of paragraph
Exhibit 7-3 – Added “at least” to the date requirement in the notice
Exhibit 7-5 – Added verifications not available in the EIV System

H. Chapter 8. Termination

Corrected erroneous references or typos:
8-4

Additional clarification on existing text:

Figure 8-1 – Added Enterprise Income Verification (EIV)
Paragraph 8-5.A – Changed “family” to “household” members
Paragraph 8-5.B – Separated to two paragraphs and added Department of Health and Human Services (HHS’) National Directory of New Hires (NDNH)
Paragraph 8-5.D Note – Added wording to clarify rent paid when a tenant with more than one form of subsidy has their subsidy terminated
Paragraph 8-11.A – Added 24 CFR 5.218 Penalties for failing to disclose and verify Social Security and Employer Identification Numbers
Figure 8-2 – Added failure to disclose and provide verification of SSN(s) and failure to sign and submit consent forms
Paragraph 8-13.A.6 – Added new paragraph and subparagraphs for failure to disclose and provide verification of SSNs
Paragraph 8-14.A.5 – Added sex offender language to match Housing Notice 2012-11
Paragraph 8-14.C.1, 3, 4, 5, 7, 9, 11, 13, and 14 – Added State lifetime sex offender registration records
Paragraph 8-14.C.3 – Added members of the applicant’s household
Paragraph 8-14.C.5.a and b – Removed Section 8 reference
Paragraph 8-14.C.7 – Added Note for lifetime sex offender registration
Paragraph 8-14.C.9 – Added Note on Dru Sjodin National Sex Offender Database
Paragraph 8-14.C.13 – Added language requiring owners to maintain criminal records and sex offender registration check
Paragraph 8-17 – Added 24 CFR 5.233 Mandated Use of HUD’s Enterprise Income Verification (EIV) System
Paragraph 8-18.A – Added use of EIV system
Paragraph 8-18.C.1.c – Added Note indicating for when owners may not suspend, terminate, reduce or make a final denial of any benefits of a tenant
Paragraph 8-18.E.2 – Added a reference to paragraph 8-23
Paragraph 8-20 – Added paragraph and subparagraphs dealing with Discrepancies Reported in EIV
Paragraph 8-21.A.1.c – Added fails to report income received
Paragraph 8-21.A.3 – Reworded repayment plan to repayment agreement
Paragraph 8-21.A.5 – Revised paragraph to expound on five year limitation for overpayments
Paragraph 8-21.A.6 – Revised paragraph for having 50059 on hand for overpayment of assistance
Paragraph 8-21.B.2 – Added paragraph regarding owner retaining portion of repayments actually collected from the tenant
Paragraph 8-22 – Added a revision paragraph on tenant repayment options
Paragraph 8-23 – Added a revision paragraph on repayment agreements
Paragraph 8-24 – Added paragraph regarding Income Discrepancy Report
Paragraph 8-24.B – Removed wording on finding errors through Management and Occupancy Reviews and added language on how to handle income discrepancies
Paragraph 8-25 – Added paragraph for Reimbursement for Errors Discovered During a Monitoring Review
I. Existing Chapter 9 from Change 3

This chapter has been removed due to the information already existing in the MAT Guide.

J. New Chapter 9. Enterprise Income Verification (EIV)

Entire chapter has been created providing guidance for HUD’s Enterprise Income Verification System

Exhibit 9-1 – Failed EIV Pre-screening Report Error Messages
Exhibit 9-2 – Failed Verification Report (Failed the SSA Identity Test) Error Messages
Exhibit 9-3 – EIV Income Report Information
Exhibit 9-4 – Sample Tenant Consent to Disclose EIV Income Information
Exhibit 9-5 – Use of EIV Reports
Exhibit 9-6 – National Directory of New Hires (NDNH) Data Elements
Exhibit 9-7 – How EIV Calculates Income Discrepancies

K. Appendices

Additional clarification on existing text:

Appendix 3 – Added chapter references to all factors to be verified
Appendix 3 – Assets disposed of for less than fair market value – clarified self-declaration certification can be signed by applicant and/or tenant; reworded verification tips for clarification
Appendix 3 – Employment income including tips, gratuities, overtime – Added EIV Income Report under verification tips; changed most recent pay stubs to 4-6
Appendix 3 – Added new factor and acceptable sources – Immigration Status (SSN) Individuals who do not contend eligible immigration status under the Section 221(d)(3) BMIR, Section 202 PAC, Section 202 PRAC, Section 811 PRAC programs
Appendix 3 – Income maintenance payments, benefits, income other than wages – Added EIV for written third party and verification tips
Appendix 3 – Social Security number – Revised documents to be provided by applicant and removed self-declaration
Appendix 3 – Added new factor and acceptable sources – Student Status (Section 8 only)
Appendix 3 – Added new factor and acceptable sources – Student Status (Section 221(d)(3) BMIR, Section 202 PAC, Section 202 PRAC and Section 811 PRAC)
Appendix 3 – Unemployment compensation – Added EIV for written third party and verification tips
Appendix 3 – Notes – Added HUD9887-A, EIV, and reworded for third party source
Appendix 6-C – Updated C.1 for EIV, Social Security and SSI income; added Proof of Income Letter
Appendix 6-C – Updated C.2 for EIV
Appendix 7-B – Updated Item 45 to remove under 6 SSN language

L. Glossary

Defined or revised the definition of the following terms:
Accessible (FH Act)
Accessible Route (FH Act)
As-Paid Locality
Assistance Animals
Bifurcate
Dating Violence
Domestic Violence
Enterprise Income Verification (EIV)
Immediate Family Member
Improper Payment
Independent Public Auditor
Operating Rent (PRAC)
I approve the above changes to HUD Handbook 4350.3, REV-1, *Occupancy Requirements of Subsidized Multifamily Housing Programs.*

Carol J. Galante, Assistant Secretary for Housing – Federal Housing Commissioner
Landlords – advertise your rental properties online for FREE

It’s as easy as…

1. Register at MaineHousingSearch.org or by calling toll free 1-877-428-8844
2. Receive your user name and password
3. Go to MaineHousingSearch.org to enter information online about your properties and any vacancies

- Easy to use
- Capacity to include detailed information and photos
- 24 hour access to update your listings
- Toll free call center support

Maine’s free rental listing service

MaineHousingSearch.org

Linking people who need housing with the housing they need
Another easy way to register

In addition to being able to register online at MaineHousingSearch.org or by calling 1-877-428-8844, you can also register by fax:

To: MaineHousingSearch.org

Fax number: 1-866-265-7811

From: ________________________________________________

Date: ________________________________________________

RE: Please register me for MaineHousingSearch.org so that I can list my properties online for free.

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Company Name: (If no company name, your name will be used)

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For more information:
1.877.428.8844
info@socialserve.com
Welcome to Asset Management’s Physical Plant Corner which has been established to bring you tidbits of useful information regarding physical plant; including issues identified during the inspection process as well as information regarding updates to regulatory requirements you should be aware of.

## Compliance Corner

### Top 18 most common violations

The following list contains the top 18 most common violations noted during the MaineHousing inspection process; broken down into two main categories:

<table>
<thead>
<tr>
<th>Health &amp; Safety concerns</th>
<th>Physical Plant</th>
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<tr>
<td>• Missing or inoperative CO detector</td>
<td>• Noisy/dirty bath exhaust fan</td>
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<td>• Missing or inoperative smoke detector</td>
<td>• Wall damage in unit</td>
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<tr>
<td>• Failed/Inoperable GFCI</td>
<td>• Peeling paint on siding/trim</td>
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<td>• Inoperable emergency lighting</td>
<td>• Failed thermal seals in windows</td>
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<td>• Call to aid blocked/cord not long enough</td>
<td>• Deteriorated caulking/seal around shower/tub</td>
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<td>• Blocked egress (door or window)</td>
<td>• Missing lens or shatter-proof bulb in kitchen range hood</td>
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<td>• Chain type locks on egress doors</td>
<td>• Overgrown vegetation against building</td>
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<tr>
<td>• Expired or untagged fire extinguishers</td>
<td>• Inoperable closet doors &amp; damaged interior doors</td>
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<td>• Significant bare areas in lawns</td>
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<td>• Paving in the walkways and parking areas is deteriorated – heaving/potholes</td>
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Mini-Splits

For owner/managers with mini split heat pumps – **BEWARE, they are not maintenance free!** Although the filters on some of these units are advertised to be anti-mold/anti-bacterial, a recent inspection found this to be quite the contrary when the filter was found to be dirty and covered in mold. A quick review of the product’s information found that the filters in these units should actually be cleaned once after every 400 hours of use. Replacement filters can be found either locally or on the internet (check the manufacturer’s website for the nearest location to you.)

It is important that whenever installing new equipment, you read the manufacturer supplied owner’s manual to understand what maintenance will be required to ensure proper operation and prevent early system failure.

### Regulatory Requirements

**State of Maine Fire Extinguisher Requirements in Multi-family Housing**

Required locations for fire extinguishers in multi-family housing are laundry rooms, community kitchens, outside boiler rooms and in any locations where hazardous materials are stored.

The fire extinguishers:
- Must be inspected annually by trained personnel. The inspection must be noted on a tag attached to the fire extinguisher with the date of inspection and name of organization conducting the inspection.
- Must have hydro-testing every 5 years by qualified professionals.

If fire extinguishers are located in non-required locations, they will still need to meet the required annual testing requirements.

The governing documents for the above are NFPA 1, NFPA 10 and NFPA 101 Life Safety Code which can all be viewed for free at: [https://www.nfpa.org/codes-and-standards/document-information-pages](https://www.nfpa.org/codes-and-standards/document-information-pages)

### Contact Information

If you have ideas for or items of interest you would like included in an upcoming newsletter, please contact Kimberly Weed with your idea or suggestion at kweed@mainehousing.org.
### TENANT INCOME CERTIFICATION

Check all programs that apply:
- ☐ RLP
- ☐ LIHTC
- ☐ NewLease
- ☐ SHARP/Rehab
- ☐ FedHome

#### PART I – DEVELOPMENT DATA

- ☐ Initial Certification
- ☐ Recertification
- ☐ Other

<table>
<thead>
<tr>
<th>Move-in Date:</th>
<th>Effective Date:</th>
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<tbody>
<tr>
<td>(MM/DD/YYYY)</td>
<td>(MM/DD/YYYY)</td>
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</tbody>
</table>

- Hshold Income @ Move-in: ___________
- Hshold Size @ Move-in: ___________
- Current Hshold Size: ___________

1. Project Name: ______________________
2. Project #: ________________________

#### PART II – HOUSEHOLD COMPOSITION

<table>
<thead>
<tr>
<th>Hshld Mbr #</th>
<th>Last Name</th>
<th>First Name &amp; Middle Initial</th>
<th>Sex</th>
<th>Relationship to Head of Household</th>
<th>Date of Birth (MM/DD/YYYY)</th>
<th>F/T Student (Y or N)</th>
<th>Social Security or Alien Reg. No.</th>
</tr>
</thead>
<tbody>
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</table>

#### PART III. ANNUAL INCOME (USE ANNUAL AMOUNTS)

<table>
<thead>
<tr>
<th>Hshld Mbr #</th>
<th>Employment or Wages (A)</th>
<th>Soc. Security/Pensions (B)</th>
<th>Public Assistance (C)</th>
<th>Other Income (D)</th>
<th>TOTAL INCOME (E)</th>
</tr>
</thead>
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</table>

**TOTALS**: $ $ $ $ 

**TOTAL INCOME**: 

#### PART IV. INCOME FROM ASSETS

<table>
<thead>
<tr>
<th>Hshld Mbr #</th>
<th>Type of Asset (F)</th>
<th>C/I (G)</th>
<th>Cash Value of Asset (H)</th>
<th>Annual Income from Asset (I)</th>
</tr>
</thead>
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</tbody>
</table>

**TOTALS**: $ $ 

**TOTAL INCOME FROM ASSETS**

- If (H) is over $5000: $_________ X 2.00% = $_________
- (K) TOTAL INCOME FROM ASSETS: $_________

#### PART V. TOTAL ANNUAL HOUSEHOLD INCOME FROM ALL SOURCES

**TOTAL ANNUAL HOUSEHOLD INCOME FROM ALL SOURCES**: $

Add (E) and (K)

**Current Income Limit per Family Size**: $

- LIHTC & RLP Only
  - Current Income Limit X 140%
  - Household Income exceeds 140% at recertification:
    - ☐ Yes
    - ☐ No

- SHARP, NewLease & Rental Rehab, FedHome Only
  - Current Income exceeds 80% AMI at time of recertification Or, if a Low Home unit, income exceeds 50% AMI but is below 80% AMI:
    - ☐ Yes
    - ☐ No
    - Low HOME unit between 50% & 80%
PART VI. RENT

<table>
<thead>
<tr>
<th>Tenant Paid Rent</th>
<th>$</th>
<th>Rental Assistance</th>
<th>$</th>
<th>Other non-optional charges</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Utility Allowance</td>
<td>$</td>
<td>For: □ Heat □ H/W □ Lights □ Cooking □ Other</td>
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<td></td>
</tr>
<tr>
<td>Source of UA:</td>
<td>HUD □ Local PHA □ Other</td>
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</table>

GROSS RENT FOR UNIT: (Tenant paid rent plus Utility Allowance & other non-optional charges) $ |

Unit Meets Rent Restriction at: □ 60% □ 30% |

Maximum Rent Limit for this unit: $ |

PART VII. STUDENT STATUS (LIHTC only)

<table>
<thead>
<tr>
<th>ARE ALL OCCUPANTS FULL TIME STUDENTS?</th>
<th>If yes, Enter student exception* (also attach documentation)</th>
</tr>
</thead>
<tbody>
<tr>
<td>________ yes</td>
<td>Enter 1-5</td>
</tr>
<tr>
<td>________ no</td>
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</tbody>
</table>

For the purpose of this form, a full-time student is defined as one who is or will be carrying a full-time subject load at an institution with a degree or certificate program (including school aged children) or one who will/was carrying a full-time subject load during any portion of five months within the current calendar year.

*Student Exception: 1 TANF, assistance 2 Job Training 3 Single parent/dependent child 4 Married/joint return 5 The household consists of at least one student who was previously under foster care.

PART VIII. DISVESTITURE OF ASSETS (completed by head of household)

Has any household members disposed of any assets within the last 2 years for less than fair market value in excess of $1,000? |

| ________ yes* | ________ no |

*If yes, documentation regarding the disposed asset(s) has been obtained and, if applicable, included in Section IV.

PART IX. SUPPLEMENTAL INFORMATION FORM (completed by head of household)

MaineHousing (MH) requests the following information in order to comply with the Housing and Economic Recovery Act (HERA) of 2008, which requires all Low Income Housing Tax Credit (LIHTC) properties to collect and submit to the U.S. Department of Housing and Urban Development (HUD), certain demographic and economic information on tenants residing in LIHTC-financed properties. Although MH would appreciate receiving this information, you may choose not to furnish it. You will not be discriminated against on the basis of this information, or on whether or not you choose to furnish it. If you do not wish to furnish this information, please check the box at the bottom of the page and initial. Enter both Ethnicity and Race codes for each household member (see below for codes).

TENANT DEMOGRAPHIC PROFILE

<table>
<thead>
<tr>
<th>HH Mbr #</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
<th>Race</th>
<th>Ethnicity</th>
<th>Disabled</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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</table>

The Following Race Codes should be used:

1 – White – A person having origins in any of the original people of Europe, the Middle East or North Africa.
2 – Black/African American – A person having origins in any of the black racial groups of Africa. Terms such as “Haitian” or “Negro” apply to this category.
3 – American Indian/Alaska Native – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
4 – Asian – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
5 – Native Hawaiian/Other Pacific Islander – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
6 – Other
7 – Did not respond. (Please initial below)

Notes: Multiple racial categories may be indicated as such: 31 – American Indian/Alaska Native & White, 41 – Asian & White, etc.

The Following Ethnicity Codes should be used:

1 – Hispanic – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. Terms such as “Latino” or “Spanish Origin” apply to this category.
2 – Not Hispanic – A person not of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
3 – Declined to complete. (Please initial below)

Disability Status: 1 – Yes

If any member of the household is disabled according to Fair Housing Act definition for handicap (disability):

• A physical or mental impairment which substantially limits one or more major life activities: a record of such an impairment; or being regarded as having such an impairment. For a definition of “physical or mental impairment and other terms used, please see 24 CFR 100.201, available at http://www.fairhousing.com/index.cfm?method=page.display&pageID=465.
• “Handicap” does not include current, illegal use of or addiction to a controlled substance.
• An individual shall not be considered to have a handicap solely because that individual is a transvestite.

2 – No
3 – Declined to complete (Please initial below)

[ ] Resident/Applicant: I do not wish to furnish information regarding ethnicity, race and other household composition.

(Initials) __________ __________ _________ __________ __________ __________
(HH#) 1. 2. 3. 4. 5. 6. 7.

SIGNATURES

The information on this form will be used to determine maximum income eligibility. I/we have provided for each person(s) set forth in Part II acceptable verification of current anticipated annual income. I/we agree to notify the landlord immediately upon any member of the household moving out of the unit or any new member moving in. I/we agree to notify the landlord immediately upon any member becoming a full time student.

Under penalties of perjury, I/we certify that the information presented in this certification is true and accurate to the best of my/our knowledge. The undersigned further understands that providing false representations herein constitutes an act of fraud. False, misleading or incomplete information may result in the termination of the lease agreement.

SIGNATURE OF LESSEE DATE SIGNATURE OF LESSEE DATE

SIGNATURE OF LESSEE DATE SIGNATURE OF LESSEE DATE

Based on the representations herein and upon the proofs and documentation required to be submitted, the individual(s) named in Part II of this Tenant Income Certification is/are eligible under the provisions of Section 42 of the Internal Revenue Code, as amended, and the Land Use Restriction Agreement (if applicable), to live in a unit in this Project.

SIGNATURE OF OWNER/REPRESENTATIVE DATE
INSTRUCTIONS FOR COMPLETING THE
HOUSING TAX CREDIT PROGRAM
TENANT INCOME CERTIFICATION (ver. 5/12)

This form is to be completed by the owner or its authorized representative.

Part I - Development Data

Check the appropriate box for Initial Certification (move-in), Recertification (annual recertification), or Other. If Other, designate the purpose of the recertification (i.e., a unit transfer, a change in household composition, or other state-required recertification).

Move-in Date
    Enter the date the tenant has or will take occupancy of the unit.

Effective Date
    Enter the effective date of the certification. For move-in, this should be the move-in date. For annual recertification, this effective date should be no later than one year from the effective date of the previous (re)certification.

Hshold Income @ Move-in
    Enter the Gross Annual Household Income at move-in.

Hshold Size @Move-in
    Enter the number of family members at the time of move-in.

Current Hshold Size
    For recertifications, enter the current size of the household even if it is the same as move-in.

1. Project Name
    Enter the name of the development

2. Building ID
    Enter the Building Identification Number (BIN) assigned to the building (from IRS form 8609). Also enter the building address.

3. Unit #
    Enter the unit number.

4. # Bedrooms/SF
    Enter the number of bedrooms in the unit and the square footage of the unit.

5. County
    Enter the county in which the building is located.

Part II - Household Composition

List all occupants of the unit. State each household member’s relationship to the head of household by using one of the following coded definitions:

H - Head of Household   S - Spouse
A - Adult co-tenant     O - Other family member
C - Child               F - Foster child(ren)
L - Live-in caretaker   N - None of the above

Indicate M for male and F for female. Enter the date of birth of each occupant and their student status. Also enter social security number or alien registration number.

If there are more than 7 occupants, use an additional sheet of paper to list the remaining household members and attach it to the certification.

Part III - Annual Income

See HUD Handbook 4350.4 for complete instructions on verifying and calculating income, including acceptable forms of verification.

From the third party verification forms obtained from each income source, enter the gross amount anticipated to be received for the twelve months from the effective date of the (re)certification. Complete a separate line for each income earning member. List the respective household member number from Part II.

Column (A)
    Enter the annual amount of wages, salaries, tips, commissions, bonuses and other income from employment; distributed profits and/or net income from a business.

Column (B)
    Enter the annual amount of Social Security, Supplemental Security Income, pensions, military retirement, etc.

Column (C)
    Enter the annual amount of income received from public assistance (i.e., TANF, general assistance, disability, etc.).

Column (D)
    Enter the annual amount of alimony, child support, unemployment benefits or any other income regularly received by the household.

Column (E)
    Add the totals from columns (A) through (D), above. Enter this amount.
Part IV - Income from Assets

See HUD Handbook 4350.4 for complete instructions on verifying and calculating income from assets, including acceptable forms of verification.

From the third party verification forms obtained from each asset source, list the gross amount anticipated to be received during the twelve months from the effective date of the certification. List the respective household member number from Part II and complete a separate line for each member.

Column (F) List the type of asset (i.e., checking account, savings account, etc.)

Column (G) Enter C (for current, if the family currently owns or holds the asset), or I (for imputed, if the family has disposed of the asset for less than fair market value within two years of the effective date of (re)certification.

Column (H) Enter the cash value of the respective asset.

Column (I) Enter the anticipated annual income from the asset (i.e., savings account balance multiplied by the annual interest rate).

TOTALS Add the total of Column (H) and Column (I), respectively.

If the total in Column (H) is greater than $5,000 you must do an imputed calculation of asset income. Enter the Total Cash Value, multiply by 2% and enter the amount in (J), Imputed Income.

Column (K) Enter the greater of the total in Column (I), or (J).

Part V - Total Annual Household Income from all sources

Total Annual Household Income From all Sources Enter the total of (E) and (K).

Maximum Income Limit per Family Size Enter the Maximum Move-in Income Limit for the household size.

Household Meets Income Restriction at Check the appropriate box for the income restriction that the household meets according to the unit income target specified by the set-aside(s) for the project.

Current Income Limit X 140% For recertifications only. Multiply the current Maximum Move-in Income Limit by 140% and enter the total. Below, indicate whether the household income exceeds that total. If the Gross Annual Income at recertification is greater than 140% of the current income limit, then the available unit rule must be followed.

Part VI - Rent

Tenant Paid Rent Enter the amount the tenant pays toward rent (not including rent assistance payments such as Section 8).

Rent Assistance Enter the amount of rent assistance, if any.

Utility Allowance Enter the utility allowance. If the owner pays all utilities, enter zero.

Other non-optional charges Enter the amount of non-optional charges, such as garage rent, storage lockers, charges for services provided by the development, etc.

Gross Rent for Unit Enter the total of Tenant Paid Rent plus Utility Allowance and other non-optional charges.

Maximum Rent Limit for this unit Enter the maximum allowable gross rent for the unit.

Unit Meets Rent Restriction at Check the appropriate rent restriction that the unit meets according to what is required by the set-aside(s) for the project.

Part VII - Student Status

If all household members are full time* students, check “yes”. If at least one household member is not a full time student, check “no”.

If “yes” is checked, the appropriate exemption must be listed in the box to the right. If none of the exemptions apply, the household is ineligible to rent the unit.

*Full time is determined by the school the student attends.
Part VIII - Divesture of Assets

Applicants and tenants must declare whether an asset has been disposed of for less than fair market value at each certification and recertification. Assets greater than $1,000 disposed of for less than fair market value during the two years preceding certification or recertification must be counted as an asset. If the tenant has indicated that assets have been disposed documentation and verification regarding the circumstances and amounts must be obtained. If applicable the amounts must be included on Section IV.

PART IX - SUPPLEMENTAL INFORMATION

Complete this portion of the form at move-in and at recertification’s (only if household composition has changed from the previous year’s certification).

Tenant Demographic Profile Complete for each member of the household including minors. Use codes listed on supplemental form for Race, Ethnicity, and Disability Status.

Resident/Applicant Initials All tenants who wish not to furnish supplemental information should initial this section. Parent/Guardian may complete and initial for minor child(ren).

Signatures

After all verifications of income and/or assets have been received and calculated, each household member age 18 or older must sign and date the Tenant Income Certification. For move-in, it is recommended that the Tenant Income Certification be signed no earlier than 5 days prior to the effective date of the certification.

It is the responsibility of the owner or the owner’s representative to sign and date this document immediately following execution by the resident(s).

The responsibility of documenting and determining eligibility (including completing and signing the Tenant Income Certification form) and ensuring such documentation is kept in the tenant file is extremely important and should be conducted by someone well trained in tax credit compliance.

*These instructions should not be considered a complete guide on tax credit compliance. The responsibility for compliance with federal program regulations lies with the owner of the building(s) for which the credit is allowable.*