



Asset Management Notice

To: All Owners and Managers

Notice # 2023.06

From: Bob Conroy, Director of Asset Management

Issued: 6/15/2023

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I. Updated MaineHousing Website-2023 Rent and Income Charts

MaineHousing Asset Management has updated the Rent-Restricted Programs Income Eligibility and Maximum Rent Levels Charts. These updated rent and income charts are effective as of 6/15/2023 and can be found on our website or by clicking on the provided link below.

[Rent and Income Charts](#)

II. Audit Corner- Tax Credit Tips



TAX CREDIT TIPS

Income Determined from Paystubs

MaineHousing has received a few calls from properties regarding how we interpreted the 4350.3 guidance on paystubs. The 4350.3 Chapter 5 Section 3(a) 2 states that employment income can be determined by obtaining 4-6 current, consecutive check stubs. MaineHousing has determined this to mean 4-6 weeks. Therefore, if a tenant is paid bi-weekly, the paystubs collected must reflect the 4-6 weeks (2-3 stubs). This would also be true for applicants/tenants that are paid monthly (1-2 stubs).

Regular Cash Contributions and Gifts

Maine is seeing more sponsor households for applicants. These applicants usually do not have income to cover the rent and you will see in the files that someone is sponsoring them and agrees to pay the rent until such time as they are financially stable. The 4350.3 Chapter 5 Section 5-6 G1 states that owners must count as income any regular contributions and gifts from persons not living in the unit. These sources may include rent and utility payments paid on behalf of the family, and other cash or noncash contributions provided on a regular basis. Applicants/tenants that fall into this situation should not reflect zero income on the Tenant Income Certification form and should in fact reflect the rent and utility payment as income.



Top 6 Management and Occupancy review findings in 2023

1. Utility Allowances not being implemented within 90 days of the published date.
2. Rents being charged in excess of the MaineHousing approved rents.
3. Security Deposits collected do not match the required amount on the lease. If tenant is making payments they are not being tracked to assure collection.
4. A 45 day rent increase letter (or local requirement whichever is longer) is not being provided to the tenant.
5. Not processing Certifications once COVID exemption expired as of 9/30/21.
6. Tenant information is not uploaded to WTC in a timely manner.

As a reminder, if you make any corrections that may have risen to a finding prior to being notified that we are doing a Management and Occupancy review this will not be a finding. If the correction is done after MaineHousing has notified you of a scheduled MOR and it rises to the level of a finding, it will still be treated as a finding.

Note: we have a new Tenant Income Certification and Self Certification form available on our website effective 2/15/2023.

[Link to MaineHousing - Property Management Forms](#)

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 arrange of housing programs in which we work. MaineHousing recommends partners establish an ongoing training program for their staff.

MaineHousing does not discriminate on the basis of race, color, religion, sex or gender, sexual orientation, gender identity or expression, national origin, ancestry, disability, age, marital 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 or gender, sexual orientation, gender identity or expression, national origin, ancestry, age, 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: Lauren Bustard, Maine State Housing Authority, 26 Edison Drive, Augusta, Maine 04330, Telephone Number 1-800-452-4668 (voice in state only), (207) 626-4600 (voice) or Maine Relay 711.

