



Asset Management Notice

To: All Owners and Managers

Notice # 2025-07

From: Laurie Warzinski, Director of Asset Management Issued: September 16, 2025

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I. HUD 2026 Inflationary Adjustments and Passbook Rate

On 8/14/2025 HUD published the Annual Inflationary Adjustment and Passbook rate for 2026, for those agencies/properties who have implemented HOTMA. For further information, please use this link:

[2026 Inflationary Adjustments and Passbook Rate](#)

II. Building Home Online Training

HUD Exchange has supplied links to free online training. These modules are great for both new and experienced staff who work with HOME funds. For further information, please use this link:

[Building HOME Online Training Details & Instructions - HUD Exchange](#)

III. MaineHousing Budget and Rent Approvals

Note that MaineHousing has removed Rent Schedule Tabs 2 and 3 from the annual budget form as of last year. While advance approval is still required for all MaineHousing-financed projects, owners and managers now have flexibility in choosing when to submit rent adjustment requests. These requests must be submitted using a newly created, separate form.

Budget Submission requirements:

- All budgets must be submitted using the revised form released in Asset Management Notice 2024-09 (dated August 19, 2024). Submissions using



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outdated versions will be returned for correction. Access the current form here: [Annual Budget Form](#).

- Budgets must be submitted at least **60 days prior** to the start of the property's fiscal year. **Signature requirements:**
 - The budget must be signed by the owner
 - Electronic signatures are accepted on both Excel and PDF versions
 - If electronic signing isn't possible, manual signature and scanned copy are acceptable
 - Be sure to include both the signed PDF and the Excel version when submitting.
 - **Unsigned submissions will be returned.**

Rent Approval Requirements:

- To request a rent increase, complete the [Rent Approval Form 8-2024](#) and email it to AM_Compliance@mainehousing.org.
- Submit rent increase requests at least 90 days before the proposed effective date. This allows adequate time for MaineHousing review and for management to issue required tenant notifications following approval.

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. This notice is for informational purposes only and does not contain legal advice. The notice is being provided 'as is' without any guarantees or express or implied warranties of any kind.

MaineHousing does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, age, physical or mental disability, 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, gender identity or expression, 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: Kelley Stonebraker, 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 or email EqualAccess@mainehousing.org.



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