Asset Management Notice

To: All Owners and Managers   **Notice # 2025-07**

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

In This Issue:

I.   **HUD 2026 Inflationary Adjustments and Passbook Rate**
II.   **Building Home Online Training**
III. **MaineHousing Budget and Rent Approvals**

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

outdated versions will be returned for correction.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.