



Asset Management Notice

To: All Owners and Managers

Notice # 2025-09

From: Laurie Warzinski, Director of Asset Management

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I. New HUD Letter on Criminal Screening

On November 25, 2025, HUD Secretary Turner released a new letter addressing criminal screening responsibilities for assisted housing providers. This letter rescinds prior HUD notices on the topic and reflects HUD's most current expectations for how criminal history should be considered during the applicant screening process. We are sharing this link so that you can review the updated federal guidance directly. We encourage all partners to read the notice in full to ensure familiarity with HUD's updated direction: [Screening Criminal Responsibilities Letter](#)

II. New Ownership Transfer Application Language

Earlier this year, we updated our Ownership Transfer (OT) application to include new language clarifying that reserve and escrow accounts must be brought in-house if:

- Additional financing is provided
- Ownership or primary obligor changes
- A workout is approved

Along with this update, we made several other minor adjustments to improve clarity and consistency across the application.



To ensure smooth processing, please note that as of the effective date of this notice, all Ownership Transfer applications must be submitted using the updated form which is located at the following [link](#) on our website. Applications submitted on the previous version will be returned with a request to resubmit using the new form.

We appreciate your partnership and cooperation in adopting this updated process. If you have any questions or need assistance with the new form, please email your inquiry to ownershiptransfer@mainehousing.org.

III. MD-130 Submissions

MaineHousing is implementing a policy change for MD-130 submissions with banks held outside of the MaineHousing Federated accounts.

- For all MD-130's submitted after January 1, 2026, a copy of the latest bank statement from your outside bank must be attached. Any MD-130 submitted to eprocessing@mainehousing.org without this supporting documentation will be returned for completion.

Also, as a reminder:

- MaineHousing strongly recommends MD-130 requests be submitted monthly, or quarterly at a minimum. Adopting this protocol will help ensure a more timely turnaround for the request by MH staff. Submissions held until year end may have a delay in turnaround due to increased volume received at MH as management companies close out the books. These delays could potentially impact the project's year-end audit. Reimbursement requests for use of Replacement Reserve for prior year expenses will not be approved after 60 days beyond the property's fiscal year end.
- For MaineHousing to make timely tax and insurance payments, these MD-130's must be submitted at a minimum 10 days prior to the due date and must be submitted for each payment. For example, if you pay the municipality bi-annually, you must send a request for both payments. Alternatively, the tax or insurance payment can be made from the project operating account, and an MD-130 can be used to request reimbursement.
- MaineHousing requires a signed and notarized Final Lien Waiver for all contracts over \$10,000. Any MD-130 submission without this completed lien waiver, will be returned for completion.
- MaineHousing is now offering ACH payments for approved MD-130's. If you would like to start receiving payments via ACH, please reach out to ttaylor@mainehousing.org.
- In 2025, the Federated Accounts that MaineHousing manages in house has been earning between 4.1% and 4.3%, if you are interested in taking advantage of these very competitive rates, please reach out to ttaylor@mainehousing.org.

IV. LIHTC Allocating Agency Utility Allowances Updated Effective 1/1/2026

The LIHTC Allocating Agency Utility Allowance charts for Tenant-Furnished Utilities and Other Services has been updated effective 1/1/2026.

Please follow the provided [link](#) to get to our Partners, Asset Management section of our website. You will find the latest charts available under Rent & Income Charts- LIHTC Allocating Agency Utility Estimates Effective 1/1/2026. To determine which region the property is designated to, we have provided a [list](#) of towns and locations with a region designation assigned. Please note that the regions have been further segregated this year, going from 3 regions to 7 regions total, to more accurately reflect utility costs in a particular area of the state. The following links will take you to the corresponding page based on region.

[Region 1](#) [Region 2](#) [Region 3](#) [Region 4](#) [Region 5](#) [Region 6](#) [Region 7](#)

If you have questions concerning this information, please contact your Asset Manager.

Please remember that you have 90 days from the date of publication (effective date of this notice) to get these utility allowances implemented.

V. Maine Housing Resource Guide

The Housing Resource Guide has been updated and is available at <https://mainehousing.org/docs/default-source/rental/housing-resource-guide-11-21-25>. This guide contains information about housing programs, subsidized options, housing-related resources, general landlord/tenant tips, and more. The broad coverage of the guide lends itself to renters and homeowners alike. Please share it with management agent staff and Resident Service Coordinators.

VI. MaineHousing Multifamily Management Agreement Template Revision

The Management Agreement template has been updated and is located on our website along with the addendum A at [Property Management Forms](#). The revision date of 8/20/25 is indicated on the top of the first page, under the title of the template.

Section 15, Agent's Compensation, was revised to reflect if an addendum A is applicable and clarify requirements regarding Total Management Costs for properties in our production pipeline. The Total Management Costs for these properties are determined during underwriting, outlined on the proforma budget, memorialized in the Loan Agreement and are in effect for at least the first three full fiscal years. Any subsequent changes must be reviewed and approved by your MaineHousing Asset Manager.

For existing properties that have been placed in service for a minimum of three (3) fiscal years, the owner may request an increase in fee subject to the following review criteria:

Project Criteria

Currently meeting or exceeding original underwriting criteria:

- >Meets 1.15 Debt Service Coverage
- >Net cash flow of \$400 per unit or greater
- >Fully funded Project Reserves
- >Satisfactory Project condition (satisfactory inspections)
- >No record of default of other enforcement actions



Management Agent Criteria

- >Satisfactory performance scores
- >No defaults or enforcement actions
- >No unreimbursed, unallowable fees taken the past 3yrs.

*MH reserves the right to include additional criteria in its project analysis

Please contact your Asset Manager if you are considering a management fee increase for your property. To see full Management Fee Policy Changes, please refer to [Asset Management Notice 2024-01](#).

The revised template should be used for any existing multifamily housing property and any multifamily property in our production pipeline.

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. All information provided in this newsletter is provided 'as is' and in good faith. MaineHousing makes no representation or warranty of any kind, express or implied, regarding the accuracy, adequacy, validity, reliability, availability, or completeness of any information contained in this newsletter.

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