Asset Management Notice

To: All Owners and Managers **Notice # 2026-04**

From: Laurie Warzinski, Director of Asset Management **Issued: May 21, 2026**

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I. HOTMA Interim Reexamination Guidance

Please see the attached guidance issued by HUD relating to section 102 of HOTMA. The notice announces an update to Attachment 1 which will supersede the version of Attachment 1 published February 2, 2024. This notice provides guidance for owners conducting interim reexaminations of income and household composition.

Please use the following link to review the notice:

HOTMA Interim Reexamination Guidance

II. Updated MaineHousing Website 2026 HOME and HTF Income/Rent Charts

MaineHousing has updated the Rent and Income Charts on our website to reflect the median family incomes (MFIs) and Income Limits for Fiscal Year 2026 published by HUD, effective May 1, 2026 as well as the HOME and Housing Trust Fund (HTF) limits, published by HUD Effective June 1, 2026.

These updated rent and income charts are found on our website at:

2026 Rent & Income Charts.pdf (mainehousing.org)

III. DocuSign for Housing Assistance Payment (HAP) Contracts

MaineHousing will begin testing the use of DocuSign for all Housing Assistance Payment Contracts (HAP) requiring signature. This directive has been initiated by HUD in an attempt to streamline the HAP Contract Renewal process. Owners and Managers will be required to use DocuSign to complete signatures on these contracts. You will receive emails from DocuSign that state in the subject line "Complete with DocuSign", will need to open the email and follow the instructions to sign the document. You may need to check your firewall to ensure that these emails will come to your inbox. Please be prepared to receive these emails and follow the new process for future HAP contract renewals.

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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