
To: Real Estate Department Partners **Notice: RED-20-30**
From: Real Estate Department
Date: June 5, 2020
Re: **RED Compliance Training Module “RHTC Property Management-Basics”**

IHCDA has partnered with the E & A team to provide a virtual RHTC Property Management Basics course. Typically, this course is offered as a two day in-person training. Due to COVID-19, all trainings will be offered in a virtual format. The virtual training consists of the same amount of material as the in-person training but will be in a self-paced training module format. Participants will be allowed to pause the training and view at their convenience. The training modules will be available June 15-18, 2020. In addition, each day from 4:00-5:00 PM Eastern Time, the E & A trainer will host a live Q&A event to answer questions. This training will benefit onsite property managers, corporate compliance staff, and owners of tax credit properties.

The topics that will be discussed include but not limited to are:

- The background of the Section 42 program
- Income and rent restrictions
- Lease requirements
- Utility allowances
- Steps for qualifying residents for RHTC units
- Instructions for organizing and maintaining a tenant file
- Income and asset calculations
- RHTC Compliance Rules (Next Available Unit Rule, Vacant Unit Rule, etc)
- Reasonable Accommodations
- Good cause for eviction
- Brief discussion of IHCDA's online reporting system

Training Modules for **RHTC Property Management-Basics**: [REGISTER HERE](#)

Registration costs \$40 and includes the training modules, a PDF copy of IHCDA's Compliance Manual, training manual and workbook. Please contact Stacey Norman at 317-232-2987 or stnorman@ihcda.in.gov with any questions.

Interested in receiving monthly updates from the Real Estate Compliance team? Click [here](#) to subscribe.



ADDRESS 30 South Meridian Street, Suite 900, Indianapolis, IN 46204
PHONE 317 232 7777 **TOLL FREE** 800 872 0371 **WEB** www.ihcda.IN.gov

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