

To: Real Estate Department Partners

Notice: **RED-19-45-UPDATED**

From: Real Estate Department

Date: September 13, 2019- **UPDATED OCTOBER 10, 2019**

Re: **2019 Revised RHTC Compliance Manual- UPDATED**

On August 29, 2019, IHCD announced the revised edition of the [Rental Housing Tax Credit Compliance Manual](#) via [RED Notice 19-45](#).

Due to feedback from partners, some of those forms have been modified to reduce duplication of information and for ease. Please see notes in red font below for updates. Thank you to our compliance partners for the comments and suggestions.

The following updated Compliance Forms are now available online. Partners are expected to begin using the new versions immediately.

- Form 9B- HOME Lease Addendum (available in Appendix D of the *RHTC Compliance Manual* and Appendix B of the *Federal Programs Ongoing Rental Compliance Manual*).
- Form 9D CDBG/CDBG-D/HTF/NSP Lease Addendum (available in Appendix D of the *RHTC Compliance Manual* and Appendix B of the *Federal Programs Ongoing Rental Compliance Manual*).
- **Form #22- Tenant Income Certification- REVISED TO ADD INCOME AVERAGING AMI LEVELS (20%, 70%, and 80%)**
- Form #23- Tenant Income Certification Questionnaire (available in Appendix D of the *RHTC Compliance Manual* and Appendix B of the *Federal Programs Ongoing Rental Compliance Manual*). **REVISED TO REMOVE DUPLICATE INFORMATION, ADD BACK MISSING ZERO INCOME QUESTION, ETC. PLEASE USE THE VERSION MARKED "REVISION OCTOBER 10, 2019."**
- RHTC VAWA Lease Addendum (available in Appendix M of the *RHTC Compliance Manual* and Appendix J of the *Federal Programs Ongoing Rental Compliance Manual*). **UPDATED TO CORRECT TYPOS AND TO ADD MORE SIGNATURE LINES. ADDITIONAL SIGNATURE LINES ALSO ADDED TO THE HOME/HTF VAWA LEASE ADDENDUM. REVISED VERSIONS OF BOTH ADDENDUM DOCUMENTS ARE NOW AVAILABLE.**



Questions about the compliance manual or compliance forms can be addressed to:

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