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To: Real Estate Department Partners

Notice: **RED-19-20**

From: Real Estate Department

Date: April 21, 2019

Re: **RED Compliance Training “RHTC Property Management - Advanced”**

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The June, July and August training entitled **“RHTC Property Management - Advanced”** is a one day compliance training targeted for property managers of Rental Housing Tax Credit properties. The topics that will be discussed but not limited to are:

1. Tenant Selection Criteria including Criminal Background Checks
2. VAWA- policy and forms
3. Maintaining Applicable Fraction and Set Asides
4. Common Non-compliance Issues and how to resolve them
5. Physical Inspections- UPCS or Local Inspection Standards
6. Reasonable Modifications and Reasonable Accommodations
7. Extended Use- Requirements
8. Breakdown of IRS Form 8823 and how to avoid it
9. IHCD's monitoring processes and procedures
10. Managing Tenant Complaints

**Scheduled Training for “RHTC Property Management -Advanced”:**

- June 20, 2019
  - **Times Corners Crossing** – 5527 Lois Lane, Ft Wayne IN 46804
  - Click [here](#) to register
- July 24, 2019
  - **Co-Lab** - 420 South High Street, Muncie IN 47305
  - Click [here](#) to register
- August 22, 2019
  - **Co-Lab** - 420 South High Street, Muncie IN 47305
  - Click [here](#) to register

The training will be conducted from 9:00AM to 4:30PM. Registration is \$90 and includes a hardcopy of IHCD's Compliance Manual and a training manual and workbook. If you have any questions, please contact Stacey Norman at 317-232-2987 or [stnorman@ihcda.in.gov](mailto:stnorman@ihcda.in.gov)

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