

To: Real Estate Department Partners
From: Real Estate Department
Date: April 1, 2024
Re: Updated Compliance Forms

Notice: RED-24-15

IHCDA has released final versions of its Tenant Income Certification forms with updates for HOTMA Compliance. The following updated forms are now available on [IHCDA's compliance webpage](#).

- #22- Tenant Income Certification (for LIHTC)
- #28- 100% Recertification Exemption Tenant Recertification Form (for LIHTC)
- #34- Extended Use Policy Annual Household and Rent Update Form (for LIHTC)
- #38- HOME-HTF-CDBG-CDBG-D-NSP Tenant Income Certification
- #38A- HOME TBRA and Housing First Program Tenant Income Certification
- #39- Recertification form for CDBG-CDBG-D- NSP
- #47- OOR & Homeowner Income Certification

In addition, IHCDA has made a minor update to Form #23- Income Certification Questionnaire. The only change to Form #23 is the addition of a new question (#35) to ask about federal tax refunds or refundable tax credits received.

IMPLEMENTATION DEADLINE

These updated forms must be utilized for all tenant files with an effective date on or after **July 1, 2024**. Owner agents may choose to implement the forms sooner. This overrides the deadline previously established in the 2024 compliance manuals which stated that the new forms must be utilized for files with an effective date on or after May 1, 2024.

QUESTIONS

Questions can be directed to Carol Farzetta, Director of Real Estate Compliance, via cfarzetta@ihcda.in.gov.

