



To: Real Estate Development Partners
From: Real Estate Department
Date: December 04, 2024

Notice: RED-24-57

Re: 2024 Annual Owner Certification (AOC) Partner Training

IHCDA's Real Estate Compliance Department is pleased to announce our 3rd Annual Owner Certification (AOC) training for owner agents required to complete their annual reports on or before January 31, 2025 for the 2024 calendar year.

This webinar will walk through the AOC process including:

- How to obtain access to IHCDA Online
- How to pay the annual monitoring fee via IHCDA's online payment portal
- How to add units
- How to add utility allowances
- How to create Move-in, Recertification, and Transfer Events
- How to address errors and enter notes
- Finalizing the AOC for full compliance
- How to complete the IHCDA Online TIC
- Where to find additional resources

This training will be held on the following date:

Wednesday, January 8th, 2024 - 1:00 PM-3:00 PM Eastern Time

Registration is not required. Join the meeting by clicking [HERE](#).

- Meeting ID: 288 063 707 800
- Passcode: tP3te7S7



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