



Arizona Department of Housing 2023 Information Bulletin

REGARDING PROGRAMS: Rental Compliance

REGARDING FUNDING SOURCES: HOME, State and National Housing Trust Fund (HTF), and Neighborhood Stabilization Programs (NSP) Compliance

INFORMATION BULLETIN No. 30-23

ISSUED: July 10, 2023

RE: Annual Report and Reminders

The Arizona Department of Housing (ADOH) would like to take this time to remind you of some key deadlines that are soon approaching. We would like to issue some very important reminders regarding these particular programs.

Annual Reports – Due August 1st

ADOH no longer requires that the Annual Report be submitted as a hard copy. ADOH strongly encourages signing and submitting the Annual Report electronically via the link below:

<https://housing.az.gov/portals/document-upload-portals/compliance-annual-report-portal>

The State Housing Fund Annual Report can be found at the link below:

https://housing.az.gov/documents-links/forms/rental-compliance-monitoring?tid_2=All

https://housing.az.gov/sites/default/files/documents/files/HOME-HTF-NSP_YE2022_Annual_Compliance_Report.pdf

Rent increases

Program regulations require the owner/agent submit a request to increase rents *prior to* increasing rents for State Housing Fund units. This include HOME, State and Federal Housing Trust Fund and NSP units. The form can be located and the link below and should be submitted to the Compliance Administrator for timely processing.

<https://housing.az.gov/sites/default/files/documents/files/FINAL-ADOH-HOME-Rent-Increase-Request.pdf>

HOTMA

HUD is changing our requirements in a big way. These changes require that we update a good number of our policies, procedures, and forms. Most changes will take effect on January 1, 2024. This means that if you have an Annual Recertification effective January 1, 2024 (or after), some items such as Income, Verification, Assets, and Deductions, will change from years past.

General Reminder

Please be reminded that owners must ensure their communities are meeting all applicable inspection protocols for ADOH funded projects. Owners/Agents should be accepting, processing and completing all resident submitted work orders. These should be done in a timely and safe manner. Failure to complete these will result in non-compliance status with ADOH.

If you have any questions please contact Corinna Waddell, Compliance Annual Review Officer, 602-771-1068 or via email at corinna.waddell@azhousing.gov.



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