To: Real Estate Department Partners   **Notice: RED-25-13**
From: Real Estate Department
Date: April 14, 2025
Re: File Monitoring Training

IHCDA is pleased to offer an online file monitoring training that will benefit owners, developers, compliance professionals, and compliance professionals of Rental Housing Tax Credit (RHTC), HOME Investment Partnership Programs, Community Development Block Grant (CDBG), National Housing Trust Fund (NHTF), Neighborhood Stabilization Program (NSP), and other IHCDA funded rental properties. This training will be conducted via Microsoft Teams.

IHCDA Real Estate Compliance File Monitoring Online Partner Training
Date/Time | Friday, May 2nd 10:00 AM – 12:30 PM (EDT)
Location | Microsoft Teams
Dial in by phone
+1 317-552-1674,,185543721#
Phone conference ID: 185 543 721#
Join on a video conferencing device
Tenant key: indiana@m.webex.com
Video ID: 112 746 727 6

This training is designed to educate property managers, owners, staff, and compliance professionals on IHCDA's Real Estate Compliance file monitoring process. It can also serve as a useful refresher for anyone in the industry who interacts with affordable housing properties and residents to ensure that owners are compliant with the requirements necessary for tenant files. Plan to leave better equipped to understand IHCDA's file monitoring processes and compliance requirements.

Course Outline:
1. Monitoring Process Overview
2. Tenant Income Certification
3. Income and Asset Verification
4. Student Status
5. As Needed Documents
6. Tenant Application
7. Lease Requirements

Questions about this notice can be directed to Jocelyn Piechocki, Compliance Auditor, via JoPiechocki@IHCDA.IN.gov

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