

INITIAL AND REMINDER NOTICE SCHEDULE – Housing Tax Credit For Full Annual and Self-Certifications

All notices need to be generated and sent “by” the 1st of every month.

| Scheduled Annual Recertification Effective Date | 120-Day (1st) Reminder Notice Date | 90-Day (2nd) Reminder Notice Date | 60-Day (3rd) Reminder Notice Date | 30-Day (4th) Final Reminder Notice Date |
|--|--|---|---|---|
| January 1 st | September 1 st | October 1 st | November 1st | December 1st |
| February 1 st | October 1 st | November 1 st | December 1st | January 1st |
| March 1 st | November 1 st | December 1 st | January 1st | February 1st |
| April 1 st | December 1 st | January 1 st | February 1st | March 1st |
| May 1 st | January 1 st | February 1 st | March 1st | April 1st |
| June 1 st | February 1 st | March 1 st | April 1st | May 1st |
| July 1 st | March 1 st | April 1 st | May 1st | June 1st |
| August 1 st | April 1 st | May 1 st | June 1st | July 1st |
| September 1 st | May 1 st | June 1 st | July 1st | August 1st |
| October 1 st | June 1 st | July 1 st | August 1st | September 1st |
| November 1 st | July 1 st | August 1 st | September 1st | October 1st |
| December 1 st | August 1 st | September 1 st | October 1st | November 1st |

ALL Annual or Self-Recertifications must be completed and signed at least 30 days “prior” to the due date. This is company policy; and it will allow for Residents to receive proper advance notice of any rent increase.

1. Always make a photocopy of the “original” notice and place the copy in the resident file with the “certification” paperwork (not the “Notices” section of the file). Send/deliver the original Notice to the recertifying household. Auditors look for these Notices in the file, especially when a household has not recertified on time.
2. Please ensure, that even if the household has given notice to “move-out” that you still generate and distribute the Notices as mentioned above. Whether moving out or not, residents need to know the requirements and the penalties for not recertifying in a timely manner. It is recommended that recertifications still be processed for move-outs because residents often change their minds and want to continue as residents.
3. The 30-Day (4th) Final Notice “terminates” the lease on the household’s anniversary date and it must be delivered “30-days” prior to that anniversary date. The 30-day Termination Notice is automatically generated with this 4th Notice. However, if the resident cooperates and completes his/her recertification “before the due date”, the 30-Day Termination Notice “can” be rescinded. **NOTE:** *The residents need to move out on or before their anniversary date, not after, in order for the site to stay in compliance with the Housing Credit program.*
4. If any resident does not complete his/her recertification for any reason, then at least **30-days prior to the effective date of the annual recertification**, you must immediately contact your Compliance Specialist for assistance – no exceptions!**