
To: Real Estate Department Partners
From: Real Estate Department
Date: March 24, 2020
Re: **Compliance Guidance for IHCD Funded Rental Properties re: COVID-19**

Notice: RED-20-19

IHCDA continues to monitor the situation with COVID-19 in Indiana as circumstances change and additional information becomes available. To provide transparency and customer service, IHCDA will update this RED Notice with any updates to policies or procedures.

Precautions are being made across the nation to minimize exposure to COVID-19 (commonly known as the coronavirus) by significantly reducing in-person interactions. IHCDA is providing additional guidance to remain in compliance with programmatic rules while also adhering to instructions given by the Governor's Office and the Center for Disease Control. This notice applies to rental properties with IHCDA capital funding (Low Income Housing Tax Credits, HOME Investment Partnership Program, Housing Trust Fund, Development Fund, CDBG-D, etc.). Please check with other funders as appropriate.

Evictions or Foreclosure Proceedings:

No residential eviction proceedings or foreclosure actions may be initiated during the public health emergency. This does not relieve the individual of obligations to pay rent or mortgage payments. For more information, please see [Executive Order 20-06](#). Tenants can find additional information about their rights or file a consumer complaint through the [Indiana Attorney General's Office](#).

Late Recertifications:

It may be a challenge to obtain income verification documentation on time from tenants. If the recertification is completed after the anniversary date of move-in, simply document why the verification was completed late and mark "True and Effective as of" on the recertification TIC and income documentation. Continue to keep the effective date on the anniversary of the household move-in date. Since this is self-reported non-compliance, there will be no issuance of an 8823.

Electronic Signature:

IHCDA allows electronic signature on income verification documentation as well as leases and lease addendums.

Community Space at IHCD Funded Properties:

To further minimize exposure to COVID-19, property management companies have the sole discretion to temporarily close common spaces and amenities.

Questions about this notice can be directed to Devyn Smith, Director of Real Estate Compliance, via devynsmith@ihcda.in.gov or 317-232-7025.

