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Pat Quinn, Governor

## MANAGEMENT BULLETIN #418

To: Owners/Agents of developments with Tax Credits,  
and/or financed with HOME, Trust Fund Bond, Risk Share,  
AMBAC, or ERP funded (1602 or TCAP)

Date: August 16, 2012

From: Tony Hernandez, Director  
Asset Management Services

**Re: Implementation of a Universal Tenant Income Certification (TIC) form**

The Chicago Department of Housing and Economic Development, the Illinois Housing Development Authority ("IHDA"), Asset Management Services, and Cook County Bureau of Economic Development have agreed to use the attached universal Tenant Income Certification form that would be acceptable for all three agencies' properties that require a TIC form. The new TIC will display all three agencies' logos at the top of the form and will be the only TIC form required for properties that are funded from any or all of the three agencies' programs. For example, a property that has HOME funding from Cook County Bureau of Economic Development and has Tax Credits from either the Chicago Department of Housing and Economic Development or IHDA will be able to use the new TIC form for both agencies.

Once it is distributed for use, the new TIC form will be accepted by all three agencies for the remainder of 2012, **but it is required to be used by all effective January 1, 2013.**

It is our hope that using a common TIC form will save time and reduce confusion over which form is used for each agency. The three above referenced agencies are planning future training with the Department of Housing and Urban Development ("HUD") that will include the new TIC form, and we will keep you informed when the training is to be conducted toward the end of this year. We encourage your participation in this training and look forward to seeing you there.