ILLINOIS HOUSING DEVELOPMENT AUTHORITY

MANAGEMENT BULLETIN #505

DATE: July 6th, 2020

TO: Owners/Agents of Properties Financed or Assisted by IHDA

CC: Asset Management Department Staff

FROM: Asset Management Department, IHDA

RE: Property Contact Information - Update with IHDA Asset Management

SUMMARY:

This is a reminder to submit updated development contact information to IHDA Asset Management. Our communications and business are quicker and more efficient when we have your accurate contact information on file.

Sources to help confirm current contact information on file with IHDA include the Annual Compliance Guide, on-site reviews, communications with your Asset Manager or other IHDA staff, reserves statements and invoices, etc.

To update contact information, go to Property Manager's page of IHDA's website. Under the section "Property Contact Updates," follow the link to the form.

For an Owner or Management Organization change, complete the Special Assets Request Form. To update Owner or Management Agent contact information other than a new organization, complete the contact update form. Other contacts on the update form are Property Manager, Occupancy Reports, Escrow Statements, and Billing.

The development's IHDA PID (Property ID) is required for submission of the contact update form and can be found on the development's Annual Compliance Guide.