



MANAGEMENT BULLETIN #607

DATE: 10/6/2025

TO: Owners and Agents of IHDA Assisted and Financed Properties

CC: IHDA Asset Management Staff

FROM: IHDA Asset Management Department

RE: Upcoming System Maintenance - October 6, 7, & 10, 2025

SUMMARY:

IHDA's I.T. Department will be conducting system maintenance on Monday, October 6th from 7:00 p.m. to 11:00 p.m. and Tuesday, October 7th from 5:00 p.m. to 8:30 p.m. During this time, several systems will be **unavailable**, including:

- IHDA Connect
- DMS Authority Online
- Mitas

Additionally, DMS, including DMS Authority Online, will be **unavailable** for system updates from 1:00 pm to midnight on Friday, October 10th. Please refrain from logging into the system during this time.

Attempts to enter events during the update will result in DMS resetting the sessions, which will require the user to log in again. Work completed prior to saving and after the start of the update will be lost and must be reentered.

We encourage you to plan accordingly and complete time-sensitive work before the scheduled maintenance begins.

Properties using DMS Authority Online to generate the Tenant Income Certification (TIC) form will need to refresh all TICs created for 2025 once the system updates are complete to ensure compliance with HOTMA.

For all applicable events, click into the event. At the bottom left of the screen, click on "Calculate Total Household Income & Member Income," then click "Update." This will recalculate any changes for Total Net Family Assets.

Calculate Total Household Income & Member Income

Update

Thank you for your patience and understanding as we perform these important system updates. Please contact your Compliance Analyst if you have any questions.





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