



Arizona Department of Housing 2023 Information Bulletin

REGARDING PROGRAMS: Rental Compliance

REGARDING FUNDING SOURCES: Low Income Housing Tax Credit (LIHTC), HOME, State and National Housing Trust Fund (HTF), and Neighborhood Stabilization Programs (NSP) Compliance

INFORMATION BULLETIN No. 03-23

ISSUED: January 18, 2023

RE: Annual Report and Fee Reminders

The Arizona Department of Housing (ADOH) would like to take this time to remind you of some key deadlines that are soon approaching.

Annual Reports – Due March 15th

ADOH no longer requires that the Annual Report be submitted as a hard copy. You can sign and submit the annual report electronically. Further instructions can be found in the Annual Report workbook located here:

<https://housing.az.gov/housing-partners/rental-compliance/adoh-line-reporting>

https://housing.az.gov/documents-links/forms/rental-compliance-monitoring?tid_2=All

Compliance Fees – Due March 15th

Compliance fees should be submitted via our online payment portal.

ADOH Payment portal, located here: <https://housing.az.gov/portals/adoh-payment-portal>

Invoices are no longer emailed to owners/agents. They can be obtained on the ADOH website by clicking the link below: <https://housing.az.gov/documents-links/housing-invoices>

New projects and projects with recent management changes, your invoices are in the process of being uploaded to the ADOH website. They will be added on or before January 31, 2023. If your invoice is not on the ADOH website by then please contact the Compliance & PBCA Administrator as soon as possible.

Tenant Data – Due March 15th

One of the requirements of the Annual Report is to update tenant data in our HDS NextGen database. If you do not have access to this database or need to set up a new project, please contact the Compliance & PBCA Administrator as soon as possible.

New projects that were placed in service and will be claiming credits in 2022 must submit an Annual Report by March 15, 2023.

General Reminder

Please be reminded that owners must ensure their communities are meeting all applicable inspection protocols for ADOH funded projects. Owners/Agents should be accepting, processing and completing all resident submitted work orders. These should be done in a timely and safe manner. Please note that there are no waivers or State imposed shelter in place mandates that allow owners to forego maintenance requirements. Failure to complete these will result in non-compliance status with ADOH.

If you have any questions please contact Juan Bello, Compliance & PBCA Administrator, at 602-771-1074 or via email at juan.bello@azhousing.gov.



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