

Multifamily Housing Notice 21-15

August 12, 2021

To: Developers, Sponsors and Local Housing Contacts

From: Gregory Hare, Director, Multifamily Housing

Re: *Assisted Housing Relief Program Update – Copy Tenant Feature, View Tenant Details, Important Reminders*

Please see the latest update regarding the Maryland Department of Housing & Community Development's (DHCD) Assisted Housing Relief Program (AHRP):

Copy Tenant Feature

The Copy Tenant feature, which allows property managers to quickly copy resident data to populate a new request for subsequent months is now active!

Instructions on how to use the new feature begin on page 21 of the portal instructions:

<https://dhcd.maryland.gov/Documents/EvictionPrevention/AHRPPortalInstructions.pdf>

Please note, the Property Name and Street Address 1 fields must be typed identically to the original request to activate the Copy Tenant feature.

View Tenant Details

You can also now see all tenant details for requests that are under the Approved or Payment Sent statuses. Just click on "Details" next to each tenant to view all information, including the approved monthly delinquencies.

Important Reminders

1. If your application has been approved, you are able to submit a new request for additional assistance for the tenants on your approved request as well as any other eligible tenants in need of rental assistance. You will need to upload new rent ledgers. You can repeat this process each month once the tenants are considered delinquent on their rent for the current month.
2. The Department strongly discourages filing against household that have applied or in the process of applying for AHRP. The ability to remedy problems in a responsible manner is a key consideration for the Department and will be closely monitored in connection with the AHRP. The only tenants denied assistance are those that do not meet the eligibility requirements. If the tenants are not interested in applying, we strongly encourage properties to document their outreach (calls, emails, letters, door knocks, etc.)

Questions? Please submit questions to dhcd.rentrelief@maryland.gov.



MULTIFAMILY HOUSING UPDATES

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IMPORTANT NOTICE REGARDING EMAILING OF MULTIFAMILY NOTICES

Multifamily Housing issues periodic notices (such as the one above) to announce new initiatives, provide important news, announce funding round deadlines, significant application changes, bond program amendments, and other key dates and facts on our website and by email only. You can subscribe to receive Multifamily Housing Notices at the following link:

https://public.govdelivery.com/accounts/MDDHCD/subscriber/new?topic_id=DHCDMF

Notices are posted to the DHCD website at the following location:

<http://dhcd.maryland.gov/HousingDevelopment/Pages/MFLibrary.aspx>