

To: Property Owners and Managers Compliance Memorandum: 19-01
From: Jennifer Henderson, Director Date: April 8, 2019
Planning and Housing Division Director
Re: Annual Rental Compliance Report format change

This memorandum serves as North Dakota Housing Finance Agency's (NDHFA) notice of an update of the Annual Rental Compliance Report (SFN 60046) form. Effective immediately, all previously published versions of the form are no longer valid for submission to the agency for compliance reviews.

As part of a continuing effort to standardize the forms used for multiple program compliance monitoring, NDHFA has published and made available the updated version of the form posting it under each of the associated programs in the Rental Compliance section of our website, www.ndhfa.org. The programs impacted include Law Enforcement Housing Pilot Program, Housing Incentive Fund, National Housing Trust Fund, Neighborhood Stabilization Program, and Rural Housing Rehabilitation Loan Program.

The updated form utilizes Microsoft Excel, implements a standardized Utility Allowance Worksheet, calculates net and gross rent totals (based on user inputs), and collects all of the information required by NDHFA to complete multiple program compliance reviews from a single report.

Questions regarding the updated should be directed to the Planning and Housing Development Division Staff at (701) 328-8080 or hfainfo@nd.gov.