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Bruce Rauner, *Governor*

MANAGEMENT BULLETIN #473

DATE: May 1, 2018

TO: Owners/Agents of Section 8 Properties

CC: Asset Management Department Staff

FROM: Asset Management Department, IHDA

RE: HAP Voucher Submission Deadlines

SUMMARY:

Owner / Agents with Section 8 Rental Assistance contracts must submit HUD Form 52670, the Housing Owner's Certification and Application for Housing Assistance Payments (also known as a HAP Voucher), in order to receive monthly subsidy payments.

The deadline for transmission of vouchers, and all related TRACS files supporting the voucher, is the 10th calendar day of the month directly preceding the voucher payment month. For example, for June HAP payments, Owner / Agents should submit vouchers between April 20th and May 10th.

In order to ensure that your payment is processed in a timely manner, IHDA must receive a complete voucher by the 10th of the month. A complete voucher consists of an electronic voucher (MAT30) and all supporting tenant data transmissions via iMAX. If a complete voucher is not received by the 10th, IHDA cannot guarantee payment on the first business day of the next month.

Please contact the Program Administration Officer assigned to your property if you have any questions about voucher deadlines.