


# RIHousing

## PROGRAM BULLETIN

**To:** Owners and Managing Agents of Low-Income Housing  
Tax Credit (LIHTC) Properties

**From:** Michael DiChiaro, Assistant Director of Asset Management/  
Compliance 

**Date:** December 31, 2018

**Subject:** Quarterly Waitlist Reporting for LIHTC Projects (one attachment)

**Bulletin #:** 2018 - 10

This Program Bulletin amends Program Bulletin # 2016-01 regarding RI Housing's quarterly waitlist reporting requirements.

In an effort to further automate processes and reduce the administrative burden on owners and agents, the following will be effective January 1, 2019:

Owners of LIHTC properties will no longer be required to submit copies of their detailed waitlists. Rather, RIHousing has developed an easily fillable pdf form (attached) that should be completed and submitted to your LIHTC compliance specialist at the end of each quarter (no later than the 10<sup>th</sup> of the following month).

RIHousing will continue to monitor occupancy and move-in/move-out activity in the Web Tenant Compliance (WTC) system; therefore, it is imperative that owners ensure that the data in WTC is accurate and updated monthly.

If you have any questions about this Program Bulletin, please contact Lenore Coughlin, Multifamily Compliance Supervisor, by telephone at (401) 457-1258 or by email at [lcoughlin@rihousing.com](mailto:lcoughlin@rihousing.com).

Attachment: