

# The CLIHTF Notes

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Please don't forget to participate in our satisfaction survey and follow us on Social Media!

Take our  
Survey!



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## Hours of Operation

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### Office Hours:

Monday  
8:30 AM - 4:30 PM

Tuesday  
8:30 AM - 4:30 PM

Wednesday  
Closed

Thursday



8:30 AM - 4:30 PM

Friday  
8:30 AM - 4:30 PM

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## Upcoming Events!

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**Join us for Upcoming Training Webinars!**

**1. TRUST FUND CENTRAL INTRODUCTORY TRAINING SESSIONS, TUESDAYS AT 12:30 PM.**

**FOR ALL PROPERTY OWNERS:** ALL CURRENT PROPERTY OWNERS MUST ATTEND AT LEAST ONE TRUST FUND CENTRAL INTRODUCTORY TRAINING SESSION.

Property owners must become familiar with navigating Trust Fund Central so that they can utilize this new system to ensure that their properties follow CLIHTF's Rental Subsidy Program guidelines. This session will focus on showing select property owners (from the test group) how to use Trust Fund Central effectively and provide property owners with the opportunity to ask questions about the new system.

**Please click on any of the links below to register for one of the upcoming webinars or to schedule a one-on-one virtual training session!**

**1. Register for a TFC Introductory Training session on Tuesdays at 12:30 PM**

**2. Register for a TFC Introductory Training Session on Thursdays at 5:30 PM**

**3. Register for an upcoming Rental**

Please click on the drop-down menu to select a training date.

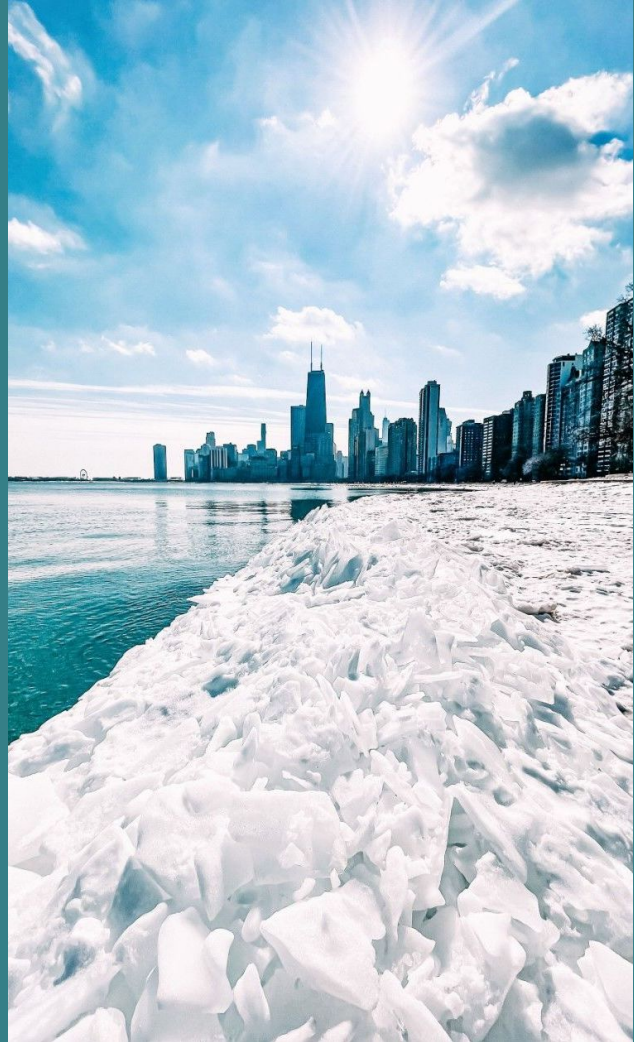
2. TRUST FUND CENTRAL INTRODUCTORY TRAINING SESSIONS, THURSDAYS AT 5:30 PM.

**FOR ALL PROPERTY OWNERS:** ALL CURRENT PROPERTY OWNERS MUST ATTEND AT LEAST ONE TRUST FUND CENTRAL INTRODUCTORY TRAINING SESSION.

Please click on the drop-down menu to select a training date.

3. **FOR NEW PROPERTY OWNERS:** Join us for an upcoming interactive informational session on our Rental Subsidy Program Annual Agreement. This session will teach new participants how to accurately complete CLIHTF's Rental Subsidy Program Annual Agreement, and will focus on the process of correctly submitting payment request forms. This session will also explain our inspection policy.

Please click on the drop-down menu to select a training date.



## Important Memo! Please Read!

### **1. 2022 Annual Inspection Memo**

Please contact your Trust Fund Coordinator immediately if CLIHTF's Inspection Contractor, Bravura Facility Management, LLC., has not conducted 2022 Annual Inspection at your property.

Please note that in order to remain in compliance with CLIHTF's Rental Subsidy Program Guidelines, and to receive Q4 2022 and Q1 2023 payments, properties must schedule annual inspection.

Click the link below to view your inspection date and report in the THRYV Portal.

[THRYV Portal](#)

# Fund Central

The tips and tricks below will help property owners to navigate the Trust Fund Central portal with ease.

1. The Trust Fund Central portal is an owner-based portal. Each owner will get one username and password, and owners can share this information with the designated authorized agent(s).

## Update Profile

UserID	UserName <span>?</span>
467	JPJ6ZFT4
First Name	Last Name
<input type="text" value="Semore"/>	<input type="text" value="Dunbar"/>
Title	
<input type="text" value="Test User"/>	
Email *	Phone
<input type="text" value="hiperf00@gmail.com"/>	<input type="text"/>
Password *	Confirm Password *
<input type="password" value="....."/>	<input type="password" value="....."/>

2. The Trust Fund Central portal should be used on a computer or laptop. The portal is not yet compatible with smart phones.

3. The Trust Fund Central portal is most compatible with the google chrome browser.

[Click here to learn more about downloading Google Chrome](#)

4. The Trust Fund Central Portal only accepts PDF files and excel files.

5. If you are unable to submit digital quarterly payment requests under the "New Quarterly Submission" tab, you should upload the quarterly payment request form under the "Interim Submissions" tab.

Year	Document Type	Doc Name	Document Upload	Upload Date	Start Date	End Date	Approval Status
2022	Property's Proof of Insurance	POIRs	Exhibit E - Auth.Agent_2.docx	11/15/2022	11/1/2022	11/30/2023	Currently in review 11
2022	Budget Revision Request Form	Dunbar Estates 2023 »	EXHIBIT K - 2022 Trust Fund Lease Rider (1).pdf	11/17/2022	1/1/2023	1/1/2024	Rejected 11/17/2022
2022	Other	Q4 2022 Exhibit L-1, L-2	Exhibit E - Designation of Authorized Agent Letter2022-11-17.pdf	11/29/2022	11/29/2022	12/30/2022	

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6. Property owners are responsible for adding tenants to the portal, and for uploading each tenant's proof of income under the "Tenants Tab".



7. If you are unable to select the correct unit number for your tenant, please ask your Trust Fund Coordinator to update your property's unit information.

### Add a Tenant

Suffix \*      First Name \*      Middle Name      Last Name \*

-Please Select-                 

Last 4 of SSN      Birthday (MM/DD/YYYY) \*      Age       Veteran       Disabled

Gender \*      Race \*      Ethnicity \*

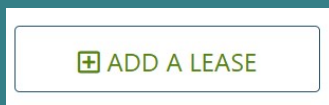
-Please Select-      -Please Select-      -Please Select-

Property Name \*      Unit Number \*

-Please Select-      -Please Select-  
-Please Select-

**NEXT ▶**

8. Property owners are responsible for uploading all leases, lease riders, lead disclosure forms, and Tenant Income Verification forms for households living in CLIHTF units. Property owners should have these documents on file while creating leases under the "leases tab".



### Upload Documents

Signed Lease      Income Certification Form

No file chosen       No file chosen

Lease Rider      Transitional Assistance Letter

No file chosen       No file chosen

Lead Disclosure

No file chosen

**NEXT ▶**

9. Property owners can use the tab titled "Documents from TFC Liaison(s)" to download important documents from their CLIHTF liaisons.

Property Detail   Owner   Units   Transitional Assistance   Leases   Tenants   Interim Submissions   Submissions   Annual Agreement(s)   Documents from TFC Liaison(s)

### Documents from TFC Liaison(s)

Year	Document Type	Doc Name	Document	Upload Date	Start Date	End Date
2022						
1	Other	Test	TEST PDF.pdf	8/29/2022	8/29/2022	8/29/2023
2023						
2	Notice of Eviction	Test 2	Test Doc.txt	8/31/2022	8/31/2022	8/31/2023
3	Signed Amended Agreement (RSA)	New payment request form	Exhibit C- Ownership.docx	9/30/2022	9/30/2022	9/30/2022

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10. Property Owners must email [tfc@clihtf.org](mailto:tfc@clihtf.org) with any questions or concerns about the Trust Fund Central portal. **Click the link to the right to send an email.**

[TFC@clihtf.org](mailto:TFC@clihtf.org)

## CLIHTF FUN FACT!

**DID YOU  
KNOW?**



**DID YOU KNOW THAT CLIHTF IS THE LARGEST RENTAL SUBSIDY PROGRAM IN THE NATION? CLIHTF RECEIVES CITY AND STATE FUNDING TO PROVIDE RENTAL ASSISTANCE TO LOW INCOME RESIDENTS.**



## FOLLOW CLIHTF ON SOCIAL MEDIA

In an effort to make CLIHTF more accessible for all, we are broadening our social media presence. Click the links below to like and follow CLIHTF on social media!



## Leave Us A Testimonial!

Click the link below to leave a CLIHTF testimonial. We would love to know how CLIHTF has impacted you!

[Leave us a Testimonial!](#)



The Chicago-Low Income Housing Trust Fund | [Website](#)