

October, 2025

# 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!



## Hours of Operation

### 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

## 2026 Budget Revision Request Guidelines and Resources

**All Budget Revision Requests will be reviewed by December 1st, 2025**

Dear Landlords,

The Chicago Low-Income Housing Trust Fund is no longer accepting rent increase requests for the 2026 program year. The last date to submit budget revision requests were September 1st, 2025. All budget revision request will be reviewed by December 1st, 2025.

## Upcoming Training Webinars

Join us for Upcoming Training Webinars!

**FOR ALL PROPERTY OWNERS: All landlords are required to attend one Trust Fund Central training session and one Rental Subsidy Agreement training session annually. The due date for completion of these training modules is September 30th,**

Please click on any of the links below to register for one of the upcoming webinars

Once you click the link below, please click on the drop-down menu to select a training date.

2025. Please reach out to [tfc@clihtf.org](mailto:tfc@clihtf.org) with any questions on scheduling or attending training sessions.

**1. FOR ALL PROPERTY OWNERS- TRUST FUND CENTRAL INTRODUCTORY TRAINING SESSIONS, EVERY OTHER TUESDAY AT 12:30 PM:**

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.

**2. FOR ALL PROPERTY OWNERS- HOW TO COMPLETE RENTAL SUBSIDY PROGRAM ANNUAL AGREEMENT AND POLICY AND PROCEDURE UPDATES:**

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.

**3. FOR SERVICE PROVIDER PARTNERS:**

This interactive webinar for CLIHTF's Service Provider Partners will cover the Roles and Responsibilities for service providers. This session will also explain CLIHTF's New Unit inspection policy in depth, as well as the tenant relocation process and Zero Income Waiver eligibility.

**4. ONE-ON-ONE TRAINING SESSION FOR EXTRA SUPPORT:**

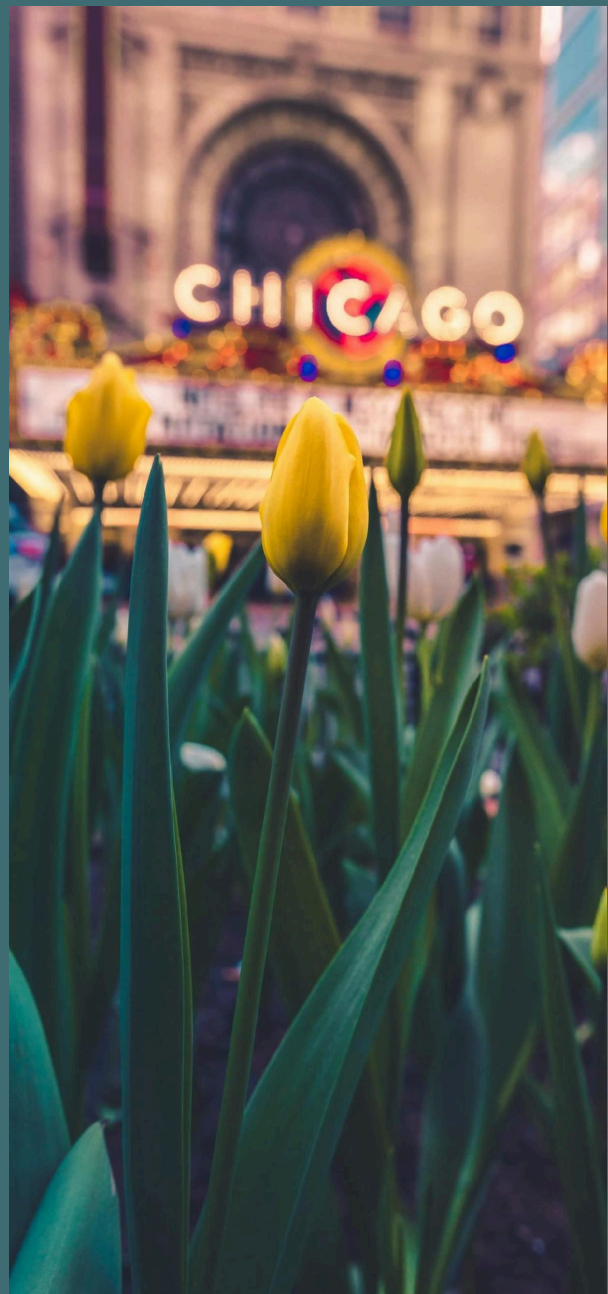
The Chicago Low-Income Housing Trust Fund offers personalized one-on-one training sessions for landlords and service providers. These sessions can provide compliance assistance, policy and procedure clarification, tenant relocation assistance, or guidance navigating the Trust

1. Register for a TFC Introductory Training Session every other Tuesday at 12:30 PM

3. Register for a Rental Subsidy Program Annual Agreement Training Session every other Tuesday at 12:30 PM

4. Register for a Service Provider Partnership Training Session

4. Email to schedule a One-On-One Training Session



Fund Central Owner's Portal. To schedule a session, please email [marlana.edwards@CLIHTF.org](mailto:marlana.edwards@CLIHTF.org).

## Clihtf's Landlord of the Month

# CLIHTF'S LANDLORD OF THE MONTH

OCTOBER 2025



CYNTHIA DEAN



We are proud to recognize Cynthia Dean, Property Manager at Mercy South Loop, as our October Landlord of the Month!

Cynthia has partnered with CLIHTF for nearly 20 years, bringing professionalism, care, and a solution-focused spirit to her work every day. She is known for her approachable and positive attitude, which makes collaboration seamless and meaningful for both residents and staff. Cynthia goes above and beyond to ensure that challenges are met with understanding and effective solutions, helping families remain stably housed.

"I sincerely appreciate this recognition... our joint effort to keep individuals and families housed affordably is the honor in what we do." – Cynthia Dean

We are grateful for Cynthia's dedication and proud to celebrate her this month!



## CLIHTF First Friday Blog!

Discover our First Friday Blog!

Stay connected with the Chicago Low-Income Housing Trust Fund by visiting our First Friday Blog! Each month, we share fresh content ranging from housing sector updates and helpful tips for landlords and tenants to important CLIHTF news and seasonal advice. It's a great way

to stay informed and engaged with the work we do and the community we serve. Visit our website to read the latest post!

October's First Friday Blog

## We Would Love to Hear from You!

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

Leave us a Testimonial!

## 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!



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

Chicago Low-Income Housing Trust Fund | 77 W. Washington | Chicago, IL 60602 US

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