

August, 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

Submit All Budget Revision Requests by Monday, September 1st, 2025 at 5:00 PM

Dear Landlords,

The Chicago Low-Income Housing Trust Fund will be accepting rent increase requests for the 2026 program year. Given current funding constraints, we will prioritize requests from landlords who have not received a rent increase in the past three years and from properties where current rents fall significantly below Fair Market Rent (FMR) levels. We understand the importance of supporting property owners while maintaining affordability for our tenants. While this year's process is moving forward for planning purposes, we want to be transparent that future rent increases—such as those for 2026 and 2027—may be limited or unavailable depending on budget conditions. We will notify landlords of any updates as funding decisions are finalized.

Budget Revision Request documents must be emailed to RentIncrease@CLIHTF.org no later than 5:00 PM on Monday, September 1, 2025. Late submissions will not be considered.

Your submission must include:

- **The completed Budget Revision Request Form**
- **The rent roll for all units at the property**
- **Two comparable rent rates**

You can click the buttons below this memo to download the budget revision request forms in PDF or Excel format. You can also access the Excel version of the 2026 Budget Revision Request form on the owner's portal. After funding decisions are finalized, a copy will be uploaded to the Trust Fund Central Portal for review and approval will be made during Q4 2025.

What Is a Budget Revision Request?

A Budget Revision Request is a two-page form submitted by the property owner or designated authorized agent to request changes to the breakdown of an approved subsidy. This includes properties under consideration for an annual rent increase. CLIHTF's Board of Directors will either deny or approve each applicant's Budget Revision Request.

If approved, rent increases will be reflected in the 2026 Annual Agreement, beginning January 1, 2026, or at the time of lease renewal. If a lease is not renewed, the increase will take effect until the first month of rental assistance is subsequently provided for a new tenant in that unit.

Guidelines for Budget Revision Request Submissions:

1. Priority will be given to landlords who have not received a Budget Revision Request in the past three years.
2. Priority will also be given to properties currently priced significantly below Fair Market Rents (FMR).
3. Properties that joined CLIHTF within the last year are not eligible.
4. Properties under a multi-year agreement are not eligible.
5. Landlords who received a 2024–2025 Budget Revision Request are NOT eligible for a 2026 request.
6. Budget Revision Requests that are submitted incomplete or without a signature will not be eligible for review. Please fill in all required spaces prior to submission.
7. Properties must be in full compliance with program guidelines at the time of submission (e.g., inspections, leases, insurance, taxes). Please refer to the quarterly compliance field in the "Property Details" section of the Trust Fund Central Owner's Portal.
8. Requests exceeding 120% of the current Fair Market Rent (FMR) will not be considered.
9. Rent increases must not exceed 5% of the current rent (final determination and approval of the percentage amount may be lower than 5%).
10. Two comparable rent examples for the same unit size in the same neighborhood must be submitted. You can refer to sites like [apartments.com](https://www.apartments.com), [Zillow](https://www.zillow.com), and [rentcafe.com](https://www.rentcafe.com).
11. The tenant- portion of rent should not be adjusted.
12. If applicable, Special Initiative units must indicate the Special Initiative on the Budget Revision Request form.
13. The Service Provider for any Special Initiative unit must be informed so they can verify funding availability.
14. The name of the Service Provider must be listed below the signature line on the Budget Revision Request form.
15. Submit the complete Budget Revision Request form (including non-Trust Fund units) with supporting rent comparables and rent rolls.

Please note: Rent increases are not guaranteed and remain subject to available funding.

[Rent Increase BRR
Memo](#)

[Rent Increase BRR
PDF](#)

[Rent Increase BRR
Excel](#)

[Email your
submission to:
RentIncrease@CLIH
TF.org](#)

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, 2025. Please reach out to 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

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.

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

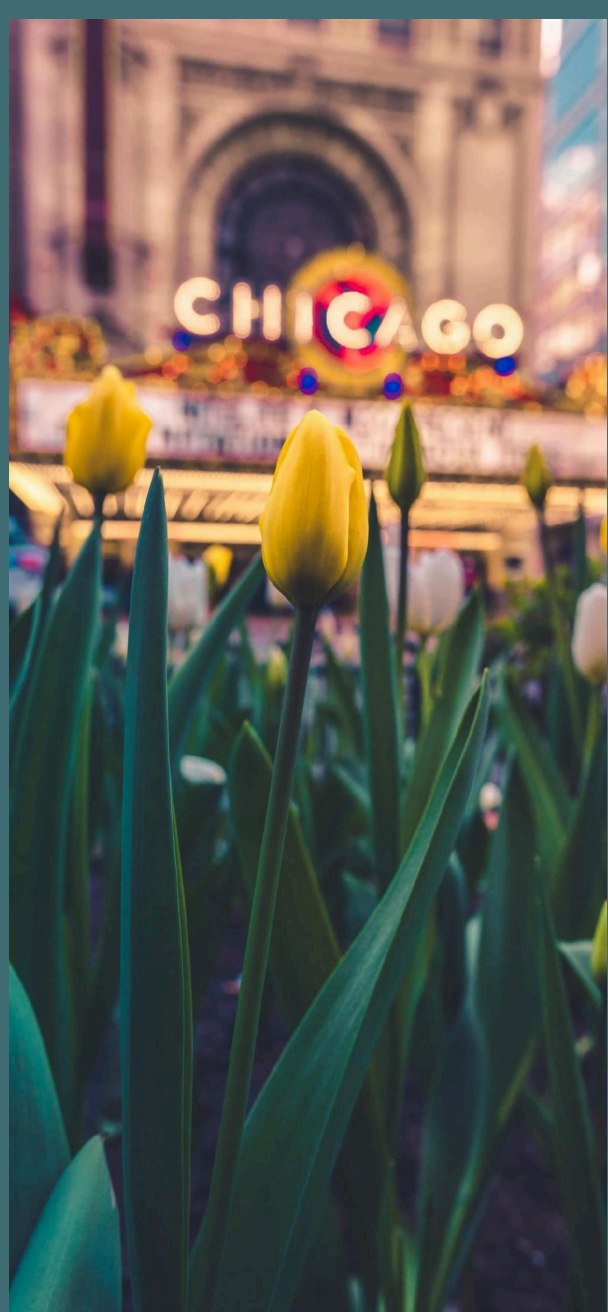
4. Email to schedule a One-On-One Training Session

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 Fund Central Owner's Portal. To schedule a session, please email marlana.edwards@CLIHTF.org.



Clihtf's Landlord of the Month

CLIHTF'S LANDLORD OF THE MONTH

AUGUST 2025



DOMINIC KOSTERIS

Dominic Kosteris has been selected as our August 2025 Landlord of the Month in recognition of his outstanding partnership with The Chicago Low-Income Housing Trust Fund. A participating landlord for over five years, Mr. Kosteris is known for his respectful communication, commitment to compliance, and dedication to supporting households in need. He is recognized by staff for encouraging neighborhood stability and helping foster stronger, more secure communities. We're proud to honor Mr. Kosteris for his continued efforts to provide safe, affordable housing in Chicago.



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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