

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 Rental Subsidy Program Agreement

Please notify your Program Specialist if you did not receive an RSA. Also, please sign up for RSA Training should you need assistance.

[RSA Training Link](#)

Your 2026 Rental Subsidy Program Agreement has been uploaded to your TFC Portal!

. A Few Reminders:

- We ask all properties to return their fully completed Agreement along with Annual Submissions within 30 days.
- Carefully review your introductory letter for changes and updates to this year's terms.
- Use the Exhibit A checklist to ensure you have completed all required documents.
- Submit tenant documents 60 days prior to lease start to ensure notice requirements are met.
- All deadlines listed in the RSA will be enforced.
- Notify the *Trust Fund* immediately of any changes to or of the following:
 - Ownership
 - Household Income
 - House Household size
 - Vacancies
 - Notice of Evictions
 - Death of a Tenant
 - Move-out dates

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 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 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

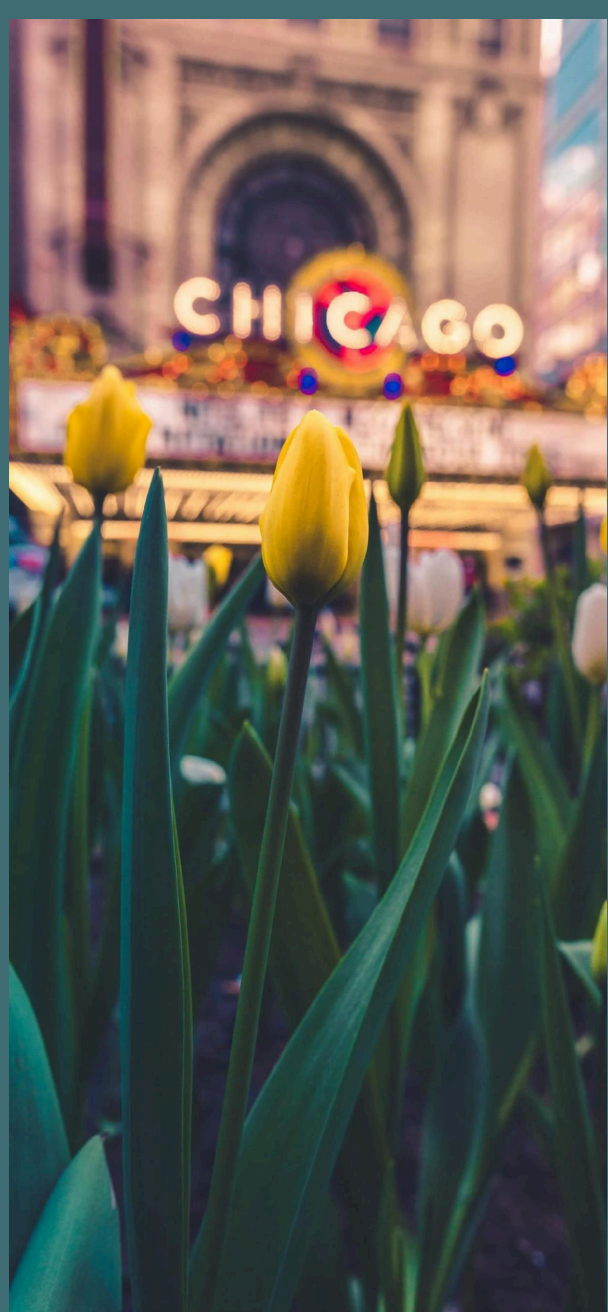
4. Email to schedule a One-On-One Training Session

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

DECEMBER 2025



MICHAEL MCLENIGHAN



Mr. McLenighan is being recognized for his outstanding partnership with the Trust Fund. He is quick to respond, consistently in compliance, and always willing to go the extra mile to support his tenant. His professionalism and care truly set him apart. Landlords like Mr. McLenighan play a vital role in helping us fulfill our mission of providing stable, affordable housing to Chicago residents with the lowest incomes. His commitment strengthens our program and makes a real difference in the lives of those we serve. We are proud to honor him 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!

[December 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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