

January 2026

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

Quarter 1 of 2026

Please note: All Quarterly payments are made the following Friday(s) after the 1st day of the month. Therefore, payments will start to be disbursed on January 2nd for fully complied properties. Once a payment is processed, please allow 48-72 hours to post to your bank before inquiring. Always check the *Tipalti Payment Portal* beforehand as well.

Payment requests, all lease and tenant documents must be completed and located under the proper tab in *TFC*. Please note that per your agreement with the Chicago Low Income Housing Trust Fund, we have 15 days from every last upload to review your file and notify you of any discrepancies and 30 days to pay once your file is deemed to be in complete compliance.

Compliance means the following:

- **1Q Payment Request submitted the 1st week of this month(December).**
- **Current Insurance Certificate(Uploaded under Interim Submissions)**
- **Current Lease and Signed Lease Riders**
- **Current 1st Installment of Property Taxes(Uploaded under Interim Submission)**
- **Complete/ Correct Tenant Documents including Signed Ex. H, if applicable**
- **Payment Request submissions on TFC by deadlines listed in Section 7(e)of the RSA**
- **Passed 2024 /2025 Inspections**

- 2025 RSA must be returned and uploaded to Trust Fund Central along with all Annual Submissions
- Certificate of Good Standing for LLCs
- The deadline for 4Q 2025 payment request is January 31st!
- Complete or schedule TFC Training: <https://clihtf.org/for-owners/training-resources/>
- All deadlines will be enforced

Please contact tfc@clihtf.org if you have issues uploading or contact your designated Program Specialist via the Messages Tab should you have any questions. Direct emails are not permitted.

Thank you,
 Monica Watson,
 Interim Executive Director / Chief of Staff

Acceptable Forms of Tenant Income Verification



Below is a list of acceptable forms of income verification. The tenant must include one or more of these documents with the Exhibit I-1/I-2 document:

1. Employment

- Provide the last three consecutive pay stubs, ensuring attention to payment frequency:
 - Weekly
 - Bi-weekly (every other week)
 - Semi-monthly (e.g., the 1st and 15th)
 - Monthly
 - Annually

2. Unemployment

- Provide the unemployment award letter noting the weekly payment amount.

3. Government Benefits (e.g., TANF or Social Security)

- Provide an annual allocation award letter, including the tenant's first and last name and the annual allocation award. This information is usually found on the first and second pages of the letter. Do not include lump sum payments when calculating annual income. The letter must be dated within the last 90 days and indicate the allocation award for the current year.

4. Paid in Cash by Employer

- Provide a notarized letter from the payer/employer, including:
 - Employer's name, address, and phone number
 - Date, employer's signature, and details of the payment terms (number of months/weeks/hours).

5 Child Support or Alimony

- Provide a court order with the payment amount and frequency. If paid without a court order, provide a notarized statement from the payer, indicating the amount and frequency.

6 Over 18 with No Income

- Provide a notarized statement of "no income." All tenants over 18 must submit proof of income or proof of no income if they do not have a source of income.

7 Student Over 18

- Provide proof of class registration (class schedule, etc.).

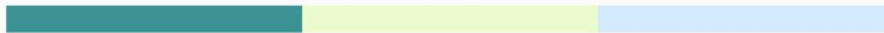
8 Pension or Regularly Paid Retirement Income

- Provide a copy of the pension or retirement statement noting the amount and frequency of payments. Ensure the information is current.

9 Income That Cannot Be Verified by a Third Party

- If the tenant's income cannot be verified by existing acceptable forms, they may self-certify by providing a notarized letter stating their monthly income. This applies to tenants such as hairstylists receiving cash payments, day laborers, and those doing various odd jobs like shoveling snow or mowing lawns.

Note: A social service provider may assist the tenant in submitting the required documentation.



Important Reminder

Just a reminder not to wait until compliance is complete before submitting your payment requests. Please go ahead and submit them according to the schedule outlined in Section 7(e) of your RSA (see below).

For the avoidance of doubt, the permitted time period for the submission of each Quarterly Report (including, but not limited to, the Quarterly Payment Request) is as follows:

(i) First Quarter 2025: December 1st, 2024 — April 30th, 2025.

(iv) Fourth Quarter 2025: September 1st, 2025 — January 31st, 2026.

(iii) Third Quarter 2025: June 1st, 2025 — October 31st, 2025.

(ii) Second Quarter 2025: March 1st, 2025 — July 31st, 2025.

The Owner is not entitled to receive any quarterly payment not requested in accordance with this schedule or the other requirements

of this Section.

Thank you,
Monica Watson,
Interim Executive Director / Chief of Staff

Request for Notification of Unit Vacancies

Please email marlana.edwards@CLIHTF.org with information about any current or upcoming vacancies.

Please note that CLIHTF is currently in the process of attrition, and units within the Rental Subsidy Program must be released upon vacancy. There will be no tenant impact due to this policy, and the attrition process does not apply to Special Initiative units.

However, we would still appreciate being informed of any available units so that we may attempt to connect you with tenants who are relocating with CLIHTF subsidies.

Please note that CLIHTF cannot guarantee placement of a relocating household and we are not requesting that units be held for our program. Our intent is simply to stay informed of available units as they arise.

Thank you for your cooperation.

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

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

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.

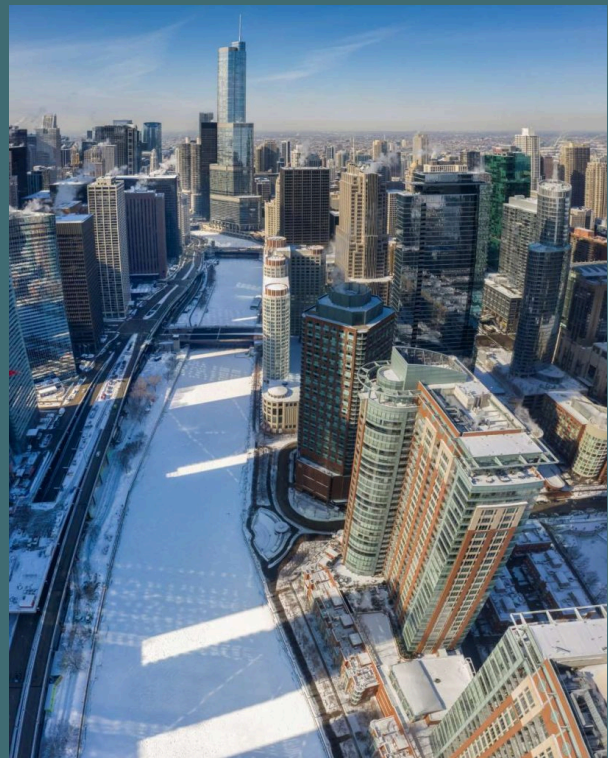
4. ONE-ON-ONE TRAINING SESSION FOR

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

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



CLIHTF's Landlord of the Month

CLIHTF'S LANDLORD OF THE MONTH

JANUARY 2026



MALCOLM ROGERS



We are proud to recognize Malcolm Rogers as our January Landlord of the Month. Malcolm has consistently demonstrated a strong commitment to providing safe, stable housing for low-income residents, aligning closely with the mission of the Chicago Low-Income Housing Trust Fund.

Malcolm's willingness to make units available and his responsiveness throughout the leasing and tenancy process have made a meaningful difference for both residents and staff. His proactive communication and reliability help ensure smoother transitions for tenants and contribute to long-term housing stability.

We are grateful for Malcolm's partnership and dedication to supporting affordable housing in our communities. Landlords like Malcolm play a vital role in expanding access to quality housing, and we are thankful for the positive impact he continues to make.



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!

[CLIHTF'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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