



**CHICAGO
LOW-INCOME
HOUSING
TRUST FUND**

CLIHTF

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To: CLIHTF Property Owner Participant

From: The Chicago Low-Income Housing Trust Fund

Date: 11/5/2024

Subject: Important Notice Regarding Vacant Units and 2025 Attrition Process

Dear Trust Fund Landlord,

I hope this message finds you well. As part of our continuous efforts to ensure the smooth operation of the Chicago Low-Income Housing Trust Fund (the “Trust Fund”), we are making some adjustments in response to recent changes in funding support. We would like to take this opportunity to update you regarding any vacant units you may have.

Beginning January 1, 2025, we will be implementing an attrition process. This means that any January 1, 2025, we will be implementing an attrition process. **This means that any Rental Subsidy Program (RSP) units that are vacant as of January 1, 2025, as well as any units that become vacant throughout 2025, will no longer be eligible for the program.**

In order to keep your subsidized units in the program, we encourage you to fill any vacant units before January 1, 2025. This will ensure that your units remain enrolled in the Trust Fund’s Rental Subsidy Program.

Please note the following:

- Any subsidized unit that remains vacant beyond January 1, 2025, will be removed from the program and can then be leased at market rate.
- **Existing Qualified Households will not be affected by this policy.** Tenants can continue residing in their subsidized units, or may transfer to a different unit with prior written permission from the Trust Fund.
- **Special Initiative Units and MAUI Program Units are not affected by this policy.**

We greatly appreciate your partnership and understanding as we work through these adjustments. Should you have any questions or need assistance in filling your vacant units, please do not hesitate to reach out to your Trust Fund Staff Liaison.

Thank you again for your continued support of our program, and we look forward to working with you to provide affordable housing solutions to those in need.

Kind regards,

Annissa Lambirth-Garrett
Executive Director of the Chicago Low Income Housing Trust Fund