MEMO

To: Virginia Housing Portfolio

From: Rental Compliance & Asset Management

Date: May 17, 2023

Re: Required Tenant Activity Updates in the Tenant Certification Reporting System

_____

All properties in our portfolio must ensure that all tenant activities for the low-income units are updated in the online tenant monitoring system, HDS NextGen, as they occur. Tenant activities include move-in, initial certification, annual recertification, move-out, and unit transfer.

Virginia Housing relies on the tenant data entered in HDS NextGen to review and confirm program requirements for audits, to assist properties, and for required annual program reporting.

We appreciate your cooperation and continued partnership in meeting the shared mission of providing affordable housing throughout Virginia.

Email questions about the online tenant monitoring system to HDSAdmin@VirginiaHousing.com.