

*** * * IMPORTANT NOTICE * * ***

LATE TENANT INFORMATION TRANSMISSIONS

Effective May 1, 2005, any tenant transaction received after the 10th of the effective date will be considered late. RA will not be provided for those certifications and overage will be charged as appropriate. **ALL TRANSMISSIONS MUST BE TRANSMITTED AND APPROVED ON OR BEFORE THE 10TH.**

An example of a late tenant certification: You have a tenant certification with an effective date of May 1, 2005, and you transmit on May 11th and it is accepted.

WE STRONGLY ENCOURAGE YOU TO TRANSMIT TENANT INFORMATION PRIOR TO THE EFFECTIVE DATE BUT NO LATER THAN THE 5TH OF EACH MONTH SO ANY PROBLEMS CAN BE CORRECTED PRIOR TO THE 10TH.

If the late submission is the fault of the tenant, this expense will be paid by that tenant. Since this fee is not an allowable project expense, if fault lies with the Management Company transmitting for a complex, the Management Company will have to reimburse the property from their own funds.

ARE YOU SURE YOUR PAYMENT TRANSMITTED THROUGH MINC?

Effective April 4, 2005, you will receive a confirmation page with a transmission number when you submit your payment through MINC. **When you get this confirmation page, you need to print this off as this is your proof your payment went through.** If you make your payment and you do not receive this confirmation, your payment did not go through and you need to submit it again.

If you have any questions, please do not hesitate to contact our office:

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