

DATE: October 8, 2019

TO: Owners and Managers of TCAP and TCE Financed Projects

CC: Katie Kilgrow – Housing Compliance Manager  
Idaho Housing and Finance Association (IHFA)

FROM: Maudi Hernandez – HOME Asset Management Officer  
Idaho Housing and Finance Association (IHFA)

RE: TCAP and TCE Annual and Quarterly Financial Reporting

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As annual and quarterly financials come due; please send completed reports via email to [maudih@ihfa.org](mailto:maudih@ihfa.org).

The executed TCAP and/or TCE Regulatory Agreement outline the Asset Management Requirements. Specific attention should be given to the following reporting requirements:

- Quarterly financial and project reporting requirements (see [Quarterly Property Status Report](#)); Quarters end March 31, June 30, September 30, and December 31. Reports are due ten (10) working days after the end of each quarter.
  - Please ensure replacement reserve balances and deposits are included with submitted reports.
- Annual submission of proposed rental rates and operating budgets due not less than sixty (60) days prior to the beginning of each fiscal year.
- Submission of annual accountant prepared financial statements are due within ninety (90) days following the end of each fiscal year.

Please feel free to contact me at 208.424.7040 or [maudih@ihfa.org](mailto:maudih@ihfa.org) with any questions or concerns.



Maudi Hernandez  
HOME Asset Management Officer