**Section 380.502 Record Submission and Retention**

a) Landlords shall maintain monthly records of the Tenant Contribution and Rental Assistance payments received for each Unit, including Unit vacancies. Landlords shall submit copies of these records to the LAA at least quarterly unless the contract between the Landlord and the LAA requires more frequent submittals. Landlords shall also submit the quarterly certification forms described in Section 380.410.

b) Copies of all records described in this Section shall be retained by Landlords for the term of the lease plus three years from the date of termination of the lease.

(Source: Amended at 46 Ill. Reg. 12608, effective July 7, 2022)