**Section 145.70 Administration Requirements**

As determined by DMH, the SA or PSH Provider shall:

a) Serve as the authorized entity for the administration of rental payments to landlords and property management entities.

b) Fulfill the roles outlined in Subpart B, including income certification and annual income recertification, unit inspections, rent reasonableness determinations, and lease review. Specifically, the SA or PSH Provider shall:

1) Conduct initial and annual income verification;

2) Conduct an inspection of the unit in consideration for leasing, using HUD HQS and annual reinspection upon lease renewal. The HQS can be found at 24 CFR 982.401;

3) Where the lease is held by the tenant, initiate a HAP contract with the leasing agent, landlord or property management entity, as a commitment to pay the remaining rental balance;

4) Disburse and ensure that rental payments are received by the landlord and property management entities by the established rent due date;

5) Maintain a database and analyze data on the number of PSH housing units utilized by tenants; and

6) Report to DMH, as requested, all fiscal and tenant information and participate in all audits referred by DMH.

(Source: Amended at 45 Ill. Reg. 11027, effective August 30, 2021)