**Section 145.300 Record Submission and Retention**

Landlords shall maintain monthly records of tenant's rental assistance payments received for each unit, including unit vacancies under Master Leasing Agreements, for the term of the lease. Landlords shall notify the SA or PSH Provider by phone or mail within seven days after the rent due date if the tenant's portion of the rent has not been received.

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