**Section 380.410 Reporting Requirements**

a) At the end of each quarter of the term of its Commitment, each LAA shall prepare and provide to its Landlords a certification form that contains the following information:

1) a list of all Units that are receiving Rental Assistance;

2) the date of payment of Rental Assistance;

3) the amount of Rental Assistance;

4) the months for which Rental Assistance was paid; and

5) such other information as the Agency may require.

b) The Landlord shall sign and return the certification form to the LAA within the number of days specified in the form. If a Landlord disputes any of the information contained in the certification form, the Landlord shall set forth in writing the details of the information that it believes is erroneous and return the form to the LAA within the time specified in the form. If a dispute between the Landlord and the LAA cannot be resolved, the LAA shall provide notice to the Agency and the Agency will contact the LAA and the Landlord for an explanation of the dispute. Each party shall provide documentation to justify their argument. The Agency will review the documentation and notify both parties of its determination.

c) Once a Landlord has signed and returned the certification form, the LAA shall forward the certification form to the Agency.

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