

MEMO

To: Virginia Housing Portfolio
From: Rental Compliance & Asset Management
Date: May 17, 2023
Re: Required Tenant Activity Updates in the Online Tenant Portal

All properties in our portfolio must ensure that all tenant activities for the low-income units are updated in the online tenant portal, HDS NextGen, as they occur. Tenant activities include move-in, initial certification, annual recertification, move-out, and unit transfer.

Virginia Housing relies on the tenant data entered in HDS NextGen to review and confirm program requirements for audits, to assist properties, and for required annual program reporting.

We appreciate your cooperation and continued partnership in meeting the shared mission of providing affordable housing throughout Virginia.

Email questions about the online tenant portal to:
TenantPortalAdmin@VirginiaHousing.com.