



RECERTIFICATION SPECIALIST

JOB ID - 7873

JOB LOCATION - US-CT-Danbury & US-CT-Fairfield

LOCATION NAME – Augustana Homes Danbury & Augustana Homes Fairfield

Two of Related's senior affordable housing apartment communities in Danbury and Fairfield, CT, totaling 65 units (Project Based Section 8 and Section 202), is seeking a Recertification Specialist to join their team. This individual must be comfortable commuting between two properties in Danbury and Fairfield, CT (majority of time would be spent in Danbury with occasional travel to Fairfield). Responsibilities include:

- Process initial, annual and interim recertification's, in addition to retroactive rent-calculations while conforming to HUD regulations and HPD guidelines
- Handle calculations for tenants with complex businesses and provide management with tenant relations
- Calculate rents for annual and interim recertification
- Identifying households with income reporting discrepancies and make rent-adjustments
- Review applicant files and determining Section 8 eligibility
- Follow LIHTC and Section 8 guidelines

Benefits:

- Comprehensive Medical, Dental, Vision, Life, Disability & Flexible Spending Accounts
- Paid Time Off & holidays
- 401(K)
- Tuition reimbursement
- Robust modern fertility program
- Incentive bonus program
- Commuter benefits
- Employee Assistance Program & more!

Qualifications:

- Knowledge of Section 8, LIHTC and HUD
- Must have knowledge of HUD/Public Housing/Tax Credit policies and procedures
- Detail oriented and the ability to operate on a deadline driven schedule
- Possess strong organizational, analytical and problem solving skills
- Notary public is preferred
- COS certification

Related Management Company (RMC) is the owner and operator of a premier portfolio of assets valued at over \$60 billion. Our operating portfolio consists of a diversified mix of properties including luxury rental buildings, retail and commercial space, luxury condominium residences, affordable, and workforce housing located throughout the United States.

As the owner and developer for the majority of the RMC portfolio, we have ensured that our buildings are the best assets in their respective submarkets. We provide a diligently maintained property management platform with dedicated professionals who consistently exceeds our residents' and commercial tenants' expectations. Our dedication to providing the highest and most personalized level of service is one of the hallmarks of the company and a key differentiator in the market. For more please visit www.Related.com.

Check out our Lifting Communities Video: <https://vimeo.com/434453238>

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