

MEMORANDUM NO. 06-07-06 MF-108

TO: All Owners and Management Agents of Multifamily Insured Properties  
FROM: Vona Johnson, Director of Rental Housing Programs  
SUBJECT: Special Claims Implementation  
DATE: July 27, 2006

As of August 1, 2006, a new Special Claims Guide will be in effect for all Special Claims submitted. The Special Claims Guide provides detailed guidance for the processing of Special Claim requests. We ask that you review the new Guide before submitting any claims.

You may access the new Special Claims Guide on SDHDA's website at [www.sdhda.org](http://www.sdhda.org). Check the website periodically to stay up to date on the requirements for submitting claims.

If you have any questions regarding this matter, contact your Assistant Housing Management Officer at (605) 773-3181.

VJ/bt

THIS IS A MULTIFAMILY MEMORANDUM. PLEASE RETAIN IT IN THE MEMORANDUM SECTION OF YOUR SDHDA MANAGEMENT AGENT HANDBOOK UNTIL AND UNLESS SUPERSEDED BY AN UPDATED MEMORANDUM.