



STATE OF RHODE ISLAND

Department of Housing
Housing Resources Commission
One Capitol Hill, 3rd Floor
Providence, RI 02908

MEMORANDUM

TO: Interested Parties

FR: Michael Tondra *m. Tondra*
Executive Director, Housing Resources Commission

RE: Monitoring Agent Program – Application

DA: May 30, 2025

Monitoring Agents are entities tasked with ensuring ongoing compliance with affordable housing deed restrictions and regulations. They oversee various aspects of affordable housing, including ensuring income eligibility of tenants, checking that properties meet specific occupancy requirements, and verifying the sale or resale of properties within affordability guidelines.

The Housing Resources Commission has promulgated regulations at 860-RICR-00-005 to implement an approved monitoring agent program established pursuant to R.I. General Laws 45-53-3.2 for municipally subsidized housing developments. These rules and regulations establish a process for the selection and approval of Monitoring Agents including, but not limited to, established terms of engagement, standards for approval and recertification, reporting requirements and minimum qualification for approved Monitoring Agents.

In accordance with the statute and regulations referenced above, in order to be an approved Monitoring Agent for municipally subsidized developments in the State of Rhode Island, all interested parties must complete and submit to the HRC the attached form not later than July 3, 2025. Any forms received after that day may not be reviewed or approved. Successful parties will be approved for an initial on-year period with the option for subsequent renewals for terms of up to five years.

Attached please find the promulgated regulations related to the Monitoring Agent Program and the forms necessary to be designated an approved monitoring agent. Please submit completed forms to:

Raymond Neirinckx
Department of Housing/
One Capitol Hill, 3rd Floor
Providence, RI 02908
Raymond.Neirinckx@housing.ri.gov

Forms must be received by the HRC on or before the due date of July 3, 2025.