Instruction Manual For Online Certification Reporting (COL)



For the On-Site Manager

Detail Format

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I. How do I log-in?

Certification	Monday, March 3, 2003
Log In	
Type your user na	me
hange your user name/password Click Here >> Password	
Enter	
	© ADD. All Rights Reserved

Enter into the address box of your internet browser, the address that the Agency provides and click on the 'GO' button.

This is the first screen that you will see.

- PLEASE NOTE: The first time you log-in the system, you will be taken to a second log-in screen. If this is your first time to log-in, please see the next page, 1A, for further information.
- After entering the name and password, click on the red 'Enter' button or press 'Enter' on your PC keyboard.
- You are now logged into the Certification On-Line reporting system and will be taken to the Project List assigned to you.



+ This menu bar appears above all of the screens within COL. Whenever

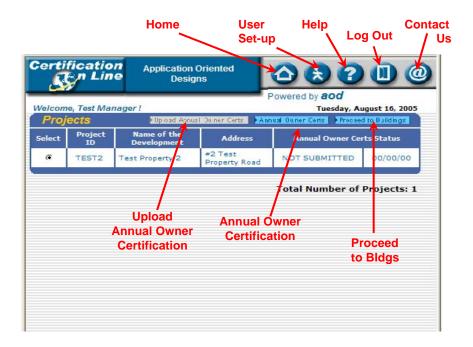
you wish to exit the system, please use the 'Log Out' icon 💷 on this menu bar.

I-A. First Log-In Is Different

Certification	User Name/Password	
	User Name	
	New User Name	
	Password	
	New Password	
	Confirm Password	
	Enter	
		© AOD. All Rights Reserve

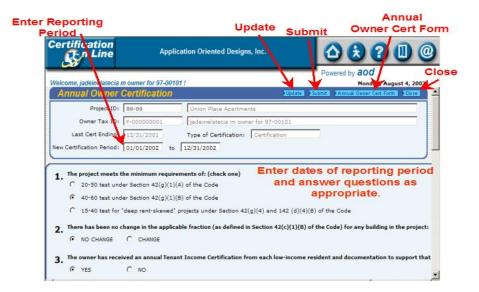
- The first time you log in to the Certification On-Line reporting system, your User Name and Password will be one that your management company assigns to you.
- ♣ On this screen you will enter a new 'User Name' and a new 'Password'.
- PLEASE NOTE: You will be taken to this screen on the first time only to allow you to establish codes known only to you.
- When you have entered the required information, click on the red 'Enter' key or press 'Enter' on you PC keyboard.

II. List of Projects Assigned to You



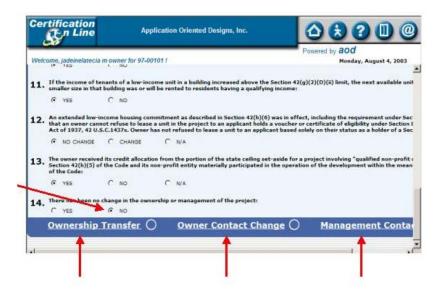
- All of the properties that are assigned to your User Name will be displayed here by the LIHTC Project ID number. Next to the ID number is displayed the name and address of the property.
- In the boxes next to the address is listed the status of the Annual Owner Certification for the current reporting period. Now it displays 'Not Submitted' and the date field shows 00/00/00. This will be updated when the Annual Owner Certification is processed.
- To choose the property to work with, place the cursor of your mouse on the circle next to the Project ID of the property and click.
- 4 At the top right hand corner of the Projects box are two buttons:
 - A. Annual Owner Certs; and
 - B. Proceed to Buildings
- To access the Annual Owner Certification process, place the mouse cursor on the 'Annual Owner Certs' button and click.

A. Completing the form



- The Annual Owner Certification form is ready for completion. The property information is automatically entered into the fields on the first three lines.
- The first entry you will make on this screen is to enter the **beginning** and ending dates of the reporting period you want to submit. You need enter only the numbers without any separating marks. For example, 010102. The numbers will then be converted to 01/01/2002.
- There are <u>14 questions</u> the owner is required to answer. Each question has a default marking. To change the answer, place your mouse cursor on the circle that indicates the correct answer, and click.
- To move through the page, you can use the 'Tab' key on your PC keyboard or place your mouse cursor on the blue vertical bar on the right side of the screen and click.
- Question number 14 addresses whether or not there has been a change in Ownership, or in the contact person for either the Ownership entity or Management of the property. <u>If no change, answer the question with a</u> <u>'Yes".</u>

4 If a change has occurred, answer question 14 with a 'No'.



- When 'No' is chosen, <u>three options appear</u>. Place the cursor of your mouse on the appropriate choice and click.
 - 1. The 'Ownership Transfer' button will take you to this screen.

Application Oriented Designs, Inc. Image: Carce of the system of the			Update Clear Entry
Velcome, jadeinelatecia m owner for 97-00101 / Monda August 4, 24 Transfer of Ownership Date of Change: Taxpayer ID: Legal Owner First: Legal Owner First: Last: General Partnership:	Certification	Application Oriented Designs, Inc.	
Transfer of Ownership Uteral Sciences Date of Change:	Velcome, jadeinelatecia m ov	vner for 97-00101 !	
Taxpayer ID:	Transfer of Owner	ship	
	Tax Legal O General Pa	ipayer ID:	

- To enter the information, place the cursor of your mouse on the first white box and click. You can use the 'Tab' key in addition to your mouse to move through the page.
- When complete, place the cursor of your mouse on the 'Update' button and click. You will return to the Annual Owner Certification screen.

2. The <u>'Owner Contact Change'</u> button will take you to this screen.

ification En Line	Application Oriented Designs, Inc.	
or me, jadeinelatecia m ov ange Owner Co		Powerd by aod Teesday sugust 5, 563 Sugaste Sciencetry Second
	Change:	

- To enter the information, place the cursor of your mouse on the first white box and click. You can use the 'Tab' key in addition to your mouse to move through the page.
- When complete, place the cursor of your mouse on the 'Update' button and click. You will return to the Annual Owner Certification screen.
- 3. The <u>'Management Contact Change'</u> button will take you to this screen.

		Cle Cle	ar Entry	
ertification	Application Oriented Designs, Inc.		200	Can
lelcome, jadeinelatecia m own			august 5, 7 d3	
Change in Manager	r Contact	Lupdate Ch	artentry Cancel	
Date of Change:	Contact First:			
lanagement Co. Name:	Middle:			
Management Address1:	Last:			
Address2:	Phone:			
City:	Fax:			
State:	E-mail:			
Zip Code:	- 			
rib 0006. 1				

To enter the information, place the cursor of your mouse on the first white box and click. You can use the 'Tab' key in addition to your mouse to move through the page.

- When complete, place the cursor of your mouse on the 'Update' button and click. You will return to the Annual Owner Certification screen.
- 4 If you wish to stop at this point and not print or submit the form;
 - a. To save the information, place the cursor of your mouse on the '**Update**' button and click; and then

	U	pdate		
Certification	Application Oriented Desig	ns, Inc.	000	
Velcome, jadeinelatecia m ow	mer for 97-00101 !	<u> </u>	Powered by aod Monday, Augus	Clo
Annual Owner Cer		Update	stont Annual Owner Cert Form	and the second se
Project ID: 89-	09 Union Place Apartm	ents		
Owner Tax ID: F-0	00000001 jadeinelatecia m ov	mer for 97-00101		
Last Cert Ending: 12/	31/2001 Type of Certification:	Certification	7	
New Certification Period: 01/	01/2002 to 12/31/2002			
1. The project meets the m	inimum requirements of: (check one)			
	action 42(g)(1)(A) of the Code			
40-60 test under Se	action 42(g)(1)(B) of the Code			
C 15-40 test for *deep	p rent-skewed" projects under Section 4	2(g)(4) and 142 (d)(4)(8) of the Code	
• There has been no chang	ge in the applicable fraction (as defined	in Section 42(c)(1)(B) of	the Code) for any building in th	he project:
4 .	CHANGE	m section 42(c)(2)(b) of	the code, for any building in th	ie projecti
NO CHANGE C	CHANGE			
3. The owner has received a	an annual Tenant Income Certification	from each low-income re	sident and documentation to s	upport that
	NO			-
l				<u> </u>

b. Place the cursor of your mouse on the '**Close**' button and click. You will return to the 'Projects' screen, where you began.

		Home	User Set-up	Help	Log Out	Contact
Certi	ficatio - n Lin		15		20	٢
And the owner of the owner owne	e, Test Mai	The second s	10	The second se	ay, August 16,	
	e <i>CtS</i> Project	Name of the	1993 T		Proceed to Buildin	
Select	ID TEST2	Development Test Property 2	Address #2 Test Property Road	NOT SUBMITT	er Certs Statu ED 00/00	
		Upload Annual Owner Certification	Annual O Certifica		r of Project Proceed to Bldgs	L

B. Printing the Form

The completed Annual Owner Certification form can now be printed. To print the form, place the cursor of your mouse on the 'Annual Owner Cert Form' button and click.

Certification	Арр	lication Oriented Designs, Inc.	Annual Owner Cert For
Welcome, jadeinelatecia Annual Owner			Powered by 2000
Project ID:	89-09 F-000000001 12/31/2001	Union Place Apartments Jadeinelatecia m owner for 97 Type of Cartification: Cartific 12/31/2002	
C 20-50 test uni	der Section 42(g)(1 der Section 42(g)(1		nd 142 (d)(4)(B) of the Code
2. There has been no NO CHANGE	change in the appli C CHANGE	cable fraction (as defined in Section	n 42(c)(1)(B) of the Code) for any building in the project:
3. The owner has rece res	eived an annual Ten	ant Income Certification from each	h low-income resident and documentation to support that

The completed form will display in a view window for review. If everything is correct, place the cursor of your mouse on the print icon in the top left hand corner of the page and click. This will send the form to your printer

Terrification Orient	ted Designs, Inc. 9100 NW 36th Street	Suite 102, Miami , FL. 3.	3178-2432	
Dates:	January 01, 2002	Decemb	er 31, 2002	
Project Name:	Union Place Apartments	Proje 89-0	ct No: 9	
Project Address:	5201 South Union Avenue		City: Des Moines	Zip: 50315-000
Tax ID # of Ownership Entity:	F-000000001			
	g has been placed in Service but owner elect	s to begin credit period in th	he tollowing year	
	g has been placed in Service but owner elect ve applies, please check the appropiate box,			
If either of the abo		and proceed to page 2 to si		on behal
If either of the abo The undersigned		and proceed to page 2 to si	ign and date this form	on behal
If either of the abo The undersigned 1. The project meet 20-50 test u	we applies, please check the appropriate box, the minimum requirements of: (check nder Section 42(g)(1)(A) of the Code	and proceed to page 2 to si	ign and date this form	on behal
If either of the abo The undersigned 1. The project meel 20-50 test u 40-60 test u	we applies, please check the appropriate box, the minimum requirements of: (check inder Section $42(g)(1)(A)$ of the Code inder Section $42(g)(1)(B)$ of the Code	and proceed to page 2 to si	ign and date this form (the "Owner"), her	on behal
If either of the abo The undersigned 1. The project meel 20-50 test u 40-60 test u	we applies, please check the appropriate box, the minimum requirements of: (check nder Section 42(g)(1)(A) of the Code	and proceed to page 2 to si	ign and date this form (the "Owner"), her	on behal reby certifies th
If either of the abo The undersigned 1. The project meet 20-50 test u Ø 40-60 test u 15-40 test fo	ve applies, please check the appropriate box, the minimum requirements of: (chec nder Section 42(g)(1)(A) of the Code nder Section 42(g)(1)(B) of the Code or "deep rent-skewed" projects under 3 no change in the applicable fractio	and proceed to page 2 to since the second se	(the "Owner"), her 2(d)(4)(B) of the C	on behall reby certifies th
If either of the abo The undersigned The project meel 20-50 test u ✓ 40-60 test u 15-40 test for 2. There has been u	ve applies, please check the appropriate box. ts the minimum requirements of: (check nder Section 42(0)(1)(3) of the Code or "deep rent-skewed" projects under 5 no change in the applicable fraction oject:	and proceed to page 2 to since the second se	(the "Owner"), her 2(d)(4)(B) of the C	on behall reby certifies th
If either of the abo The undersigned The project meet 20-50 test u 15-40 test tr Underside the project meet there has been a building in the pr NO CHANGI	ve applies, please check the appropriate box. ts the minimum requirements of: (chec nder Section 42(a)(1)(A) of the Code or 'deap rent-kewed' projects under 5 no change in the applicable fraction optic: E CHANGE the applicable fraction to be reported	k one) k one) ection 42(g)(4) and 14; n (as defined in Section	(the "Owner"), her (the "Owner"), her 2(d)(4)(B) of the C n 42(c)(1)(B) of the	on behall reby certifies th lode a Code) for any

The completed form can now be executed (BLUE INK, please) and notarized. Please send the executed original to the Agency and keep a copy for your files.

C. Internet Submission of Annual Owner Certification

PLEASE NOTE: Only the Management Company can submit the Annual Owner Certification Form.

To submit the Annual Owner Certification, place the cursor of your mouse on the 'Submit' button and click.

ertification		Application Oriented Designs	Submit
elcome, Test Owner ! Annual Owner	Cartification		Prevend by 200 Tuesday, October 23, 200 Flater Distance Dataset Can Ferry Datas
Protect 1D:		Springwood Apartments	ACCELS ACCELS ADDRESSANCES ACCELS
100 C 100	F-431835766	Bismarck Procerties 11. L.R.	
Last Cert Ending: lev Certification Period:		Type of Certification: Certification	
	oder Section 42(g)(1)() r "deep rent-skewed" ; o change in the applica (* CHANGE	projecta under	ing in the project:
and chicken			
3. The owner has rec		t Income Certification from each low income resident and documents	ation to support that cartification:
	eived an annual Tenar	it Income Certification from each low-income resident and documents	etion to support that certification:
3. The owner has rec YES	́ во	rt Income Certification from each low-income resident and document:	ation to support that cartification:
3. The owner has rec P YES	́ во		ation to support that cartification:
3, The owner has rec (P YES 4, Each low-income u (P YES 5, All low-income unit	∩ no mit in the project has C no	been rest-restricted under Section 42(g)(2) of the Code: nd have been for use by the general public and used on a non-transier	
3, The owner has rec (7 YES 4, Each low-income u (7 YES 5, All low-income unit	○ NO onit in the project has ○ NO Its in the project are a	been rest-restricted under Section 42(g)(2) of the Code: nd have been for use by the general public and used on a non-transier	
3, The owner has rec P YES 4. Each low-income u P YES 5. All low-income und provided under Se P YES	r NO ant in the project has r NO its in the project are a ction 42(1)(2)(0)(W) of r NO	been rest-restricted under Section 42(g)(2) of the Code. nd have been for use by the general public and used on a non-transfer (the Code):	
3. The owner has rec P YES 4. Each low-income u P YES 5. All low-income unit provided under Se P YES	r NO ant in the project has r NO its in the project are a ction 42(1)(2)(0)(W) of r NO	been rest-restricted under Section 42(g)(1) of the Code: of larse here for use by the general public and used on a non-transient for Code() MOMLISS	

- A pop-up box will ask if you are sure you to want to submit the Annual Owner Certification. If you are ready, place the cursor of your mouse on the 'OK' button and click. If you are not ready, place the cursor of your mouse on the 'Cancel' button and click..
- If you answer, 'Yes', an email window will open. The 'To' and 'Subject' are already filled in. There is no need to add anything more. Place the cursor of your mouse on the 'Send' button and click. The Agency will be notified that your Annual Owner Certification has been filed.

ertification	Applica	tion Oriented Designs, Inc.		200	Subi
elcome, jadeinelatecia Annual Owner	the state of the s		AT LOTING THE ADDRESS OF THE OWNER WATCHING THE OWNER WATCHING THE OWNER WATCHING THE OWNER WATCHING THE OWNER	, August 18, 2003 ent Form Close	4
Project ID: Owner Tax ID: Last Cert Ending: ew Certification Period: 	F-0000000 12/31/2001 Send To: 01/01/2000 Subject the minimum der Section 42 der Section 42	Union Place Apartments	asim (Building ID: FC-85-000)		
that certification:	C CHANGE	n Reger To R	not the second s	ing in the	•

You will be returned to the 'Projects' screen, where you began. The first 'Annual Owner Cert Status' box now shows 'Submitted', the second box shows the date of submission.

Application Oriented Designs, Inc. Image: Constraint of the second s					Subr	nitted
Tesday, August 19, 2003 Projects Select I Project TO Name of the Development Address Annua, Oviner Corts Status C 89-09 Union Place Apartments 5201 South Union Avenue SUBMITTED 08/20/03 C 91-42 North Park Place 1322-24, 1326-28, 1330-32 8th; NOT SUBMITTED 00/00/0 C JRATST Red Rocks Estates 2207 East 12th Street NOT SUBMITTED 00/00/0				Priented Designs, Inc.		
Projects Extended to Buildings Select Project ID Name of the Development Address Annual Owner Certs Status © 89-09 Union Place Apartments 5201 South Union Avenue SUBMITTED 08/20/03 C 91-42 North Park Place 1322-24, 1326-28, 1330-32 8th; NOT SUBMITTED 00/00/0 C JRATST Red Rocks Estates 2207 East 12th Street NOT SUBMITTED 00/00/0	/elcon	ne, iadeinelate	cia m owner for 97-00101 !			August 19, 2003
6 89-09 Union Place Apartments 5201 South Union Avenue SUBMITTED 08/20/03 C 91-42 North Park Place 1322-24, 1326-28, 1330-32 8th; NOT SUBMITTED 00/00.00 C JRATST Red Rocks Estates 2207 East 12th Street NOT SUBMITTED 00/00.00	A CONTRACTOR OF	CONCOLUNCT DATABASE		1		
C 91-42 North Park Place 1322-24, 1326-28, 1330-32 8th; NOT SUBMITTED 00/00/00 C JRATST Red Rocks Estates 2207 East 12th Street NOT SUBMITTED 00/00/00	ielect	Project ID	Name of the Development	Address	Annus Owner Co	erts Status
C JRATST Red Rocks Estates 2207 East 12th Street NOT SUBMITTED 00/00/0	•	89-09	Union Place Apartments	5201 South Union Avenue	SUBMITTED	08/20/03
	C	91-42	North Park Place	1322-24, 1326-28, 1330-32 8th;	NOT SUBMITTED	00/00/00
Total Number of Projects: 3	C	JRATST	Red Rocks Estates	2207 East 12th Street	NOT SUBMITTED	00/00/01
					Total Number	of Projects: 3

PLEASE NOTE: The Annual Owner Certification Form is to be filed on an Annual basis along with the Occupancy Data.

IV. List of Buildings within a Project

- 4 At the top right hand corner of the Projects box are two buttons:
 - a. Annual Owner Certs; and
 - b. Proceed to Buildings

	e, jadeinelatei iects	cia m owner for 97-00101 !		Powered by aod Tuesday, 4 Annual Owner Cents Proc	August 19, 2003 and to Buildings
Select	Project ID	Name of the Development	Address	Annual Owner Ce	erts St Aus
•	89-09	Union Place Apartments	5201 South Union Avenue	SUBMITTED	08/20103
С	91-42	North Park Place	1322-24, 1326-28, 1330-32 8th;	NOT SUBMITTED	00/00/00
С	JRATST	Red Rocks Estates	2207 East 12th Street	NOT SUBMITTED	00/00/00
				Total Number	of Projects: 3

To access the buildings within a project, place the mouse cursor on the 'Proceed to Buildings' button and click.

View Details ertification (En Line	s Submit Tenant Certs Application Oriented Designs	Proceed to U
elcome, Test Manager (ered by BOD Tuesday, August 16, 2005
Project ID: Test Property Re	Prophety 2	
Buildings 107 (Building S elect Building 10 P15 Date	Last Rpt IRS Compliance Agency Compliance	
 MO-02- 00002 03/15/03 	00/00/00 Not tested Vot tested Not tested	Reports co/co/c
 Upload	Change Reporting	Clos
Building Data	Period	

- All of the buildings in this project will be displayed in the order of the IRS Building Identification Number (the "BIN").
- **4** At the top of the Buildings box are seven buttons:
 - a. Upload Building Data;
 - b. View Details;
 - c. Change Report Period
 - d. Submit Tenant Certs;
 - e. Proceed to Unit;
 - f. Reports; and
 - g. Close
- To choose the building to work with, place the cursor of your mouse on the circle next to the BIN of the building and click.

- 4 Upload Building Data will be discussed in Section VIII.
- To view the specifics of the building, place the cursor of your mouse on the 'View Details' button and click.

4	n Line			cation Oriented De		Powered b	wand	
lcom	e, jadeinelateci	a m owner	for 97-0010	11		Fowered b	Tuesday, Au	gust 5, 2003
Proje	et ID: 89-09	_	Union Pla	ce Apartments		5201 South Unior	Avenue	
_					4			
Buil	dings				Vieu Details Submit	Tenant Certs Proceed	to Units Report	I DOTA
elect	Building ID	PIS Date	Last Rpt	IRS Compliance	Home Compliance	Agency Compliance	Tenant (Re)C	erts Status
•	FL-89-00009	01/01/97	12/31/01	Out of compliance	Not tested	In compliance	NOT READY	00/00/00
C	FL-89-00063	01/01/91	12/31/99	Out of compliance	Not tested	In compliance	NOT READY	00/00/00
С	FL-89-00066	01/01/91	00/00/00	Out of compliance	Not tested	In compliance	NOT READY	00/00/00

This is a view only screen. You cannot enter any information here. If there are errors, contact the Agency.

ne, jadeine	elatecia m owr	ner for 97-00101 !		Powered by a	uesday, August 5, 200
ject ID:	89+09	Union Place Apart	ments	5201 South Union Av	énue -
ilding l	Detail Info	rmation			1977
		BUILDING ADDRESS			1
	Building ID:	FL-89-00009		CI	ose to Retu
	Address 1:	8877 South Drive			
	Address 2:				Building Lis
	City:	Des Moines			
	State:	FL		TOTALS	
	Zip Code:	50315-0000		Number of Units:	2
	County:	Broward		Sq Footage:	2,000
		BU	ILDING COMPLIANCE STATUS	-	
		Last Tested on	Last Report Ending Data	Status	
15	25	03/06/03	12/31/01	Out of compliance	
A	gency	03/06/03	12/31/01	In compliance	
н	ome	00/00/00	12/31/01	Not tested	
					1

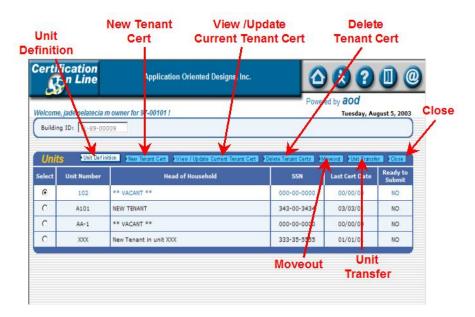
- The information displayed in the Building Compliance Status box is current as of the <u>last reporting period</u>.
- To exit this screen and return to the 'Buildings' screen, place the cursor of your mouse on the ''Close' button and click.
- 4 Change Report Period will be discussed in Section VIII.

V. Units within a Building

To access the units within a building, place the cursor of your mouse on the "Proceed to Units' button and click.

L)	n Line					Powered	by aod	
lcom	e, jadeinelateci	a m owner	for 97-0010)1 !			Tuesday, Au	gust 5, 2003
Proje	ct ID: 89-09		Union Pla	ace Apartments		5201 South Unio	n Avenue	
fect					Contraction of the second			1
lect •	Building 1D FL-89-00009	PIS Date 01/01/97	Last Rpt 12/31/01	IRS Compliance	Home Compliance	Agency Compliance	Tenant (Re)C	erts Status
C	FL-89-00063	01/01/91	12/31/99	Out of compliance	Not tested	In compliance	NOTREADY	00/00/00
С	FL-89-00066	01/01/91	00/00/00	Out of compliance	Not tested	In compliance	NOT RE DY	00/00/00
							1	
							roceed	to Un

All of the units in this building will be displayed here by unit number.



- 4 At the top right hand corner of the Units box are seven buttons:
 - a. Unit Definition;
 - b. New Tenant Cert;
 - c. View/Update Current Cert;
 - d. Delete Tenant Cert
 - e. Move out;
 - f. Unit Transfer; and
 - g. Close
- To choose the unit to work with, place the cursor of your mouse on the circle next to the unit number and click.

A. Unit Specifics

	ication n Line	Application Oriented Designs, Inc.	2		
	g ID: FL-89-000			red by aod Tuesday, Au	
Unit	Init Defini	100 New Toward Cost William (Undate Current Toward Cost			
Unit Select	S Unit Defin	film New Tenant Cert View / Update Current Tenant Cert Head of Household	SSN	Moveout Unit Transf	Ready to Submit
-					Ready to
Select	Unit Number	Head of Household	SSN	Last Cert Date	Ready to Submit
Select	Unit Number 102	Head of Household	55N 000-00-0000	Last Cert Date	Ready to Submit NO

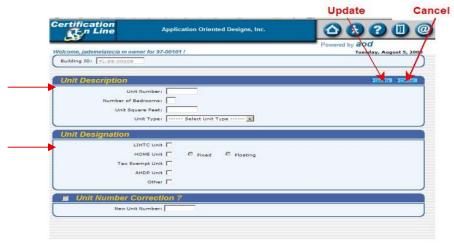
To access the specifics of a unit, place the cursor of your mouse on the 'Unit Definition' button and click.

erti	fication - n Line	Applicat	ion Oriented Desi	gns, Inc.	(∆) € ?	
-	e, jadeinelatecia m o 19 ID: FL-89-0000	owner for 97-00101 9			Powered by aod Tuesday, J	August 5, 2003
_	Definition				A REAL PROPERTY AND A REAL	Rete ICore
Select	Unit Number	# of Bed	5q FT	Status	Head of House	thold
C	A101	1	1,000	Occupied	NEW TENANT	CIO
C	AA-1	1	1,000	Vacant		CIO
C	XXX	2	1,000	Occupied	New Tenant in unit XXX	

- 4 At the top right hand corner of the Unit Definition box are four buttons:
 - 1. New;
 - 2. View/Update;
 - 3. **Delete**; and
 - 4. Close

B. Create a New Unit

To create a <u>new</u> unit, place the cursor of your mouse on the 'New' button and click.



- Create the unit by entering the information in both the 'Unit Description' box and the 'Unit Designation' box.
- To enter the information, place the cursor of your mouse on the white boxes and click. You can use the 'Tab' key in addition to your mouse to move through the page. To choose a 'Unit Type', place the cursor of your mouse on the down arrow and click, then choose.
- Flace the cursor of your mouse on the blue '**Update**' button and click.

C. Update Existing Unit

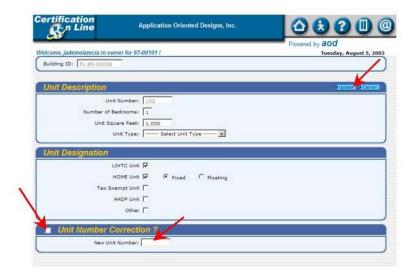
To make changes to an <u>existing</u> unit, choose the unit you want to change, place the cursor of your mouse on the circle next to the unit number and click.

Unit	S Unit Defin	tion New Tenant Cert View / Update Current Tenant Cert D	elete Tenant Certs 🚺	doveout Vinit Transfe	r Close
Select	Unit Number	Head of Household	SSN	Last Cert Date	Ready t Submit
o	101	YAYA	223-00-2323	03/03/99	YES
0	102	** VACANT **	000-00-0000	00/00/00	NO
0	103	Tom Jones	252-22-3333	05/15/99	NO
0	104	** VACANT **	000-00-0000	00/00/00	NO

Flace the cursor of your mouse on the 'View/Update' button and click.

View/Update	
Application Oriented Designs, Inc.	200
Powered by aod 77-00101 ! Tuesday	y, August 5, 200
inester.	1, August 5, 200
Neu Vieu / Update	Delete Close
Bed Sq FT Status Head of Hou	
1,000 Vacant	
1,000 Occupied NEW TENANT	
1,000 Vacant	
1,000 Occupied New Tenant in unit X	xx
	xx

You can change information in both the 'Unit Description' box and the 'Unit Designation' box.



- To change the information, place the cursor of your mouse on the white boxes next to the category and click. You can use the 'Tab' key in addition to your mouse to move through the page. To choose a 'Unit Type', place the cursor of your mouse on the down arrow and click, then choose the type.
- If the <u>unit number is incorrect</u>, place the cursor of your mouse on the white box next to 'Unit Number Correction' and click.
- 4 Enter the <u>new</u> unit number.
- Flace the cursor of your mouse on the blue '**Update**' button and click.

D. Delete a Unit

♣ To delete an existing unit, choose the unit you want to delete, place the cursor of your mouse on the circle next to the unit number and click.

Un	its Vnit Defini	tion New Tenant Cert View / Update Current Tenant Cert D	elete Tenant Certs 🕨 M	loveout VInit Transfe	
Select	Unit Number	Head of Household	SSN	Last Cert Date	Ready Submit
o	101	YAYA	223-00-2323	03/03/99	YES
0	102	** VACANT **	000-00-0000	00/00/00	NO
0	103	Tom Jones	252-22-3333	05/15/99	NO
0	104	** VACANT **	000-00-0000	00/00/00	NO
0	104	** VACANT **	000-00-0000	00/00/00	

S	n Line	Applicat	tion Oriented Desi	gns, Inc.		@
Welcom	e, jadeinelatecia m o	wner for 97-00101			Powered by aod Tuesday, August 5, 20	Dele
Buildin	g ID: FL-89-00009	9			/	8
_	Definition				Neo View / Update Deleter Close	
Select	Unit Number	# of Bed	Sq FT	Status	Head of Household	
	102	1	1,000	Vacant		
•						
C C	A101	1	1,000	Occupied	NEW TENANT	
	A101 AA-1	1	1,000	Occupied Vacant	NEW TENANT	

♣ Place the cursor of your mouse on the 'Delete' button and click.

Unit Definition X/ICOLUMNER Column 2000 X/ICOLUMNER X/ICOLUMNER	elect Unit Number # of Bed Sq FT Status Head of Household Image: C 102 1 1,000 Vacant Vacant Image: C A101 1 Microsoft Internet Explorer X Image: C AA-1 1 Image: C XXX 2 Are you sure you want to delete this Unit ?	000	cation n Line jadeinelatecia m o		ation Oriented Desig	gns, Inc.	Powered	tesday, August 5, 2003
Init Number # of Bed Sig FT Status Head of Household 102 1 1,000 Vacant Vacant A101 1 Microsoft Internet Explorer X AA-1 1 Are you sure you want to delete this Unit ? V Tenant in unit XXX	elect Unit Number # of Bed Sq FT Status Head of Household © 102 1 1,000 Vacant Image: Status Image: Status C A101 1 Microsoft Internet Explorer Image: Status Image: Status C AA-1 1 Image: Status Image: Status Image: Status C XXX 2 Image: Status Image: Status Image: Status Image: Status Image: Status	Building	ID: FL-89-00009					
Image: 102 Image: 102 Image: 100 Vacant C A101 1 Microsoft Internet Explorer X C AA-1 1 Image: 100 XXX C XXX 2 Are you sure you want to delete this Unit ? V Tenant in unit XXX	Image: Constraint of the second se	Unit I	Definition				32008 300	TOTAL STATES STATES
A101 1 Microsoft Internet Explorer X AA-1 1 C XXX 2 Are you sure you want to delete this Unit ? Y Tenant in unit XXX	C A101 1 C AA-1 1 C XXX 2 Are you sure you want to delete this Unit ? v Tenant in unit XXX	ielect	Unit Number	# of Bed	Sq FT	Status		Head of Household
C AA-1 1 C XXX 2 Are you sure you want to delete this Unit ?	C AA-1 1 C XXX 2 Are you sure you want to delete this Unit ?	•	102	1	1,000	Vacant		
C AA-1 1 C XXX 2 Are you sure you want to delete this Unit ? Tenant in unit XXX	C AA-1 1 C XXX 2 Are you sure you want to delete this Unit?	C	A101	1 Diero	coft Internet Evel	a start	VIN TEN	ANT
		C	AA-1		sont internet cxpk	brer	-	
		C	XXX	2 ?	Are you sure yo	ou want to delete this	Unit ? Tena	int in unit XXX
					ОК	Cancel		

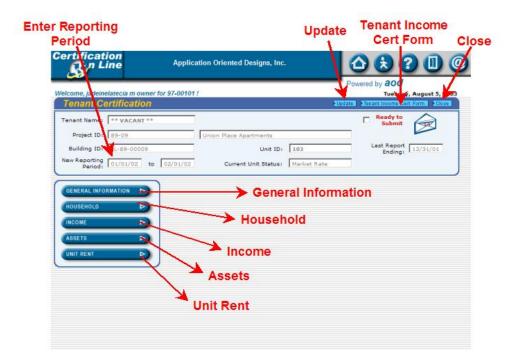
- You will be asked, "Are you sure you want to delete this unit?' If yes, place the cursor of your mouse on the 'OK' button and click. If no, place the cursor of your mouse on the 'Cancel' button and click.
- Be sure this is what you want to do before clicking 'OK'. The unit cannot be retrieved after it is deleted.

VI. Resident Processes

A. New Certifications and Recertifications

To process a new certification, <u>both for a new tenant and to recertify an</u> <u>existing tenant</u>, place the cursor of your mouse on the 'New Tenant Cert' button and click.

ertii	fication n Line	Application Oriented Designs, Inc.	6		
	, jadeinelatecia I g ID: FL-89-00I	n owner for 97-00101 1	Powe	red by aod Tuesday, Au	gust 5, 2003
Unit		nicon New Tenant Cert	Delete Tenant Derts	Movement Linit Transfe	10100
Unit:	S Unit Defin Unit Number	New Tenant Cert XV/ew/Update concrete/sector	1 Delete Tenant Certs SSN	Moveout	Ready to
					10.00
select	Unit Number	Head of Household	SSN	Last Cert Date	Ready to Submit
Select	Unit Number 102	Head of Household	55N	Last Cert Date	Ready to Submit NO



- At the top right hand corner of the 'Tenant Certification' box are three buttons:
 - 1. Update;
 - 2. Tenant Income Cert form; and
 - 3. Close

- On the left hand side of the screen, under the 'Tenant Certification' box is a box that contains five blue bars;
 - 1. General Information;
 - 2. Household;
 - 3. Income;
 - 4. Assets; and
 - 5. Unit Rent
- If the white boxes next to 'New Reporting Period' are blank, enter the beginning and ending dates of the reporting period that you are working with. You need enter only the numbers without any separating marks. For example, 010102. will then be converted to 01/01/2002.

A-1. Head of Household Information

Place the cursor of your mouse on the first blue bar, '<u>General</u> <u>Information</u>' and click.

Certification	Application Oriented Designs, Inc.	
Welcome, jadelnelatecia m owner for 97-0010 Tenant Namer NUW TERANT Project ID: 199-09 Building ID: 171-097-00009 New Reporting Period: 171/01/02 to	Union Rece Aperiments Une 10: A101	Powered by add Treadyr, Agust 5, 200 Ready to Submit Last Report Endings
	Head of Household Basic Data	
HOUSEHOT D HIGOHE D HISETS D UNIT RENT D	Initial/New Cart Date: Owner's Designs	
neral Information	Additional Household Data	
	Email: Ethnicity: Select Type Race: Select Type	Nork Phone: 000 000 0000

- ♣ Three blue boxes will open
 - 1. Head of Household Basic Data;
 - 2. Head of Household Basic Data 2; and
 - 3. Additional Household Data
- To enter the information, place the cursor of your mouse on the white boxes and click. You can use the 'Tab' key in addition to your mouse to move through the page. To choose from a drop down box, place the cursor of your mouse on the down arrow and click, then choose.
- Please Note: Some boxes (Type of Certification, Last Certification and Family Size) are grayed out and will not allow you to enter data. These boxes will be populated with information from other screens
- To <u>save</u> the information and/or exit the screen, place the cursor of your mouse on one of the other blue bars and click.

A-2 Additional Household Members

Place the cursor of your mouse on the second blue bar, 'Household' and click.



- **4** A dark blue box, 'Household Composition' opens up. Here you choose:
 - 1. To add additional household members place the cursor of your mouse on the blue '**New**' button and click;
 - 2. To view or update existing household members place the cursor of your mouse on the blue '**View/Update**' button and click; or
 - 3. To delete existing household members place the cursor of your mouse on the blue '**Delete**' button and click.
- When you click on the 'New' and 'View/Update' buttons, two blue boxes open;
 - 1. Household Member Basis Data; and
 - 2. Household Member Demographics

Tenant Certifica	tion				Ready to Submit	
Project ID:		_	Union Place Aparts	mentz	Submit	
	FL-89-00009			Unit ID: A101	Lest Report Ending: 12/01/	92
New Reporting Period:	01/01/02 to 02	001/02	Current Un	it Status: Low Income		./
		Hausshallth	and an in the second		-	2020
GENERAL INFORMATION			ember (Basic D		1000	ALC: NO
HOUSEHOLD		Member Name		Birth Date	Age	
		UNBORN CHELD				
INCOME		Relation Unborn Child		SSN 000 0000	Employment Type/Occupatio	the second se
ASSETS		Junsom Child	-	1000 100 10000	I Select Type	- Cano
UNIT RENT		Household M	ember (Demog	raphics)		
		Sex		Marital Status		
		Select Type	1	Select T	ype •	
	-	Sex]	Marital Status		

- To enter the information, place the cursor of your mouse on the white box and click. You can use the 'Tab' key in addition to your mouse to move through the page. To choose from a drop down box, place the cursor of your mouse on the down arrow and click, then choose.
- When complete, place the cursor of your mouse on the 'Update' button and click.
- Each additional household member is displayed here as they are entered and the number of household members shown in the white box, 'Family Size'.
- If there are full-time students in the unit, the number shows in the white box, 'Full-Time Students'.

Tenant Name: NEW TENAL Project (D) 69-09	¥T	Union Place Apartments		□ Res S	idy to ubmit
Building ID: FL-29-0000 New Reporting Periods 01/01/02		Unit ID Current Unit Status	t A101	Last Report E	nding: 12/31/01
	Household C	omposition		Sile	a <u>salan</u> asia selala
DUSEHOLD	Select Nemi	oer Name SS		Relation	Occupation Type
	Fa	nôy Stre 😰	F	ull-Time Students	
SSETS D		^		- /	\
T RENT					

To exit the Household section, place the cursor of your mouse on one of the other blue bars and click.

A-3. Household Income

Here the cursor of your mouse on the third blue bar, 'Income' and click.

elcome, jadeinelatecia m	owner for 97-00101 !	-			1	Powered by a	OC escay, August 5, 200	Dele
Tenant Certifica	tion				3		THE OTHER PARTY AND	
Tenant Name:	NEW TENANT					Ready to Submit	A	1
Project ID:	89-09	_	Unic	on Place Apartments		1		/
Building ID:	FL-89-00009	_		Unit ID) A10	1	Last Report Ending	1 02/01/02	/
New Reporting Period:	01/01/02 to 0	2/01/02		Current Unit Status: Low	Income			
		Hou	sehold Income	2			THE OWNER STATE	6
GENERAL INFORMATION		Select	Member Name	Relation	5ource of	and the real of th	Annual Income	
HOUSEHOLD		e	NEW TERANT	Head of Household	Wages		7.80	0
INCOME				Annual Income: Annual Asset Income:				
ASSETS			Tel	Annual Asset Income: tai Annual Household Income:				
UNIT RENT								
UNIT HEAT								

- 4 A dark blue box, 'Household Income' opens up. Here you choose:
 - 1. To add income information for household members place the cursor of your mouse on the blue '**New**' button and click;
 - 2. To view or update existing income entries place the cursor of your mouse on the blue '**View/Update**' button and click; or
 - 3. To delete existing income entries place the cursor of your mouse on the blue '**Delete**' button and click.
- When you click on the 'New' and 'View/Update' buttons, a blue box, 'Income Data' opens.

ime, jadeinelatecia m o	wher for 97-00101 /			Powered by a00 Tuesday, August 3,
enant Certificati				RECORD REACTIONS AND AND
Tenant Name:	NEW TENANT			E Ready to Submit
Project ID:	89-09	Union Place Apartments		
Building ID:	FL-89-00009	Unit ID:	A101	Last Report Ending: 02/01/02
New Reporting Periods	01/01/02 to 02/01/02	Current Unit Status:	Low Income	
ENERAL INFORMATION	Incon	ie Data		101223 1022
ISETS	Annual 7,800 Verificat 04/04/		Source of Income Wages Income Verificatio Employer Verifica	10 2 m 1 m 2 m 2 m 2 m 2 m 2 m 2 m 2 m 2 m
	- /	Pay Rate: 0.00		
	Calculate	Hours per Year: 2080 Annual Income: 0	2.001/1 200001	
		No.	and the second se	

- To enter the information, place the cursor of your mouse on the white boxes and click. You can use the 'Tab' key in addition to your mouse to move through the page. To choose from a drop down box, place the cursor of your mouse on the down arrow and click, then choose.
- The blue 'Calculate' button opens up a window to assist you in the calculation of annual income. Place the cursor of your mouse on the white boxes and click to enter the specifics of the wages. Use the cursor of your mouse to click on the down arrow to open a list of different pay frequencies. When the information is complete, click on the blue 'Apply' button to enter the number into the 'Annual Income' box.
- When complete, place the cursor of your mouse on the 'Update' button and click.
- Each income entry is displayed here as they are entered and the total Annual Income shown below.

come, jadeinelatecia m owner for : Tenant Certification	97-001011			Division and	Tuesday, August 5, 200 It Income Cell Form
Tenant Name: NEW TEI Project ID: 89-09	IANT		in Place Apartments	Г ^{Re} s	ady to submit
Building ID: 70-89-00	609	1 Unic	Unit ID: A10	Last Report 6	inding: 02/01/02
New Reporting Period: 01/01/02			100.00	Income	
	Hau	sehold Income		11	NANATATAN BUM
GENERAL INFORMATION	Select	Member Name	Relation	Source of Income	Annual Iocome
HOUSEHOLD D	e	NEW TENANT	Head of Household	Wages	7.80
		Tal	Annual Income: Annual Asset Incomer Ial Annual Household Income:		-b.
UNIT RENT		(47) (47)		^	

To exit the Income section, place the cursor of your mouse on one of the other blue bars and click.

A-4. Household Assets

Flace the cursor of your mouse on the fourth blue bar, 'Assets' and click.

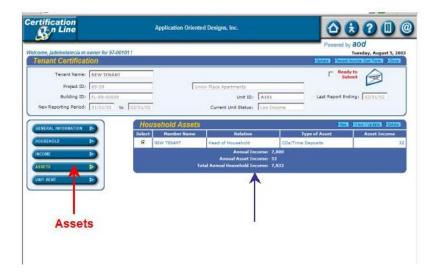
		Ne	w Viev	v/Update
ification Fn Line	Application Orient	ed Designs, Inc.		3 2 0 @
ne, jadeinelatecia m owner for 97-00	101 !		Powered b	Tuesday, August 5, 2003
nant Certification			and the second diversion of	Annual Internal Annual
Tenant Name: NEW TENANT			C Read	hy to benit
Project ID: 89-09	Un	ion Place Apartments	- \	F
Building ID: FL-89-00009		Unit ID: A101	Last neport En	ding: 0201/02
ew Reporting Period: 01/01/02 6	02/01/02	Current Unit Status: Low Income	- \.	
ERAL INFORMATION	Household Assets	E.,	1700	MALINAL COLUMN
	Select Hember Name	Relation	Type of Asset	Asset Income
ISEHOLD D	NEW TENANT		la/Time Deposits	32
ONL D	.1	Annual Income: 7,800 Annual Asset Income: 32 otal Annual Household Income: 7,832		
RENT D				
	Annata			
	Assets			

- 4 A dark blue box, 'Household Assets' opens up. Here you choose:
 - 1. To add asset information for household members, place the cursor of your mouse on the blue '**New**' button and click;
 - 2. To view or update existing asset entries, place the cursor of your mouse on the blue '**View/Update**' button and click; or
 - 3. To delete existing asset entries, place the cursor of your mouse on the blue '**Delete**' button and click.

When you click on the 'New' and 'View/Update' buttons, a blue box, 'Assets Data' opens.

ome, jadeinelatecia m enant Certificai							esday, August 5, 2003
	NEW TENANT	_				C Ready to Submit	
Project ID:			Union Place A	partments	-		Ca
Building ID:	FL-89-00009			Unit ID:	A101	Last Report Ending	1 02/01/02
EENERAL INFORMATION	D	Assets Data			Relation		Xeen zela
OUSEHOLD	D	NEW TENANT			Relation Head of Hous	ehold	
NCOME	Þ	Type of Asset			Cash Value		
SSETS		CDs/Time Deposits	*		4,800		
	5	Asset Verification Sou Oualified Appraisal	rce ·	1	Interest Rate		
NU RENT		Verification Date	-		Annual Asset I	come.	
/		03/03/02			22		
/					10000-00		

- To enter the information, place the cursor of your mouse on the white boxes and click. You can use the 'Tab' key in addition to your mouse to move through the page. To choose from a drop down box, place the cursor of your mouse on the down arrow and click, then choose.
- When complete, place the cursor of your mouse on the 'Update' button and click.
- Each asset entry is displayed here as they are entered and the total Annual Income shown below.



To exit the Assets section, place the cursor of your mouse on one of the other blue bars and click

1

A-5. Unit Rent

Place the cursor of your mouse on the fifth blue bar, 'Unit Rent' and click.

ome, jadelnelatecia m enant Certificat					Powered by 300 Toesday, August 5, Floton: Floton: Some Conf.Conf. Flo
1000	a fair in some th	1.00	Place Apertments Unit 10: Current Unit Status:	A181 Los Income	Last Report Ending) 02/01/02
ENERAL INFORMATION DUBEHOLD CONTE SSETS WIT REMT		Rent Change Date: Tensnt Poid Rent: 24 Mandatory Charges: 3 Rental Subsidy: 11 Utility Allowance: 12 Gross Rent: 2	(Note: Pi		inly if paid by th <mark>e Tenant)</mark> barges + Utility Allowance)
		Utility Allowance: 1	(Note: Pl		

- A blue box, 'Unit Rent' opens up. The different components of "Gross Rent' are listed here.
- To enter the information, place the cursor of your mouse on the white boxes and click. You can use the 'Tab' key in addition to your mouse to move through the page.
- Rent Change Date: If the rent for the unit is changed at a time other than the time of certification, enter that date here.
- Mandatory (charges): Any cost, other than rent and utilities that is required to be paid in order to live in the unit.
- When complete, place the cursor of your mouse on the fifth blue bar, 'Unit Rent' and click.
- To exit the screen, place the cursor of your mouse on one of the other blue bars and click

B. Printing the Tenant Income Certification form

The completed 'Tenant Income Certification' form can now be printed. To print the form, place the cursor of your mouse on the 'Tenant Income Cert Form' button and click.

Tenant Income

Application Oriented Designs, Inc.					Cert Form
Tercer, Jadeinelatecia m owner for 97-00101 ! Tercer, August 5, 200 Tenant Certification Tenant Verter Project ID: 99-09 Building 1D: FL-E9-00009 Unit ID: Current Unit Status: Market Rate		Applicati	on Oriented Designs, Inc.		
Project ID: 89-09 Building ID: FL-E9-00009 New Reporting Period: 01/01/02 to 02/01/02 GENERAL INFORMATION HOUSEHOLD ASSETS	THE OWNER WATCHING IN COMPANY OF THE OWNER WATCHING IN COMPANY.	AND A REAL PROPERTY OF A DESCRIPTION OF		Z	Tuelorg, August 5, 2
Building ID: FL-89-00009 Unit ID: 102 Last Report Ending: 12/31/01 New Reporting Period: 01/01/02 to 02/01/02 Current Unit Status: Market Rate	Tenent Name: 👫 VACAR	u			
Suilaing ID: FLEB-00009 Unit ID: 102 Ending: 112/31/01 New Reporting Period: 01/01/02 to 02/01/02 Current Unit Status: Market Rate	Project ID: 89-09		Union Place Apartments		
Period: 101/01/02 to 102/03/02 Current Unit Status: Market Rate	Building ID: FL-89-000	69	Unit ID:	102	
HOUSEHOLD D INCOME D ASSETS D	New Reporting Period: 01/01/02	to 02/01/02	Current Unit Status:	Market Rate	
ASSETS D	Period: 101/01/02	-	Current Unit Status:	Market Rate	
ASSETS	HOUSEHOLD				
	INCOME				
UNIT RENT D	ASSETS				
	UNIT RENT				

The completed 'Tenant Income Certification' form can now be printed. To print the form, place the cursor of your mouse on the 'Tenant Income Cert Form' button and click.

		TENANT INCOME CI				Effective Date Move-in Date			
		initial Certification M Recertifi		I-DEVELO					
	Pror	erty Name: Union Place Aparmeent	PARI	1-DEVELO	PALLAT	County Breward	BIN	TL-89-00009	
	1109	Address: 5201 South Union Avenue Der Meiner, FL 20315-00			Unit		# Bedroom		
/	_				-			1	
Print	HH	P.		HOUSEHOL Relationship (Date of Birth	F/T Student	Social Security	
FIIII		First Name Middle Initial & Last N		of Househ	hold	(MM/DD/YYYY)	(Y or N)	or Alien Reg. No.	
	1	NEW TENANT		HEAD)	12/31/1960	N	343-00-3434	
	2	UNBORN CHILD	U.	nborn Child					
	3		_						
	4		_						
	5		-						
	6		_						
	7								
					ME (USS	ANNUAL AMOUN	(15)		
	HH Mbc#	(A) Employment or Wages St	(E	 B) Ev Pensions 	2	(C) ublic Assistance	01	(D) er Income	
	1	7,800			-				
	-				-			0	
	-	-			-		-	0	
		and the second second			-		1	0	
	TOTA	LS \$ 7,800 \$			0 5	0	5	0	
	Add to	tals from (A) through (D), above			TOT	TAL INCOME (E):	5	7,800	
	· · · · ·		PARTIN	-INCOME	FROM.	ASSETS			
	Hahld	(F)	(0)		(H)	100.00	d)	
	Mbe#	Type of Asset CDs/Time Depo		6700	Cash Vi	alue of Asset 4 \$00		come from Asset 32	
	-	cos mis orpo	V 80.8	0/00		4,800	1		

The completed Tenant Income Certification form is displayed in a view window for review. If the form is correct, place the cursor of your mouse on the '**Print**' icon in the upper left hand corner of the window and click.

C. Mark Unit as Ready to Submit

+ This resident certification is now complete and ready to submit.

tification En Line	Application Oriented [Designs, Inc.	0000
me, jadoinelatecia m owner for 97-0010	11		Powerey by aod Tuesday, August 5, 2
Tenant Certification			Beady to
Project ID: 89-09		Plece Apertments	Submit Submit
Building ID: FL-89-00009	Linuar i	Unit ID: A101	Last Report Ening: 02/01/02
New Reporting Period: 01/01/02 to	02/01/02	Current Unit Status: Low Dicome	- /
	Unit Rent	6	
DUSEHOLD D	Rent Change Date:		
	Tenant Paid Rent: 2		change the envelope
	Mandatory Charges: 3	From	open to closed.
ISETS D	Rental Subsidy: 1	5	
AT RENT	Utility Allowance: 1		iount only if paid by the Tenant)
	Gross Renti [2	15 (Tenant Paid Rent + Mandar	tory Charges - Utility Allowance)
	Gross Rent: [15 (Tenant Paid Rent + Mandar	tory Charges = Utility Allowance)

- To mark the unit as complete, place the cursor of your mouse on the white box next to 'Ready to Submit' box and click.
- **4** The open envelope image will change to a closed envelope.
- To exit this screen, place the cursor of your mouse on the blue 'Update' button and click.
- On the 'Units' screen, at the right hand side, there is a 'Ready for Submission' column. This unit now displays 'Yes'.

Units	s June derin	ition New Tenant Cert View / Update Current Tenant C	ert 🕨 Delete Tenant Certs 🚺	Moveout Dut Transf	
lect	Unit Number	Head of Household	SSN	Last Cert Date	Ready to Submit
•	101	YAYA	223-00-2323	03/03/99	YES
0	102	** VACANT **	000-00-0000	00/00/00	NO
0	103	Tom Jones	252-22-3333	05/35/99	NO
0	104	** VACANT **	000-00-0000	00/00/00	NO
			/		

D. View or Update Current Certification

To view or update a certification for an existing resident, place the cursor of your mouse on the 'View/Update Current Tenant Cert' button and click.

	fication n Line	Application Oriented Designs, Inc.	Ć		
	ng ID: FL-89-00			red by aod Tuesday, Au Moveour D Unit Transfe	
ielect	Unit Number	Head of Household	SSN	Last Cert Date	Ready to Submit
•	102	** VACANT **	000-00-0000	00/00/00	NO
С	A101	NEW TENANT	343-00-3434	03/03/01	NO
С	AA-1	** VACANT **	000-00-0000	00/00/00	NO
C	XXX	New Tenant in unit XXX	333-35-5555	01/01/01	NO

This process allows you to view and or update certification information for an existing resident. The screens are the same as those used to process a new certification or recertification.



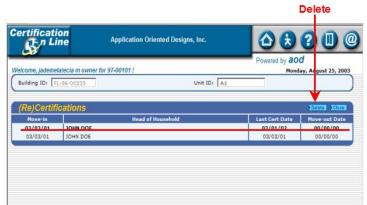
PLEASE NOTE: Recertifications for existing residents must be processed by using the 'New Tenant Cert' button.

E. Delete a Tenant Certification

To choose the unit to delete, place the cursor of your mouse on the circle next to the unit number and click

	fication n Line	Application Oriented Designs, Inc.	6		0
Velcome	e, jadeinelatecia i	n owner for 97-00101 !	Powe	red by aod Tuesday, Au	gust 5, 200
	g ID: FL-89-00		- 12		
11.00			elete Tenant Certs		
Unit. Select	S Unit Deff	ition Sileu Tenant Cert Miteu / Update Comercitenant Cert De Head of Household	SSN	Last Cert Date	Ready to Submit
•	102	** VACANT **	000-00-0000	00/00/00	NO
0	A101	NEW TENANT	343-00-3434	03/03/01	NO
0	AA-1	== VACANT ==	000-00-0000	00/00/00	NO
C	XXX	New Tenant in unit XXX	333-35-5555	01/01/01	NO

To delete a tenant certification, place the cursor of your mouse on the 'Delete Tenant Cert' button and click.



- Only Resident certifications in the current reporting period can be deleted.
- A list of certifications for the resident is displayed. The certifications in the current reporting period, are darker. Choose the certification you want to delete by placing the cursor of your mouse on the desired entry and click.
- To delete the selected entry, place the cursor of your mouse on the 'Delete' button at the right hand corner of the (Re)Certifications box and click.

You will be asked, "Are you sure you want to delete this certification? If yes, place the cursor of your mouse on the 'OK' button and click. If no, place the cursor of your mouse on the 'Cancel' button and click.



Be sure this is what you want to do before clicking 'OK'. The certification cannot be retrieved after it is deleted.

F. Move out a Resident

To choose the unit to work with, place the cursor of your mouse on the circle next to the unit number and click

Units	Unit Defin	ition 🕨 New Tenant Cert 🕨 View / Update Current Tenant Cert 🕨 D	elete Tenant Certs 🕨 h	loveout Vinit Transfe	r Close
Select	Unit Number	Head of Household	SSN	Last Cert Date	Ready to Submit
o	101	YAYA	223-00-2323	03/03/99	YES
0	102	** VACANT **	000-00-0000	00/00/00	NO
0	103	Tom Jones	252-22-3333	05/15/99	NO
0	104	** VACANT **	000-00-0000	00/00/00	NO

To move-out an existing resident, place the cursor of your mouse on the 'Move-Out' button and click.

	ication n Line	Application Oriented Designs, Inc		ve-Out	0 (
Building	g ID: FL-89-00		Powered	Monday, Aug	
Units elect	S Number	Incom Electronic Certi XVIcto/AudoteContant Amaria Head of Household	SSN	Last Cert Date	Ready to Submit
•	102	Tom	525-25-2555	06/01/05	NO
	A1018	** VACANT **	000-00-0000	00/00/00	YES
0					
0	AA-1	NEW TENANT	343-00-3434	03/03/01	NO

♣ A blue box, 'Move-out Data', will open.

ertification	Application Oriented Designs, Inc.	
elcome, jadeinelatecia m owner f Building ID: FL-89-00009	for 97-00101 !	Powered by aod Monday, August 18, 2003
Move-out Data		Update Eloie
Head of House	g ID: FL-89-00009 hold: Tom ht ID: 102	
Move-out D	Date:	

- To enter the information, place the cursor of your mouse on the white boxes and click.
- When complete, place the cursor of your mouse on the 'Update' button and click.

G. Unit Transfer

To choose the unit to work with, place the cursor of your mouse on the circle next to the unit number and click

Unit	S • Unit Defini	tion New Tenant Cert View / Update Current Tenant Cert	Delete Tenant Certs	Moveout Vinit Transfe	r Close
Select	Unit Number	Head of Household	SSN	Last Cert Date	Ready to Submit
•	101	үаүа	223-00-2323	03/03/99	YES
0	102	** VACANT **	000-00-0000	00/00/00	NO
0	103	Tom Jones	252-22-3333	05/15/99	NO
0	104	** VACANT **	000-00-0000	00/00/00	NO

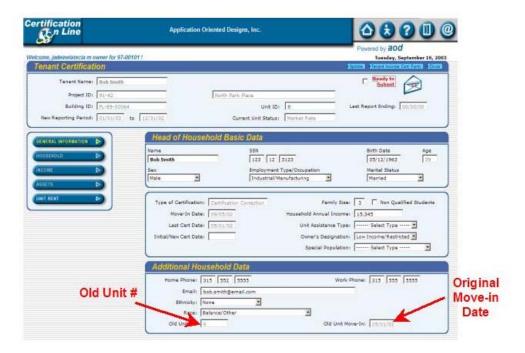
To transfer an existing resident to another unit, <u>in the same building</u>, place the cursor of your mouse on the **'Unit Transfer**' button and click.

Velcome, jadeinelatecia m owner for 97-00101 ! Monday, Av Building ID: FL-89-00009 Units Unit Definition New Tenant Cert View / Update Current Tenant Cert Delete Tenant Certs Moveout Unit Trans	ust 18, 200
Units Unit Definition New Tenant Cert View / Update Current Tenant Cert Delete Tenant Certs Moveout Unit Trans	
ielect Unit Number Head of Household SSN Last Cert Date	er Close Ready to Submit
© 102 Tom 525-25-2555 06/01/05	NO
C A101B ** VACANT ** 000-00-0000 00/00/00	YES
C AA-1 NEW TENANT 343-00-3434 03/03/01	NO
C XXX New Tenant in unit XXX 333-35-5555 01/01/01	NO

4 A blue box, 'Unit Transfer Data', will open.

tification	Applicat	ion Oriented Designs, Inc.	
ome, jadeinelatecia m owr	er for 97-00101 !		Powered by aod Monday, August 18, 20
Iding ID: FL-89-00009		Head of Household: Tor	n
nit Transfer Data			Update Clos
Curr	ent Unit: 102		
,	lew Unit: 🔤 Sel	ect Vacant Unit 💌	Only vacant
Transfer Effecti	ve Date:		units will be
Tenant Pa	aid Rent:		displayed.
Mandatory	Charges:		
Rental	Subsidy:		
Utility Al	lowance:	(Note: Please enter this amount on	ly if paid by the Tenant)
Gro	ss Renti 0	(Tenant Paid Rent + Mandatory Cha	arges + Utility Allowance)

- To enter the information, place the cursor of your mouse on the white boxes and click. You can use the 'Tab' key in addition to your mouse to move through the page.
- When complete, place the cursor of your mouse on the 'Update' button and click.



H. Internet Submission of Occupancy Data

PLEASE NOTE: Only the Management Company can submit Tenant Certifications.

On the 'Units' screen, you can easily track which units are ready for submission. At the right hand side of the Units box, the 'Ready for Submission' column shows either 'Yes' or 'No'.

Powered by a00 Welcome, jadeinelatecia m owner for 97-00101 ! Monday, August 25, 2003 Building ID: FL-39-00066 Units XUNE Control (V) Where the second of the seco					
Select	Unit Number	Head of Household	SSN	Last Cert Date	Ready to Submit
•	101	YAYA	223-00-2323	03/03/99	YES
C	102	** VACANT **	000-00-0000	00/00/00	NO
0	103	Tom Jones	252-22-3333	05/10/99	NO
C	104	** VACANT **	000-00-0000	00/00/00	NO
			/		

- When all of the units in the building are complete, the first box in the 'Tenant (re)Cert Status column will display 'Ready'. This building is now ready to submit.
- To return to the 'Buildings' screen place the cursor of your mouse on the 'Close' button and click.
- To submit the Occupancy Data for the building, place the cursor of your mouse on the 'Submit Tenant Certs' button and click.

نگ	fication An Line					Powered by	aod	0
Velcom	e, jadeinelateci	a m owner	for 97-0010	11			Monday, Augu	ist 18, 200
Proje	ct ID: 89-09		Union Pla	ace Apartments		5201 South Union	Avenue	
Buil	dings				View Details Submit	ienant Certs Proceed t	ounis Repor	s Close
Select	Building ID	PIS Date	Last Rpt	IRS Compliance	Home Compliance	Agency Compliance	Tenant (Re)C	erts Statu
•	FL-89-00009	01/01/97	12/31/04	Out of compliance	Not tested	In compliance	READY	00/00/00
С	FL-89-00063	01/01/91	12/31/99	Out of compliance	Not tested	In compliance	NOT READY	00/00/00
С	FL-89-00066	01/01/91	00/00/00	Out of compliance	Not tested	in compliance	NOT READY	00/00/00
		(a) (a)	i a		/			
				R	EADY			

Submit Tenant Certs

4 You cannot submit a building until all of the units are complete.



A pop-up box will ask if you are sure you to want to submit to the Agency. If you are ready, place the cursor of your mouse on the 'OK' button and click. If you are not ready, place the cursor of your mouse on the 'Cancel' button and click..

Proje	ct ID: 89-09		Union Pla	ice Apartments		5201 South Union	Monday, Augu Avenue	
Buil	dings				View Details Soldma	Tanant Corts Frocord	aunits (Root	-
elect	Building 1D	PIS Date	Last Rpt	IRS Compliance	Home Compliance	Agency Compliance	Tenant (Re)C	erts Statu
•	FL-89-00009	01/01/97	12/31/04	Out of compliance	Not tested	In compliance	READY	00/00/00
0	FL-89-00063	01/01/91	12/31/99	Out of compliance	Not tested	In compliance	NOT READY	00/00/00
0	FL-89-00066	01/01/91	00/00/00	Out of compliance	Not tested	In compliance	NOT READY	00/00/00
				osoft Internet Explo	want to submit this fo	x m to Agency ?		

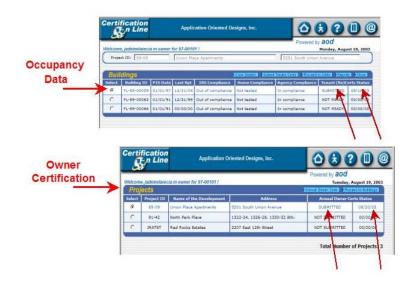
If you answer, 'Yes', an email window will open. The 'To' and 'Subject' are already filled in. There is no need to add anything more. Place the cursor of your mouse on the 'Send' button and click. The Agency will be notified that your Occupancy Data has been filed.

	e, jadeinelateci	a m owner	for 97-0010	11		Powered by	Monday, Augu	st 18, 200
Proje	ct ID: 89-09		Union Pla	ce Apartmenta		5201 South Union	Avenue	
Buil	dings				View Details Submit	Tenant Certs Proceed	o Units Ropor	-
elect	Building 1D	PIS Date	Last Rpt	IRS Compliance	Home Compliance	Agency Compliance	Tenant (Re)C	erts Statu
•	FL-89-00009	01/01/97	12/31/04	Out of compliance	Not tested	In compliance	READY	00/00/00
C	FL-89-00063	01/01/91	12/31/99	Out of compliance	Not tested	In compliance	NOT READY	00/00/00
C	FL-89-00066	01/01/91	00/00/00	Out of compliance	Not tested	In compliance	NOT READY	00/00/00
			d treate	Nad	and the second second	191		
			To:	etessa@aotesa.com	Tec Tec Infortations submission (Building	1) FL-45-0000		
			-AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA	10	FI3 <u>60</u> \$14			
						Address Boas		

Once the building is submitted, the 'Tenant (Re)Cert Status boxes will display 'Submitted' and the date.

elcom	e, jadeinelatecia	a m owner i	tor 97-0010	11		Powered b	aod Monday, Augu	st 18, 2003
Proje	et ID: 89-09		Union Pla	ece Apartments		5201 South Union	evenue	
Buil	dings			1	Wiew Details	Tenant Certs Proceed t	o Units Repor	E Close
ielect	Building ID	PIS Date	Last Rpt	IRS Compliance	Home Compliance	Agency Compliance	Terart (Re)C	erts Status
•	FL-89-00009	01/01/97	12/31/04	Out of compliance	Not tested	In compliance	SUBMITTED	08/18/03
С	FL-89-00063	01/01/91	12/31/99	Out of compliance	Not tested	In compliance	NOT READY	00/00/00
C	FL-89-00066	01/01/91	00/00/00	Out of compliance	Not tested	In compliance	NOT READY	00/00/00
								- 1

Both the 'Buildings' screen and the 'Projects' screen displays 'Submitted' and the date.



- **4** This project is complete for this reporting period.
- ♣ Please use the 'Log Out' icon use to log-out of the system.



VII. Reports

You can print reports from Certification On-Line. To access the reports, place the cursor of your mouse on the '**Reports**' button and click.

1	en Line					Powered by	aod	-
	e, jadeinelateci et ID: 89-09	a m owner	-	H ! Ice Apartments		5201 South Union	Tuesday, Ccto Avenue	ber 7, 2003
Buil	dings				View Details Submit	Tenant Certs	NUMITE PROPERTY	5 1003
Select	Building ID	PIS Date	Last Rpt	IRS Compliance	Home Compliance	Agency Compliance	Tenant (Re)C	erts Status
•	FL-89-00009	01/01/97	12/31/04	Out of compliance	Not tested	In compliance	NOT READY	00/00/00
С	FL-89-00063	01/01/91	12/31/99	Out of compliance	Not tested	In compliance	NOT READY	00/00/00
C	FL-89-00066	01/01/91	00/00/00	Out of compliance	Not tested	In compliance	NOT READY	00/00/00

Certification	Application Oriented Designs, Inc.	
Welcome, jadeinelatecia m ow Select Report	ner for 97-00101 !	Powered by aod Tuesday, October 7, 2003
	E ANNUAL OCCUPANCY	

- The reports that are currently available are:
 A. LIHTC Annual Occupancy Report
- **4** The reports that will be added are:
 - A. 8823 Event Status
 - B. IRS Noncompliance Issues Log
 - C. Agency Non-Compliance Issues Log
 - D. IRS HOME Set-Aside Compliance Status

Cer	tifi Ş	icati n Li	on ne				0		Þ									X
Cert	ifica Son	tion- Line	t			LIHTC/HOME AN Report Covering Period					<u>-</u>						Pa	ge 1
Projec	t Nun	nber	00-080									Stud	lent Expl	anatio	n			
Projec			Springwoo										ANF assis					
Projec			503 SOUT		AR								b Training			hild.		
Buildir	ng Id I	Number	MO-00-08	1001		Total Number of	Units 4				C	4 - M	arried/join	t return	1.			
Unit No	Unit Sq Ft	# Bdrms	Move-In Date	Move- Out Date	Head of Household Social Security Number	Head of Household Full Name	Date of Last Certification		Age Head of Hshld	Income	Monthly Tenant Paid Rent	Mandatory Charges	Amount of Rental Subsidy	Util Allow	# in Hshld at Recrt	qual Stdnt	Stdnt Expln	Unit
A1	650	1	05/24/2000		488-42-6075	Betty Woodson	05/24/2004	N	65	6,864	106	0	0	56	1	N		N
A2	650	1	06/02/2003	1	498-40-2984	Clarence Casteel	06/01/2004	N	68	7,260	300	0	0	56	2	N		N
* Der	otes	a Trar	nsfer from/	'to and	other unit in t	he same building.												

VIII. Other Information

A. Change Report Period

If an incorrect reporting period is entered, it can be corrected. The Change Report Period process is accessed from the Buildings Screen. Place your mouse curser on the Change Report Period button and click.

erti S	fication n Line		Applicat	tion Oriented I	Designs		37	
Nelcom	e, Test Manage	er!				Powered by		gust 16, 2005
Projec	t ID:	t Property R						
Build Select	Building ID	d Building Cata PIS Date	Last Rpt	IRS Compliance	Home Compliance	Tenart Certs Proceed to Agency Compliance	Tenant (nts Close Re)Certs Itus
e	MO-02- 00002	03/15/03	00/00/00	Not tested	Not tested	Not tested	NOT READY	00/00/00
				Cha Report				

- That will take you to the Change Report Period screen. The current reporting period is the default, but can be changed.
- To change the reporting period, place your mouse curser on the first date box and click.
- Enter the correct start date and hit the Tab key to move to the next box. Enter the correct ending date and place your mouse curser on the Update button and click.

Project Dis (12-012	anity Action Agency 1 Interface from (1, 1) Interface from (1, 1)		Hunday, April 11,
nge Report Period Enter th			
correc start da		Enter the correct end date	Update Clos

Syn Line	INCLUSING INCLUSION INCLUSION	O D O O
Hertin (1997)	And have 1 4 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
Thange Report Pielod		1
	From Bill or Fythers Utrating	Update
		Clo
	Please wait	
	System Working	

Then move your mouse curser to the close box and click. You will be returned to the Buildings Screen.

B. Upload Building Data

The Upload Building Data process enables property managers that use property management software to transfer the tenant transaction data (move-ins, move-outs, (re)certifications and unit transfers) to the Certification On-Line reporting system.

The Upload Building Data process is accessed from the Buildings Screen. Place your mouse curser on the Upload Building Data button and click.

licomo, Test	Managart Managart TEST2 PE Test Prepar	Tast Prepa	tion Oriented D	lesigns	Powered by		gent 16, 2001
-	AFREELEY CFI ding TD P S D	-	III ISTOPAC	Home Compliance	Agency Compliance	Tenant	Re)Certs
P MC	0.02-02/15	00/00/00		Not tested	Not tested	NOT READY	00/00/00
	Uploa Buildii Data	ng					
	Data						
	Data						
	Data						

+ This will take you to the Upload Building Data Screen.

rtification	Application Oriented Designs	
come, Test Manager 1		Powered by aod Tuesday, August 16, 2003
hoject ID:	Teel Pripets 2	42 Test Preparty Read
pload Building L	Data	10110
IML Files Cr\Docs	ments and Settings/Deborah Baker/My Documents	COL\Classic XML File.uml Brown
P pre	write existing Unit Activity	Clo

- Place your mouse curser on the Browse button and click. This opens your computer files directory. Locate the XML file that you want to upload and click to highlight the file. Then place your mouse curser on the Open button and click. The file path will show in the XML file window.
- You can overwrite existing data in COL and replace it with the new XML data. To activate this process, place your mouse curser on the Overwrite Existing Unit Activity box and click to place a check mark in the box.
- If you do not want to overwrite existing data, leave the Overwrite Existing Unit Activity box blank.
- Place your mouse curser on the Upload button and click.

 Certification
 Application Oriented Designs

Certification	Application Oriented Desig	ns		
Welcome, Test Manager !			Powered by aod Tuesday, A	ugust 16, 2005
Project ID, TEST2	Test Property 2	121	est Property Road)
Upload Building L	Data			1011
		33		
	Flease Walt Syste	CONTRACTOR OF CONTRACTOR		

If errors are detected in the XML file, you will get the Upload Status box with the message, "Errors found in your file. Click here to see Error Log."

Certification	MISSOURI HOUSING DEVELOPMENT COMMISSION	Powered by add Handley, April 1, 2884
falcame, Yarca I		Thursday, April 1, 2004
	- Andrew Contraction of the International Contractional Contractico Contractico Contractional Contractional Contractico Contr	
	Upload Status	
	Errors found in your File. Click here to see Error Log.	
	EK.)

Place your mouse curser on the Click Here and click. This will take you to the Error Log Main Screen.

Open LTD Building LD Ubilt LD (Piii)(Cartification Date Environ Directing/Sect 27074 M0-97-00120 5165 07/01/2000 Missing or Envild Encome Servers 81 Member# 27074 M0-97-001278 5105 07/01/2000 Missing or Envild Encome Verification Type 01. 27074 M0-97-001278 5105 07/01/2000 Missing or Envild Encome Verification Exerce 0. 27074 M0-97-00178 5107 07/15/2000 Missing or Envild Encome Verification Exerce 0. 27074 M0-97-00178 5107 07/15/2000 Missing or Envild Restanding of Heusehold Member 0. 27074 M0-97-00178 5107 09/15/2000 Missing or Envild Encome Service 0. 27074 M0-97-00178 5107 09/15/2000 Missing or Envild Encome Service 0. 27074 M0-97-00178 5107 09/12/2000 Missing or Envild Encome Service 0. 27074 M0-97-00178 5107 09/12/2000 Missing or Envild Encome Service 0. 27074 M0-97-00178 5107 09/12/2000 Missing or Envild Encome Service 0. Prinnt	ne, Yarco !				Close	Thursday, April 1,
97074 M0-97-00178 5165 07702/2000 Mining or Livelid Income Source 91 Membert 97074 M0-97-00178 5105 07702/2000 Mining or Livelid Income Source 91 Membert 97074 M0-97-00178 5105 07702/2000 Mining or Livelid Income Source 91 Membert 97074 M0-97-00178 5107 0712/2000 Mining or Livelid Income Source 91 Membert 92 97074 M0-97-00178 5107 0712/2003 Mining or Livelid Income Source 91 Membert 92 97074 M0-97-00178 5107 0712/2003 Mining or Livelid Income Source 91 Membert 90 97074 M0-97-00178 5107 0712/2003 Mining or Livelid Income Source 91 Membert 90 97074 M0-97-00178 5107 0712/2003 Mining or Livelid Income Source 91 Membert 90 97074 M0-97-00178 5107 0712/2009 Mining or Livelid Income Verification Type 91 97074 M0-97-00179 5107 07112/2009 Mining or Livelid Income Verification Date 91 97074 M0-97-00179 5107 07112/2009 Mining or Livelid Income Verification Date 91	ror Log					177231 572-20
97074 M0-97-00178 5105 07/81/2000 Missing or Invalid Income Verification Type 01 97074 M0-97-00178 5105 07/81/2000 Missing or Invalid Income Verification Type 01 97074 M0-97-00178 5107 07/12/2000 Missing or Invalid Income Verification Type 01 97074 M0-97-00178 5107 07/12/2000 Missing or Invalid Relationship of Heusehold Member 00 97074 M0-97-00178 5107 07/12/2000 Missing or Invalid Income Store 01 97074 M0-97-00178 5107 07/12/2000 Missing or Invalid Income Store 01 Missing or Invalid Income Verification Type 01 97074 M0-97-00178 5107 07/12/2000 Missing or Invalid Income Verification Type 01 Printt 97074 M0-97-00178 5107 07/12/2009 Missing or Invalid Income Verification Type 01 Printt 97074 M0-97-00178 5107 07/12/2009 Missing or Invalid Income Verification Type 01 Printt	oject ID	Rudding 10	Unit ID	(Re)Certification Date	Error Description	T
97074 M0-97-00176 5105 07/51/2003 Pririeg or brield for both 01 97074 M0-97-00176 5107 09/13/2003 Missing or brield Relationship of Household Member 02 97074 M0-97-00176 5107 09/13/2003 Missing or brield Relationship of Household Member 03 97074 M0-97-00178 5107 09/13/2003 Missing or brield Relationship of Household Member 03 97074 M0-97-00178 5107 09/13/2003 Missing or brield Relationship of Household Member 03 97074 M0-97-00178 5107 09/13/2003 Missing or brield Relationship of Household Member 03 97074 M0-97-00178 5107 09/13/2003 Missing or brield Income Surge 31 Member 03 97074 M0-97-00178 5107 09/13/2003 Missing or brield Income Verification Take 03 97074 M0-97-00178 5107 09/13/2003 Missing or brield Income Verification Date 03 97074 M0-97-00178 5107 09/13/2009 Missing or brield Income Verification Date 03	97074	MO-97-00178	5105	07/01/2000		
97074 M0-97-00178 5107 09/15/2003 Missing ar Invalid Relationship of Heusehold Bember (2003) 97074 M0-97-00178 5107 09/15/2003 Missing ar Invalid Relationship of Heusehold Bember (2003) 97074 M0-97-00178 5107 09/11/2003 Missing ar Invalid Relationship of Heusehold Bember (2003) 97074 M0-97-00178 5107 09/11/2003 Missing ar Invalid Income Sure as Missing ar Invalid Income Sure (2004) Print 97074 M0-97-00179 5107 09/11/2003 Missing ar Invalid Income Sure (2004) Print 97074 M0-97-00179 5107 09/11/2003 Missing ar Invalid Income Verification Tape 01 Print	97074	MO-97-00178	5105	07/01/2000	Missing or Invalid Income Verification Type 01	
97074 MO-97-06178 5107 09/13/2003 Mosing or Invalid Relationship of Household Member to 97074 MO-97-06178 5107 09/13/2003 Missing or Invalid Relationship of Household Member to 97074 MO-97-06178 5107 09/13/2003 Missing or Invalid Income Verification Type of 97074 MO-97-06178 5107 09/13/2003 Missing or Invalid Income Verification Type of 97074 MO-97-06178 5107 09/13/2003 Missing or Invalid Income Verification Type of 97074 MO-97-06178 5107 09/13/2003 Missing or Invalid Income Verification Type of 97074 MO-97-06178 5107 09/13/2003 Missing or Invalid Income Verification Type of 97074 MO-97-06178 5107 09/13/2003 Missing or Invalid Income Verification Type of 97074 MO-97-06178 5107 09/13/2003 Missing or Invalid Income Verification Type of 97074 MO-97-06178 5107 09/13/2003 Missing or Invalid Income Verification Type of 97074 MO-97-06178 5107 09/13/2003 Missing or Invalid Income Verification Type of 97074 MO-97-06178 5107 09/13/2003 Missing or Invalid Income Verification Type of 97074 Missing or Invalid Income Verification Type of 97074 97074 97074 97074 97074 97074 97074	97074	MO-97-00178	2702	07/01/2003		
97074 M0-97-00178 5107 6W13/2003 Missing or Invalid Income Source 91 Members Print 97074 M0-97-00178 5107 6W13/2009 Missing or Invalid Income Source 91 Members Print 97074 M0-97-00178 5107 6W13/2009 Missing or Invalid Income Verification Take 01 Print 97074 M0-97-00178 5107 6W13/2009 Missing or Invalid Income Verification Date 01	97074	MO-97-00178	5107	09/13/2003	Missing or Invalid Relationship of Household Member 😰	
97074 M0-97-00178 5107 09/13/2000 Missing or Invalid Income Verification Type 01 Print 97074 M0-97-00178 5107 09/13/2009 Missing or Invalid Income Verification Date 01	97074	MO-97-00178	5107	09/13/2003	Missing or Invalid Relationship of Household Member 03	
7/074 NO-97-00129 3107 URL/2000 Prilling of Unived Uncome Verification Type 01 97074 MO-97-00129 5167 EW1972099 Missing of Unived Income Verification Date 01	97074	MO-97-00178	5107	09/13/2003	Missing or Invalid Income Source 01 Member#	Duint
	97074	MO-97-00178	5107	09/13/2003	Missing or Invalid Income Verification Type 01	Print
Download	97074	MO-97-00178	5107	09/13/2003	Missing or Invalid Income Verification Date 01	
					/ Download	

- Here you can choose to download or print the file or close.
- To download the file, place your mouse curser on the Download button and click.

Certificatio	MISSOUR HOUSING DEVELOPMENT COMMISSION			
Welcome, Yarco I				Download Thursday, April 1, 2
Error Log				2011 1011 1011
Project ID	Boilding 1D	Unit ID	(Re)Certification Date	Error Description
97074	M0-97-00170	5105	07/01/2000	Missing or Invalid Income Source 01 Member#
97074	MO-97-00178	5105	07/01/2000	Missing or Invalid Income Verification Type 01
97074	MO-97-00178	2702	07/01/2003	Missing or Invalid Income Verification Date 01
97074	MO-97-00178	5107	09/13/2003	Missing or Invalid Relationship of Household Member 02
97074	MO-97-00178	5107	09/13/2003	Missing or Invalid Relationship of Household Member 00
97074	MO-97-00178	5107	09/13/2003	Missing or Inselid Income Source 01 Member#
57074	MO-97-00178	5107	0%13/2003	Missing or Invalid Income Verification Type 01
57074	MO+97-00178	5107	0%/13/2003	Missing or Insalid Income Verification Date 01
	Steps to download Error Log File 1. Right click on the link below. 2. Salect Save Targa A 3. Save the file to your PC >Error Log		below. As"	Steps to download Cascade Style Sheet File 1. Right click on the link below. 2. Select "Save Target As" 3. Rename file name to "XSLSample.xsl" 4. Save the file to your PC
				>XSL File

- **4** Follow the instructions on the pop-window.
- Go back to the property management software and correct the errors listed in the Error Log.

Return to the Upload Building Data Screen and repeat the Upload process.





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	Upload Status Al Denoided	164.5338
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To complete the process, place your mouse courser on the OK button and click. This will return you to the List of Buildings screen. From the successful Upload Status box, you can print TIC forms for all tenant transactions uploaded.

Certification	MISSOURI HOUSING DEVELOPMENT COMMISSION	
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