

**Instruction Manual For
Online Certification Reporting (COL)**



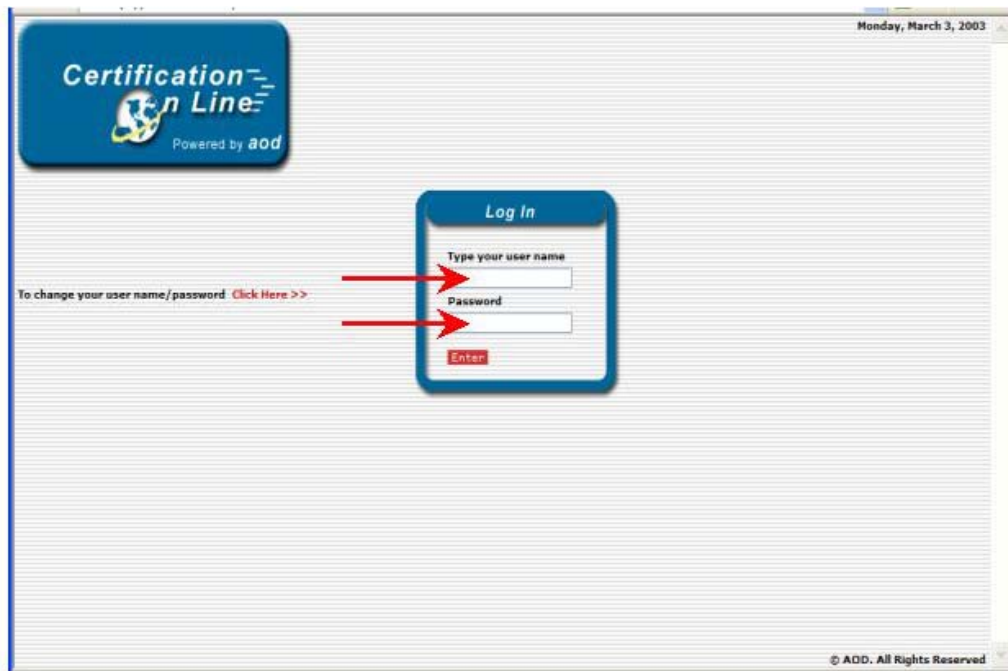
For the On-Site Manager

Detail Format

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I. How do I log-in?




- ✚ 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

The screenshot shows a web browser window with a blue header containing the 'Certification On-Line' logo and 'Powered by aod'. The main content area is a white box titled 'User Name/Password'. Inside this box, there are five input fields: 'User Name', 'New User Name', 'Password', 'New Password', and 'Confirm Password'. A red 'Enter' button is located at the bottom of the box. Two red arrows point to the 'New User Name' and 'New Password' fields. In the bottom right corner of the browser window, there is a small copyright notice: '© AOD. All Rights Reserved'.

- ✚ 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

The screenshot shows the 'Certification On Line' interface. At the top, there is a navigation bar with buttons for Home, User Set-up, Help, Log Out, and Contact Us. Below this is a header section with 'Welcome, Test Manager!' and the date 'Tuesday, August 16, 2005'. The main content area is titled 'Projects' and contains a table with the following data:

Select	Project ID	Name of the Development	Address	Annual Owner Certs	Status
<input type="radio"/>	TEST2	Test Property 2	#2 Test Property Road	NOT SUBMITTED	00/00/00

Below the table, it says 'Total Number of Projects: 1'. There are also buttons for 'Upload Annual Owner Certs', 'Annual Owner Certs', and 'Proceed to Buildings'. Red arrows point from text labels to these buttons and table elements.

- ✚ 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.
- ✚ At the top right hand corner of the Projects box are two buttons:
 - Annual Owner Certs**; and
 - Proceed to Buildings**
- ✚ To access the Annual Owner Certification process, place the mouse cursor on the '**Annual Owner Certs**' button and click.

III. Annual Owner Certification

A. Completing the form

The screenshot shows a web browser window titled "Certification On Line" for "Application Oriented Designs, Inc.". The page displays the "Annual Owner Certification" form. Red arrows point to various elements: "Enter Reporting Period" points to the "New Certification Period" field; "Update" points to the "Update" button; "Submit" points to the "Submit" button; "Annual Owner Cert Form" points to the "Annual Owner Cert Form" button; and "Close" points to the "Close" button. The form contains the following information:

Project ID: 89-09 Union Place Apartments
Owner Tax ID: F-000000001 Jadeinelatecia m owner for 97-00101
Last Cert Ending: 12/31/2001 Type of Certification: Certification
New Certification Period: 01/01/2002 to 12/31/2002

1. The project meets the minimum requirements of: (check one)
 20-50 test under Section 42(g)(1)(A) of the Code
 40-60 test under Section 42(g)(1)(B) of the Code
 15-40 test for "deep rent-skewed" projects under Section 42(g)(4) and 142 (d)(4)(B) of the Code

2. There has been no change in the applicable fraction (as defined in Section 42(c)(1)(B) of the Code) for any building in the project:
 NO CHANGE CHANGE

3. The owner has received an annual Tenant Income Certification from each low-income resident and documentation to support that
 YES NO

Enter dates of reporting period and answer questions as appropriate.

- ✚ 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 14 questions 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. If no change, answer the question with a 'Yes'.

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

Certification On Line Application Oriented Designs, Inc. Powered by aod
Welcome, jadeinelatecia m owner for 97-00101! Monday, August 4, 2003

11. If the income of tenants of a low-income unit in a building increased above the Section 42(g)(2)(D)(ii) limit, the next available unit smaller size in that building was or will be rented to residents having a qualifying income:
 YES NO

12. An extended low-income housing commitment as described in Section 42(h)(6) was in effect, including the requirement under Section 42(h)(6) that an owner cannot refuse to lease a unit in the project to an applicant holds a voucher or certificate of eligibility under Section 42(h)(6) of the Code and its non-profit entity materially participated in the operation of the development within the meaning of the Code:
 NO CHANGE CHANGE N/A

13. The owner received its credit allocation from the portion of the state ceiling set-aside for a project involving "qualified non-profit" under Section 42(h)(5) of the Code and its non-profit entity materially participated in the operation of the development within the meaning of the Code:
 YES NO N/A

14. There has been no change in the ownership or management of the project:
 YES NO

Ownership Transfer Owner Contact Change Management Contact Change

- When 'No' is chosen, three options appear. Place the cursor of your mouse on the appropriate choice and click.

- The 'Ownership Transfer' button will take you to this screen.

Certification On Line Application Oriented Designs, Inc. Powered by aod
Welcome, jadeinelatecia m owner for 97-00101! Monday, August 4, 2003

Transfer of Ownership

Update Clear Entry Cancel

Date of Change:

Taxpayer ID:

Legal Owner First:

Middle:

Last:

General Partnership:

Status of Partnership:

- 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 **Owner Contact Change** button will take you to this screen.

The screenshot shows a web browser window with the title 'Certification n Line' and 'Application Oriented Designs, Inc.'. The page content includes a welcome message and a form titled 'Change Owner Contact'. The form has the following fields: 'Date of Change:', 'Contact First:', 'Middle:' (with a checkbox), 'Last:', 'Phone:' (with two input boxes), 'Fax:' (with two input boxes), and 'E-mail:'. At the top right of the form area, there are three buttons: 'Update', 'Clear Entry', and 'Cancel'. Red arrows point from the text labels 'Update', 'Clear Entry', and 'Cancel' above the buttons to the buttons themselves. The browser's address bar shows 'http://www.aod.com/...' and the date 'Tuesday, August 5, 2003'.

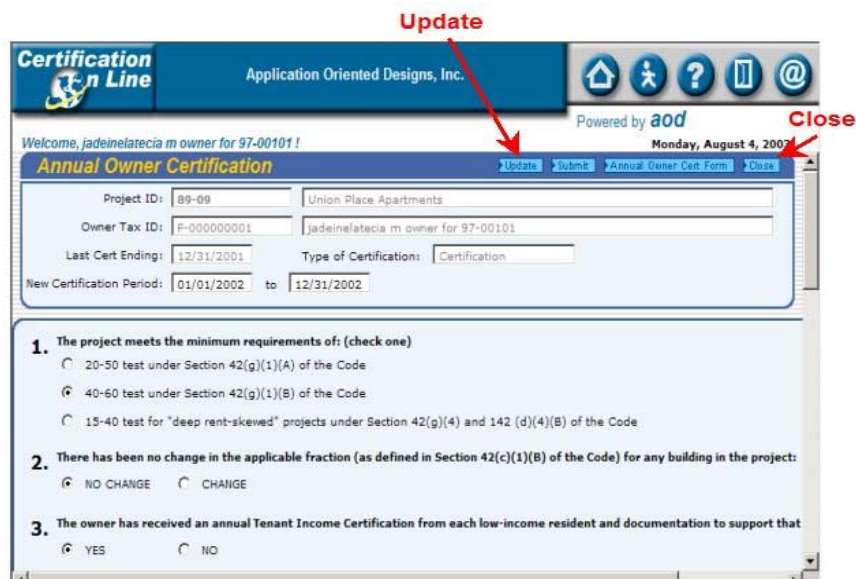
- ✚ To enter the information, place the cursor of your mouse on the first white box and click. You can use the 'Tab' key in addition to your mouse to move through the page.
- ✚ When complete, place the cursor of your mouse on the **'Update'** button and click. You will return to the Annual Owner Certification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

3. The **Management Contact Change** button will take you to this screen.

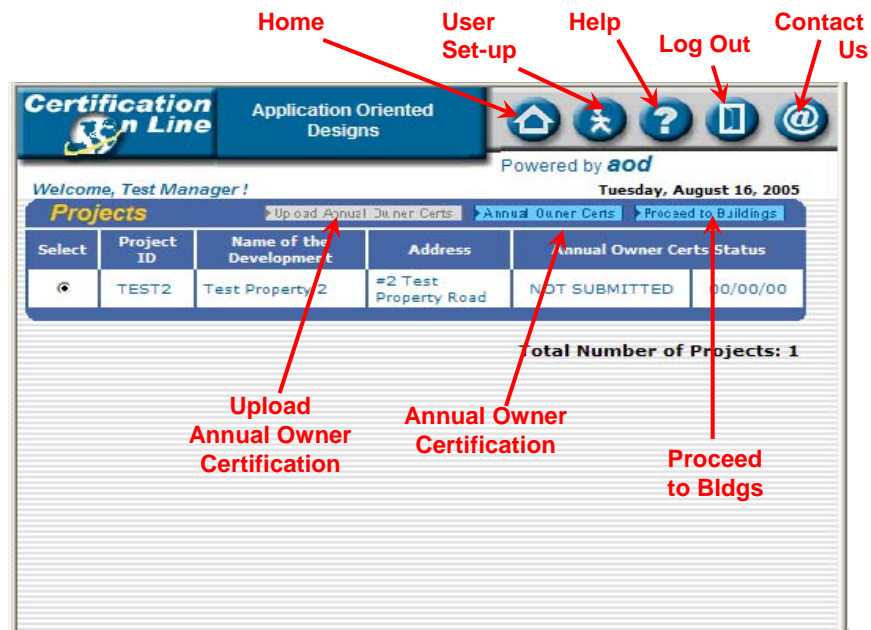
The screenshot shows a web browser window with the title 'Certification n Line' and 'Application Oriented Designs, Inc.'. The page content includes a welcome message and a form titled 'Change in Manager Contact'. The form has the following fields: 'Date of Change:', 'Management Co. Name:', 'Management Address1:', 'Address2:', 'City:', 'State:' (with a dropdown menu), 'Zip Code:' (with two input boxes), 'Contact First:', 'Middle:' (with a checkbox), 'Last:', 'Phone:' (with two input boxes), 'Fax:' (with two input boxes), and 'E-mail:'. At the top right of the form area, there are three buttons: 'Update', 'Clear Entry', and 'Cancel'. Red arrows point from the text labels 'Update', 'Clear Entry', and 'Cancel' above the buttons to the buttons themselves. The browser's address bar shows 'http://www.aod.com/...' and the date 'Tuesday, August 5, 2003'.

- ✚ 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.
- ✚ 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



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



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.

Annual Owner Cert Form

The screenshot shows the 'Certification On Line' web application interface. The header includes the logo and 'Application Oriented Designs, Inc.' with navigation icons. A welcome message is displayed: 'Welcome, jadeinelatecia m owner for 97-00101!'. The main section is titled 'Annual Owner Certification' and contains several input fields: Project ID (89-09), Owner Tax ID (F-000000001), Last Cert Ending (12/31/2001), and New Certification Period (01/01/2002 to 12/31/2002). Below these fields are three numbered sections with radio button options for compliance. A red arrow points to a button labeled 'Annual Owner Cert Form' in the top right corner of the form area.

- 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

The screenshot shows the completed form in a review window titled 'OWNER'S CERTIFICATE OF CONTINUING PROGRAM COMPLIANCE'. The form includes a header with the title and address of Application Oriented Designs, Inc. It contains a table with fields for Certification Dates (From: January 01, 2002, To: December 31, 2002), Project Name (Union Place Apartments), Project Address (5201 South Union Avenue), City (Des Moines), and Zip (50315-0000). Below the table are checkboxes for service status and compliance options. A red arrow points to a 'Print' icon in the top left corner of the window.

- 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.

The screenshot shows the 'Certification On Line' web application interface. The header includes the logo and 'Application Oriented Designs'. The main content area displays the 'Annual Owner Certification' form for 'Springwood Apartments'. The form includes fields for Project ID (00-000), Owner Tax ID (F-431335746), Last Cert Ending (12/31/2003), and New Certification Period (01/01/2004 to 12/31/2004). Below the form are several sections with radio button options for certification status. A red arrow points to the 'Submit' button in the top right corner. A pop-up dialog box is open in the center, asking 'Are you sure you want to submit this form to Agency?' with 'OK' and 'Cancel' buttons.

- ✚ 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.

The screenshot shows the 'Certification On Line' web application interface. The header includes the logo and 'Application Oriented Designs, Inc.'. The main content area displays the 'Annual Owner Certification' form for 'Union Place Apartments'. The form includes fields for Project ID (89-09), Owner Tax ID (F-000000000), Last Cert Ending (12/31/2003), and New Certification Period (01/01/2002). Below the form are several sections with radio button options for certification status. A red arrow points to the 'Submit' button in the top right corner. An email creation dialog box is open in the center, showing the 'To' field as 'jtabassa@andusa.com' and the 'Subject' as 'Notification of Tenant Income Certifications submission (Building ID: FL-09-0000)'. The 'Send' button is highlighted.

- 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**.

Submitted

Certification On Line Application Oriented Designs, Inc. Powered by eod

Welcome, jadeinelatecia m owner for 97-00101! Tuesday, August 19, 2003

Projects Annual Owner Certs Proceed to Buildings

Select	Project ID	Name of the Development	Address	Annual Owner Certs Status	Date
<input checked="" type="radio"/>	89-09	Union Place Apartments	5201 South Union Avenue	SUBMITTED	08/20/03
<input type="radio"/>	91-42	North Park Place	1322-24, 1326-26, 1330-32 8th	NOT SUBMITTED	00/00/00
<input type="radio"/>	JRATST	Red Rocks Estates	2207 East 12th Street	NOT SUBMITTED	00/00/00

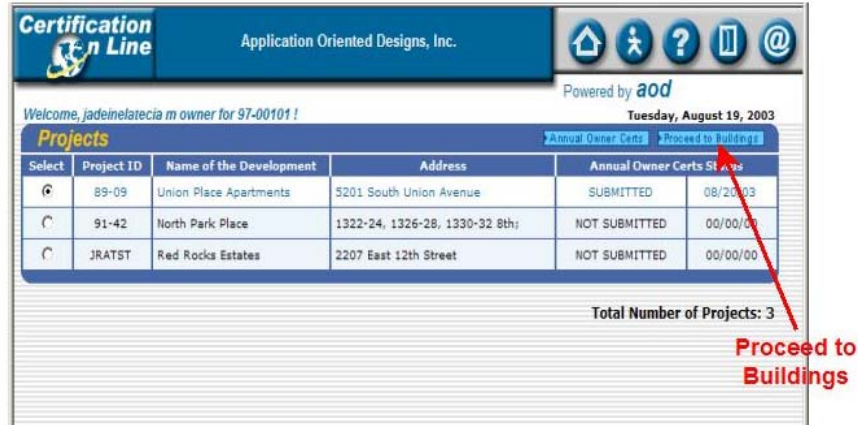
Total Number of Projects: 3

Date

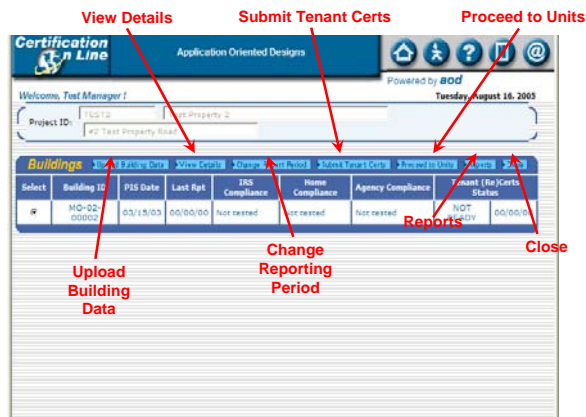
PLEASE NOTE: The Annual Owner Certification Form is to be filed on an Annual basis along with the Occupancy Data.

IV. List of Buildings within a Project

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

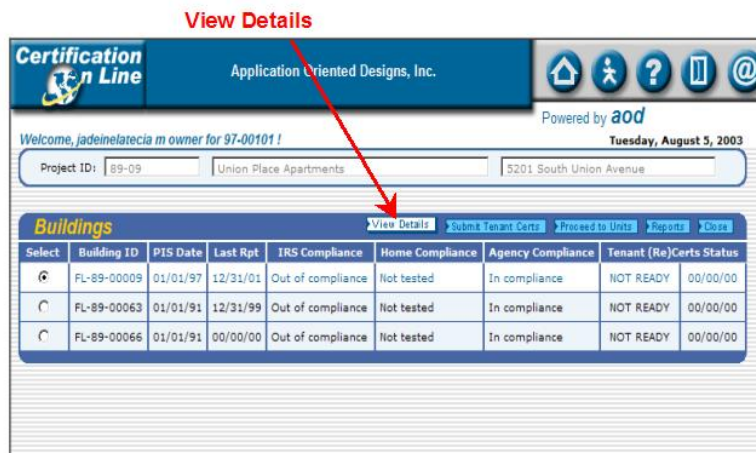


- ✚ To access the buildings within a project, place the mouse cursor on the **'Proceed to Buildings'** button and click.

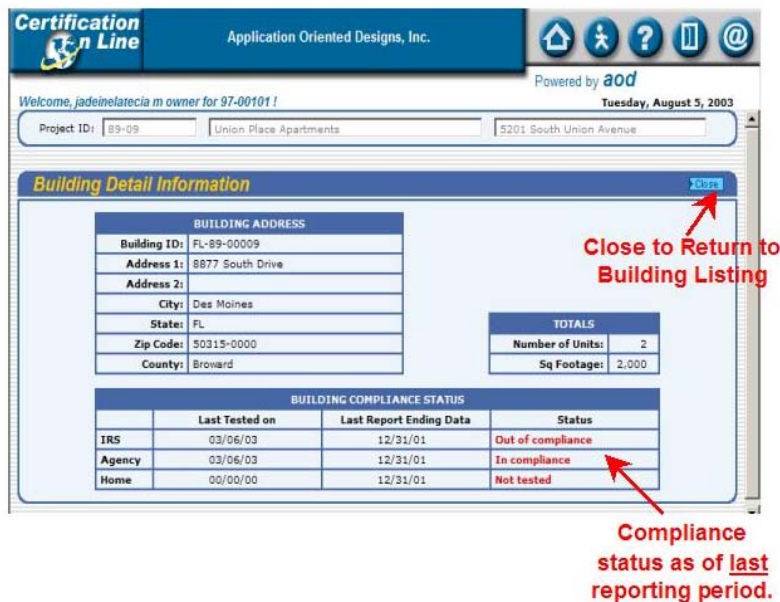


- ✚ All of the buildings in this project will be displayed in the order of the IRS Building Identification Number (the "BIN").
- ✚ At the top of the Buildings box are seven buttons:
 - a. **Upload Building Data**;
 - b. **View Details**;
 - c. **Change Report Period**
 - d. **Submit Tenant Certs**;
 - 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.

- ✚ 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.



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



- ✚ The information displayed in the Building Compliance Status box is current as of the **last reporting period**.
- ✚ To exit this screen and return to the 'Buildings' screen, place the cursor of your mouse on the "Close" button and click.
- ✚ 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.

The screenshot shows the 'Certification On Line' interface. At the top, it says 'Application Oriented Designs, Inc.' and 'Powered by aod'. Below that, it says 'Welcome, jadeinelatecia m owner for 97-00101!' and 'Tuesday, August 5, 2003'. There are input fields for 'Project ID: 89-09', 'Union Place Apartments', and '3201 South Union Avenue'. Below this is a 'Buildings' table with columns: Select, Building ID, PIS Date, Last Rpt, TRS Compliance, Home Compliance, Agency Compliance, Tenant (Re)Certs Status. The table contains three rows of data. A red arrow points to the 'Proceed to Units' button in the table's header.

Select	Building ID	PIS Date	Last Rpt	TRS Compliance	Home Compliance	Agency Compliance	Tenant (Re)Certs Status
<input checked="" type="radio"/>	FL-89-00009	01/01/97	12/31/01	Out of compliance	Not tested	In compliance	NOT READY 00/00/00
<input type="radio"/>	FL-89-00063	01/01/91	12/31/99	Out of compliance	Not tested	In compliance	NOT READY 00/00/00
<input type="radio"/>	FL-89-00066	01/01/91	00/00/00	Out of compliance	Not tested	In compliance	NOT READY 00/00/00

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

The screenshot shows the 'Certification On Line' interface with the 'Units' table. Red arrows point to various buttons and table headers. The buttons are: Unit Definition, New Tenant Cert, View /Update Current Tenant Cert, Delete Tenant Cert, Moveout, Unit Transfer, and Close. The table has columns: Select, Unit Number, Head of Household, SSN, Last Cert Date, and Ready to Submit. The table contains four rows of data.

Select	Unit Number	Head of Household	SSN	Last Cert Date	Ready to Submit
<input checked="" type="radio"/>	102	** VACANT **	000-00-0000	00/00/00	NO
<input type="radio"/>	A101	NEW TENANT	343-00-3430	03/03/00	NO
<input type="radio"/>	AA-1	** VACANT **	000-00-0000	00/00/00	NO
<input type="radio"/>	XXX	New Tenant in unit XXX	333-35-5555	01/01/00	NO

- At the top right hand corner of the Units box are seven buttons:
 - Unit Definition;**
 - New Tenant Cert;**
 - View/Update Current Cert;**
 - Delete Tenant Cert**
 - Move out;**
 - Unit Transfer;** and
 - 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

Unit Definition

The screenshot shows the 'Certification On Line' interface. At the top, there is a header with the logo and 'Application Oriented Designs, Inc.'. Below the header, there is a welcome message and a 'Building ID' field. The main content area is titled 'Units' and contains a navigation bar with buttons: 'Unit Definition', 'New Tenant Cert', 'View / Update Current Tenant Cert', 'Delete Tenant Certs', 'Moveout', 'Unit Transfer', and 'Close'. Below the navigation bar is a table with columns: 'Select', 'Unit Number', 'Head of Household', 'SSN', 'Last Cert Date', and 'Ready to Submit'. The table contains four rows of data.

Select	Unit Number	Head of Household	SSN	Last Cert Date	Ready to Submit
<input checked="" type="radio"/>	102	** VACANT **	000-00-0000	00/00/00	NO
<input type="radio"/>	A101	NEW TENANT	343-00-3434	03/03/01	NO
<input type="radio"/>	AA-1	** VACANT **	000-00-0000	00/00/00	NO
<input type="radio"/>	XXX	New Tenant in unit XXX	333-35-5555	01/01/01	NO

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

The screenshot shows the 'Certification On Line' interface. At the top, there is a header with the logo and 'Application Oriented Designs, Inc.'. Below the header, there is a welcome message and a 'Building ID' field. The main content area is titled 'Unit Definition' and contains a navigation bar with buttons: 'New', 'View / Update', 'Delete', and 'Close'. Below the navigation bar is a table with columns: 'Select', 'Unit Number', '# of Bed', 'Sq FT', 'Status', and 'Head of Household'. The table contains four rows of data. Red arrows point to the 'New', 'View/Update', 'Delete', and 'Close' buttons in the navigation bar.

Select	Unit Number	# of Bed	Sq FT	Status	Head of Household
<input checked="" type="radio"/>	102	1	1,000	Vacant	
<input type="radio"/>	A101	1	1,000	Occupied	NEW TENANT
<input type="radio"/>	AA-1	1	1,000	Vacant	
<input type="radio"/>	XXX	2	1,000	Occupied	New Tenant in unit XXX

- ✚ 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 **new** unit, place the cursor of your mouse on the 'New' button and click.

The screenshot shows the 'Certification n Line' application interface. At the top, there is a navigation bar with 'Update' and 'Cancel' buttons highlighted in red. Below the navigation bar, there is a welcome message and a 'Building ID' field. The main content area is divided into three sections: 'Unit Description', 'Unit Designation', and 'Unit Number Correction?'. The 'Unit Description' section contains fields for 'Unit Number', 'Number of Bedrooms', 'Unit Square Feet', and 'Unit Type'. The 'Unit Designation' section contains checkboxes for 'LIHTC Unit', 'HOME Unit', 'Tax Exempt Unit', 'AHDP Unit', and 'Other', along with radio buttons for 'Fixed' and 'Floating'. The 'Unit Number Correction?' section contains a 'New Unit Number' field. Red arrows point to the 'Unit Description' and 'Unit Designation' sections.

- 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.
- Place the cursor of your mouse on the blue 'Update' button and click.

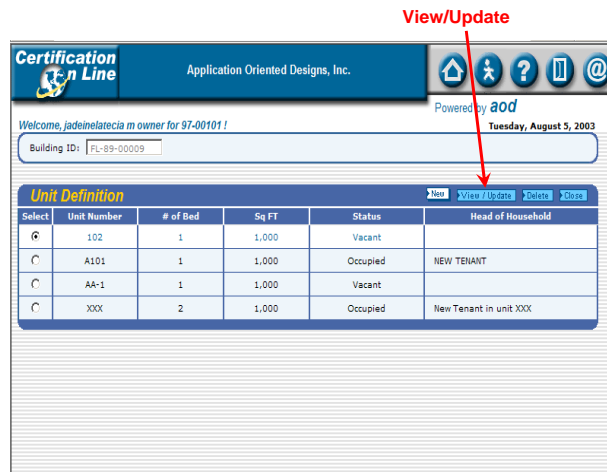
C. Update Existing Unit

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

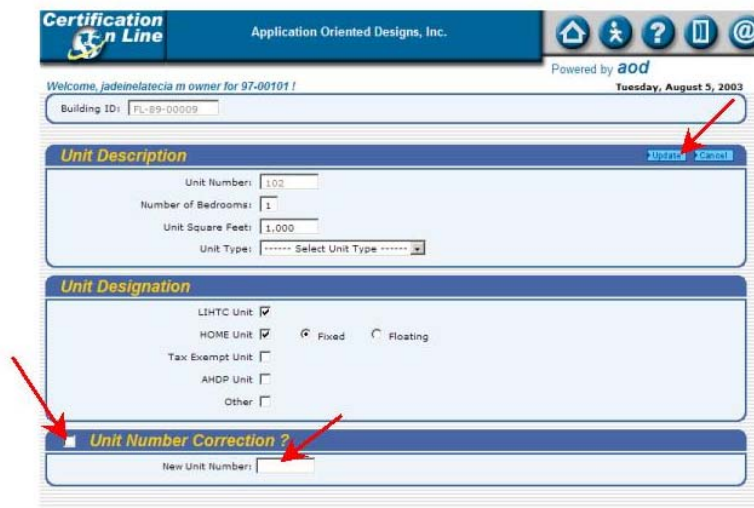
The screenshot shows the 'Certification n Line' application interface. At the top, there is a navigation bar with 'Update' and 'Cancel' buttons highlighted in red. Below the navigation bar, there is a welcome message and a 'Building ID' field. The main content area is a table titled 'Units'. The table has columns for 'Select', 'Unit Number', 'Head of Household', 'SSN', 'Last Cert Date', and 'Ready to Submit'. A red arrow points to the 'Select' column, which contains radio buttons next to unit numbers.

Select	Unit Number	Head of Household	SSN	Last Cert Date	Ready to Submit
<input type="radio"/>	101	YAYA	223-00-2323	03/03/99	YES
<input type="radio"/>	102	** VACANT **	000-00-0000	00/00/00	NO
<input type="radio"/>	103	Tom Jones	252-22-3333	05/15/99	NO
<input type="radio"/>	104	** VACANT **	000-00-0000	00/00/00	NO

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



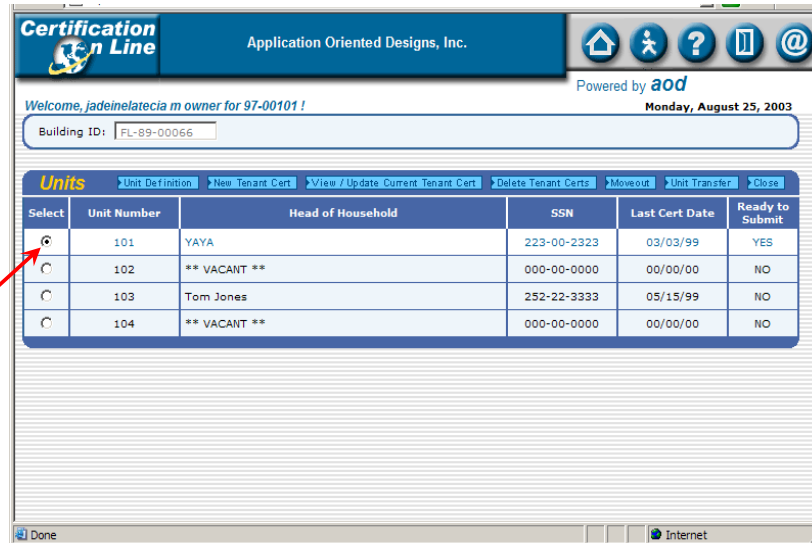
- You can change information in both the 'Unit Description' box and the 'Unit Designation' box.



- 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 unit number is incorrect, place the cursor of your mouse on the white box next to 'Unit Number Correction' and click.
- Enter the new unit number.
- Place the cursor of your mouse on the blue 'Update' button and click.

D. Delete a Unit

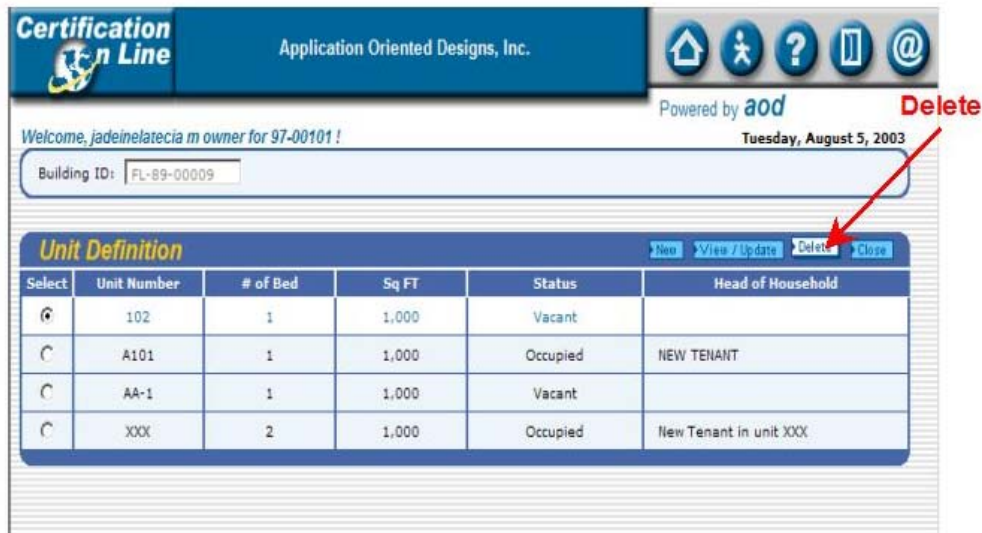
- ✚ To delete an existing unit, choose the unit you want to delete, place the cursor of your mouse on the circle next to the unit number and click.



The screenshot shows the 'Certification n Line' web application. The header includes the logo, 'Application Oriented Designs, Inc.', and navigation icons. Below the header, there is a welcome message and a 'Building ID' field containing 'FL-89-00066'. The main content area is titled 'Units' and contains a table with the following data:

Select	Unit Number	Head of Household	SSN	Last Cert Date	Ready to Submit
<input checked="" type="radio"/>	101	YAYA	223-00-2323	03/03/99	YES
<input type="radio"/>	102	** VACANT **	000-00-0000	00/00/00	NO
<input type="radio"/>	103	Tom Jones	252-22-3333	05/15/99	NO
<input type="radio"/>	104	** VACANT **	000-00-0000	00/00/00	NO

A red arrow points to the radio button in the first row of the table.




The screenshot shows the 'Certification n Line' web application. The header includes the logo, 'Application Oriented Designs, Inc.', and navigation icons. Below the header, there is a welcome message and a 'Building ID' field containing 'FL-89-00009'. The main content area is titled 'Unit Definition' and contains a table with the following data:

Select	Unit Number	# of Bed	Sq FT	Status	Head of Household
<input checked="" type="radio"/>	102	1	1,000	Vacant	
<input type="radio"/>	A101	1	1,000	Occupied	NEW TENANT
<input type="radio"/>	AA-1	1	1,000	Vacant	
<input type="radio"/>	XXX	2	1,000	Occupied	New Tenant in unit XXX

Navigation buttons for 'New', 'View / Update', 'Delete', and 'Close' are located above the table. A red arrow points to the 'Delete' button.

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

Certification On Line Application Oriented Designs, Inc. 

Welcome, jadeinelatecia m owner for 97-00101 ! Powered by **aod**
Tuesday, August 5, 2003

Building ID:

Select	Unit Number	# of Bed	Sq FT	Status	Head of Household
<input checked="" type="radio"/>	102	1	1,000	Vacant	
<input type="radio"/>	A101	1			... TENANT
<input type="radio"/>	AA-1	1			
<input type="radio"/>	XXX	2			... Tenant in unit XXX

Microsoft Internet Explorer

Are you sure you want to delete this Unit ?

- ✚ 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, **both for a new tenant and to recertify an existing tenant**, place the cursor of your mouse on the 'New Tenant Cert' button and click.

The screenshot shows the 'Certification On Line' interface. At the top, it says 'Application Oriented Designs, Inc.' and 'Powered by aod'. Below that, there's a welcome message and a date: 'Tuesday, August 5, 2003'. A 'Building ID' field contains 'FL-89-00009'. The main section is titled 'Units' and has several tabs: 'Unit Definition', 'New Tenant Cert', 'View / Update Current Tenant Cert', 'Delete Tenant Certs', 'Moveout', 'Unit Transfer', and 'Close'. The 'New Tenant Cert' tab is selected. Below the tabs is a table with columns: 'Select', 'Unit Number', 'Head of Household', 'SSN', 'Last Cert Date', and 'Ready to Submit'. The table contains four rows of data.

Select	Unit Number	Head of Household	SSN	Last Cert Date	Ready to Submit
<input checked="" type="radio"/>	102	** VACANT **	000-00-0000	00/00/00	NO
<input type="radio"/>	A101	NEW TENANT	343-00-3434	03/03/01	NO
<input type="radio"/>	AA-1	** VACANT **	000-00-0000	00/00/00	NO
<input type="radio"/>	XXX	New Tenant in unit XXX	333-35-5555	01/01/01	NO

The screenshot shows the 'Tenant Certification' form. At the top, it says 'Application Oriented Designs, Inc.' and 'Powered by aod'. Below that, there's a welcome message and a date: 'Tuesday, August 5, 2003'. The form has several tabs: 'Update', 'Tenant Income Cert Form', and 'Close'. The 'Update' tab is selected. Below the tabs is a form with fields for 'Tenant Name', 'Project ID', 'Building ID', 'Unit ID', 'New Reporting Period', and 'Current Unit Status'. There are also buttons for 'Ready to Submit' and 'Last Report Ending'. Below the form is a sidebar with buttons for 'GENERAL INFORMATION', 'HOUSEHOLD', 'INCOME', 'ASSETS', and 'UNIT RENT'. Red arrows point from the sidebar buttons to their respective labels: 'General Information', 'Household', 'Income', 'Assets', and 'Unit Rent'. Other red arrows point to the 'Update', 'Tenant Income Cert Form', and 'Close' buttons at the top right of the form.

- 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, 'General Information' and click.

- ✚ 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 save 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.

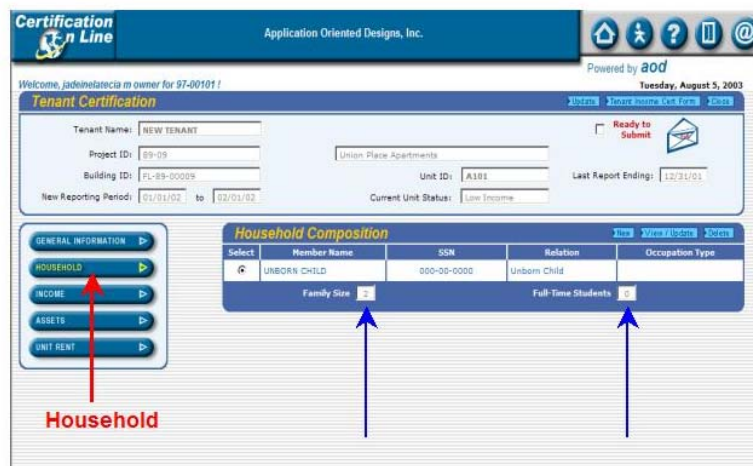
The screenshot shows the 'Certification On Line' interface. At the top, there's a navigation bar with 'Home', 'User', 'Help', 'Logout', and 'Email' icons. Below that, a 'Ready to Submit' button is visible. The main content area is titled 'Tenant Certification' and contains several form fields: Tenant Name (NEW TENANT), Project ID (89-09), Building ID (FL-89-00009), Unit ID (A101), and Current Unit Status (Low Income). A 'Household Composition' table is displayed with columns for Member Name, SSN, Relation, and Occupation Type. The table contains one entry: 'UNBORN CHILD' with SSN '000-00-0000' and Relation 'Unborn Child'. Below the table are 'Family Size' and 'Full-Time Students' dropdowns. On the left, a sidebar menu has 'HOUSEHOLD' selected. At the top right of the 'Household Composition' section, there are three buttons: 'New', 'View/Update', and 'Delete', each with a red arrow pointing to it.

- A dark blue box, 'Household Composition' opens up. Here you choose:
 - To add additional household members place the cursor of your mouse on the blue 'New' button and click;
 - To view or update existing household members place the cursor of your mouse on the blue 'View/Update' button and click; or
 - 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:
 - Household Member Basis Data; and
 - Household Member Demographics

This screenshot shows the 'Household Member (Basic Data)' and 'Household Member (Demographics)' sections. The 'Household Member (Basic Data)' section has fields for Member Name (UNBORN CHILD), Birth Date, Age, Relation (Unborn Child), and SSN (000 00 0000). The 'Household Member (Demographics)' section has fields for Sex and Marital Status, both with 'Select Type' dropdown menus. On the left, the 'HOUSEHOLD' button in the sidebar is highlighted with a red arrow and the label 'Household'. At the top right of the 'Household Member (Basic Data)' section, there are 'Update' and 'Cancel' buttons, each with a red arrow pointing to it.

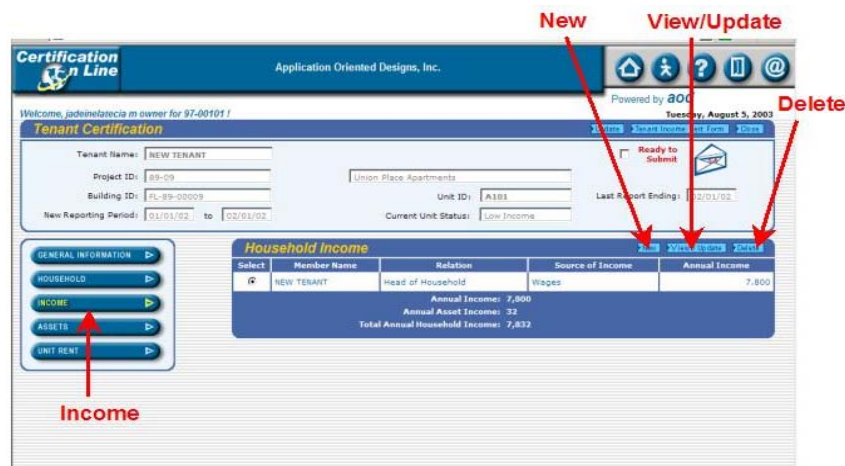
- ✚ To enter the information, place the cursor of your mouse on the white box and click. You can use the 'Tab' key in addition to your mouse to move through the page. To choose from a drop down box, place the cursor of your mouse on the down arrow and click, then choose.
- ✚ When complete, place the 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'.



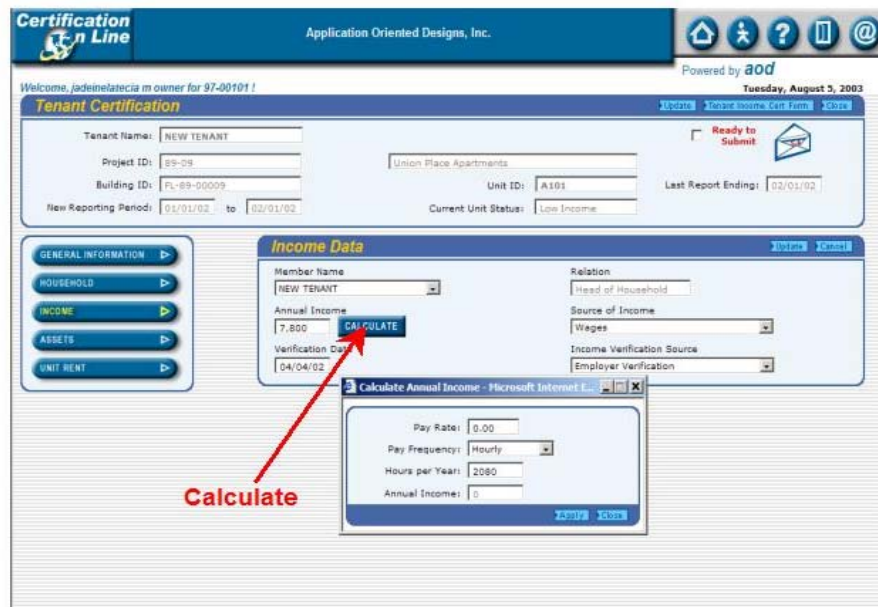
- ✚ To exit the Household section, place the cursor of your mouse on one of the other blue bars and click.

A-3. Household Income

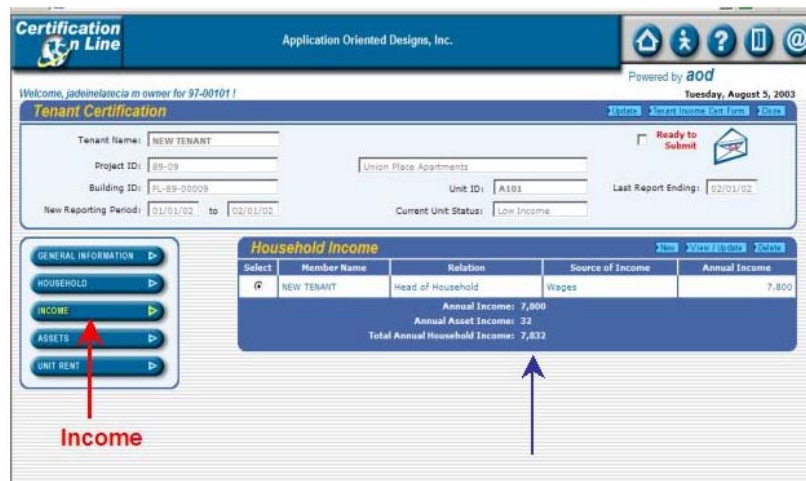
- ✚ Place the cursor of your mouse on the third blue bar, 'Income' and click.



- ✚ 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.



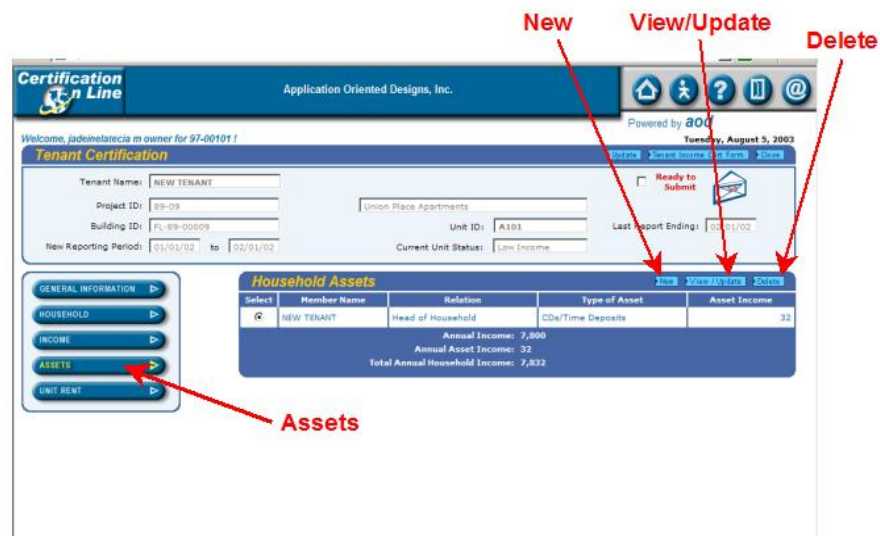
- ✚ To enter the information, place the cursor of your mouse on the white boxes and click. You can use the 'Tab' key in addition to your mouse to move through the page. To choose from a drop down box, place the cursor of your mouse on the down arrow and click, then choose.
- ✚ The blue '**Calculate**' 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.



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

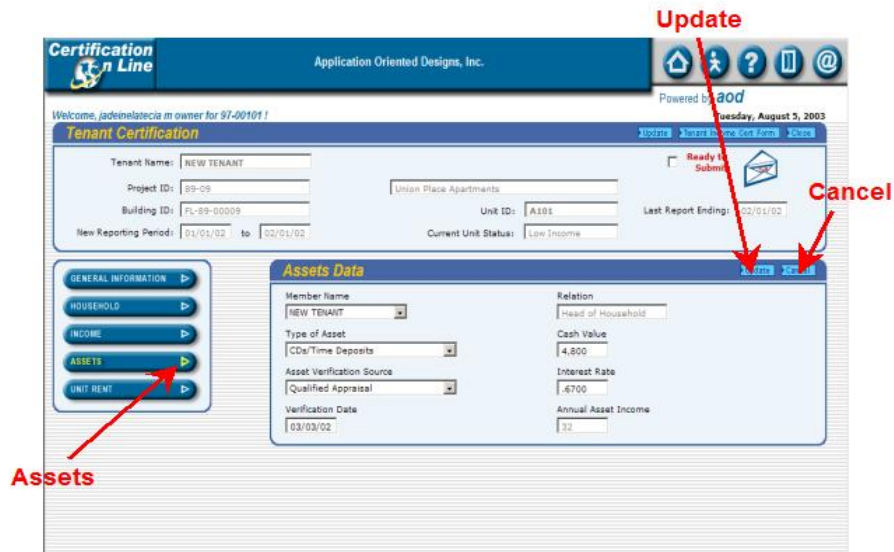
A-4. Household Assets

- ✚ Place the cursor of your mouse on the fourth blue bar, 'Assets' and click.

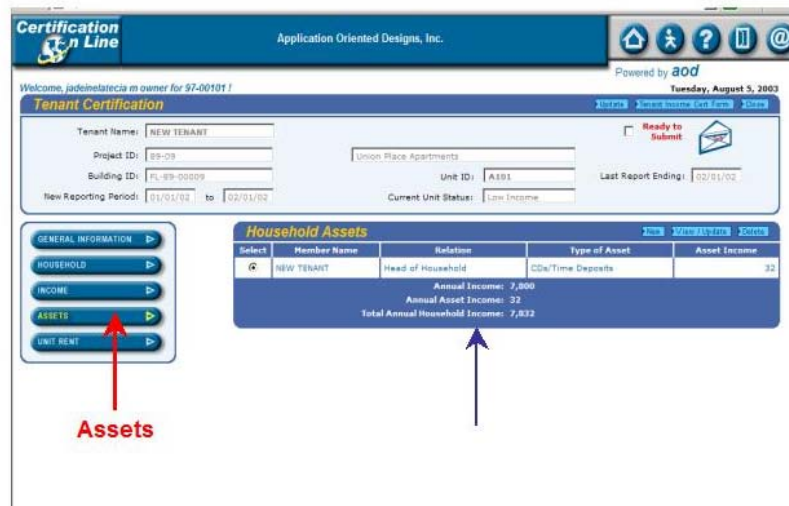


- ✚ A dark blue box, 'Household Assets' opens up. Here you choose:
 1. To add asset information for household members, place the cursor of your mouse on the blue **'New'** button and click;
 2. To view or update existing asset entries, place the cursor of your mouse on the blue **'View/Update'** button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



- 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

A-5. Unit Rent

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

The screenshot shows the 'Certification On Line' web application interface. At the top, it says 'Application Oriented Designs, Inc.' and 'Powered by aod'. The user is logged in as 'Welcome, jade@elatecia.m owner for 97-00101!'. The date is 'Tuesday, August 5, 2003'. The main section is titled 'Tenant Certification'. It contains several input fields: Tenant Name (NEW TENANT), Project ID (89-09), Building ID (F1-89-00009), Union Place Apartments, Unit ID (A101), Last Report Ending (02/01/02), New Reporting Period (01/01/02 to 02/01/02), and Current Unit Status (Low Income). There is a 'Ready to Submit' button. On the left, there is a navigation menu with blue bars for 'GENERAL INFORMATION', 'HOUSEHOLD', 'INCOME', 'ASSETS', and 'UNIT RENT'. A red arrow points to the 'UNIT RENT' bar, which is labeled 'Unit Rent' in red text below it. The 'Unit Rent' section is expanded, showing a form with the following fields: Rent Change Date (with a blue arrow pointing to the input box), Tenant Paid Rent (200), Mandatory Charges (3, with a blue arrow pointing to the input box), Rental Subsidy (15), Utility Allowance (12, with a note: '(Note: Please enter this amount only if paid by the Tenant)'), and Gross Rent (215, with a note: '(Tenant Paid Rent + Mandatory Charges + Utility Allowance)').

- ✚ 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 Cert Form

Certification n Line Application Oriented Designs, Inc. Powered by aoc

Welcome, jadeinelatecta m owner for 97-00101 ! Tuesday, August 5, 2003

Tenant Certification [Update] [Tenant Income Cert Form] [Close]

Tenant Name: **** VACANT **** Ready to Submit

Project ID: 89-09 Union Place Apartments

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

GENERAL INFORMATION >
HOUSEHOLD >
INCOME >
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.

Print

Certification n Line

TENANT INCOME CERTIFICATION
 Initial Certification Recertification Other Effective Date: 08-03-2003
 Move-in Date: 08-09-2003

PART I - DEVELOPMENT DATA
 Property Name: Union Place Apartments County: Broward BIN #: FL-89-00009
 Address: 6301 South Cause Avenue Unit Number: A101 # Bedrooms: 1
 Del. Status: FL 8934-0000

PART II - HOUSEHOLD COMPOSITION

HH Mbr #	First Name Middle Initial & Last Name	Relationship to Head of Household	Date of Birth (MM/DD/YYYY)	F/T Student (Y or N)	Social Security or Alien Reg. No.
1	NEW TENANT	HEAD	12-31-1960	N	343-06-3434
2	UNBORN CHILD	Unborn Child			
3					
4					
5					
6					
7					

PART III - GROSS ANNUAL INCOME (USE ANNUAL AMOUNTS)

HH Mbr #	(A) Employment or Wages	(B) Soc. Security/Pensions	(C) Public Assistance	(D) Other Income
1	7,800			
				0
				0
				0
TOTALS	7,800	0	0	0

Add totals from (A) through (D), above. TOTAL INCOME (E): \$ 7,800

PART IV - INCOME FROM ASSETS

HH Mbr #	(F) Type of Asset	(G) Cash Value of Asset	(H) Annual Income from Asset
1	CDs/Time Deposits	0.6700	4,600
			32
TOTALS		4,600	32

Enter Column (H) Total Passbook Rate

- 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.

Ready to submit

Application Oriented Designs, Inc.

Powered by aod

Tuesday, August 5, 2003

Welcome, jadeinelatecia m owner for 97-00101!

Tenant Certification

Tenant Name: NEW TENANT

Project ID: 99-09

Building ID: FL-89-00009

Unit ID: A101

Last Report Ending: 02/01/02

New Reporting Period: 03/01/02 to 02/01/02

Current Unit Status: Low Income

Unit Rent

Rent Change Date:

Tenant Paid Rent: 200

Mandatory Charges: 3

Rental Subsidy: 15

Utility Allowance: 12

Gross Rent: 215

(Note: Please enter this amount only if paid by the Tenant)

(Tenant Paid Rent + Mandatory Charges + Utility Allowance)

This will change the envelope From open to closed.

- ✚ To mark the unit as complete, place the cursor of your mouse on the white box next to 'Ready to Submit' box and click.
- ✚ 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'.

Application Oriented Designs, Inc.

Powered by aod

Monday, August 25, 2003

Welcome, jadeinelatecia m owner for 97-00101!

Building ID: FL-89-00066

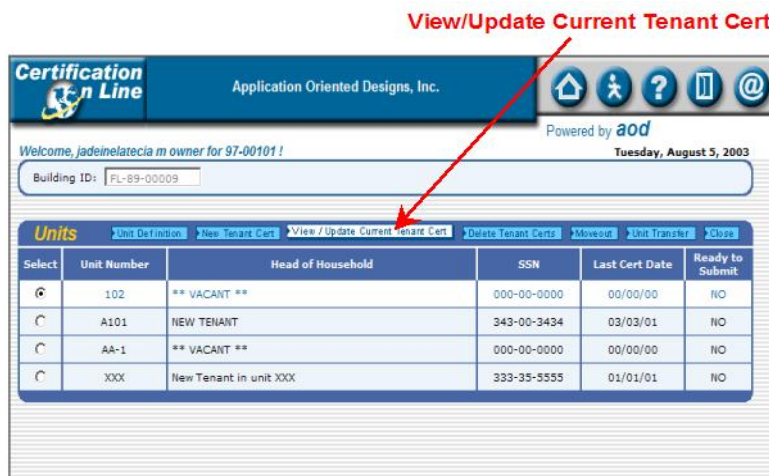
Units

Unit Definition *New Tenant Cert *View / Update Current Tenant Cert *Delete Tenant Certs *Moveout *Unit Transfer *Close

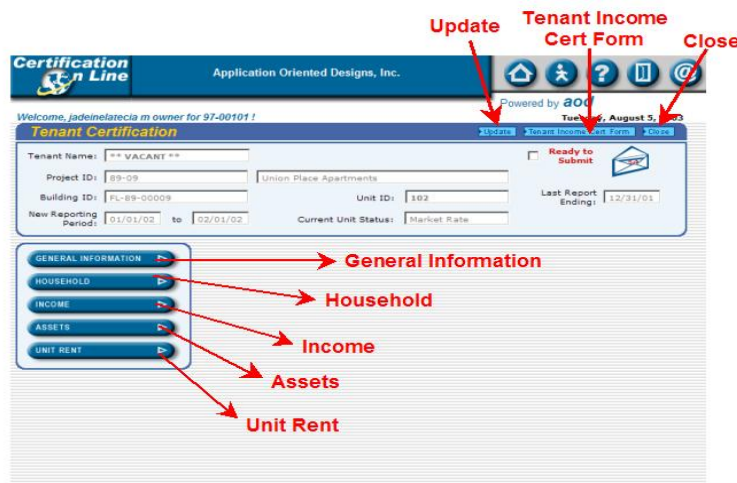
Select	Unit Number	Head of Household	SSN	Last Cert Date	Ready to Submit
<input checked="" type="radio"/>	101	YAYA	223-00-2323	03/03/99	YES
<input type="radio"/>	102	** VACANT **	000-00-0000	00/00/00	NO
<input type="radio"/>	103	Tom Jones	252-22-3333	05/03/99	NO
<input type="radio"/>	104	** VACANT **	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.



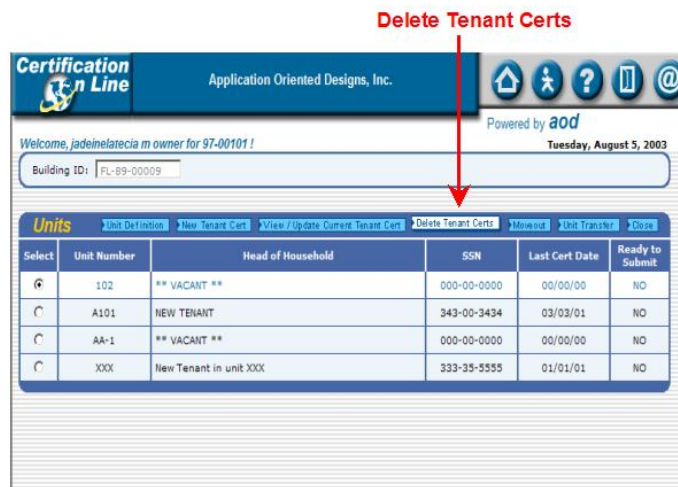
- This process allows you to view and or update certification information for an existing resident. The screens are the same as those used to process a new certification or recertification.



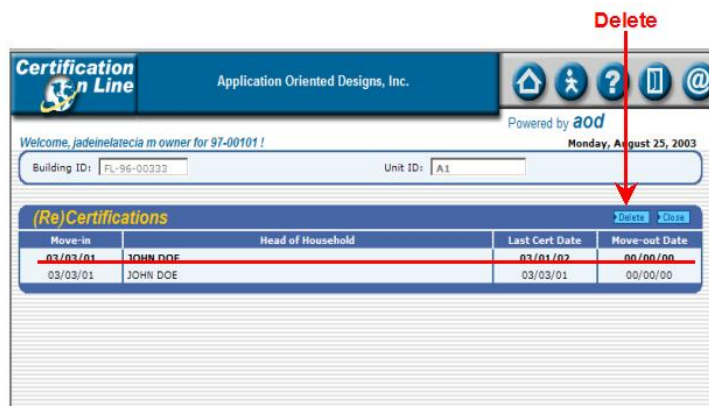
PLEASE NOTE: Recertifications for existing residents must be processed by using the 'New Tenant Cert' button.

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

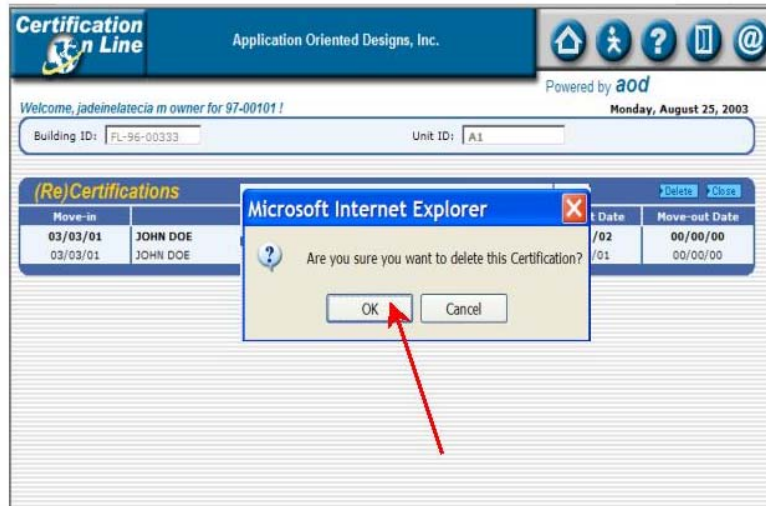


- ✚ To delete a tenant certification, place the cursor of your mouse on the 'Delete Tenant Cert' button and click.



- ✚ 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.

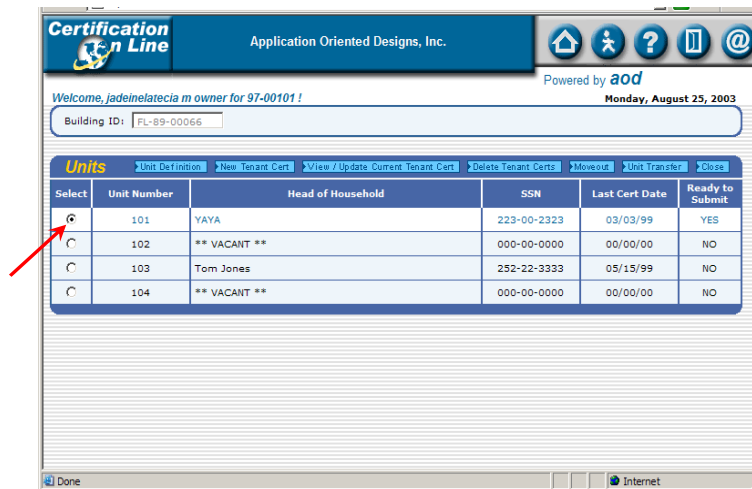
- You will be asked, “Are you sure you want to delete this certification? If yes, place the cursor of your mouse on the ‘OK’ button and click. If no, place the cursor of your mouse on the ‘Cancel’ button and click.



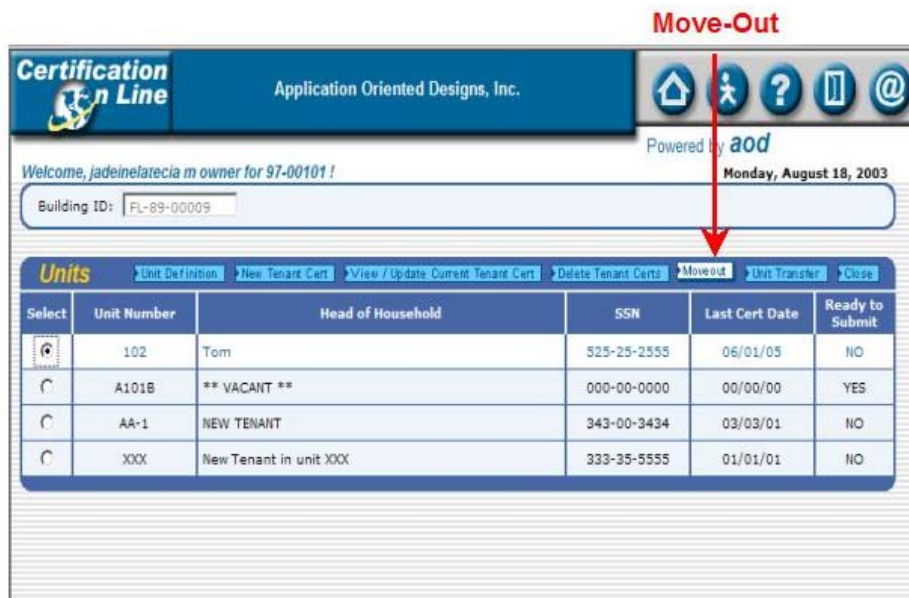
- Be sure this is what you want to do before clicking ‘OK’. The certification cannot be retrieved after it is deleted.

F. Move out a Resident

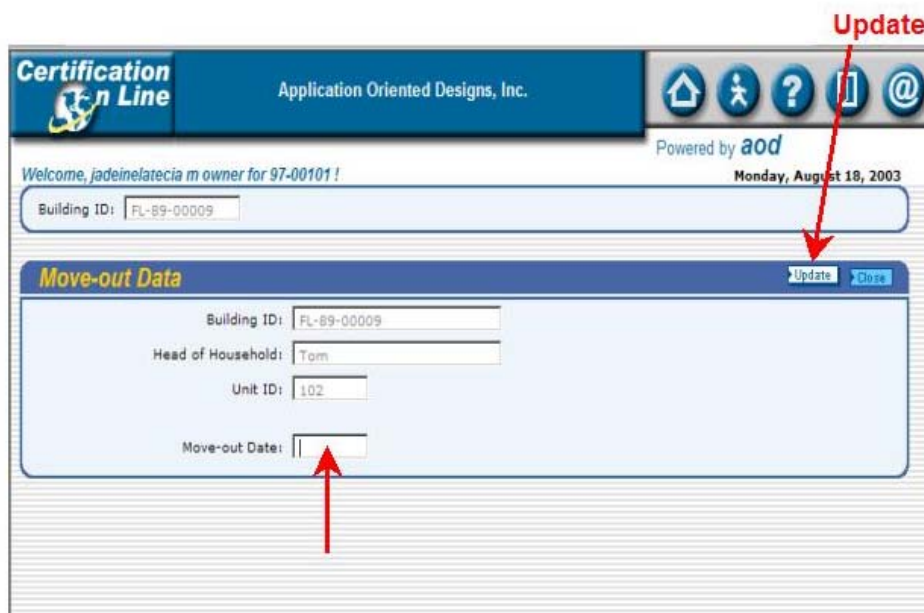
- To choose the unit to work with, place the cursor of your mouse on the circle next to the unit number and click



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



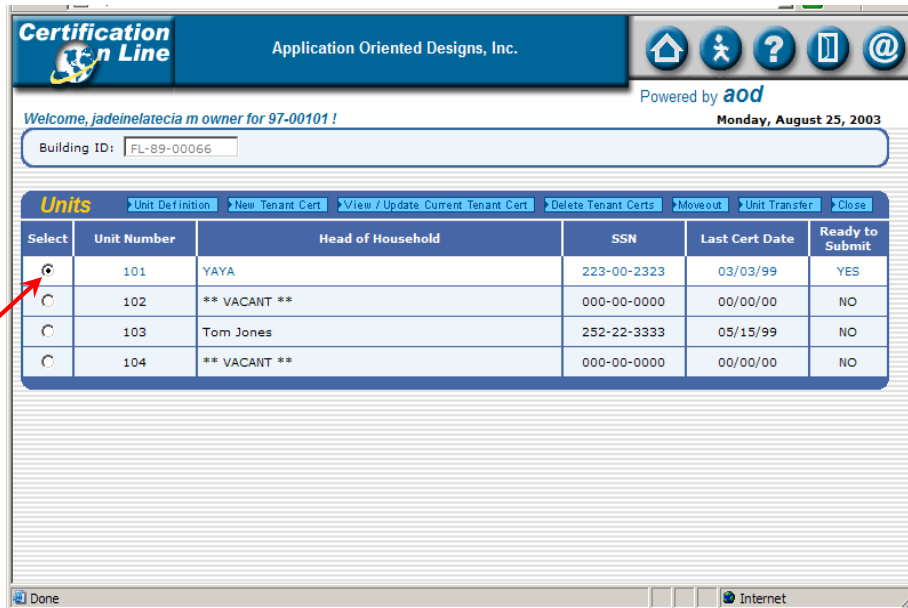
- A blue box, 'Move-out Data', will open.



- 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



The screenshot shows the 'Certification n Line' application interface. The header includes the logo, 'Application Oriented Designs, Inc.', and navigation icons. The main content area displays a welcome message and a 'Building ID' field with the value 'FL-89-00066'. Below this is a 'Units' table with the following data:

Select	Unit Number	Head of Household	SSN	Last Cert Date	Ready to Submit
<input checked="" type="radio"/>	101	YAYA	223-00-2323	03/03/99	YES
<input type="radio"/>	102	** VACANT **	000-00-0000	00/00/00	NO
<input type="radio"/>	103	Tom Jones	252-22-3333	05/15/99	NO
<input type="radio"/>	104	** VACANT **	000-00-0000	00/00/00	NO

A red arrow points to the selection circle in the first row of the table.

- ✚ To transfer an existing resident to another unit, in the same building, place the cursor of your mouse on the 'Unit Transfer' button and click.



The screenshot shows the 'Certification n Line' application interface. The header includes the logo, 'Application Oriented Designs, Inc.', and navigation icons. The main content area displays a welcome message and a 'Building ID' field with the value 'FL-89-00009'. Below this is a 'Units' table with the following data:

Select	Unit Number	Head of Household	SSN	Last Cert Date	Ready to Submit
<input checked="" type="radio"/>	102	Tom	525-25-2555	06/01/05	NO
<input type="radio"/>	A101B	** VACANT **	000-00-0000	00/00/00	YES
<input type="radio"/>	AA-1	NEW TENANT	343-00-3434	03/03/01	NO
<input type="radio"/>	XXX	New Tenant in unit XXX	333-35-5555	01/01/01	NO

A red arrow points to the 'Unit Transfer' button in the navigation bar above the table.

- ✚ A blue box, 'Unit Transfer Data', will open.

Update

Unit Transfer Data Update Close

Current Unit: 102

New Unit: --- Select Vacant Unit ---

Transfer Effective Date:

Tenant Paid Rent:

Mandatory Charges:

Rental Subsidy:

Utility Allowance: (Note: Please enter this amount only if paid by the Tenant)

Gross Rent: 0 (Tenant Paid Rent + Mandatory Charges + Utility Allowance)

Only vacant units will be displayed.

- ✚ 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.

Old Unit #

Original Move-in Date

Tenant Certification Ready to Submit

Tenant Name: Bob Smith

Project ID: 91-42

Building ID: FL-89-00064

Unit ID: 8

New Reporting Period: 01/01/02 to 12/31/02

Current Unit Status: Market Rate

Head of Household Basic Data

Name: Bob Smith

SSN: 123 12 3123

Birth Date: 05/12/1963

Age: 39

Sex: Male

Employment Type/Occupation: Industrial/Manufacturing

Marital Status: Married

Type of Certification: Certification Correction

Family Size: 3 Non Qualified Students

Move-In Date: 09/05/02

Household Annual Income: 15,345

Last Cert Date: 05/01/02

Unit Assistance Type: --- Select Type ---

Initial/New Cert Date:

Owner's Designation: Low Income/Restricted

Special Population: --- Select Type ---

Additional Household Data

Home Phone: 315 352 3555

Work Phone: 315 355 3555

Email: bob.smith@email.com

Ethnicity: None

Race: Balance/Other

Old Unit #: 1

Old Unit Move-In: 05/01/02

H. Internet Submission of Occupancy Data

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

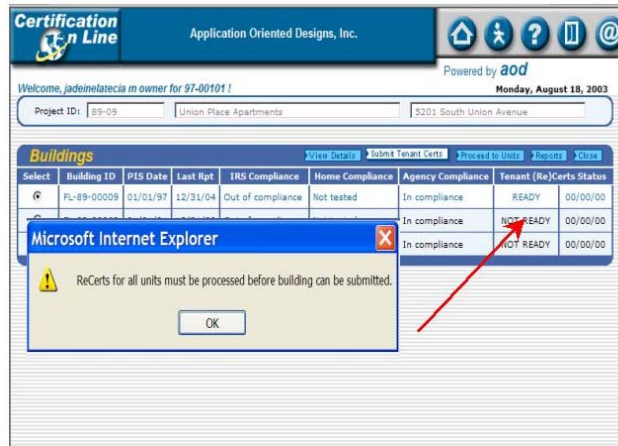
- On the 'Units' screen, you can easily track which units are ready for submission. At the right hand side of the Units box, the 'Ready for Submission' column shows either 'Yes' or 'No'.

Select	Unit Number	Head of Household	SSN	Last Cert Date	Ready to Submit
<input checked="" type="radio"/>	101	YAYA	223-00-2323	03/03/99	YES
<input type="radio"/>	102	** VACANT **	000-00-0000	00/00/00	NO
<input type="radio"/>	103	Tom Jones	252-22-3333	05/10/99	NO
<input type="radio"/>	104	** VACANT **	000-00-0000	00/00/00	NO

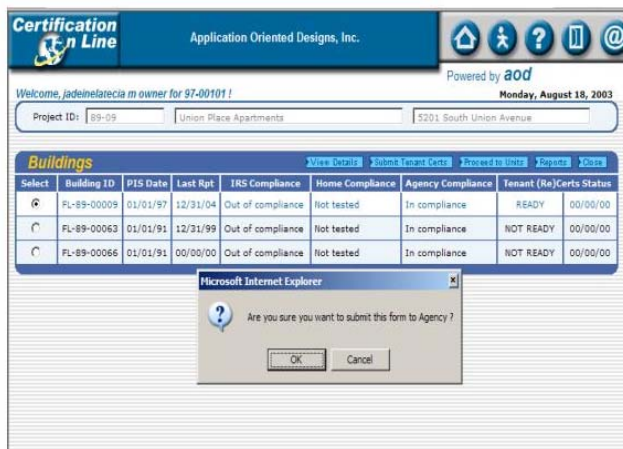
- When all of the units in the building are complete, the first box in the 'Tenant (re)Cert Status' column will display 'Ready'. This building is now ready to submit.
- To return to the 'Buildings' screen place the cursor of your mouse on the 'Close' button and click.
- To submit the Occupancy Data for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

Select	Building ID	PIS Date	Last Rpt	IRS Compliance	Home Compliance	Agency Compliance	Tenant (Re)Certs Status	Last Cert Date
<input checked="" type="radio"/>	FL-89-00009	01/01/97	12/31/04	Out of compliance	Not tested	In compliance	READY	00/00/00
<input type="radio"/>	FL-89-00063	01/01/91	12/31/99	Out of compliance	Not tested	In compliance	NOT READY	00/00/00
<input type="radio"/>	FL-89-00066	01/01/91	00/00/00	Out of compliance	Not tested	In compliance	NOT READY	00/00/00

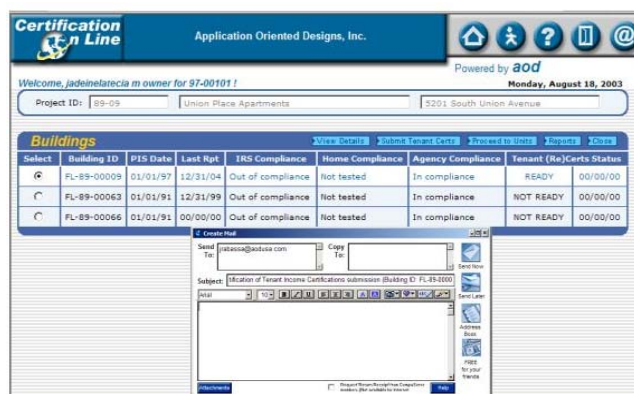
- You cannot submit a building until all of the units are complete.



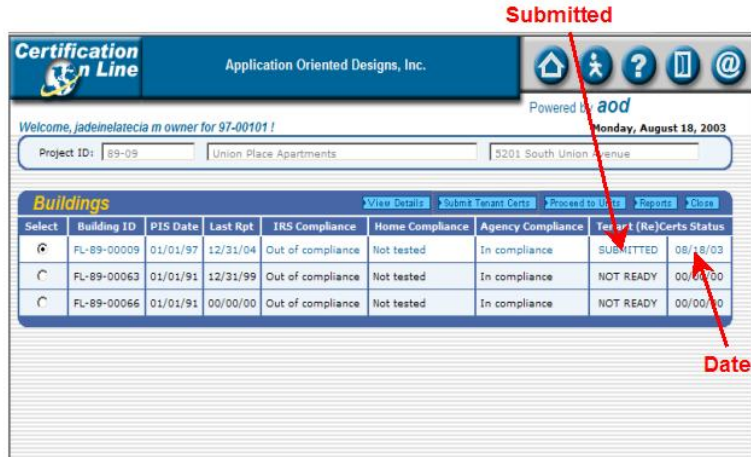
- A pop-up box will ask if you are sure you to want to submit to the Agency. If you are ready, place the cursor of your mouse on the 'OK' button and click. If you are not ready, place the cursor of your mouse on the 'Cancel' button and click..



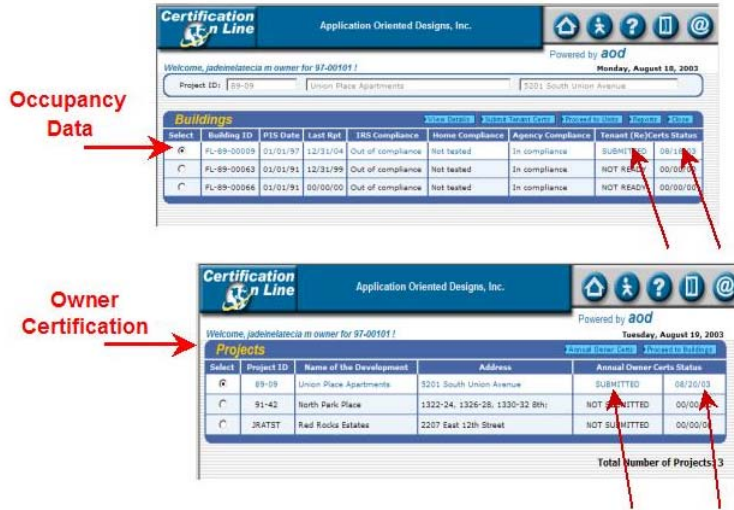
- If you answer, 'Yes', an email window will open. The 'To' and 'Subject' are already filled in. There is no need to add anything more. Place the cursor of your mouse on the 'Send' button and click. The Agency will be notified that your Occupancy Data has been filed.



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



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



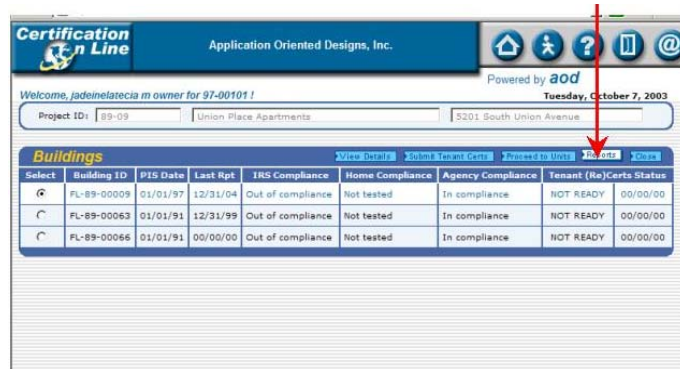
- This project is complete for this reporting period.

- Please use the 'Log Out' icon  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.



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

Certification On-Line      

LIHTC/HOME ANNUAL OCCUPANCY REPORT Page 1

Report Covering Period: 01/01/2004 to 12/31/2004

Project Number: 00-080 Student Explanation
 Project Name: Springwood Apartments 1 - TANF assistance.
 Project Address: 503 SOUTH CEDAR 2 - Job Training Program.
 Building Id Number: MO-00-08001 3 - Single parent/dependent child.
 Total Number of Units: 4 4 - Married/joint return.

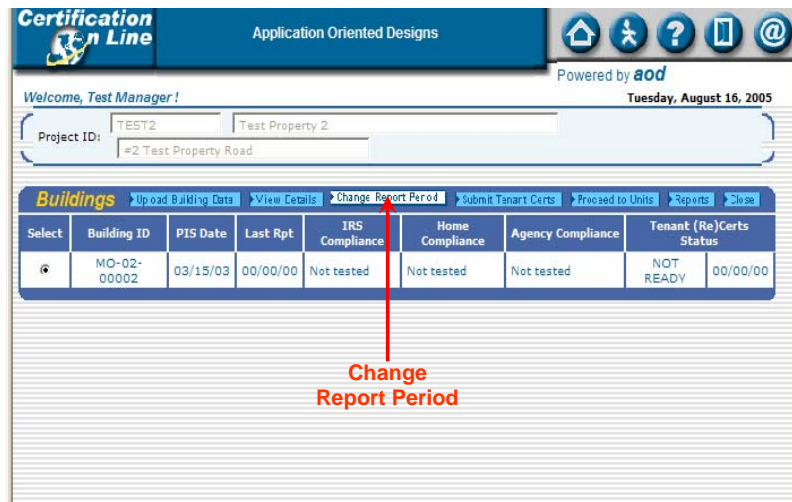
Unit No	Unit Sq Ft	# Bdrms	Move-In Date	Move-Out Date	Head of Household Social Security Number	Head of Household Full Name	Date of Last Certification	Initial Cert Y/N	Age Head of Hshld	Gross Annual Income at Recert	Monthly Tenant Paid Rent	Mandatory Charges	Amount of Rental Subsidy	Util Allow	# in Hshld at Recrt	Non-qual Stdnt Y/N	Qual Stdnt Expln Code	Mrkt Unit Y/N
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		498-40-2984	Clarence Casteel	06/01/2004	N	68	7,260	300	0	0	56	2	N		N

* Denotes a Transfer from/to another unit in the same building.

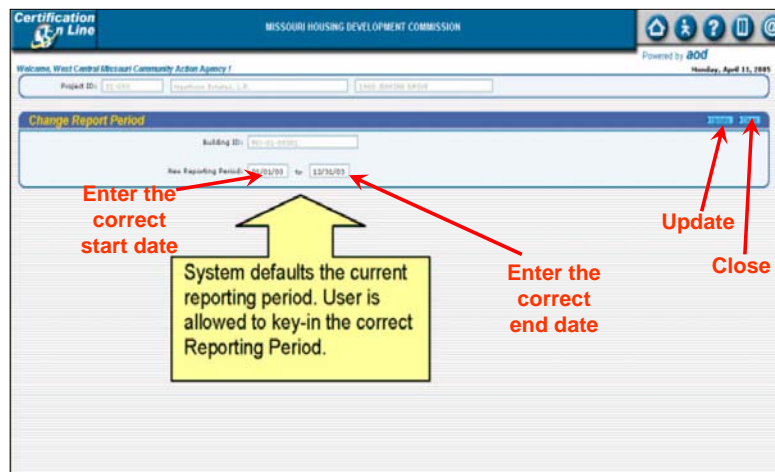
VIII. Other Information

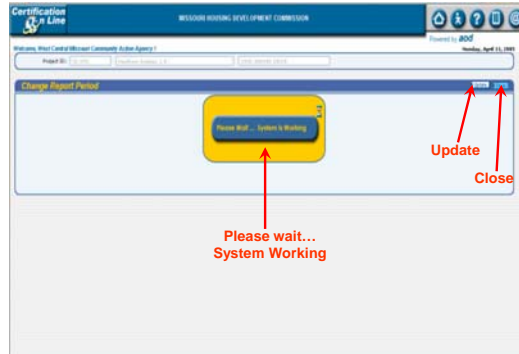
A. Change Report Period

- ✚ 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 cursor on the Change Report Period button and click.



- ✚ 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 cursor 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 cursor on the Update button and click.



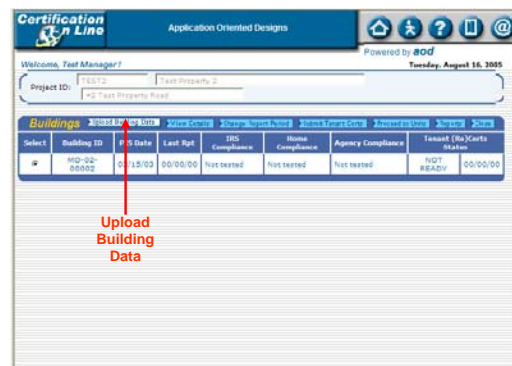


- ✚ Then move your mouse cursor to the close box and click. You will be returned to the Buildings Screen.

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.

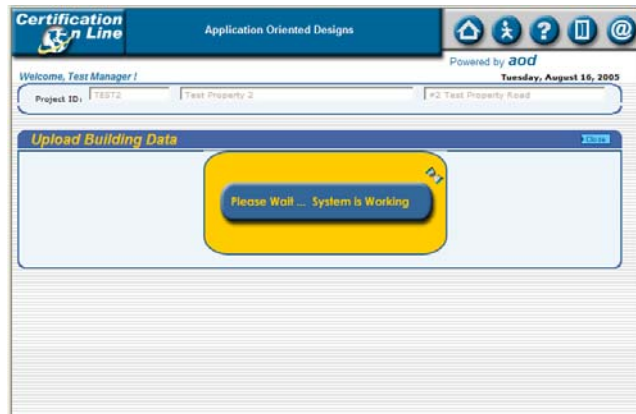
- ✚ The Upload Building Data process is accessed from the Buildings Screen. Place your mouse cursor on the Upload Building Data button and click.



- ✚ This will take you to the Upload Building Data Screen.



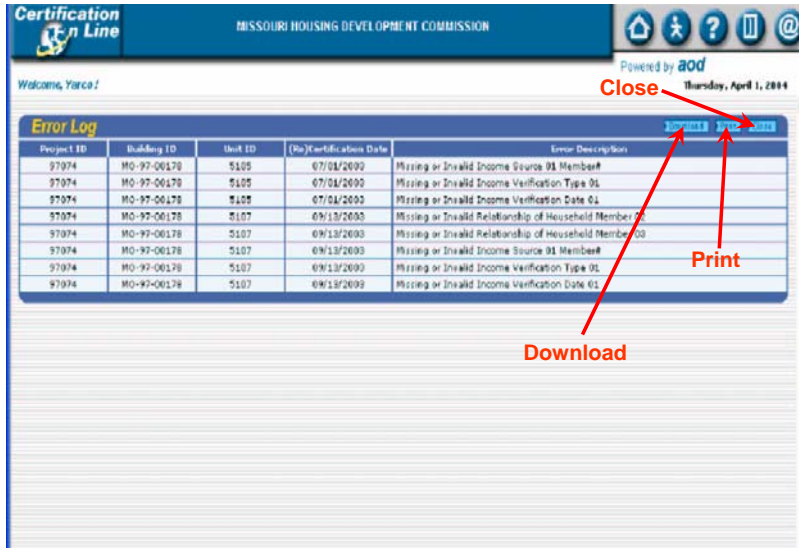
- ✚ Place your mouse cursor on the Browse button and click. This opens your computer files directory. Locate the XML file that you want to upload and click to highlight the file. Then place your mouse cursor on the Open button and click. The file path will show in the XML file window.
- ✚ You can overwrite existing data in COL and replace it with the new XML data. To activate this process, place your mouse cursor 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 cursor on the Upload button and click.



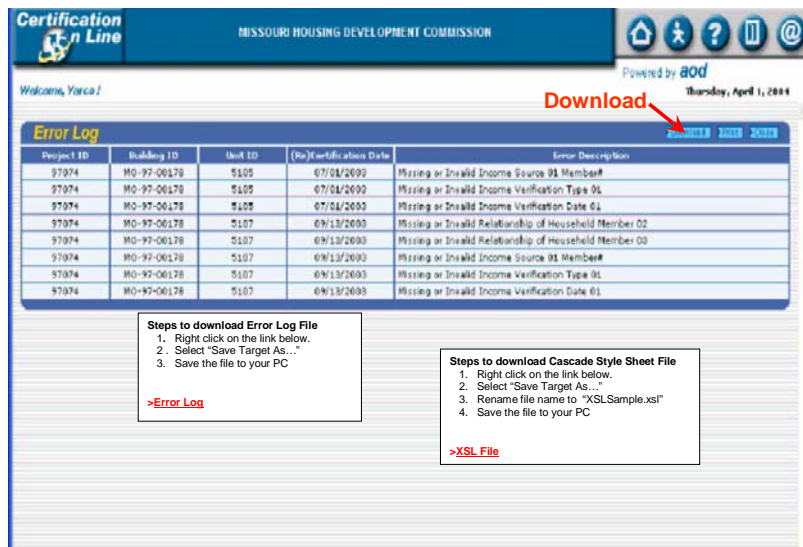
- ✚ If errors are detected in the XML file, you will get the Upload Status box with the message, "Errors found in your file. Click here to see Error Log."



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

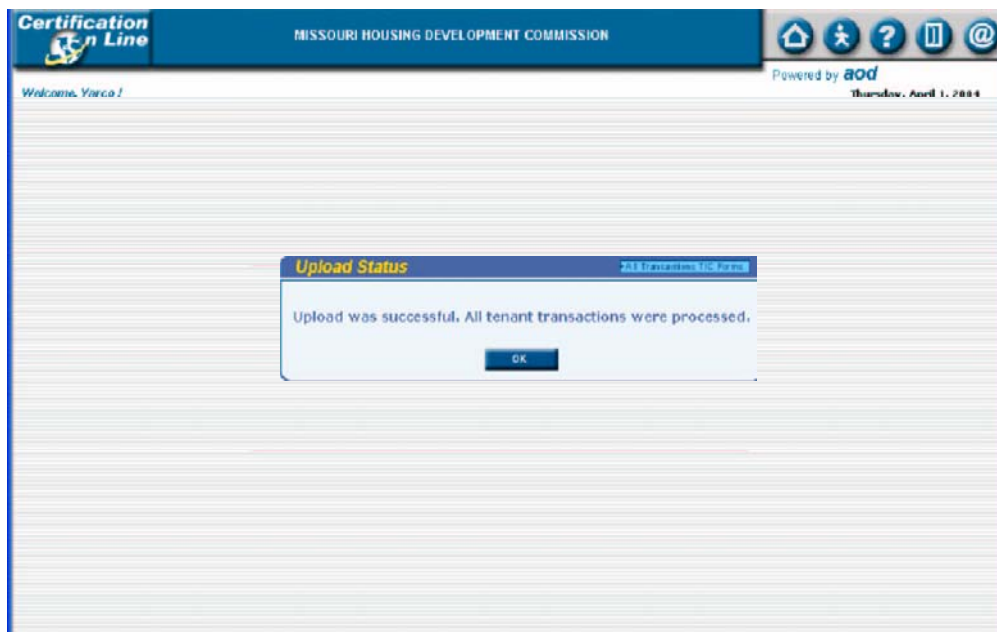
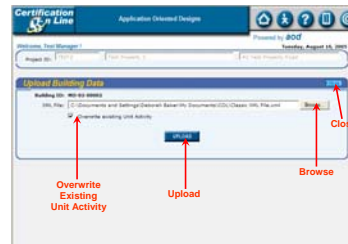


- ✚ Here you can choose to download or print the file or close.
- ✚ To download the file, place your mouse cursor on the Download button and click.



- ✚ 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.



- To complete the process, place your mouse cursor 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.

