



PROGRAM BULLETIN NUMBER #15-1811

TO: OWNERS/MANAGERS/AGENTS of properties purchased through the Affordable Housing Disposition Program, Federal Deposit Insurance Corporation (FDIC), successor in interest to the Resolution Trust Corporation (RTC)

FROM: **RDC**
Robert D. Collier, Senior Vice President of Program Compliance

DATE: November 18, 2015

SUBJECT: **Annual Owner Certification Report** (for the period of January 1– December 31, 2015), **Administrative Fee** (for the period of January 1– December 31, 2016), and **Updated General Policies and Procedures**

The Mississippi Home Corporation (MHC), in an attempt to comply with the requirements as set forth in its Memorandum of Understanding with the Federal Deposit Insurance Corporation (FDIC), successor in interest to the Resolution Trust Corporation, must ensure that an owner of a development that participates in the Affordable Housing Disposition (AHP) program has complied with all regulatory requirements of the program.

In so doing, owners are required to submit certain documents and fees to MHC as mandated in Sections 4.3 and 4.6, respectively, of the development's Land Use Restriction Agreement (LURA). The enclosed documents, and supporting attachments, must be submitted *and packaged in accordance with the AOC Report Guidelines as stated in Attachment A of this bulletin*. The deadline for this submission is ***on or before 5:00 p.m., February 1, 2016***. All owners not submitting the required documents by the deadline date, or submitting incomplete reports will be assessed noncompliance fees AND reported to the FDIC, pursuant to Section 4.3 of the LURA.

One component of the AOC Report, Unit Status Report, must be submitted ELECTRONICALLY to MHC utilizing the Applied Oriented Design/Certification On-Line (AOD/COL) system. All other report components and support documentation must be received by MHC in hard copy format on or before the deadline date noted herein.

Electronic submissions are now being accepted for all authorized AOD/COL users. If AOD/COL access is needed for a development, please contact Brandon Morey at 601.718.4649 or brandon.morey@mshc.com immediately. ***AOD/COL access requests received by MHC after December 31, 2015 will not be granted and a fee of \$40.00, per unit, will be assessed to cover the manual processing of the Unit Status Report.*** To provide owners and managers detailed instructions on the use of the AOD/COL system, MHC will hold a class at nine o'clock on December 15, 2015 at MHC offices in Jackson, MS. Please send an email to compliance.htc@mshc.com to reserve your seat.

In order to better assist you in preparing the required reports, we have prepared an Annual Certification Checklist outlining the required reports, as well as Report Preparation Instructions. We strongly recommend utilizing the attached checklist and instructions when preparing your report for submission in an effort to eliminate packaging errors and/or unintentional omissions.

Finally, please find enclosed an **invoice for the development's 2016 Administrative Fee** calculated in accordance with Section 4.6 of the LURA. ***Please remit the amount due no later than February 1, 2016.*** The annual administrative fee covers the compliance period of January 1, 2016 through December 31, 2016 and is separate and distinct from any fee or reimbursements of costs and legal fees to which MHC may be entitled as a result of judicial enforcement action.

Should you have any questions concerning any of the attached reports/invoice and/or need additional information, please contact the Compliance Division at 601.718.4642.

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Enclosures: Annual Certification Report Guidelines
AOC Report Package w/ Instructions
2016 Administrative Fee Invoice
Updated General Policies and Procedures
Certification Online Instruction Manual

Annual Owner Certification Report Guidelines

In an effort to expedite the Annual Owner Certification (AOC) review process, the Compliance Division has developed the following guidelines for packaging the AOC Report:

1. All documents must be submitted on the forms prescribed by the Compliance Division, where applicable.
2. Any fees due/accessed (i.e., administrative, late submission) must be attached to the top of the AOC Report.
3. Each AOC Report must be secured/binded with an Acco Fastener.
UNSECURED DOCUMENTS SHOULD NOT BE SUBMITTED!
4. All documents must be typed or completed in blue or black ink **ONLY**.
5. All documents and signatures submitted must be **ORIGINALS**.
PHOTOCOPIES WILL NOT BE REVIEWED.

Each package **MUST** contain the following documents **ORGANIZED AND PRESENTED** in the order listed below:

- I. Annual Certification Checklist
- II. Owner Certification of Continued Program Compliance (*Must be signed & dated by owner*)
- III. Compliance Report Summary – Part A
- IV. Compliance Unit Status Report – Part B (*If data was submitted online, a hard copy of the report is not required.*)
- V. Development Physical Condition Report (*Signed & Notarized*)
- VI. Tenant Income Certifications w/ applicable support documentation for all NEW Move-in's.

Please retain a copy of all documents submitted to the Corporation for YOUR records!

**Mississippi Home Corporation
Affordable Housing Program
Annual Owner Certification Report Checklist**

Development Name: _____

Development Number: _____

The following Annual Owner Certification requirements must be submitted to the Mississippi Home Corporation by February 1st for review:

- ☐ 1. **Payment Processing Form**
- ☐ 2. **Owner Certification of Continued Program Compliance**
Signed & Notarized
- ☐ 3. **Compliance Report Summary – Part A**
- ☐ 4. **Compliance Unit Status Report – Part B (Online or manually)**
- ☐ 5. **Development Physical Condition Report**
- ☐ 6. **Copies of the Tenant Income Certification (TIC)**
New Move-in's ONLY!
 - ☐ w/ Income Support documentation

Signature of Person Verifying Report Completion

Date

Signature of Owner

Date

Forward completed report to:
Mississippi Home Corporation, 735 Riverside Drive, Jackson MS 39202

Remember to retain a copy of your AOC report submission for your records!



Compliance Monitoring
Payment Processing Form

COMPLETE THIS FORM AND SUBMIT IT WITH YOUR PAYMENT

(If a single check/money order is submitted in satisfaction of several developments/invoices, complete one form for each development. Indicate amount paid per development. Mark the split payment box, where applicable.)

DEVELOPMENT INFORMATION:

Development Name: _____
Development Number: _____
Submitted by: _____
E-mail: _____ Phone: _____

METHOD OF PAYMENT:

	Reference No.	Invoice No.	Split Payment	Project No.
<input type="checkbox"/> Check:	_____	_____	<input type="checkbox"/>	_____
<input type="checkbox"/> Money Order:	_____	_____	<input type="checkbox"/>	_____
<input type="checkbox"/> Other:	_____	_____	<input type="checkbox"/>	_____

FEE:

Fee Type	Description	Rate	Qty.	Total
<input type="checkbox"/> Annual Administrative	Administrative fee	\$50/LI Unit		
<input type="checkbox"/> Manual Processing	Fee for MHC processing unit data should owner elect not to submit through Certification Online	\$40/ unit		
<input type="checkbox"/> Noncompliance	Fee for failure to comply with program rules and regulations	\$55/hour review		
<input type="checkbox"/> Late Submission	Fee for late submission of requested paperwork	\$100/day late		
GRAND TOTAL:				\$ _____

Remit Payment(s) to:

Mississippi Home Corporation
Compliance Monitoring Division
735 Riverside Drive
Jackson MS 39202

For MHC Internal Use Only

Date payment received: _____ ☐ Late No. of days: _____
Billed Amount: \$ _____
Invoice Balance: \$ _____

Processing Staff: _____

[Image of Payment]

Owner Certification of Program Compliance

☐ Initial Certification
☐ Annual Update for

Period: January 1, 20__ to December 31, 20__

Mississippi Home Corporation
Compliance Monitoring Division
735 Riverside Drive
Jackson, MS 39202

From: _____
Owner Name

Property Name

Address

Property Identification Number: _____

As the owner(s) of the above-referenced property, I/we hereby certify that I/we have met **all** terms and conditions of the Land Use Restriction Agreement (LURA) for this property dated _____.

I/we certify that:

- The property meets the Total Set-Aside and the Very Low-Income Set-Aside requirements of the LURA.
- The income of tenants in all Qualifying Units has been reviewed and verified, and falls within the applicable AHDP income limits.
- Units have been leased in accordance with all occupancy and lease requirements of the LURA.
- All Qualifying Units have contract rents that are equal to or less than the applicable AHDP maximum rents.
- The lease provisions required by the LURA have been incorporated in all leases for Qualifying Units.
- The reports submitted to the Mississippi Home Corporation are accurate and correct to the best of my/our knowledge.

I/We understand that any willful false statement or misrepresentation on this certification requires the Mississippi Home Corporation to promptly notify the RTC or its successors, which may result in legal action.

Owner's Name (Print)

Owner's Signature

Date

Warning: Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful false statements or misrepresentations to any Department or Agency of the United States as to any matter within its jurisdiction.

RTC MULTIFAMILY AFFORDABLE HOUSING PROGRAM COMPLIANCE REPORT

PART A – COMPLIANCE REPORT SUMMARY

Date: _____

Period: January 1, 20__ to December 31, 20__

Property REOMS#: _____

Property Name: _____

Street Address: _____

City, State, Zip: _____

Owner: _____ Phone (__) __ - __

Manager/Contact: _____ Phone (__) __ - __

PROPERTY SUMMARY						Agency Use Only
UNIT TYPE	Number of Units					
	Occupied	Vacant	Over Income	Total	Required	Compliance Status (Total≥Req.)
1. Lower Income – QUs						
2. Very Low-Income - QUs						<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Total Qualifying Units						<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Unrestricted Units						
5. TOTAL ALL UNITS						
Percent				100%		

I/we (owner) relied in good faith upon information supplied by the occupants and verified the information provided. I/We certify that data presented in this report is accurate to the best of our knowledge.

Signature (Preparer)

Signature (Managing Owner)

Date

of Pages attached

Attachments: Part B – Unit Status Report Forms

Tenant Income Certifications (TICs)

PART B - UNIT STATUS REPORT	
-----------------------------	--

1. NAME OF PROPERTY: _____

2. PROPERTY IDENTIFICATION NUMBER: _____

*UNIT DESIGNATIONS
1 = VLI
2 = LI
3 = OI - VLI
4 = OI - LI
5 = UNRESTRICTED

[illegible]

**FDIC
MULTIFAMILY AFFORDABLE HOUSING
COMPLIANCE REPORT**

INSTRUCTIONS:

The Compliance Report includes two parts. Part A is a summary of tenant information and provides a picture of how the property is meeting its affordable housing set-aside requirements. Part B is a unit-by-unit listing of the project's occupancy and rent structure.

NOTE: *Please attach copies of the INITIAL Tenant Income Certification (TIC) form for ALL NEW MOVE-IN's executed during the period of this report.*

**Part A- Compliance Report
Summary**

The Compliance Report Summary provides a snapshot picture of a project's occupancy and the extent to which the required set-asides have been met. The summary must reflect the same time period and the occupancy circumstances detailed in Part B- Unit Status Report.

INSTRUCTIONS:

Date	Indicate the date this report was completed.
Reporting Period	Indicate the reporting period for this report. This period is prescribed by the monitoring agency.
Property REOMS Number	If applicable, provide the identification number assigned by the monitoring agency.
Property Name	Identify the property's name. If there is no name, simply enter the street address.
Street Address and City	Provide the street address of the property, as well as the city, state, and zip code.

**FDIC
MULTIFAMILY AFFORDABLE HOUSING
COMPLIANCE REPORT (continued)**

Owner	Indicate the owner of the development as recorded in the LURA (or current warranty deed) and provide the phone number.
Manager/contact	Indicate the person who has completed this report, or a contact person if clarification should be necessary. Include the phone number for this person.
Lower Income	From the Unit Status Report, provide the total number of qualified units occupied by eligible lower income tenants; the total number of units being held available for occupancy by lower income tenants; the total number of units occupied by tenants previously lower income but now re-certified as over-income; and the total of the previous three items.
Very Low-Income	From the Unit Status Report, provide the total number of qualified units occupied by eligible very low-income tenants; the total number of units being held available for occupancy by very low-income tenants; the total number of units occupied by tenants previously very low income but now re-certified as over-income; the total of the previous three items. Enter the required number of VLI units as indicated in the LURA.
Total Qualifying Units	Total occupied QUs (LI plus VLI); total vacant QUs (LI plus VLI); total of previous two items; required total number of set-aside units as designated in the LURA.
Unrestricted Units	Enter the number of occupied and vacant units <u>not</u> restricted by any set-asides.
Total All Units	Provide the total of all occupied and vacant units.
Percent	Enter the percent of units occupied and vacant.

**FDIC
MULTIFAMILY AFFORDABLE HOUSING
COMPLIANCE REPORT (continued)**

Part B- Unit Status Report

Instructions: When listing unit occupancy activity, you must show **ALL OCCUPANCY** activity that has occurred for a unit during the reporting period.

NOTE: You must attach the TIC and the income support documents for **ALL MOVE-IN's** during the reporting period even if the household no longer occupies the unit.

- | | | |
|-----------------------|--------------------------------|--|
| <u>Item 1.</u> | Name of Property | Indicate the name of the property, or address if there is no name. |
|
 | | |
| <u>Item 2.</u> | Property Identification | If applicable, indicate the number assigned by the monitoring agency. |
|
 | | |
| A. | Building Address | Street and building address if project includes more than one building. |
| B. | Unit Number | Number of unit being reported. |
| C. | Tenant Name | Indicate the full name of head of household. Enter "Vacant" if the unit is not under lease or otherwise vacant. |
| D. | Number of bedrooms | Indicate the total number of bedrooms in this unit. If it is an efficiency, indicate "0". |
| E. | Number of persons | Indicate the total number of persons in this household. Write "0" if the unit is vacant. |
| F. | Date of Move-in | Indicate the date the household moved-into the unit |
| G. | Initial Eligibility | Indicate the effective of the initial certification. |
| H. | Unit Designation | For each unit, indicate whether it is:

1= Very Low-Income Qualified Unit.

2= Lower Income Qualified Unit |

- 3= Over Income – VLI Unit meaning the tenant’s income formerly qualified as VLI, but now exceeds 140% of the LI limit.
- 4= Over Income- LI Unit meaning the tenant’s income formerly qualified as LI, but now exceeds 140% of the LI limit.
- 5= Unrestricted unit, meaning the unit is not counted as a LI or VLI QU.

Provide the following information for Qualifying Units Only.

- | | | |
|----|-----------------------------------|---|
| I. | Date of Last Certification | Indicate the date of the last income certification, if applicable. In most instances the date will be the anniversary of the lease. |
| J. | Annual (gross) Income | Indicate the household’s annual (gross) income as reported on the most recent TIC form. |
| K. | Monthly Unit Rent | Indicate the monthly unit rent charged to the resident including any rental assistance. |
| L. | Move-out Date | Indicate the date the household vacated the unit. |
| M. | Unit Transfer | Indicate if the household is vacating to transfer to another unit in the development.
Y=yes; N=no |
| N. | Unit Transfer No. | Indicate the unit number in which the household transferred to. |

**Mississippi Home Corporation
Development Physical Condition Report**

Project Number: _____ Project Name: _____

Address : _____ City: _____

Certification Period: _____

Damage Sustained: ☐ Yes ☐ No If yes, date of incident: _____

Description of Events: _____

Affected Building(s) and Address (BIN # only if an LIHTC Project)

BIN:	BIN Address	List Units out of Service:	All Units Out of Service?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

(Attach additional pages as necessary)

Has insurance provider been contacted: ☐ Yes ☐ No

Has adjuster visited the property: ☐ Yes ☐ No

Expected date the unit(s) will be back in service: _____

Required Attachments:

- Color Photos of Damages
- Summary of the work necessary to restore building(s) and/or unit(s)

Name of Ownership Entity

Name of Owner Representative

Title

Owner Representative Signature

Date:

**GENERAL POLICIES AND PROCEDURES
Of
the Mississippi Home Corporation**

1. The Compliance Division, prior to correcting a noncompliance issue with the FDIC, must receive all fees assessed against a development for noncompliance.
2. The Compliance Division will monitor all AHP developments according to the development's LURA and the latest Compliance Monitoring Plan under the AHP. Any discrepancies and/or problems noted with said documents should be clarified in writing with the FDIC.
3. ***All Annual Owner Certification (AOC) documents are due to the Corporation by February 1st of each calendar year.*** Documents received past the deadline date will be assessed a late fee of \$100 per day for every day beyond the deadline date. Financial penalty amount not to exceed yearly administrative fee amount.
4. The Compliance Division will report all instances of noncompliance (corrected or not) to the FDIC.
5. The Compliance Division strongly encourages developers and/or owners who qualify residents that are unable to physically write/sign his/her name and must do so with an "x" to have this signature or mark witnessed. Person witnessing signature should be a person other than management and/or owner and of legal age and sound mind to do so.
6. The **ORIGINAL** Qualifying Unit (QU) tenant file and the **ORIGINAL** support documents must be available for review upon request. Failure to provide said documents may result in the unit being reclassified as an "UNRESTRICTED" UNIT thereby causing a decrease in the total and/or minimum set-aside of the development.
7. All requests for technical assistance training must be received at least 10 working days prior to the date of the request. All requests must be in writing and contain the following:
 - The intent of the training (staff training, income calculations, AOC doc's)
 - The number of persons to be trained
 - The location of the training
 - The desired training date(s)
8. The Compliance Division will issue (in writing) final audit result letters within 45 days of the date of the inspection.

MHC's AHP Compliance Monitoring Supplement

9. The Compliance Division will perform a tenant file inspection and a physical inspection of at least 20% of the low-units in the total project set-aside for the development at least once every three years.
10. The Compliance Division will no longer allow "same day correction of minor noncompliance" at the time of on-site inspection. Any deficiencies and/or minor observations noted will be issued in writing within 45 days of on-site inspection date.
11. The Compliance Division will charge an owner, an owner's managing agent, prospective buyer and/or any outside third-party affiliate of the owner (excluding the Federal Deposit Insurance Corporation (FDIC) and/or entities associated with such) \$0.15 per copy and an additional \$55.00 per hour to research the compliance status of a development. The Corporation, prior to fulfilling any research request, must receive all research fees.
12. Household members age 18 or over are required to sign all Certification documents. Failure to acquire the signature of said parties constitutes noncompliance and will be reported to the FDIC as such.
13. Any owner of an AHP development in the process of selling his/her development **must** notify the Corporation, in writing, at least 30 days prior to the closing date of the intended sale. All disposition notifications must include the following:
 - Anticipated closing date
 - Name, address and phone number of the prospective buyer
 - Copy of warranty deed or transfer documentation (within 30 days of the closing date of the sale)
14. All Annual Owner Certification (AOC) documents **must** be executed by the owner of the AHP development and submitted to the Corporation on the approved Certification forms. Documents submitted in a format other than that prescribed by the Corporation **will be** returned unprocessed. In addition, in the event said documents are returned, the owner will be responsible for any late fees (at \$100.00 per day) accrued.
15. At the discretion of the Compliance Monitoring Division, desk audit reviews will be performed on developments with ten (10) or fewer Qualifying Units (QU's). Owners who fail to submit the information requested by the noted deadline date will be deemed in noncompliance **AND** assessed a noncompliance fee at \$100.00 for each day the documents are submitted past the deadline date. Financial penalty amount not to exceed annual administrative fee amount.

MHC's AHP Compliance Monitoring Supplement

16. Owners who fail to submit the information requested by the noted deadline date will be deemed in noncompliance **AND** assessed a noncompliance fee at \$100.00 for each day the documents are submitted past the deadline date. Financial penalty amount not to exceed annual administrative fee amount.
17. Any On-site Audit Acknowledgment Forms not returned to the Corporation or forms received after the noted deadline date will result in the project being audited as outlined in the original correspondence.
18. Owners, developers, and/or managers who fail to respond to the Corporation's request to conduct an inspection (on-site and physical inspection) will be deemed in noncompliance for "Owner failed to respond to agency requests for monitoring reviews and fees". In addition, the Corporation will assess a financial penalty of \$55.00 for each day the inspection is outstanding past the originally scheduled inspection date.
19. When verifying household income, outside third-party verifications are the MOST preferred. However, when third-party verifications are not feasible, household income may be verified via check stubs. ***In this instance, four CONSECUTIVE check stubs are required.*** Failure to acquire four consecutive check stubs is considered a noncompliance event and will be reported to the FDIC as such.
20. The Corporation considers the following documents MANDATORY in each qualifying unit file. Failure to include said documents in each qualifying unit file is considered a noncompliance event and will be reported to the FDIC as such. THE MANDATORY DOCUMENTS ARE:
 - Rental Application
 - Tenant Release and Consent Form (completed annually for each adult resident)
 - Tenant Income Certification (completed annually)
 - Income support documentation (including Assets)
 - Statement of Zero Income, if applicable
 - Lease Agreement
21. Household members (age 18 or over) who report "zero income" on the TIC form MUST complete a *Certification of Zero Income Form* documenting such. Additionally, households earning \$2500 or less should complete the *Certification of Daily Needs* form. The failure to acquire a *Certification of Zero Income* or *Certification of Daily Needs form* for said persons and/or forms improperly completed constitute a noncompliance event with the Corporation and will be reported to the FDIC as such.
22. When calculating income, the greater of the YTD earning and the verified actual earnings must be used when calculating a households' gross annual income. To calculate a resident's YTD income, count the number of weeks from the date the YTD

period starts to the end of the YTD period noted on the most current paystub. Then take the total YTD wages and divide it by the number of pay periods in the entire period. Take the resulting amount and multiply it by the applicable number of checks in a year in order to project the applicant/ resident's income for a full year.

23. Income from tips must also be determined for inclusion in gross income calculation. Individuals working in the food industry, person service industry (i.e., hairstylist or manicurists), and the gaming industry typically receive tips. If tip income is not separately listed on the Employment Verification, 20% of the verified gross annual income must be included in the income calculation as tips. If the verified base pay and the certified tip amount is higher, the calculation resulting in a higher amount should be utilized.
24. Calculate annual income from hourly pay that is less than current minimum wage rate by taking the higher of the actual verified income from earnings, including tips, bonuses, raises, etc. and that of the minimum wage rate in effect at the time of the certification/recertification. In the latter instance, there is no need to include the additional 20% mandatory tip calculation if the employer will not or can not verify tip income.
25. The Corporation will examine household lease agreements at the time of initial qualification. Leases must specify the amount of contract rent and any additional charges, such as a surcharge for owner-paid utilities. Leases must specify the lease term and include provisions outlining the tenant's obligations of their tenancy in regards to the Affordable Housing Program. *In addition, a lease agreement should not possess strictly prohibited FDIC provisions (refer to Section 5.5C of the AHP Manual).*
26. An owner's submission of his/her AOC Report must be transmitted electronically, where applicable, to the Corporation using the applicable online system (i.e., Certification On-Line (COL)). The COL system is an electronic reporting program that interfaces with the Corporation's internal multifamily compliance tracking system, AOD/MF, thereby allowing an owner/manager the ability to log onto the Corporation's secured internet site and enter specific development and unit occupancy information, as well as generate, print and submit certain owner reports. All other components of the Report must be prepared and remitted to the Corporation in hard- copy format on or before the prescribed deadline date. Owners/managers must request, in writing, access to the COL system 45 days prior to the date in which the report is due. Requests received less than 45 days prior may not be granted. In this instance, an owner is required to submit the reports manually and pay a manual processing fee of \$40 per unit (this includes unrestricted units).

Instruction Manual For Online Certification Reporting (COL)



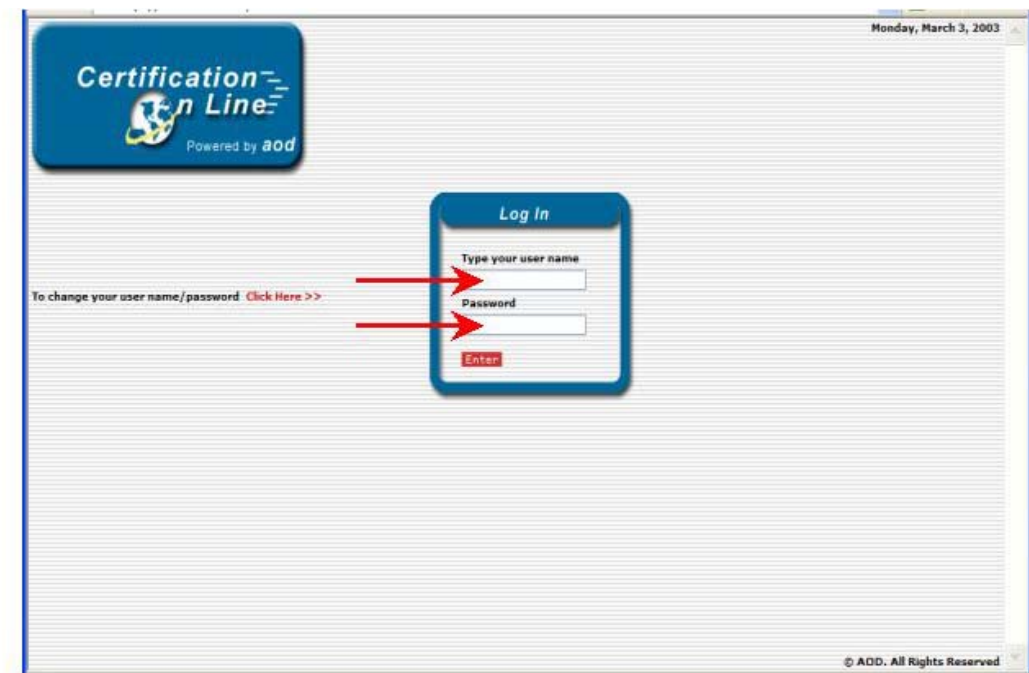
For the On-Site Manager

Summary 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.



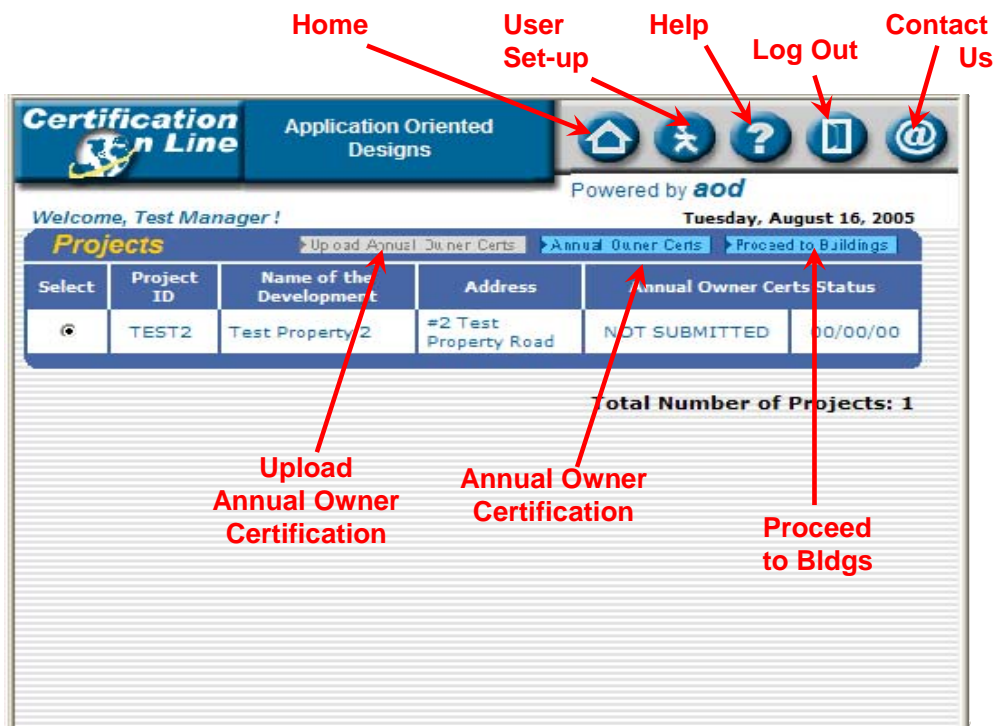
- ✚ This menu bar appears above all of the screens within COL. Whenever you wish to exit the system, please use the 'Log Out' icon  on this menu bar.

I-A. First Log-In Is Different

The screenshot shows a web browser window with a blue header bar containing the 'Certification On-Line' logo and 'Powered by aod'. The main content area is white. In the center, there is a blue-bordered box titled 'User Name/Password'. Inside this box are five text input fields: 'User Name', 'New User Name', 'Password', 'New Password', and 'Confirm Password'. Below these fields is a red button labeled 'Enter'. Two red arrows point to the 'New User Name' and 'New Password' fields. The bottom right corner of the screen contains the text '© 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



- 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 the 'Annual Owner Certification' form. Red arrows point to the following elements:

- Enter Reporting Period:** Points to the 'New Certification Period' field, which shows '01/01/2002 to 12/31/2002'.
- Update:** Points to the 'Update' button at the top.
- Submit:** Points to the 'Submit' button at the top.
- Annual Owner Cert Form:** Points to the 'Annual Owner Cert Form' button at the top.
- Close:** Points to the 'Close' button at the top.

The form includes the following fields and questions:

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

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)(5) of the Code and its non-profit entity materially participated in the operation of the development within the mean 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" Section 42(h)(5) of the Code and its non-profit entity materially participated in the operation of the development within the mean 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

Date of Change:

Taxpayer ID:

Legal Owner First:

Middle:

Last:

General Partnership:

Status of Partnership:

Update **Clear Entry** **Cancel**

- 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 displays a welcome message for 'jadeinelatecia m owner for 97-00101!'. The main heading is 'Change Owner Contact'. Below this, there are several input fields: 'Date of Change:', 'Contact First:', 'Middle:', 'Last:', 'Phone:', 'Fax:', and 'E-mail:'. At the top right of the form area, there are three buttons: 'Update', 'Clear Entry', and 'Cancel'. Red arrows point to these buttons from labels above them. The page also shows a 'Powered by aod' logo and a 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 displays a welcome message for 'jadeinelatecia m owner for 97-00101!'. The main heading is 'Change in Manager Contact'. Below this, there are several input fields: 'Date of Change:', 'Management Co. Name:', 'Management Address1:', 'Address2:', 'City:', 'State:', 'Zip Code:', 'Contact First:', 'Middle:', 'Last:', 'Phone:', 'Fax:', and 'E-mail:'. At the top right of the form area, there are three buttons: 'Update', 'Clear Entry', and 'Cancel'. Red arrows point to these buttons from labels above them. The page also shows a 'Powered by aod' logo and a 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

The screenshot shows the 'Annual Owner Certification' form. At the top, there is a blue header with 'Certification n Line' and 'Application Oriented Designs, Inc.'. Below the header, there is a navigation bar with icons for Home, User, Help, Log Out, and Contact Us. The main content area contains a form with fields for Project ID, Owner Tax ID, Last Cert Ending, and New Certification Period. There are three sections of questions with radio button options. At the top right of the form, there are buttons for 'Update', 'Submit', 'Annual Owner Cert Form', and 'Close'. Red arrows point to the 'Update' and 'Close' buttons.

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

The screenshot shows the 'Projects' screen. At the top, there is a blue header with 'Certification n Line' and 'Application Oriented Designs'. Below the header, there is a navigation bar with icons for Home, User, Help, Log Out, and Contact Us. The main content area contains a table with columns for Select, Project ID, Name of the Development, Address, Annual Owner Certs Status, and a date. There are three buttons at the top: 'Upload Annual Owner Certs', 'Annual Owner Certs', and 'Proceed to Buildings'. Red arrows point to the 'Home', 'User Set-up', 'Help', 'Log Out', 'Contact Us', 'Upload Annual Owner Certification', 'Annual Owner Certification', and 'Proceed to Bldgs' buttons.

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

Total Number of Projects: 1

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

Certification On Line Application Oriented Designs, Inc. Home Help Print Email

Welcome, jadeinelatecia m owner for 97-00101! Today, August 4, 2003

Annual Owner Certification Update Submit Annual Owner Cert Form Save

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

- 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

Certification On Line Navigation icons

OWNER'S CERTIFICATE OF CONTINUING PROGRAM COMPLIANCE

To: Application Oriented Designs, Inc. 9100 NW 36th Street Suite 102, Miami, FL 33178-2432

Certification Dates:	From: January 01, 2002	To: December 31, 2002
Project Name:	Union Place Apartments	
Project Address:	5201 South Union Avenue	City: Des Moines Zip: 50315-0000
Tax ID # of Ownership Entity:	F-000000001	

☐ No buildings have been placed in Service
☐ At least one building has been placed in Service but owner elects to begin credit period in the following year
If either of the above applies, please check the appropriate box, and proceed to page 2 to sign and date this form.

The undersigned _____ on behalf of _____ (the "Owner"), hereby certifies that:

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
If "Change", list the applicable fraction to be reported to the IRS for each building in the project for the certification year on page 3:

- 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.

Submit

- ✚ 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.

Submit

- ✚ 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**.

The screenshot shows a web application titled "Certification On Line" by Application Oriented Designs, Inc. The page is dated Tuesday, August 19, 2003. A table titled "Projects" lists three projects. The first project, "Union Place Apartments", has a status of "SUBMITTED" and a date of "08/20/03". The second and third projects, "North Park Place" and "Red Rocks Estates", have a status of "NOT SUBMITTED" and a date of "00/00/00". A red arrow points from the word "Submitted" in the text above to the "SUBMITTED" status in the table. Another red arrow points from the word "Date" in the text above to the date "08/20/03" in the table.

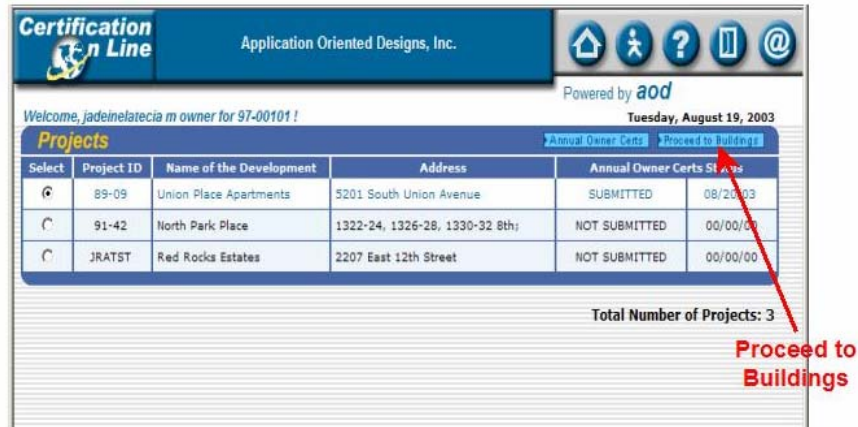
Select	Project ID	Name of the Development	Address	Annual Owner Certs Status	
<input checked="" type="radio"/>	89-09	Union Place Apartments	5201 South Union Avenue	SUBMITTED	08/20/03
<input type="radio"/>	91-42	North Park Place	1322-24, 1326-28, 1330-32 8th:	NOT SUBMITTED	00/00/00
<input type="radio"/>	JRATST	Red Rocks Estates	2207 East 12th Street	NOT SUBMITTED	00/00/00

Total Number of Projects: 3

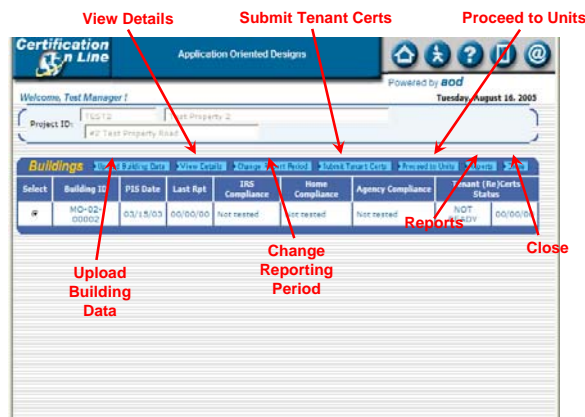
PLEASE NOTE: The Annual Owner Certification Form is to be filed on an Annual basis along with the Occupancy Data.

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.

View Details

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

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

Project ID: 89-09 Union Place Apartments 5201 South Union Avenue

Buildings [View Details](#) [Submit Tenant Certs](#) [Proceed to Units](#) [Reports](#) [Close](#)

Select	Building ID	PIS Date	Last Rpt	IRS 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

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

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

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

Project ID: 89-09 Union Place Apartments 5201 South Union Avenue

Building Detail Information [Close](#)

BUILDING ADDRESS	
Building ID:	FL-89-00009
Address 1:	8877 South Drive
Address 2:	
City:	Des Moines
State:	FL
Zip Code:	50315-0000
County:	Broward

TOTALS	
Number of Units:	2
Sq Footage:	2,000

BUILDING COMPLIANCE STATUS		
	Last Tested on	Last Report Ending Data
IRS	03/06/03	12/31/01
Agency	03/06/03	12/31/01
Home	00/00/00	12/31/01

Compliance status as of last reporting period.

Close to Return to Building Listing

- ✚ 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.

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

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

Project ID: 89-09 Union Place Apartments 3201 South Union Avenue

Select	Building ID	PIS Date	Last Rpt	IRS 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

Proceed to Units

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

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

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

Building ID: 89-00009

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	03/03/00	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

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

- 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

Certification On Line Application Oriented Designs, Inc. Powered by **aod**

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

Building ID: FL-89-00009

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"/>	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.

Certification On Line Application Oriented Designs, Inc. Powered by **aod**

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

Building ID: FL-89-00009

Unit Definition New View / Update Delete Close

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.

Update Cancel

Certification n Line Application Oriented Designs, Inc.

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

Building ID: FL-89-00009

Unit Description

Unit Number:
Number of Bedrooms:
Unit Square Feet:
Unit Type: ----- Select Unit Type -----

Unit Designation

LIHTC Unit ☐
HOME Unit ☐
Tax Exempt Unit ☐
AMDP Unit ☐
Other ☐
Fixed Floating

Unit Number Correction ?

New Unit Number:

- 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.

Update Cancel

Certification n Line Application Oriented Designs, Inc.

Welcome, jadeinlatencia m owner for 97-00101 ! Monday, August 25, 2003

Building ID: FL-89-00066

Units

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.

View/Update

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

Welcome, jadeinelatecia m owner for 97-00101!

Building ID: FL-89-00009

Unit Definition

Select	Unit Number	# of Bed	Sq FT	Status	Head of Household
<input 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

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

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

Welcome, jadeinelatecia m owner for 97-00101!

Building ID: FL-89-00009

Unit Description

Unit Number: 102
 Number of Bedrooms: 1
 Unit Square Feet: 1,000
 Unit Type: ----- Select Unit Type -----

Unit Designation

LHTC Unit ☒
 HOME Unit ☒ Fixed ☐ Floating
 Tax Exempt Unit ☐
 AHDP Unit ☐
 Other ☐

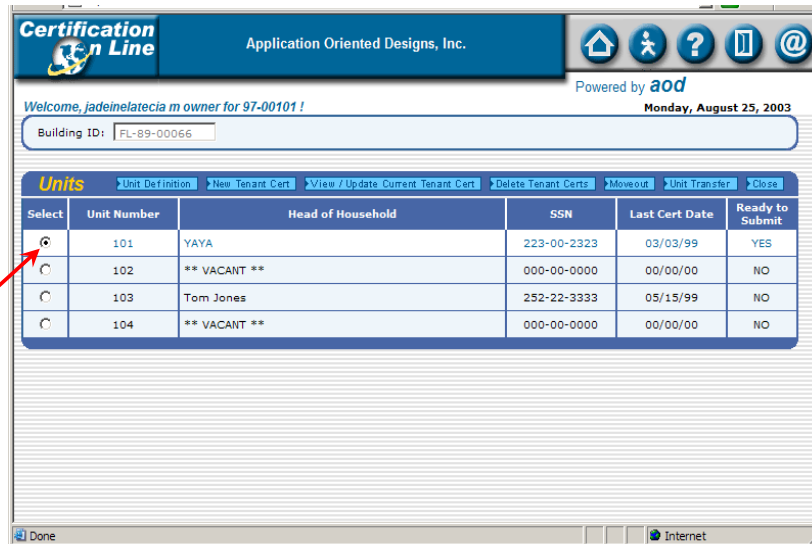
Unit Number Correction ?

New Unit Number:

- 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.



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

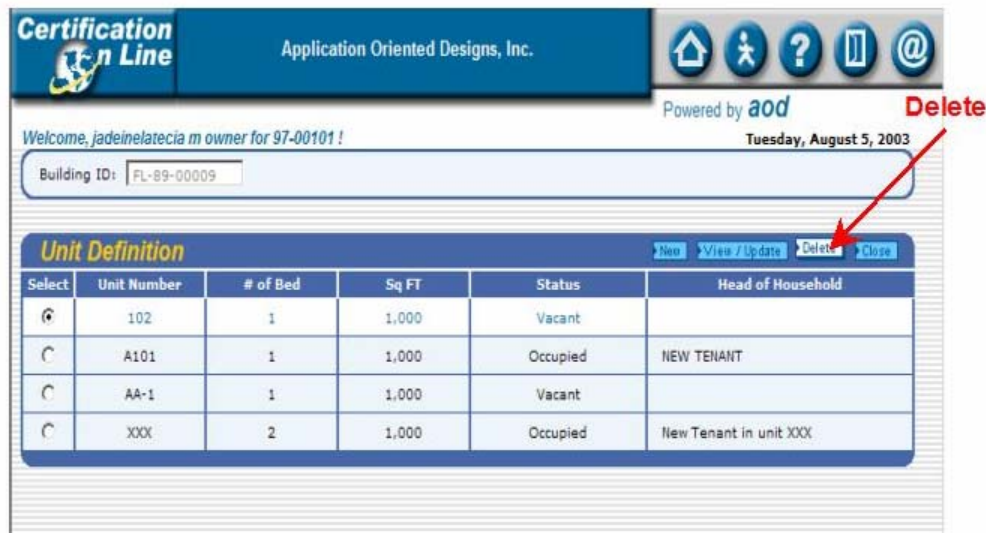
Welcome, jadeinelatecia m owner for 97-00101 ! Monday, August 25, 2003

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	05/15/99	NO
<input type="radio"/>	104	** VACANT **	000-00-0000	00/00/00	NO

Done Internet



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

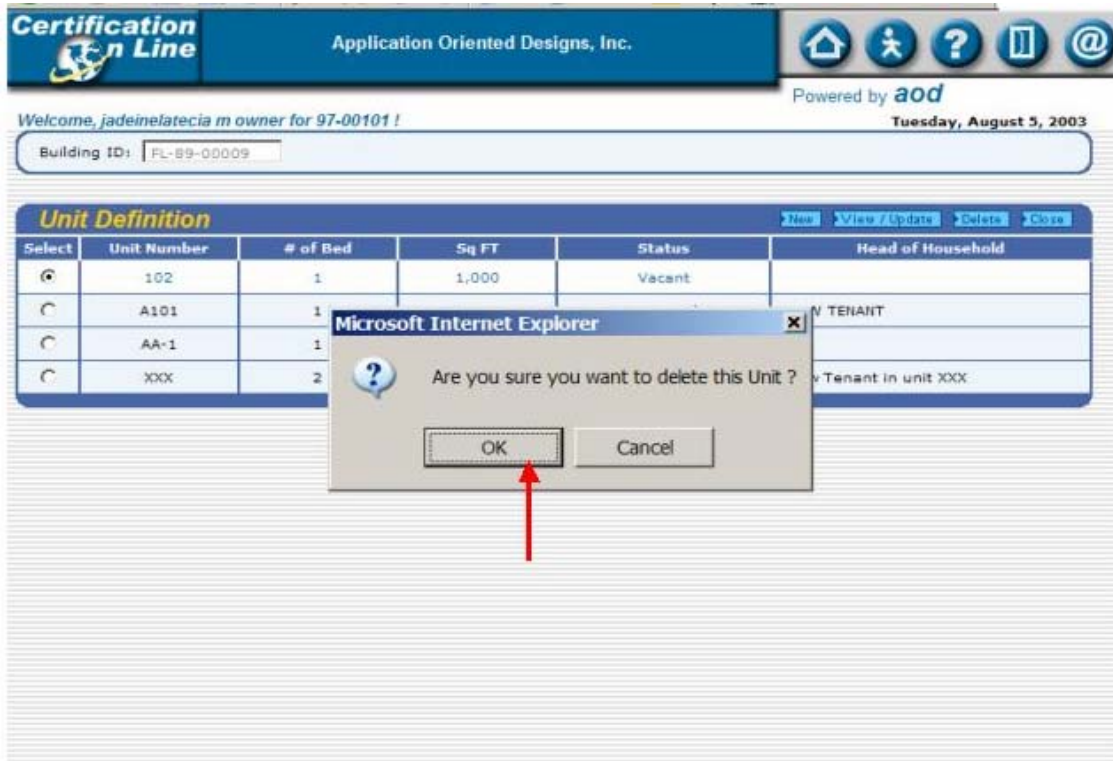
Welcome, jadeinelatecia m owner for 97-00101 ! Tuesday, August 5, 2003

Building ID: FL-89-00009

Unit Definition [New](#) [View / Update](#) [Delete](#) [Close](#)

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

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



- 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.

New Tenant Cert

The screenshot displays the 'Certification On Line' interface. At the top, there's a header with the logo and 'Application Oriented Designs, Inc.' Below this, a welcome message and a date 'Tuesday, August 5, 2003' are shown. A 'Building ID' field contains 'FL-89-00009'. A navigation bar includes buttons for 'Unit Definition', 'New Tenant Cert', 'View / Update Current Tenant Cert', 'Delete Tenant Certs', 'Moveout', 'Unit Transfer', and 'Close'. Below this is a table with columns: 'Select', 'Unit Number', 'Head of Household', 'SSN', 'Last Cert Date', and 'Ready to Submit'. The table has four rows: 102 (** VACANT **), A101 (NEW TENANT), AA-1 (** VACANT **), and XXX (New Tenant in unit XXX). Below the table, the 'Tenant Certification' form is visible. It includes fields for 'Tenant Name' (** VACANT **), 'Project ID' (91-42), 'Building ID' (FL-89-00064), 'Unit ID' (A), 'New Reporting Period' (01/01/02 to 12/31/02), and 'Current Unit Status' (Market Rate). There are buttons for 'Update', 'Tenant Income Cert Form', and 'Close'. A sidebar on the left has buttons for 'GENERAL INFORMATION', 'HOUSEHOLD', 'INCOME', 'ASSETS', and 'UNIT RENT'. Red arrows point from text labels to specific elements: 'Enter Reporting Period' points to the 'New Reporting Period' field; 'Update' points to the 'Update' button; 'Close' points to the 'Close' button; 'General Information' points to the 'GENERAL INFORMATION' sidebar button; and 'Unit Rent' points to the 'UNIT RENT' sidebar button.

Enter Reporting Period

Update

Close

General Information

Unit Rent

- ✚ 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. In the summary format, you will have access to only two;
 1. **General Information;** and
 2. **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.
- ✚ 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. Unit Rent

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

The screenshot displays the 'Certification n Line' web application interface. At the top, there is a header with the logo and navigation icons. Below the header, a welcome message is visible. The main section is titled 'Tenant Certification' and contains several input fields for tenant information, including 'Tenant Name', 'Project ID', 'Building ID', 'Unit ID', and 'Last Report Ending'. A sidebar on the left contains a list of blue buttons: 'GENERAL INFORMATION', 'HOUSEHOLD', 'INCOME', 'ASSETS', and 'UNIT RENT'. The 'UNIT RENT' button is highlighted with a red arrow and the text 'Unit Rent' below it. The main content area shows the 'Unit Rent' form with fields for 'Rent Change Date', 'Tenant Paid Rent', 'Mandatory Charges', 'Rental Subsidy', 'Utility Allowance', and 'Gross Rent'. Arrows point to the 'Rent Change Date' and 'Mandatory Charges' fields.

- 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, otherwise, leave it blank.
- 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

Application Oriented Designs, Inc.

Powered by 200

Welcome, jadeinelatecia m owner for 97-00101!

Tenant Certification

Tenant Name: ** VACANT **

Project ID: 89-09

Building ID: FL-89-00009

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

Union Place Apartments

Unit ID: 102

Current Unit Status: Market Rate

Ready to Submit

Last Report Ending: 12/31/01

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

TENANT INCOME CERTIFICATION

☐ Initial Certification ☒ Recertification ☐ Other

Effective Date: 08-31-2003

Move-in Date: 08-01-2003

Property Name: Union Place Apartments

Address: 4301 South US Highway 1, Suite 1000, Ft. Lauderdale, FL 33308-0000

Unit Number: 102

Bedrooms: 1

PART II - HOUSEHOLD COMPOSITION

HRI #	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	343-00-3434
2	UNBORN CHILD	Unborn Child			
3					
4					
5					
6					
7					

PART III - GROSS ANNUAL INCOME (USE ANNUAL AMOUNTS)

HRI #	(A) Employment or Wages	(B) Soc. Security/Pensions	(C) Public Assistance	(D) Other Income
1	7,800			
TOTALS	7,800	0	0	0
Add totals from (A) through (D), above				
TOTAL INCOME (E):				7,800

PART IV - INCOME FROM ASSETS

HRI #	(F) Type of Asset	(G) Cash Value of Asset	(H) Annual Income from Asset
1	CDs/Time Deposits	0.00	4,800
TOTALS		4,800	32
Enter Column (H) Total			
Paybook 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

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

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

Tenant Certification

Tenant Name: NEW TENANT
 Project ID: 99-09
 Building ID: FL-89-00009
 New Reporting Period: 01/01/02 to 02/01/02
 Unit ID: A101
 Current Unit Status: Low Income
 Last Report Ending: 02/01/02

Unit Rent

Rent Change Date:
 Tenant Paid Rent: 200
 Mandatory Charges: 3
 Rental Subsidy: 15
 Utility Allowance: 12
 Gross Rent: 215

This will change the envelope From open to closed.

(Note: Please enter this amount only if paid by the Tenant)
 (Tenant Paid Rent + Mandatory 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.
- ✚ 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'.

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

Welcome, jadeinlatencia m owner for 97-00101! Monday, August 25, 2003

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.

View/Update Current Tenant Cert

The screenshot shows the 'Certification On Line' interface. At the top, there's a header with the logo and 'Application Oriented Designs, Inc.'. Below that, a welcome message and a date 'Tuesday, August 5, 2003'. A 'Building ID' field contains 'FL-89-00009'. A navigation bar includes buttons: 'Unit Definition', 'New Tenant Cert', 'View / Update Current Tenant Cert' (highlighted with a red arrow), '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'.

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

- 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.

Update Close

The screenshot shows the 'Tenant Certification' form. At the top, there's a header with the logo and 'Application Oriented Designs, Inc.'. Below that, a welcome message and a date 'Tuesday, September 16, 2003'. A navigation bar includes buttons: 'Update' (highlighted with a red arrow), 'Tenant Income Cert Form', and 'Close' (highlighted with a red arrow). Below the navigation bar is a form with fields: 'Tenant Name: ** VACANT **', 'Project ID: 91-42', 'North Park Place', 'Building ID: FL-89-00064', 'Unit ID: A', 'New Reporting Period: 01/01/02 to 12/31/02', 'Current Unit Status: Market Rate', 'Last Report Ending: 00/00/00', and a 'Ready to Submit' checkbox. A sidebar on the left has buttons: 'GENERAL INFORMATION' (highlighted with a red arrow), 'HOUSEHOLD', 'INCOME', 'ASSETS', and 'UNIT RENT' (highlighted with a red arrow).

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

Delete Tenant Certs

The screenshot shows the 'Certification n Line' interface for Application Oriented Designs, Inc. The user is logged in as 'jadelatecia m owner for 97-00101'. The 'Delete Tenant Certs' button is highlighted with a red arrow. Below the button is a table of units.

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

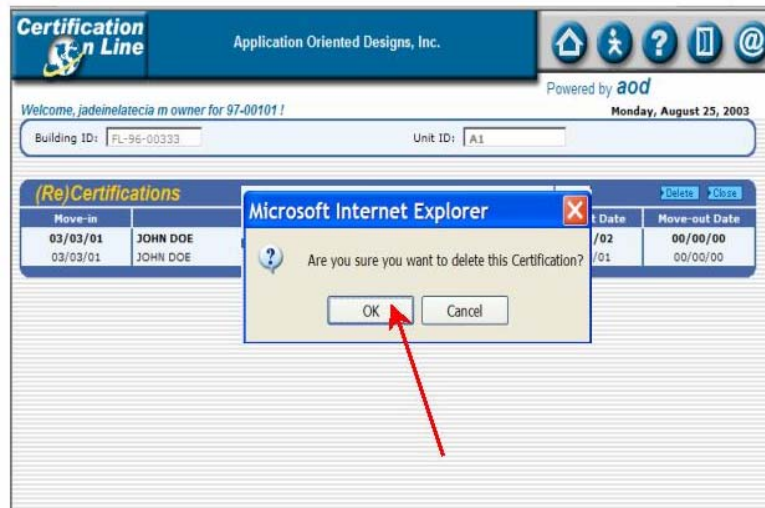
Delete

The screenshot shows the 'Certification n Line' interface for Application Oriented Designs, Inc. The user is logged in as 'jadelatecia m owner for 97-00101'. The 'Delete' button is highlighted with a red arrow. Below the button is a table of (Re)Certifications.

Move-in	Head of Household	Last Cert Date	Move-out Date
03/03/01	JOHN DOE	03/01/02	00/00/00
03/03/01	JOHN DOE	03/03/01	00/00/00

- 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.

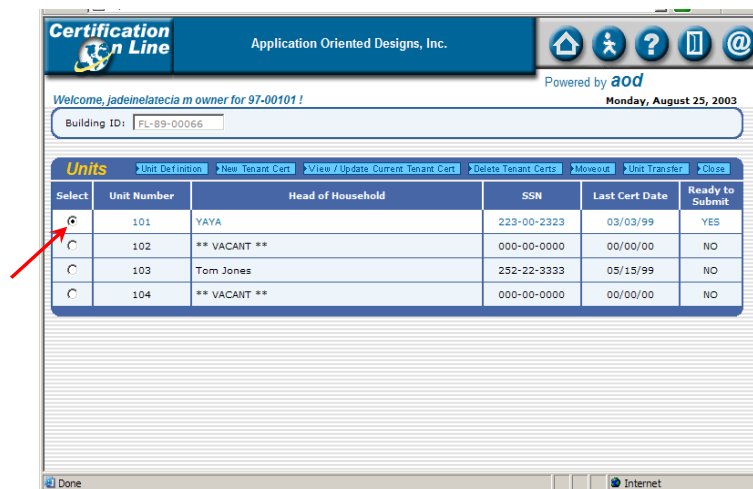
- You will be asked, “Are you sure you want to delete this certification? If yes, place the cursor of your mouse on the ‘**OK**’ button and click. If no, place the cursor of your mouse on the ‘**Cancel**’ button and click.



- 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.

The screenshot shows the 'Certification n Line' application interface. At the top, there's a header with the logo and 'Application Oriented Designs, Inc.'. Below the header, a welcome message reads 'Welcome, jadeinelatecia m owner for 97-00101 !' and the date 'Monday, August 18, 2003'. A 'Building ID' field contains 'FL-89-00009'. A navigation bar includes buttons for 'Unit Definition', 'New Tenant Cert', 'View / Update Current Tenant Cert', 'Delete Tenant Certs', 'Moveout', 'Unit Transfer', and 'Close'. The 'Moveout' button is highlighted with a red arrow and the text 'Move-Out' above it. Below the navigation bar is a table with columns: 'Select', 'Unit Number', 'Head of Household', 'SSN', 'Last Cert Date', and 'Ready to Submit'.

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

The screenshot shows the 'Move-out Data' form. It has a title bar with 'Move-out Data' and buttons for 'Update' and 'Close'. The form contains several input fields: 'Building ID' (FL-89-00009), 'Head of Household' (Tom), 'Unit ID' (102), and 'Move-out Date' (empty). A red arrow points to the 'Update' button, with the word 'Update' written above it. Another red arrow points to the 'Move-out Date' field.

- 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' web application interface. At the top, there's a header with the logo and 'Application Oriented Designs, Inc.'. Below the header, a welcome message reads 'Welcome, jadeinelatecia m owner for 97-00101!'. A 'Building ID' field contains 'FL-89-00066'. A navigation bar includes buttons for 'Units', 'Unit Definition', 'New Tenant Cert', 'View / Update Current Tenant Cert', 'Delete Tenant Certs', 'Moveout', 'Unit Transfer', and 'Close'. The 'Units' button is highlighted. Below the navigation bar is 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

- 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' web application interface. At the top, there's a header with the logo and 'Application Oriented Designs, Inc.'. Below the header, a welcome message reads 'Welcome, jadeinelatecia m owner for 97-00101!'. A 'Building ID' field contains 'FL-89-00009'. A navigation bar includes buttons for 'Units', 'Unit Definition', 'New Tenant Cert', 'View / Update Current Tenant Cert', 'Delete Tenant Certs', 'Moveout', 'Unit Transfer', and 'Close'. The 'Unit Transfer' button is highlighted with a red arrow. Below the navigation bar is a 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 blue box, 'Unit Transfer Data', will open.
- ✚ 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.

Unit Transfer Data

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)

Update

Only vacant units will be displayed.

- ✚ When complete, place the cursor of your mouse on the 'Update' button and click.

Tenant Certification

Tenant Name: Bob Smith

Project ID: 91-42

Building ID: FL-99-00064

Unit ID: 8

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

Additional Household Data

Home Phone: 315 552 5555

Work Phone: 315 555 5555

Email: bob.smith@email.com

Ethnicity: None

Race: Balance/Other

Old Unit #: 5

Old Unit Move-In Date: 05/01/02

Old Unit #

Original Move-in Date

H. Internet Submission of Occupancy Data

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

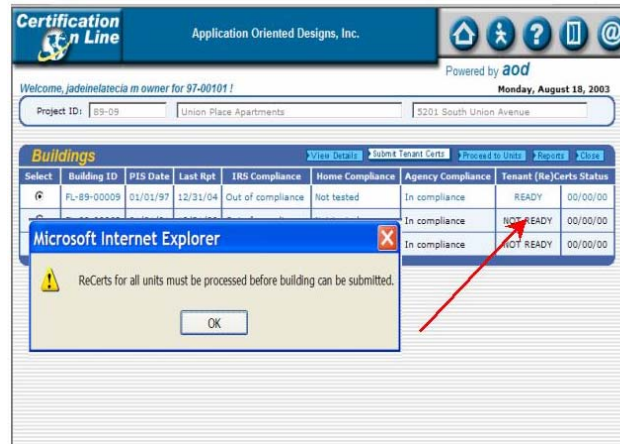
- On the 'Units' screen, you can easily track which units are ready for submission. At the right hand side of the Units box, the 'Ready for Submission' column shows either 'Yes' or 'No'.

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

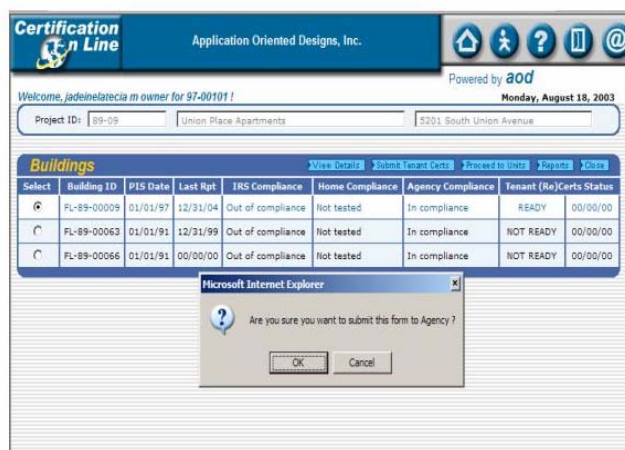
- When all of the units in the building are complete, the first box in the 'Tenant (re)Cert Status' column will display 'Ready'. This building is now ready to submit.
- To return to the 'Buildings' screen place the cursor of your mouse on the 'Close' button and click.
- To submit the Occupancy Data for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

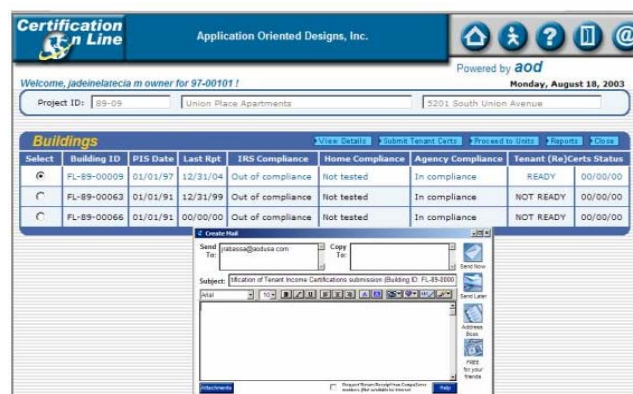
- You cannot submit a building until all of the units are complete.



- 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.

Submitted

Date

Select	Building ID	PIS Date	Last Rpt	IRS Compliance	Home Compliance	Agency Compliance	Tenant (Re)Certs Status
<input checked="" type="radio"/>	FL-89-00009	01/01/97	12/31/04	Out of compliance	Not tested	In compliance	SUBMITTED 08/18/03
<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

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

Occupancy Data

Owner Certification

Select	Building ID	PIS Date	Last Rpt	IRS Compliance	Home Compliance	Agency Compliance	Tenant (Re)Certs Status
<input checked="" type="radio"/>	FL-89-00009	01/01/97	12/31/04	Out of compliance	Not tested	In compliance	SUBMITTED 08/18/03
<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

Select	Project ID	Name of the Development	Address	Annual Owner Cert Status
<input checked="" type="radio"/>	89-09	Union Place Apartments	1301 South Union Avenue	SUBMITTED 08/20/03
<input type="radio"/>	91-42	North Park Place	1322-24, 1326-28, 1330-32 8th	NOT SUBMITTED 00/00/00
<input type="radio"/>	JRATST	Red Rodas Estates	2207 East 12th Street	NOT SUBMITTED 00/00/00

Total Number of Projects: 3

- 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.

Certification On-Line Application Oriented Designs, Inc. Powered by aod

Welcome, jadeinelatecia m owner for 97-00101! Tuesday, October 7, 2003

Project ID: 89-09 Union Place Apartments 3201 South Union Avenue

Select	Building ID	PIS Date	Last Rpt	IRS Compliance	Home Compliance	Agency Compliance	Tenant (Re)Certs Status
<input type="radio"/>	FL-89-00009	01/01/97	12/31/04	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

Certification On-Line Application Oriented Designs, Inc. Powered by aod

Welcome, jadeinelatecia m owner for 97-00101! Tuesday, October 7, 2003

Select Report

LIHTC/HOME ANNUAL OCCUPANCY

- The reports that are currently available are:
 - A. LIHTC Annual Occupancy Report
- 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

Certification On-Line LIHTC/HOME ANNUAL OCCUPANCY REPORT Page 1

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

Project Number: 00-080
 Project Name: Springwood Apartments
 Project Address: 503 SOUTH CEDAR
 Building Id Number: MO-00-08001 Total Number of Units: 4

Student Explanation

- 1 - TANF assistance.
- 2 - Job Training Program.
- 3 - Single parent/dependent child.
- 4 - Married/joint return.

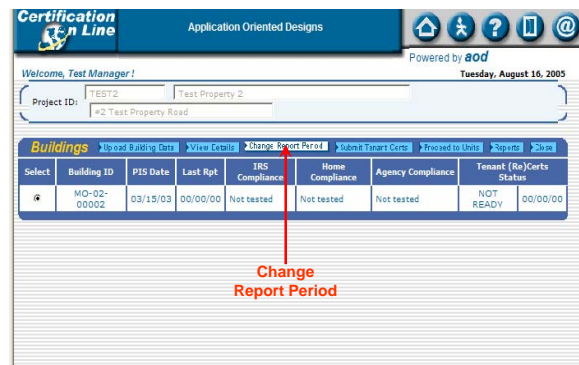
Unit No	Unit Sq Ft	# Bdrms	Move-In Date	Move-Out Date	Head of Household Social Security Number	Head of Household Full Name	Date of Last Certification	Initial Cert Y/N	Age Head of Hshld	Gross Annual Income at Recert	Monthly Tenant Paid Rent	Mandatory Charges	Amount of Rental Subsidy	Util Allow	# in Hshld 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.

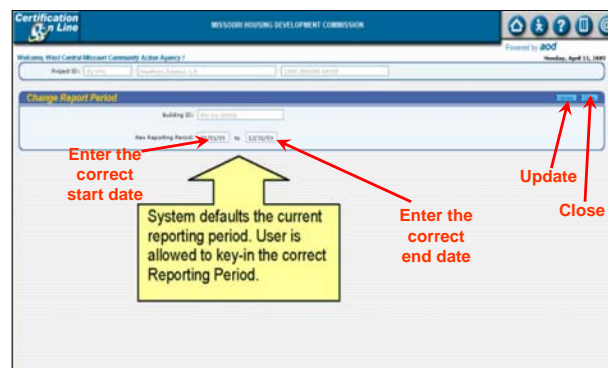
VIII. Other Information

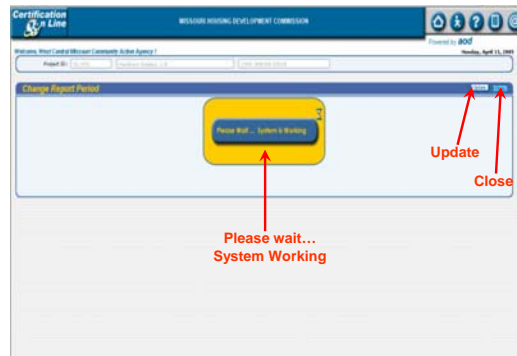
A. Change Report Period

- 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.



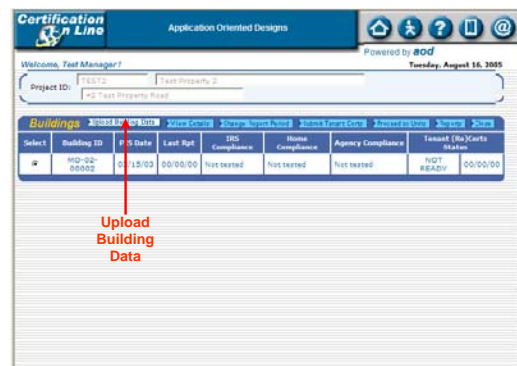


- Then move your mouse cursor to the close box and click. You will be returned to the Buildings Screen.

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.

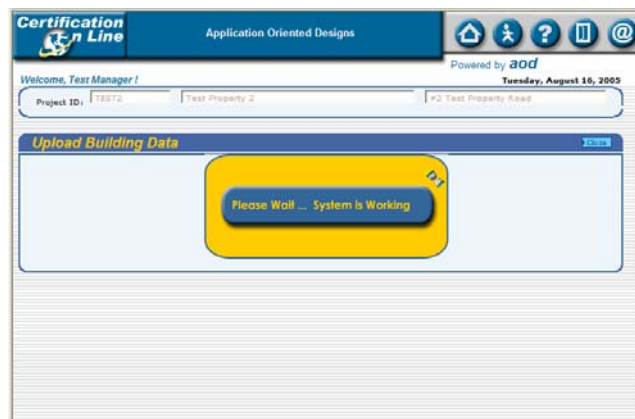
- The Upload Building Data process is accessed from the Buildings Screen. Place your mouse cursor on the Upload Building Data button and click.



- 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.

Close

Download

Print

Project ID	Building ID	Unit ID	Due/Verification Date	Error Description
97974	MO-97-06178	5105	07/01/2000	Missing or Invalid Income Source 08 Member
97974	MO-97-06178	5105	07/01/2000	Missing or Invalid Income Verification Type 06
97974	MO-97-06178	5105	07/01/2000	Missing or Invalid Income Verification Date 02
97974	MO-97-06178	5107	09/13/2000	Missing or Invalid Relationship of Household Member 02
97974	MO-97-06178	5107	09/13/2000	Missing or Invalid Relationship of Household Member 03
97974	MO-97-06178	5107	09/13/2000	Missing or Invalid Income Source 08 Member
97974	MO-97-06178	5107	09/13/2000	Missing or Invalid Income Verification Type 06
97974	MO-97-06178	5107	09/13/2000	Missing or Invalid Income Verification Date 02

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.

Download

Steps to download Error Log File

1. Right click on the link below.
2. Select "Save Target As..."
3. Save the file to your PC.

>Error Log

Steps to download Cascade Style Sheet File

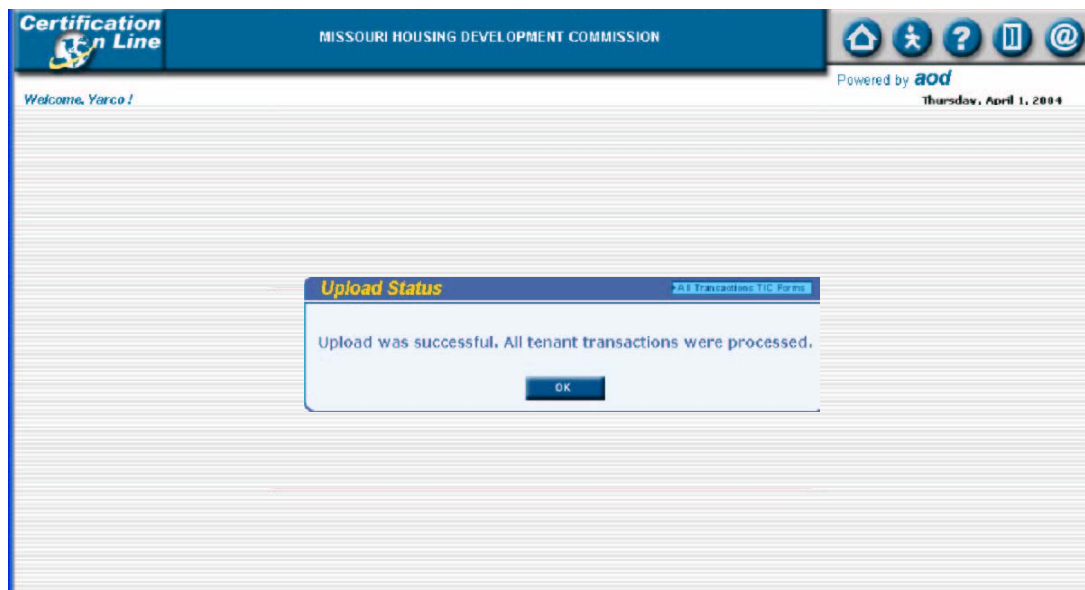
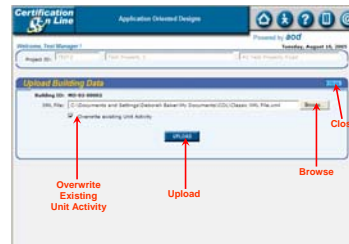
1. Right click on the link below.
2. Select "Save Target As..."
3. Rename file name to "XSLSample.xsl"
4. Save the file to your PC.

>XSL File

Follow the instructions on the pop-up 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.

