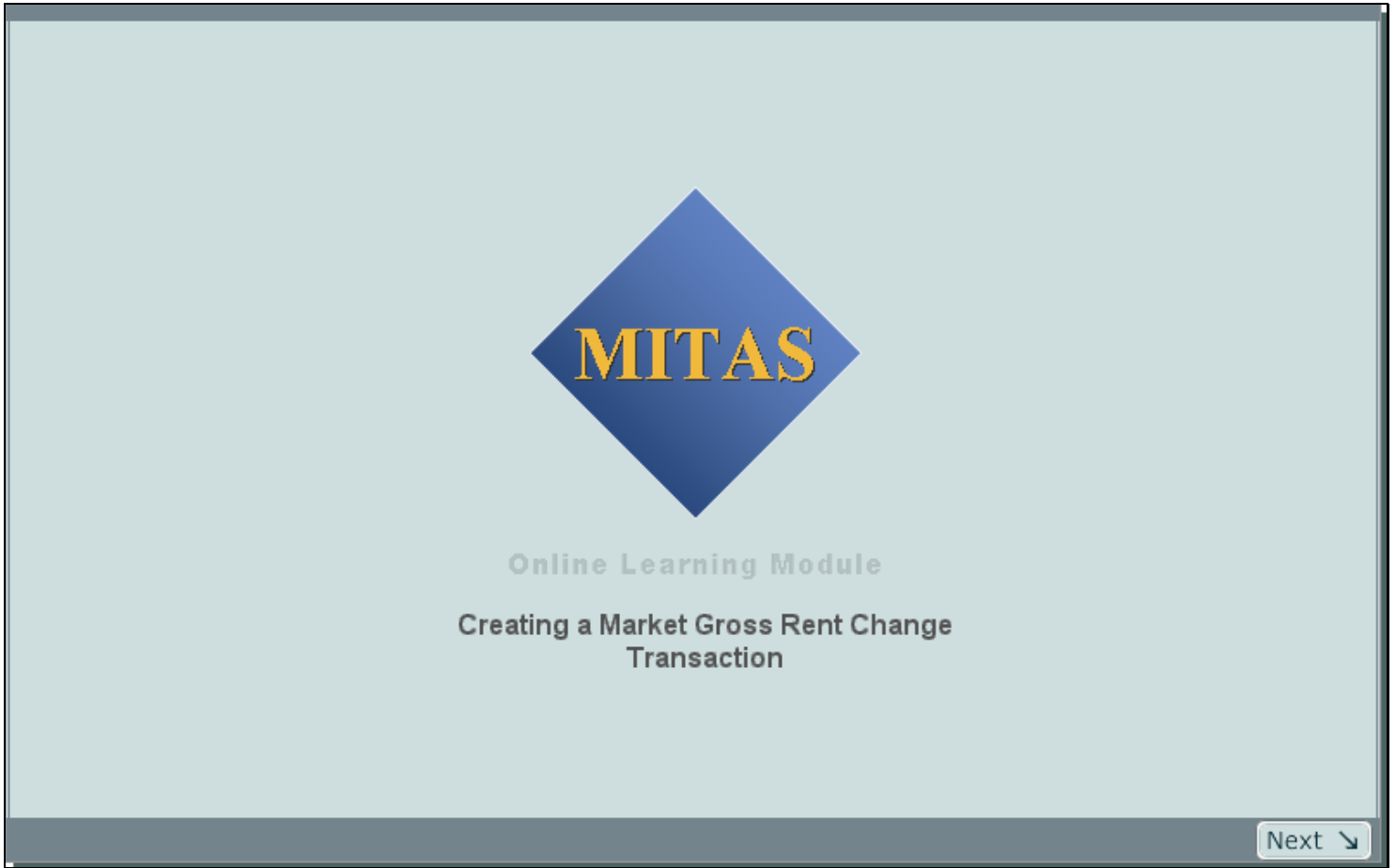


Slide 1 - Title

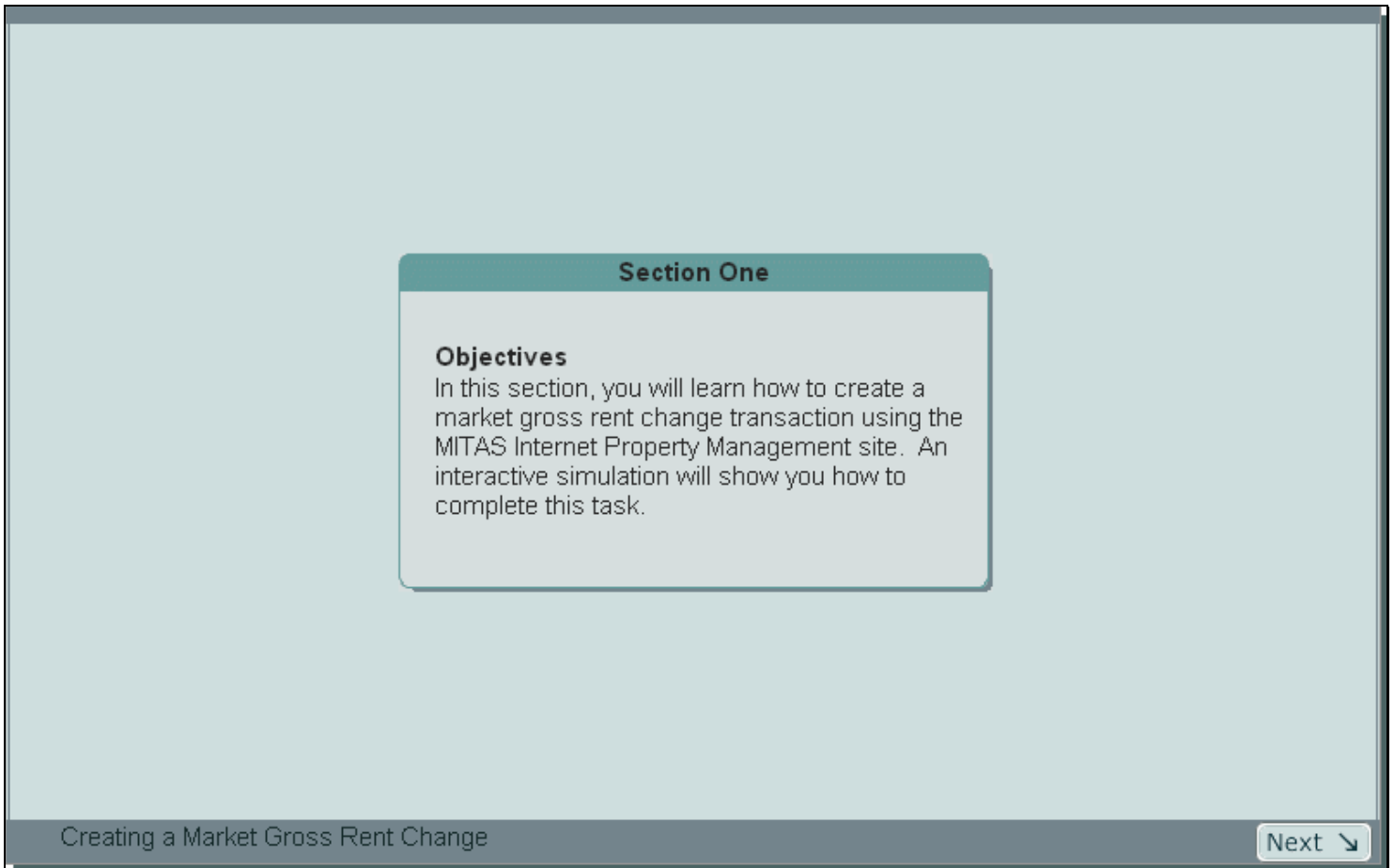


Text Captions

Creating a Market Gross Rent Change Transaction

Notes

Slide 2 - Objectives

A presentation slide with a light blue background. In the center, there is a white box with a dark teal header that says "Section One". Below the header, the word "Objectives" is written in bold, followed by a paragraph of text. At the bottom left of the slide, the text "Creating a Market Gross Rent Change" is visible. At the bottom right, there is a button labeled "Next" with a right-pointing arrow.

Section One

Objectives
In this section, you will learn how to create a market gross rent change transaction using the MITAS Internet Property Management site. An interactive simulation will show you how to complete this task.

Creating a Market Gross Rent Change Next ▾

Text Captions

Section One**Objectives**

In this section, you will learn how to create a market gross rent change transaction using the MITAS Internet Property Management site. An interactive simulation will show you how to complete this task.

Notes

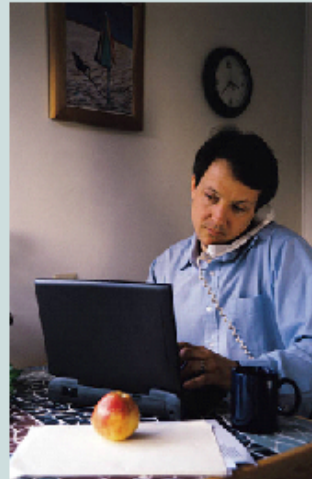
Slide 3 - Scenario

Scenario


Doug, a property manager calls you...

"Hi Becky, I need to create a market gross rent change for a tenant in Mason Ridge on the MITAS Internet Property Management site for the first time. How do I do this?"

Let's find out how we can help Doug.

Creating a Market Gross Rent Change Transaction

Doug at his desk

Next 

Text Captions**Scenario**

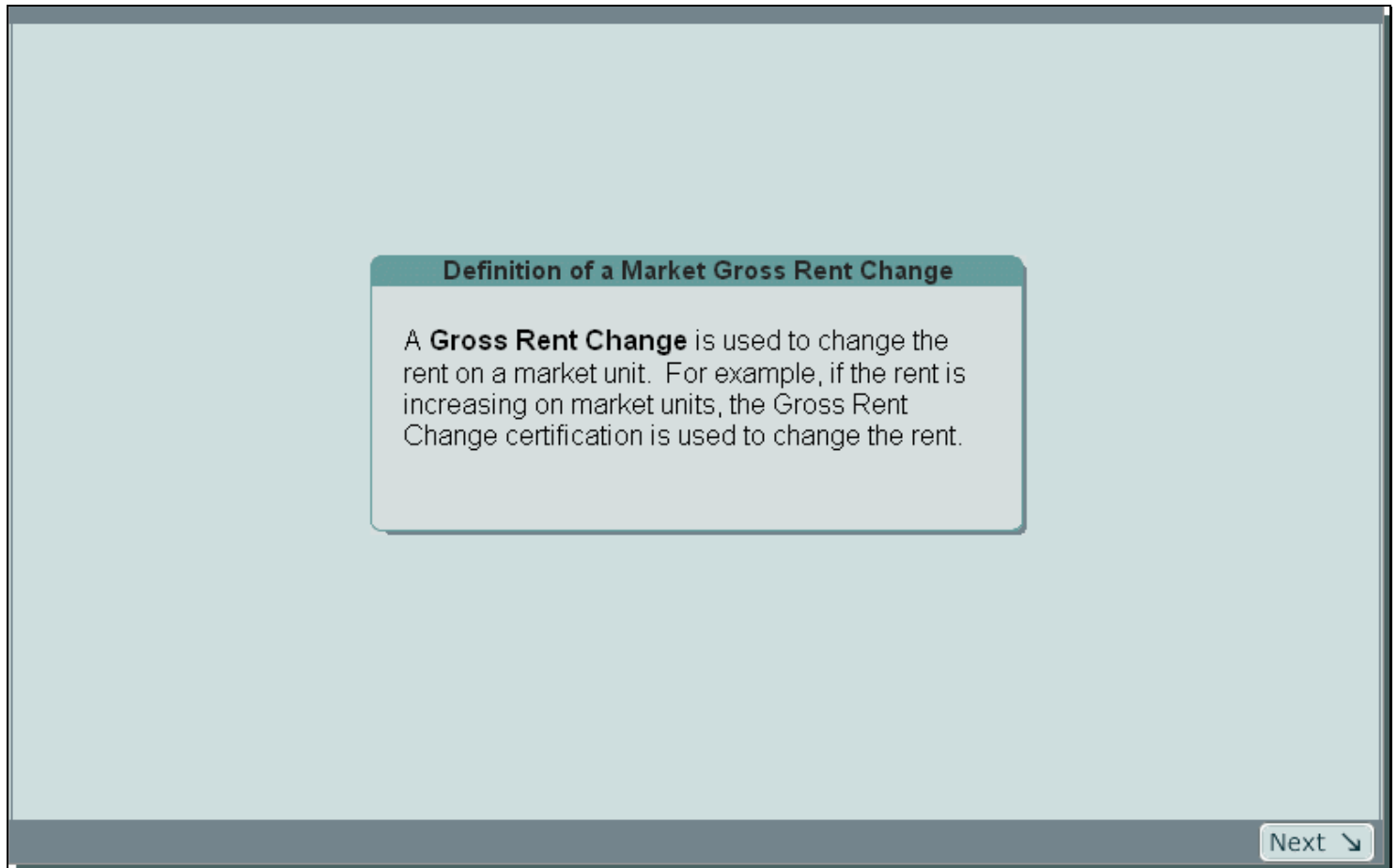
Doug, a property manager calls you...

"Hi Becky, I need to create a market gross rent change for a tenant in Mason Ridge on the MITAS Internet Property Management site for the first time. How do I do this?"

Let's find out how we can help Doug.

Notes

Slide 4 - Definition



The slide features a light blue background with a central white box containing text. The box has a dark teal header. In the bottom right corner of the slide, there is a 'Next' button with a right-pointing arrow.

Definition of a Market Gross Rent Change

A **Gross Rent Change** is used to change the rent on a market unit. For example, if the rent is increasing on market units, the Gross Rent Change certification is used to change the rent.

Next ↘

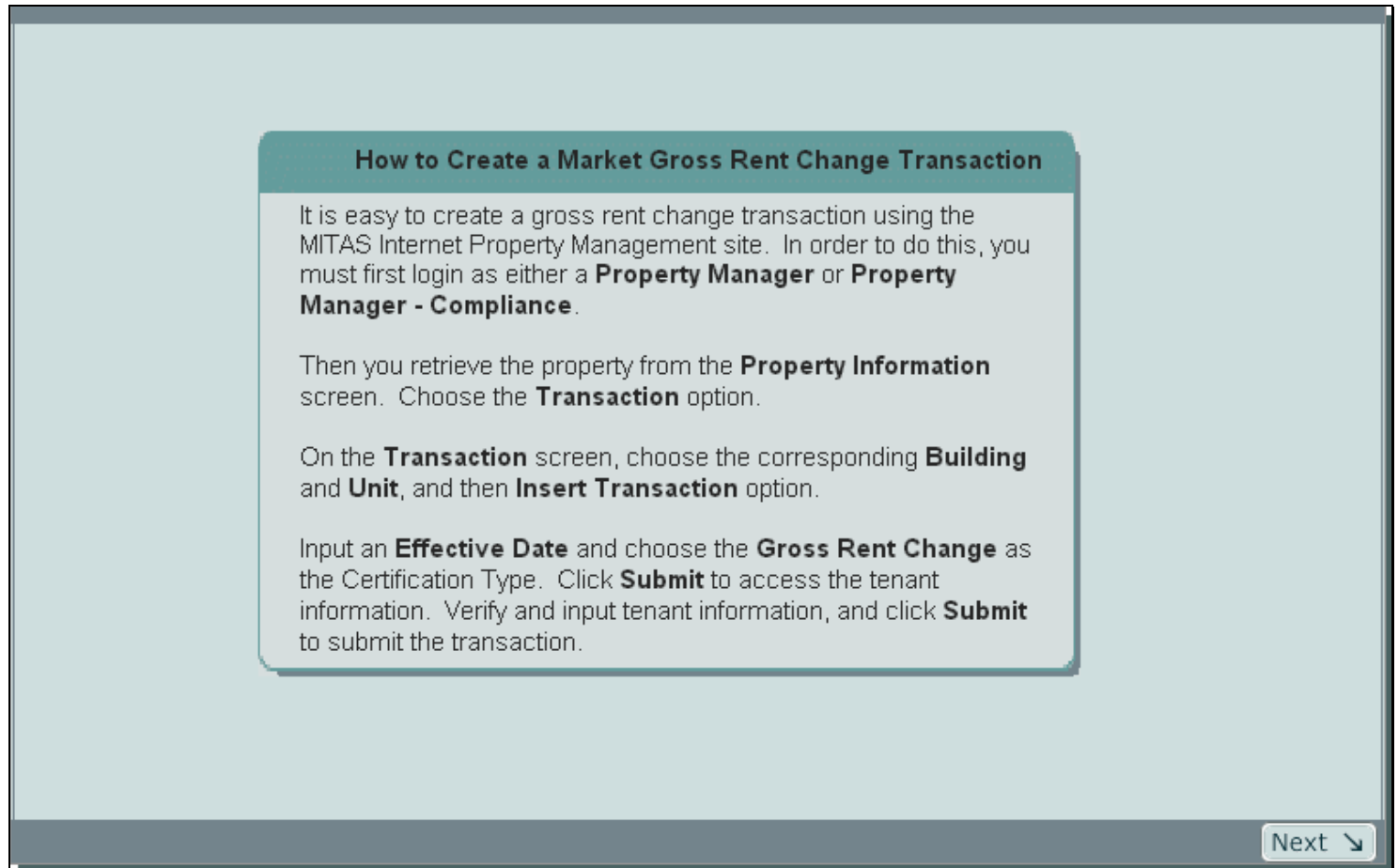
Text Captions

Definition of a Market Gross Rent Change

A **Gross Rent Change** is used to change the rent on a market unit. For example, if the rent is increasing on market units, the Gross Rent Change certification is used to change the rent.

Notes

Slide 5 - Concept



How to Create a Market Gross Rent Change Transaction

It is easy to create a gross rent change transaction using the MITAS Internet Property Management site. In order to do this, you must first login as either a **Property Manager** or **Property Manager - Compliance**.

Then you retrieve the property from the **Property Information** screen. Choose the **Transaction** option.

On the **Transaction** screen, choose the corresponding **Building** and **Unit**, and then **Insert Transaction** option.

Input an **Effective Date** and choose the **Gross Rent Change** as the Certification Type. Click **Submit** to access the tenant information. Verify and input tenant information, and click **Submit** to submit the transaction.

Next ↘

Text Captions

How to Create a Market Gross Rent Change Transaction

It is easy to create a gross rent change transaction using the MITAS Internet Property Management site. In order to do this, you must first login as either a **Property Manager** or **Property Manager - Compliance**.

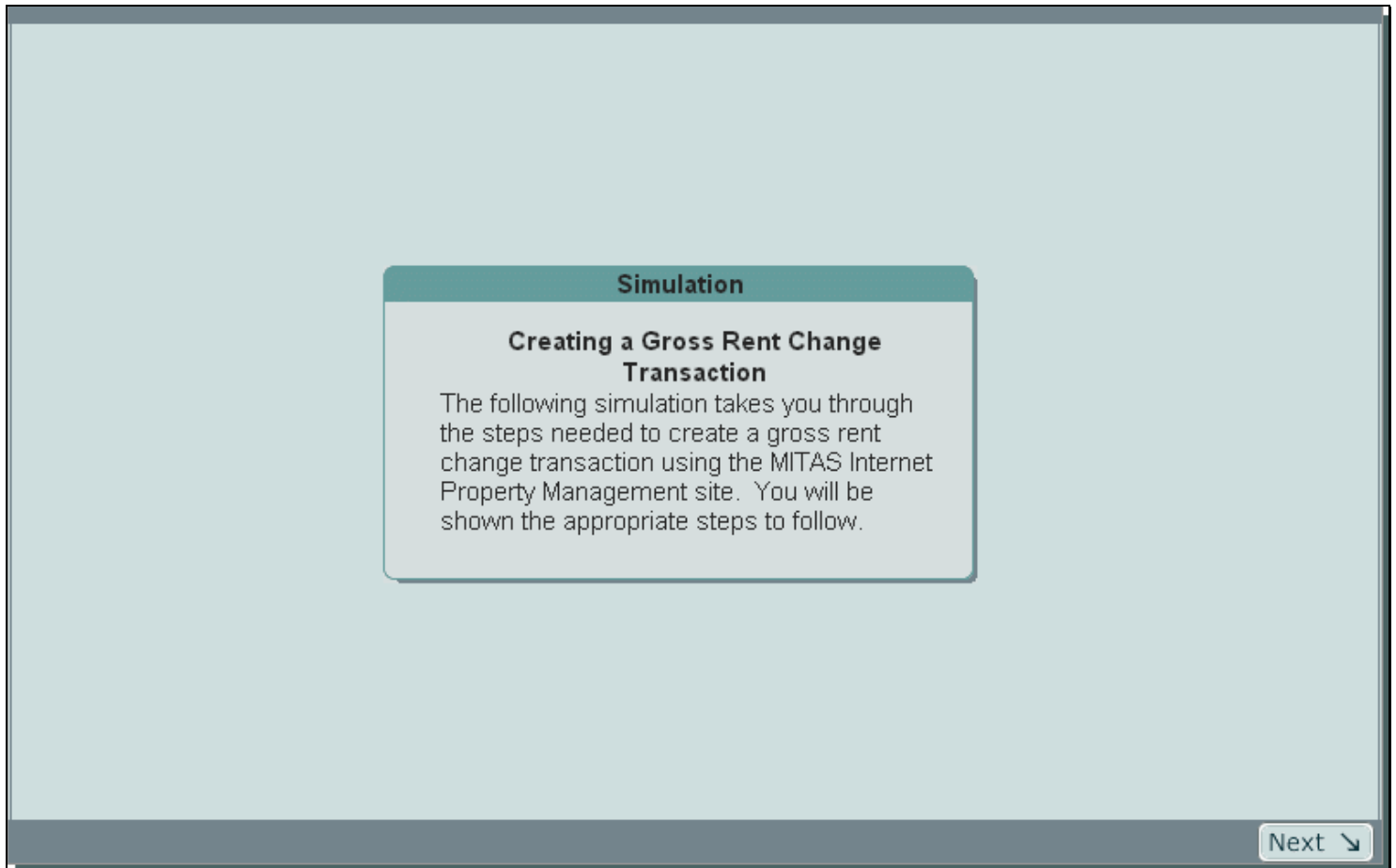
Then you retrieve the property from the **Property Information** screen. Choose the **Transaction** option.

On the **Transaction** screen, choose the corresponding **Building** and **Unit**, and then **Insert Transaction** option.

Input an **Effective Date** and choose the **Gross Rent Change** as the Certification Type. Click **Submit** to access the tenant information. Verify and input tenant information, and click **Submit** to submit the transaction.

Notes

Slide 6 - Simulation

A slide titled "Simulation" with a teal header. The main content is a light gray box with a teal border containing the text "Creating a Gross Rent Change Transaction" and a paragraph. A "Next" button with a right arrow is in the bottom right corner.

Simulation

Creating a Gross Rent Change Transaction

The following simulation takes you through the steps needed to create a gross rent change transaction using the MITAS Internet Property Management site. You will be shown the appropriate steps to follow.

Next ↘

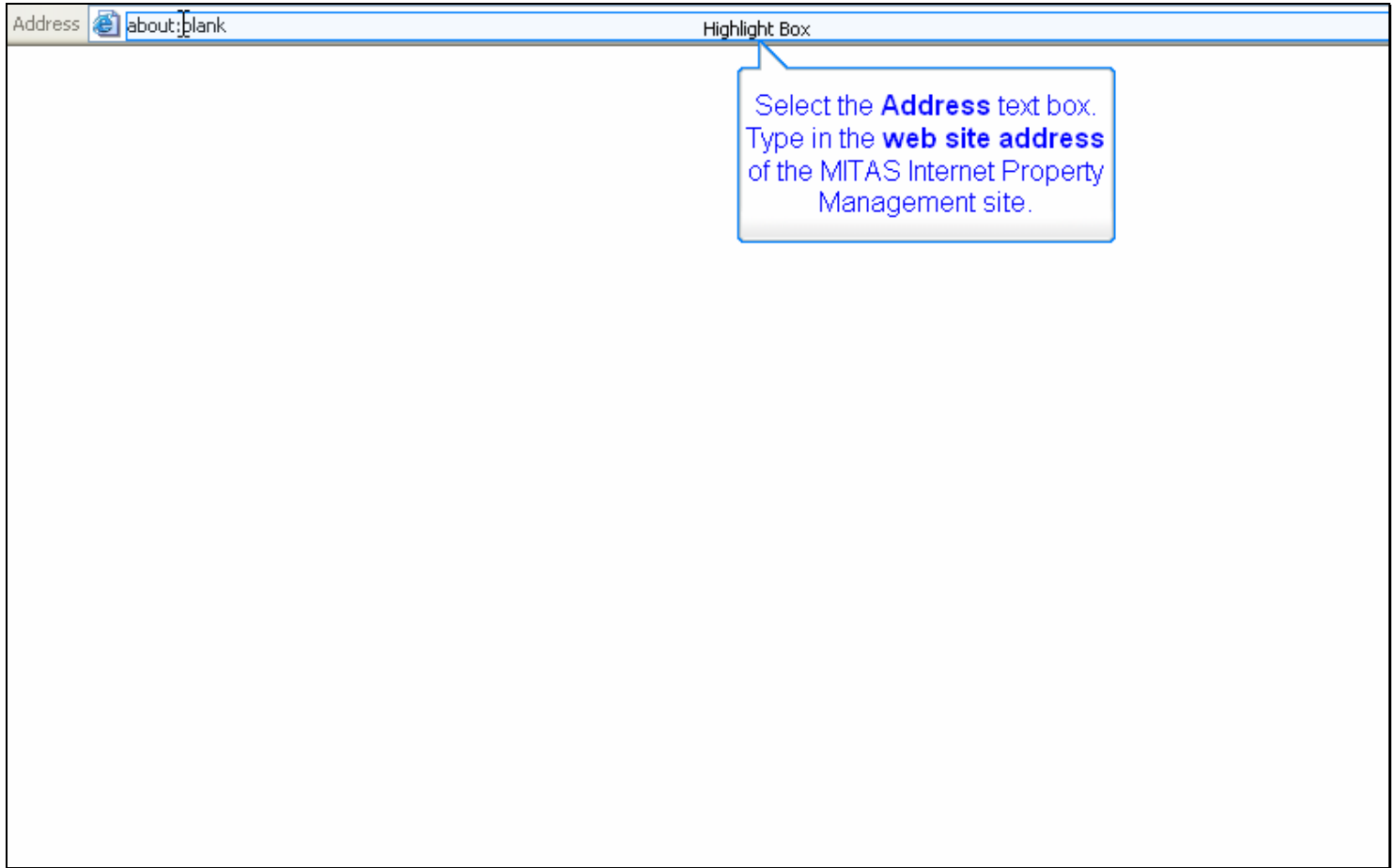
Text Captions

Simulation**Creating a Gross Rent Change Transaction**

The following simulation takes you through the steps needed to create a gross rent change transaction using the MITAS Internet Property Management site. You will be shown the appropriate steps to follow.

Notes

Slide 7 - Slide 7

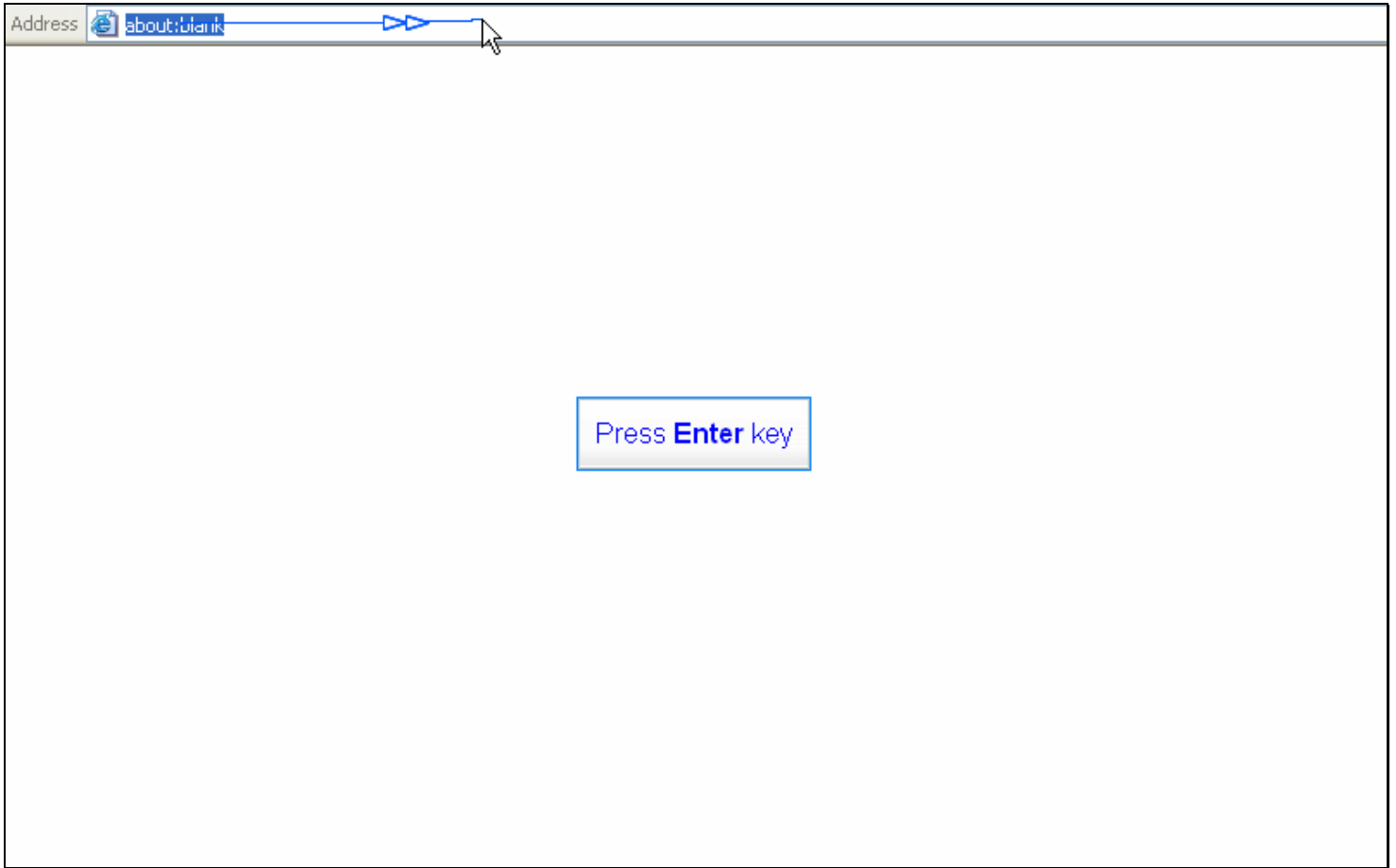


Text Captions

Select the **Address** text box. Type in the **web site address** of the MITAS Internet Property Management site.

Notes

Slide 8 - Slide 8



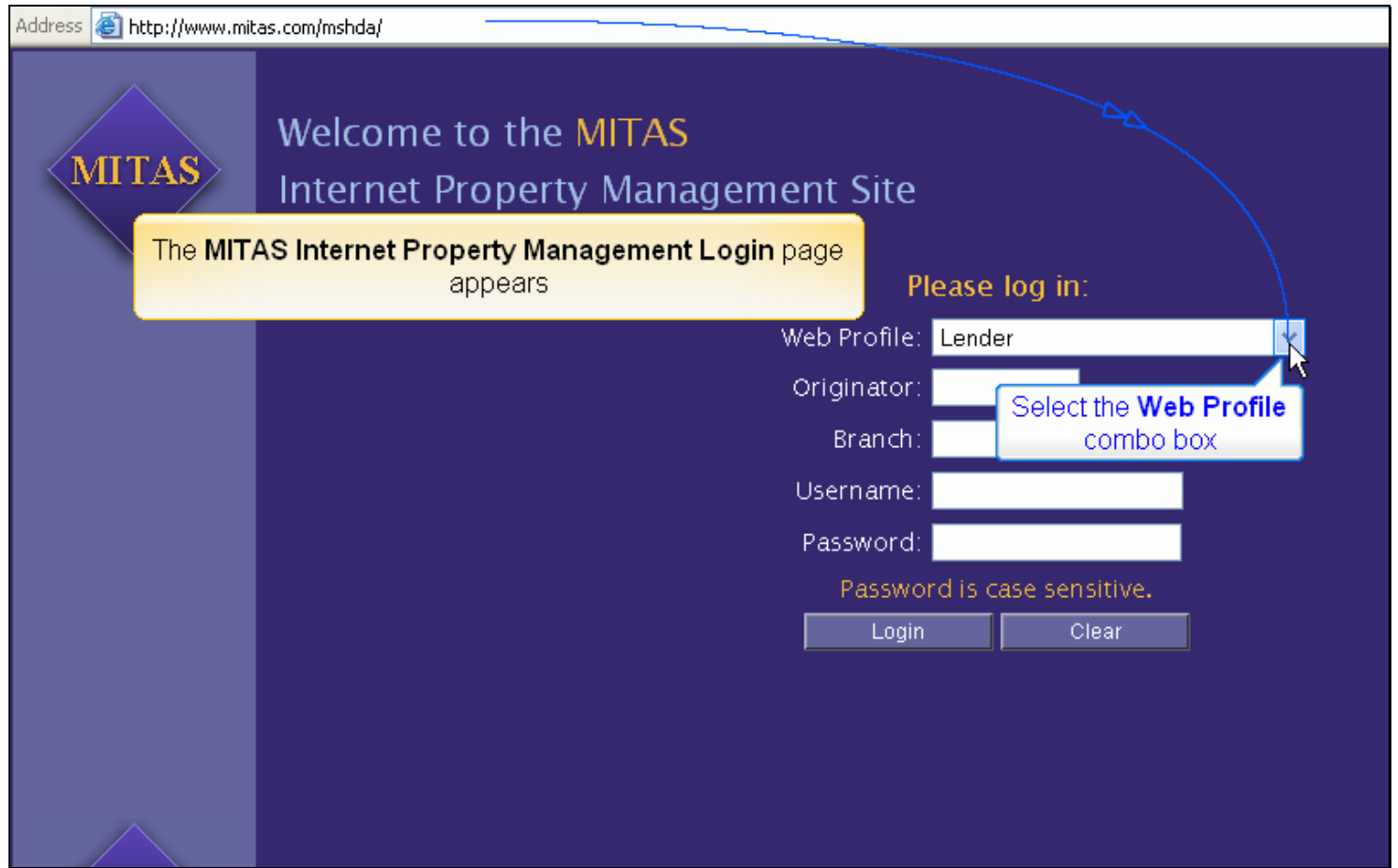
Press **Enter** key

Text Captions

Press **Enter** key

Notes

Slide 10 - Slide 10



Text Captions

The MITAS Internet Property Management Login page appears

Select the **Web Profile** combo box

Notes

Slide 11 - Slide 11

Address  http://www.mitas.com/mshda/



Welcome to the MITAS Internet Property Management Site

Depending on the way your agency is set up, there are two valid Property Manager items that you could choose: **Property Manager** or **Property Manager - Compliance**. A **Property Manager** can view and input data for both compliance and financials. A **Property Manager - Compliance** can view and input data for only compliance. Your agency may have established both types of property manager items or only one option may be valid.

Please log in:

Web Profile: Lender

Originator: Lender

Branch: Lender - Inquiry Only

Username: Issuer

Password: Issuer - Inquiry Only

Branch: Broker

Username: Banker

Password: Government Agency

Branch: Real Estate Agent

Username: Mortgagor

Password: Servicer

Branch: Servicer - Inquiry Only

Username: Property Manager

Password: Administrator

Branch: Property Manager - Inquiry Only

Branch: Financials

Branch: Compliance

Login

Select the appropriate **Property Manager** item (Property Manager or Property Manager - Compliance)

Text Captions

Select the appropriate **Property Manager** item (Property Manager or Property Manager - Compliance)

Depending on the way your agency is set up, there are two valid Property Manager items that you could choose: **Property Manager** or **Property Manager - Compliance**. A **Property Manager** can view and input data for both compliance and financials. A **Property Manager - Compliance** can view and input data for only compliance. Your agency may have established both types of property manager items or only one option may be valid.

Notes

Slide 12 - Slide 12

The screenshot shows the MITAS website login page. The address bar displays "http://www.mitas.com/mshda/". The page features a purple diamond logo with "MITAS" in yellow. The main heading reads "Welcome to the MITAS Internet Management Site". A yellow callout box explains: "The **Property Manager Number** is the company or agency number. You cannot view or input data for more than one company or agency at a time." The login section includes a "Please log in:" prompt, a "Web Profile:" dropdown menu set to "Property Manager", a "Property Manager Number:" field with a "Highlight Box" annotation, "Username:" and "Password:" fields, a "Password is" label, and a "Login" button. A blue callout box points to the "Property Manager Number" field with the instruction: "Select the **Property Manager Number** text box, and input the appropriate number".

Text Captions

Select the **Property Manager Number** text box, and input the appropriate number

The **Property Manager Number** is the company or agency number. You cannot view or input data for more than one company or agency at a time.

Notes

Slide 13 - Slide 13

Address http://www.mitas.com/mshda/

Welcome to the **MITAS**
Internet Property Management Site

Please log in:

Web Profile: Property Manager

Property Manager Number:

Username: Highlight Box

Password:

Password is case sensitive

Login

Select the **Username** text box, and input your username (do not use an administrator username)

Text Captions

Select the **Username** text box, and input your username (do not use an administrator username)

Notes

Slide 14 - Slide 14

Address http://www.mitas.com/mshda/

Welcome to the **MITAS**
Internet Property Management Site

Please log in:

Web Profile: Property Manager

Property Manager Number: 1

Username: |

Password: | Highlight Box

Password is case sensitive

Login

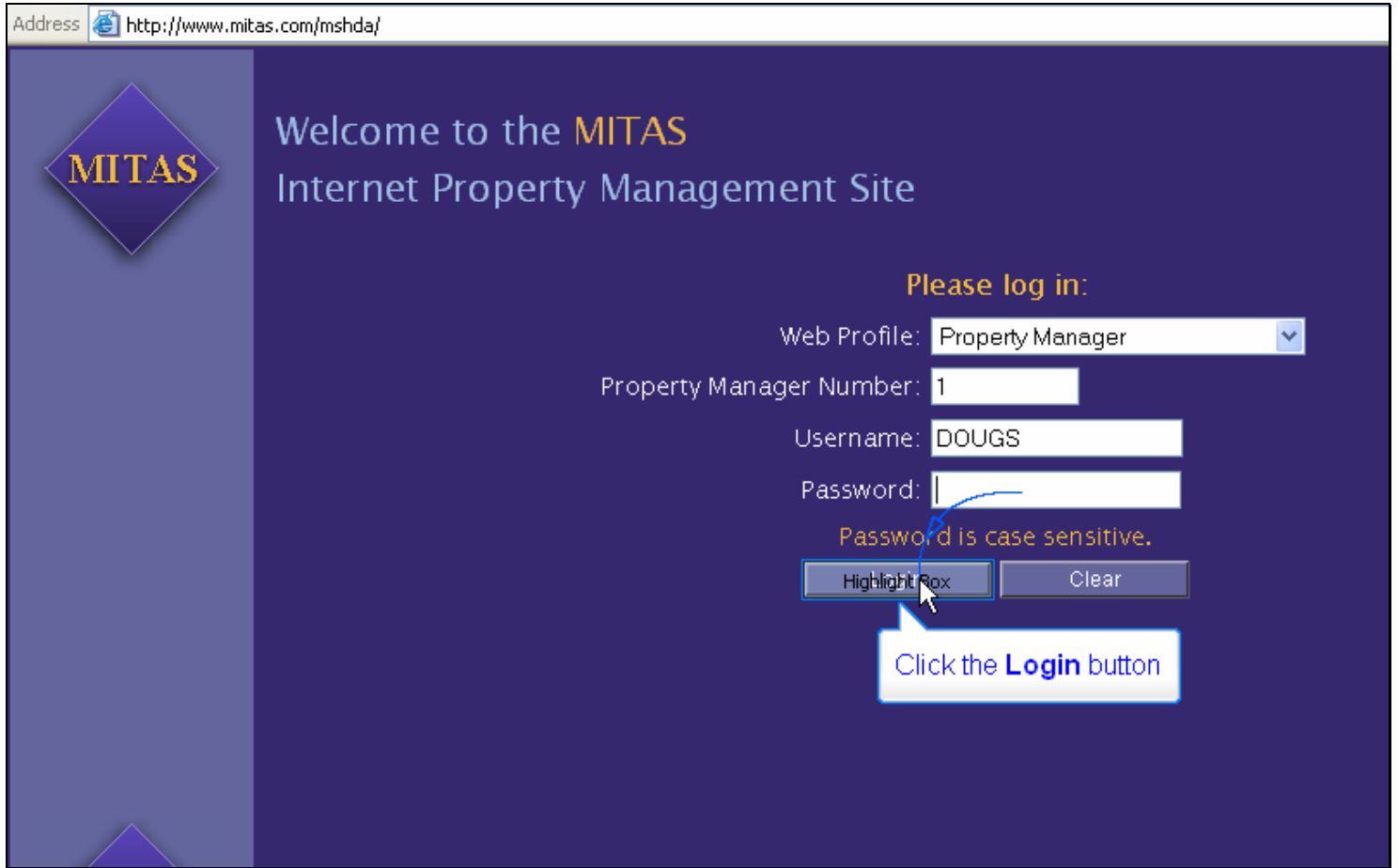
Select the **Password** text box, and input your password

Text Captions

Select the **Password** text box, and input your password

Notes

Slide 15 - Slide 15

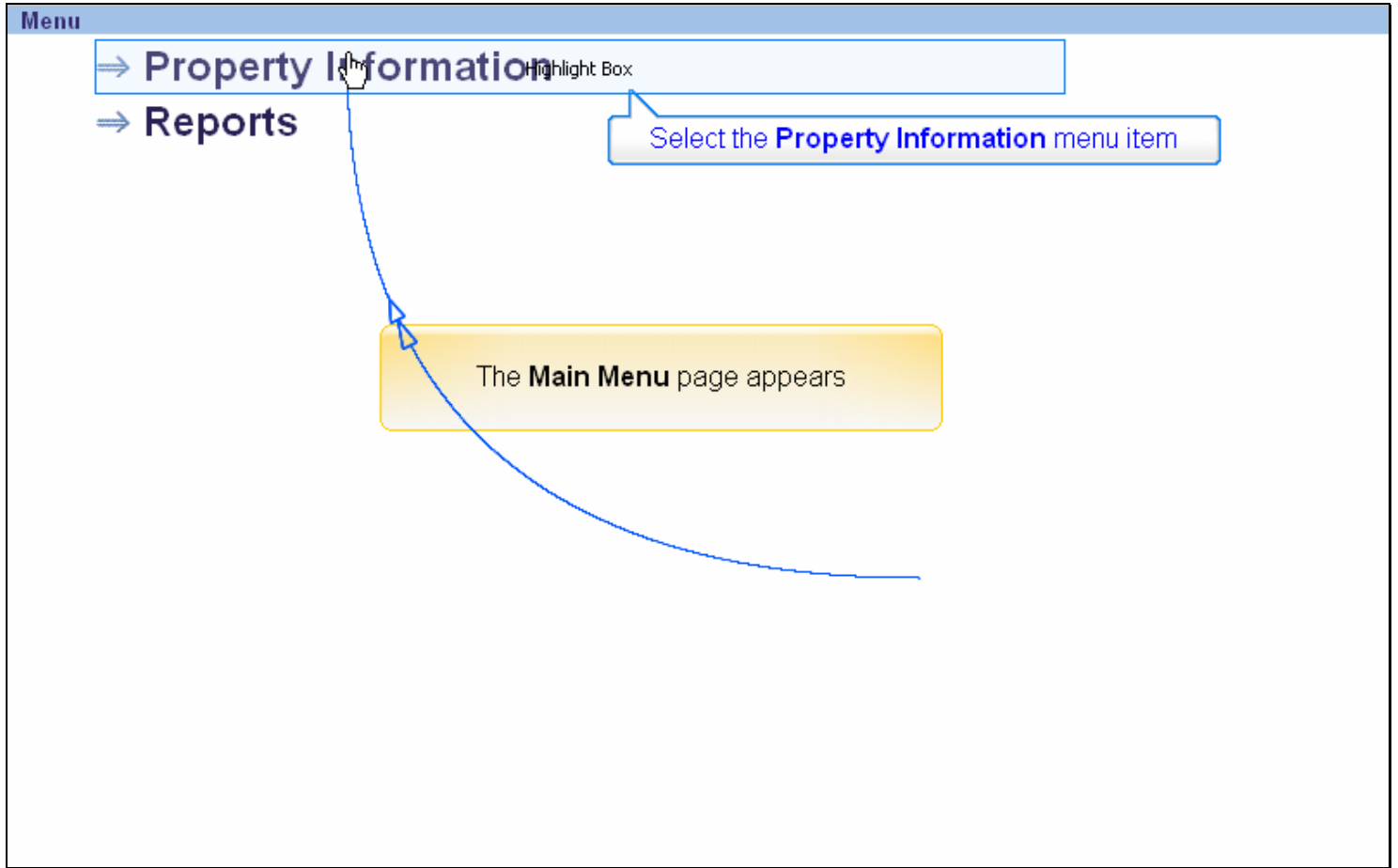


Text Captions

Click the **Login** button

Notes

Slide 17 - Slide 17



Text Captions

The **Main Menu** page appears

Select the **Property Information** menu item

Notes

Slide 19 - Slide 19

Property Information

O/P HSW123 Run: 09/29/2005(1

Retrieve Property: Highlight Box Retrieve

For security reasons, you must know the property number for which you are trying to create a transaction

Select the **Retrieve Property** text box, and input the Property Number

The **Property Information** page appears

Fiscal Year End: 00/00

Project	Stage	Date

Text Captions

The **Property Information** page appears

For security reasons, you must know the property number for which you are trying to create a transaction

Select the **Retrieve Property** text box, and input the Property Number

Notes

Slide 20 - Slide 20

Property Information

O/P HSW123 Run: 09/29/2005(1

[Redacted] [Redacted] [Redacted]

Retrieve Property:

Property: 999999999999

Property Address: Phone Number: Ext:

(000) 000-0000 0000
(000) 000-0000 0000

Fax Number:

(000) 000-0000

Fiscal Year End: 00/00

Project	Stage	Date
---------	-------	------

Text Captions

Click the **Retrieve** button

Notes

Slide 21 - Slide 21

Property Information

O/P HSW123 Run: 09/29/2005(1

Retrieve Property:

Property: 99999999999	Name:
Property Address:	Phone Number: Ext:
	(000) 000-0000 0000
	(000) 000-0000 0000
	Fax Number:
	(000) 000-0000

Fiscal Year End: 00/00

Project	Stage	Date
---------	-------	------

Text Captions
Notes

Slide 22 - Slide 22

Text Captions

The **Property Information** page appears

Verify the property address information is correct. If the information is not correct, contact your agency.

Click the **Transactions** button to create a Gross Rent Change transaction

Notes

Slide 24 - Slide 24

Move-In/Move-Out

O/P HSW194 Run: 09/29/2005(1

Property: 75070 Name: MASON RIDGE

Building: 37 Unit: 100

Insert Transaction

Select the **Building** combo box

Effective Date	Certification Type	Tenant Name	SSN	Status
08/01/2002	Move In	Lori Cooke	369874103	Processed
08/01/2003	Recertification	Lori Cooke	369874103	Processed
06/15/2005			369874103	Corrected
07/15/2005			94433221	Corrected

Previous Next Page

The **Transaction** page appears

Text Captions

The **Transaction** page appears

Select the **Building** combo box

Notes

Slide 25 - Slide 25

Move-In/Move-Out

O/P HSW194 Run: 09/29/2005(1

Property: 75070 Name: MASON RIDGE

Building: 37
Unit: 37

Insert Transaction

Effective Date	Certification Type	T		Status
08/01/2002	Move In	Lo	3	Processed
08/01/2003	Recertification	Lori Cooke	369874103	Processed
06/15/2005	Move Out	Lori Cooke	369874103	Corrected
07/15/2005	Move In	Jack Thompson	994433221	Corrected

Previous Page Next Page

Select the appropriate building number item

Text Captions

Select the appropriate building number item

Notes

Slide 26 - Slide 26

Move-In/Move-Out

O/P HSW194 Run: 10/03/2005(

Property: 75070 Name: MASON RIDGE

Building: 37
Unit: 100

Insert Transaction Select the combo **Unit** box

Effective Date	Certification Type	Tenant Name	SSN	Status
08/01/2002	Move In	Lori Cooke	369874103	Processed
08/01/2003	Recertification	Lori Cooke	369874103	Processed
06/15/2005	Move Out	Lori Cooke	369874103	Corrected
07/15/2005	Move In	Jack Thompson	994433221	Corrected

Previous Page Next Page

Text Captions

Select the combo **Unit** box

Notes

Slide 27 - Slide 27

Move-In/Move-Out

O/P HSW194 Run: 10/03/2005

Property: 75070 Name: MASON RIDGE

Building: 37
Unit: 100

Insert Transaction Retrieve

Effective Date	Certification Type	Name	SSN	Status
08/01/2002	Move In		369874103	Processed
08/01/2003	Recertification	Lo		Processed
06/15/2005	Move Out	Lo		Corrected
07/15/2005	Move In	Jac		Corrected

Previous Page Next Page

Select the appropriate unit item

Text Captions

Select the appropriate unit item

Notes

Slide 28 - Slide 28

Move-In/Move-Out

O/P HSW194 Run: 10/03/2005(

Property: 75070 Name: MASON RIDGE

Building: 37
Unit: 107

Insert Transaction Retrieve

Effective Date	Certification Type	Tenant Name
08/01/2002	Move In	Lori Cooke
08/01/2003	Recertification	Lori Cooke
06/15/2005	Move Out	Lori Cooke
07/15/2005	Move In	Jack Thompson

Previous Page Next Page

Click the **Retrieve** button to obtain the transaction data for this building and unit

Text Captions

Click the **Retrieve** button to obtain the transaction data for this building and unit

Notes

Slide 30 - Slide 30

Move-In/Move-Out

O/P HSW194 Run: 10/03/2005

Property: 75070 Name: MASON RIDGE

Building: 37 Unit: 107

Effective Date	SSN	Status
08/17/2003	345908719	Processed

Insert Transaction Retrieve

Previous Page Next Page

All transactions are shown on this page for this building's unit

Text Captions

The **Transaction** page appears

All transactions are shown on this page for this building's unit

Click the **Insert Transaction** button to create a market gross rent change transaction

Notes

Slide 32 - Slide 32

Move-In/Move-Out

O/P HSW194 Run: 10/03/2005(

Property: 75070	Name: MASON RIDGE
Building: 37	
Unit: 107	
Effective Date: <input type="text" value="Highlight Box"/> (MM/DD/YYYY)	
Certification Type: Move	
Please complete the following se	
Transfer Building: 37	
Transfer Unit: 100	

Select the **Effective Date** text box, and input the date of the market gross rent change

A **Gross Rent Change** transaction is used to change the rent on a market unit. For example, if the rent is increasing on market units, the Gross Rent Change certification type is used to change the rent.

Text Captions

The **Transaction** date and type page appears

A **Gross Rent Change** transaction is used to change the rent on a market unit. For example, if the rent is increasing on market units, the Gross Rent Change certification type is used to change the rent.

Select the **Effective Date** text box, and input the date of the market gross rent change

Notes

Slide 33 - Slide 33

Move-In/Move-Out

O/P HSW194 Run: 10/03/2005(

Property: 75070	Name: MASON RIDGE
-----------------	-------------------

Building: 37
Unit: 107

Effective Date: (MM/DD/YYYY)

Certification Type:

Please complete the following section if inserting U

Transfer Building:

Transfer Unit:

Select the **Certification Type** combo box

Text Captions

Select the **Certification Type** combo box

Notes

Slide 34 - Slide 34

Move-In/Move-Out

O/P HSW194 Run: 10/03/2005(

Property: 75070	Name: MASON RIDGE
-----------------	-------------------

Building: 37
Unit: 107

Effective Date: 10/01/2005 (MM/DD/YYYY)

Certification Type: Move In

Please complete the following information for this transfer transaction.

Transfer Building:
Transfer Unit:
Submittal:
Termination:
Gross Rent Change

Select the Gross Rent Change item

Text Captions

Select the **Gross Rent Change** item

Notes

Slide 35 - Slide 35

Move-In/Move-Out

O/P HSW194 Run: 10/03/2005(

Property: 75070	Name: MASON RIDGE
------------------------	--------------------------

Building: 37
Unit: 107

Effective Date: (MM/DD/YYYY)

Certification Type: ▾

Please complete the following section if inserting Unit Transfer transaction.

Transfer Building: ▾

Transfer Unit: ▾

Click the **Submit** button

Text Captions

Click the **Submit** button

Notes

Slide 37 - Slide 37

Move-In/Move-Out Run: 10/03/2005

O/P HSW194

Property: 75070	Building: 37	Name: MASON RIDGE
Unit: 107		
Effective Date: 10/01/2005		
Certification Type: Gross Rent Change		

TENANT INFORMATION

Name:

The **Transaction Tenant Information** page appears

Income Source:

Race: Hispanic or Latino

Date of Birth: (MM/DD/YYYY)

No Family Members: Number of Children:

Student: No Yes Yes & Qualify

Handicapped: Live In Aid:

Temp ABS HH: Homeless:

Special Needs:

Move in Date: (MM/DD/YYYY)

Move out Date: (MM/DD/YYYY)

Text Captions

The **Transaction Tenant Information** page appears

Notes

Slide 38 - Slide 38

Race: Hispanic or Latino

Date of Birth: (MM/DD/YYYY)

No Family Members: Number of Children:

Student: No Yes Yes & Qualify

Handicapped: Live In Aid:

Temp ABS HH: Homeless:

Special Needs:

Move in Date: (MM/DD/YYYY)

Move out Date: (MM/DD/YYYY)

UNIT INFORMATION

Cor Utility: Verify the tenant information inputting the gross rent change information

Gross Rent: Highlight Box

Total Tenant Payment:

Tenant Rent:

Subsidy:

Assistance Type:

Program Unit Desc: Low Income Market Common Commercial

Text Captions

Verify the tenant information inputting the gross rent change information

Select the **Gross Rent** text box, and input the amount of the new gross rent

Notes

Slide 39 - Slide 39

Race: Hispanic or Latino

Date of Birth: (MM/DD/YYYY)

No Family Members: Number of Children:

Student: No Yes Yes & Qualify

Handicapped: Live In Aid:

Temp ABS HH: Homeless:

Special Needs:

Move in Date: (MM/DD/YYYY)

Move out Date: (MM/DD/YYYY)

UNIT INFORMATION

Contract Rent:

Utility Allowance:

Gross Rent:

Total Tenant Payment:

Tenant Rent:

Subsidy:

Assistance Type:

Program Unit Desc: Low Income Market

Submit

Tenant Family Members **Submit**

Text Captions

Click the **Submit** button once you have updated the gross rent information

Notes

Slide 41 - Slide 41

The screenshot displays a web application interface. At the top, there are two blue buttons: "Insert Transaction" on the left and "Retrieve" on the right. Below these buttons is a table with the following data:

Effective Date	Certification Type	Tenant Name	SSN	Status
08/17/2003	Move In	Kendall Jones	345908719	Processed
10/01/2005	Gross Rent Change		345908719	Not-Processed

Below the table are two blue buttons: "Previous Page" on the left and "Next Page" on the right. In the center of the page, there is a yellow rounded rectangle containing the text "The **Transaction** page appears". A mouse cursor is visible in the bottom right corner of the screenshot area.

Text Captions

The **Transaction** page appears

Notes

Slide 42 - Slide 42

Insert Transaction [] Retrieve

Effective Date	Certification Type	Tenant Name	SSN	Status
08/17/2003	Move In	Kendall Jones	345908719	Process
10/01/2005	Gross Rent Change		345908719	Not-Proc

Previous Page [] Next Page []

Now that this transaction is complete, you can either access the main menu to input more transactions, or log off the system

Click the **Logoff** button to log off the system

MITAS

Text Captions

Now that this transaction is complete, you can either access the main menu to input more transactions, or log off the system

Click the **Logoff** button to log off the system

Notes

Slide 44 - Slide 44

You are now logged off the Internet Property/Project Administration system.

Login Screen

End of simulation


Text Captions

The **Logoff** page appears

End of simulation

Notes

Slide 45 - End



Congratulations!
You have completed Creating a Market Gross Rent Change

Text Captions

Congratulations!
You have completed Creating a Market Gross Rent Change

Notes