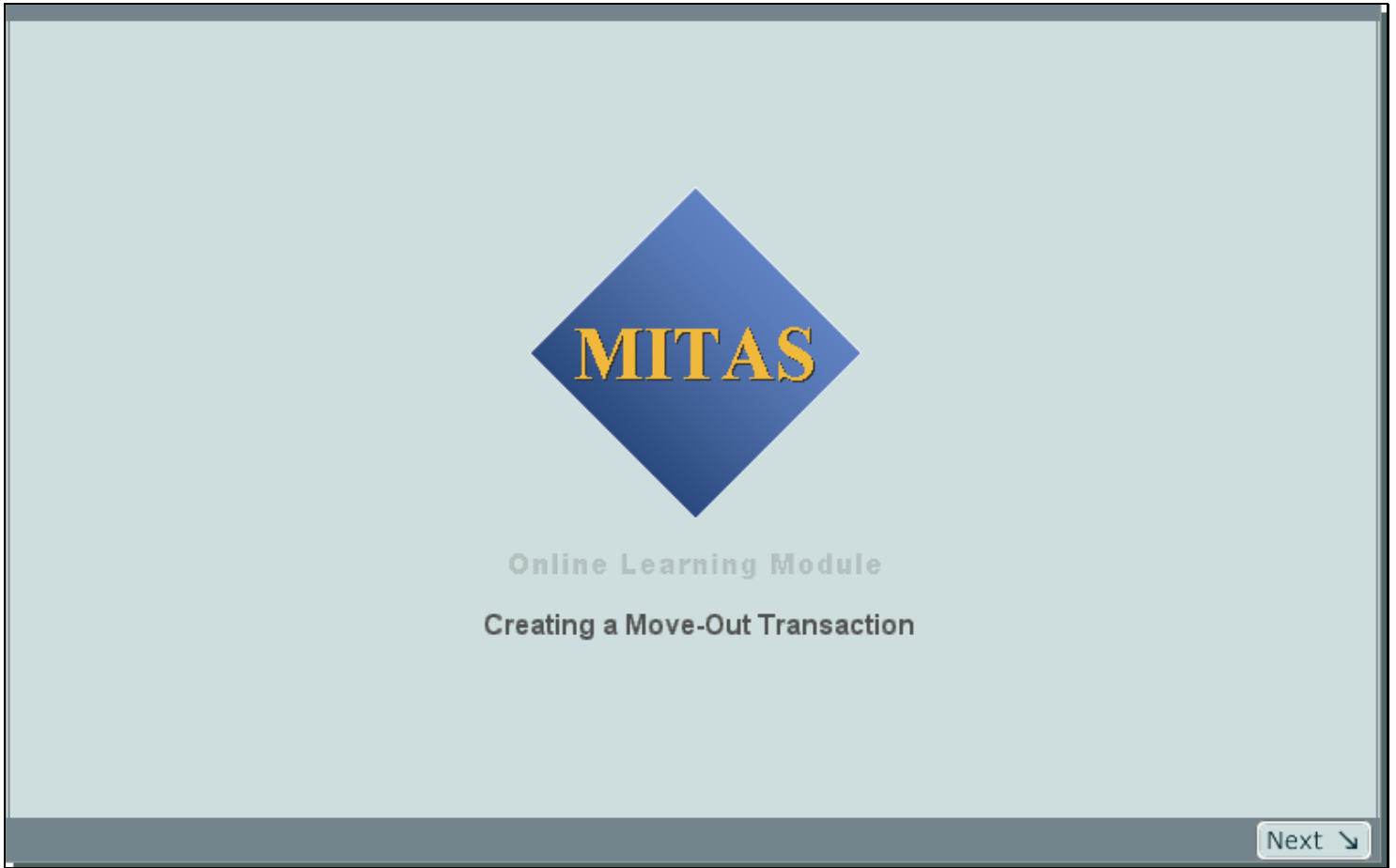


Slide 1 - Title

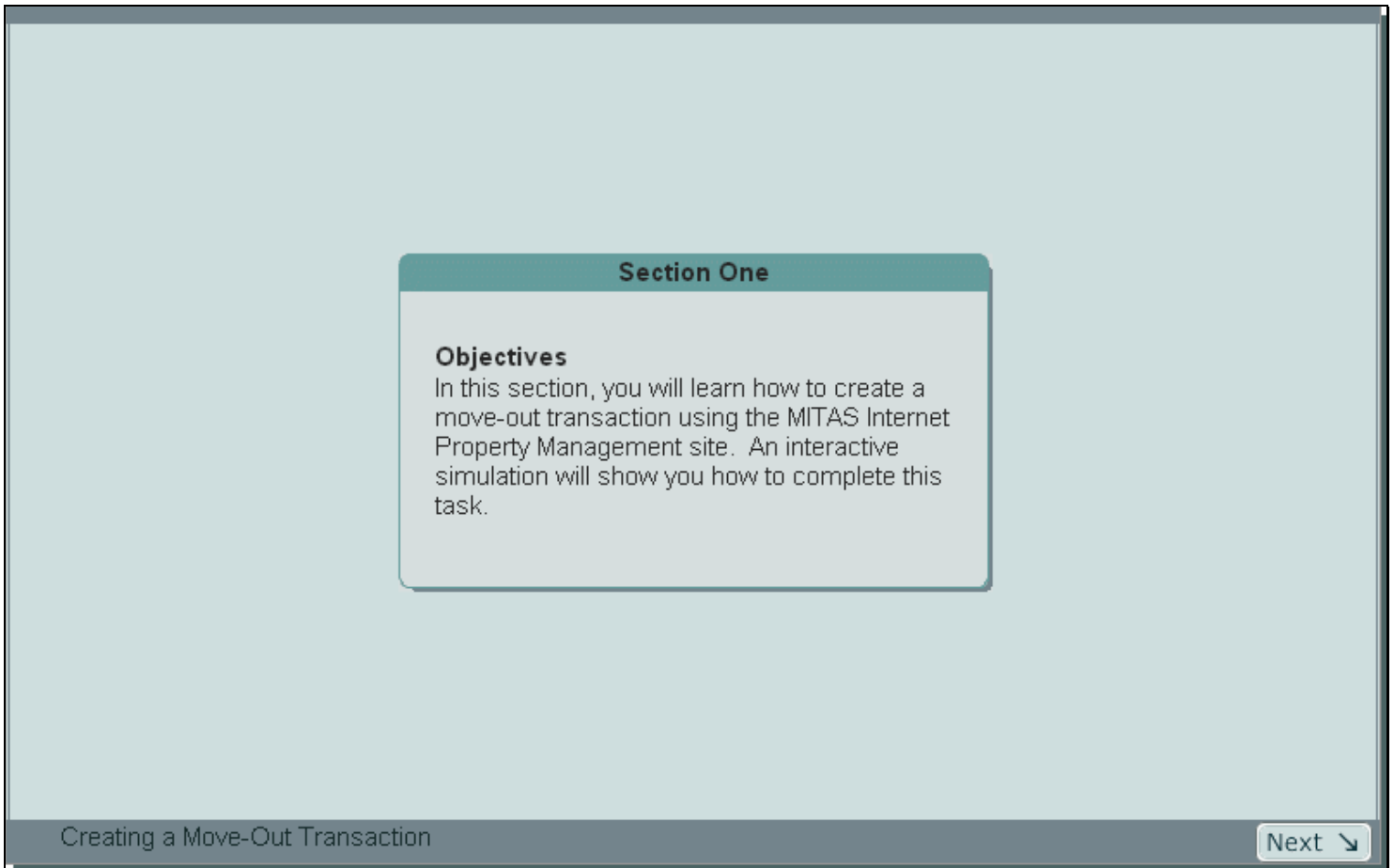


Text Captions

Creating a Move-Out Transaction

Notes

Slide 2 - Objectives

The slide features a light blue background with a central white box containing the text. At the bottom, there is a dark blue footer bar with the text 'Creating a Move-Out Transaction' on the left and a 'Next' button with a right-pointing arrow on the right.

Section One

Objectives
In this section, you will learn how to create a move-out transaction using the MITAS Internet Property Management site. An interactive simulation will show you how to complete this task.

Creating a Move-Out Transaction [Next](#)

Text Captions

Section One**Objectives**

In this section, you will learn how to create a move-out 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 move-out for Mitas Manor 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 Move-Out Transaction

Doug at his desk

Next 

Text Captions**Scenario**

Doug, a property manager calls you...

"Hi Becky, I need to create a move-out for Mitas Manor 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 - Concept

How to Create a Move-Out

It is easy to create a move-out 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/Project** screen. You choose the **Move-In/Move-Out** option, and then the corresponding **Building** and **Unit**. Next, you input the **Move-Out** date.



Property/Project screen

Next >

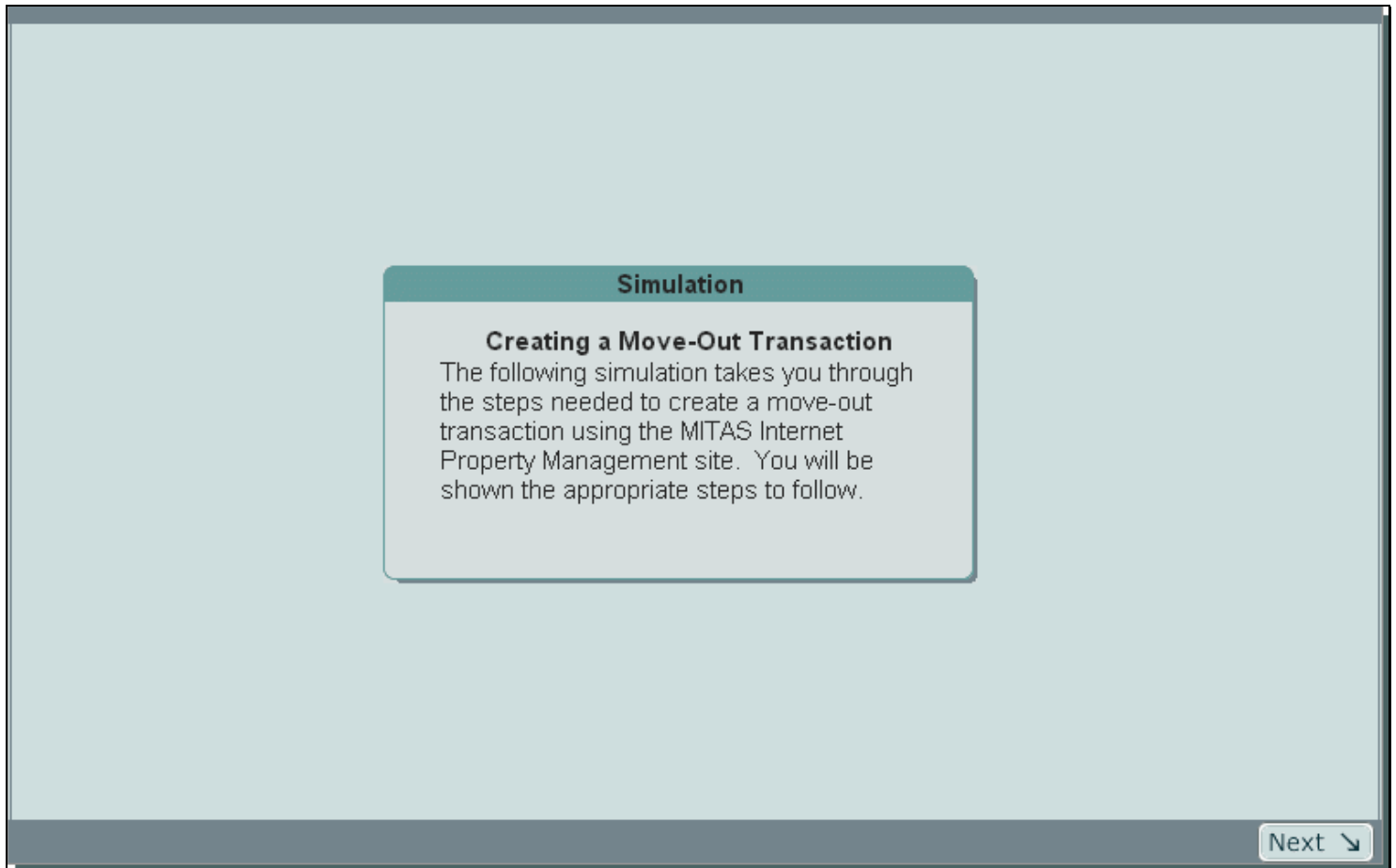
Text Captions**How to Create a Move-Out**

It is easy to create a move-out 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/Project** screen. You choose the **Move-In/Move-Out** option, and then the corresponding **Building** and **Unit**. Next, you input the **Move-Out** date.

Notes

Slide 5 - Simulation

A slide titled "Slide 5 - Simulation" with a light blue background. In the center, there is a white box with a teal header that says "Simulation". Below the header, the text reads: "Creating a Move-Out Transaction. The following simulation takes you through the steps needed to create a move-out transaction using the MITAS Internet Property Management site. You will be shown the appropriate steps to follow." In the bottom right corner of the slide, there is a "Next" button with a right-pointing arrow.

Simulation

Creating a Move-Out Transaction

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

Next ↘

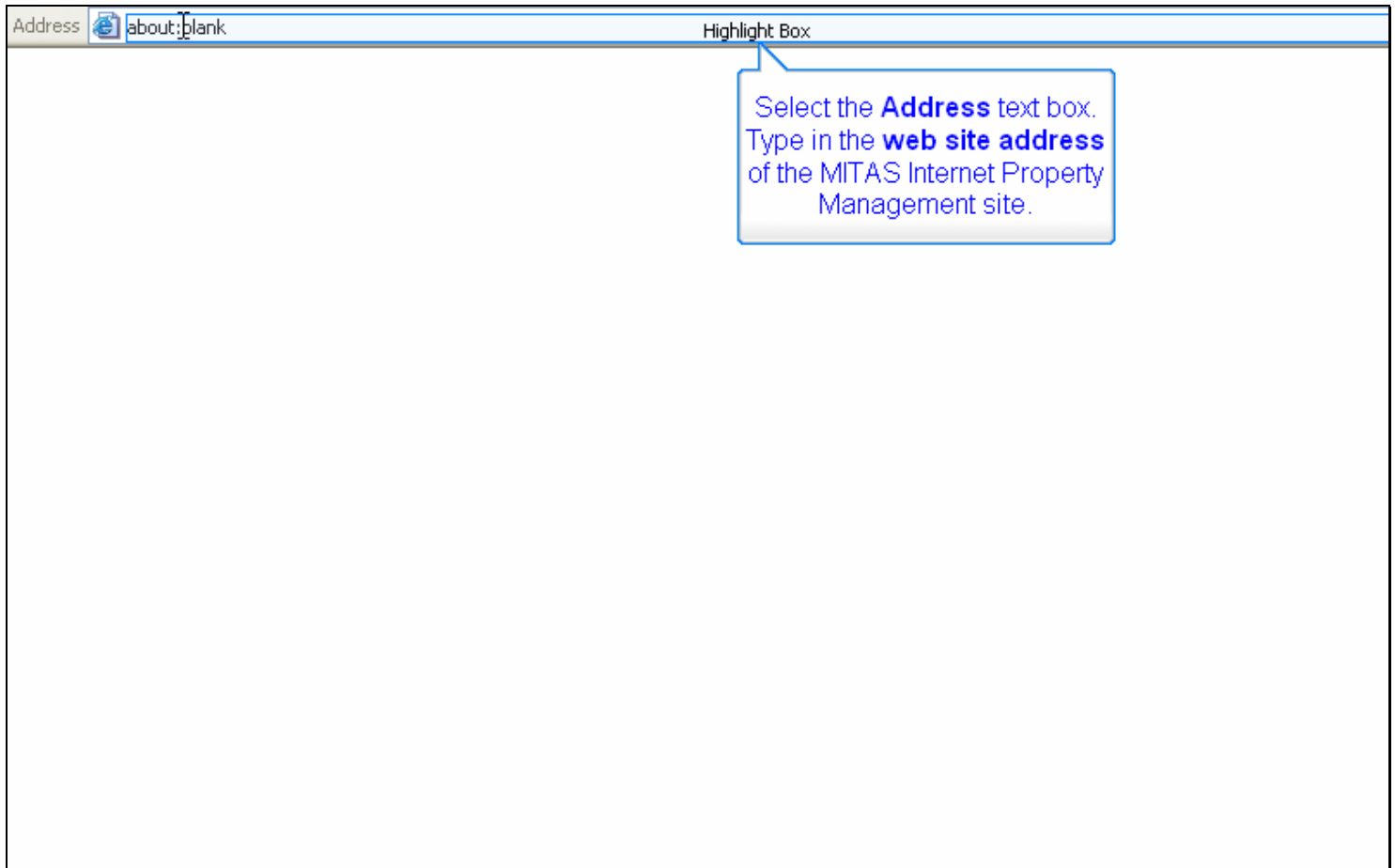
Text Captions

Simulation**Creating a Move-Out Transaction**

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

Notes

Slide 6 - Slide 6

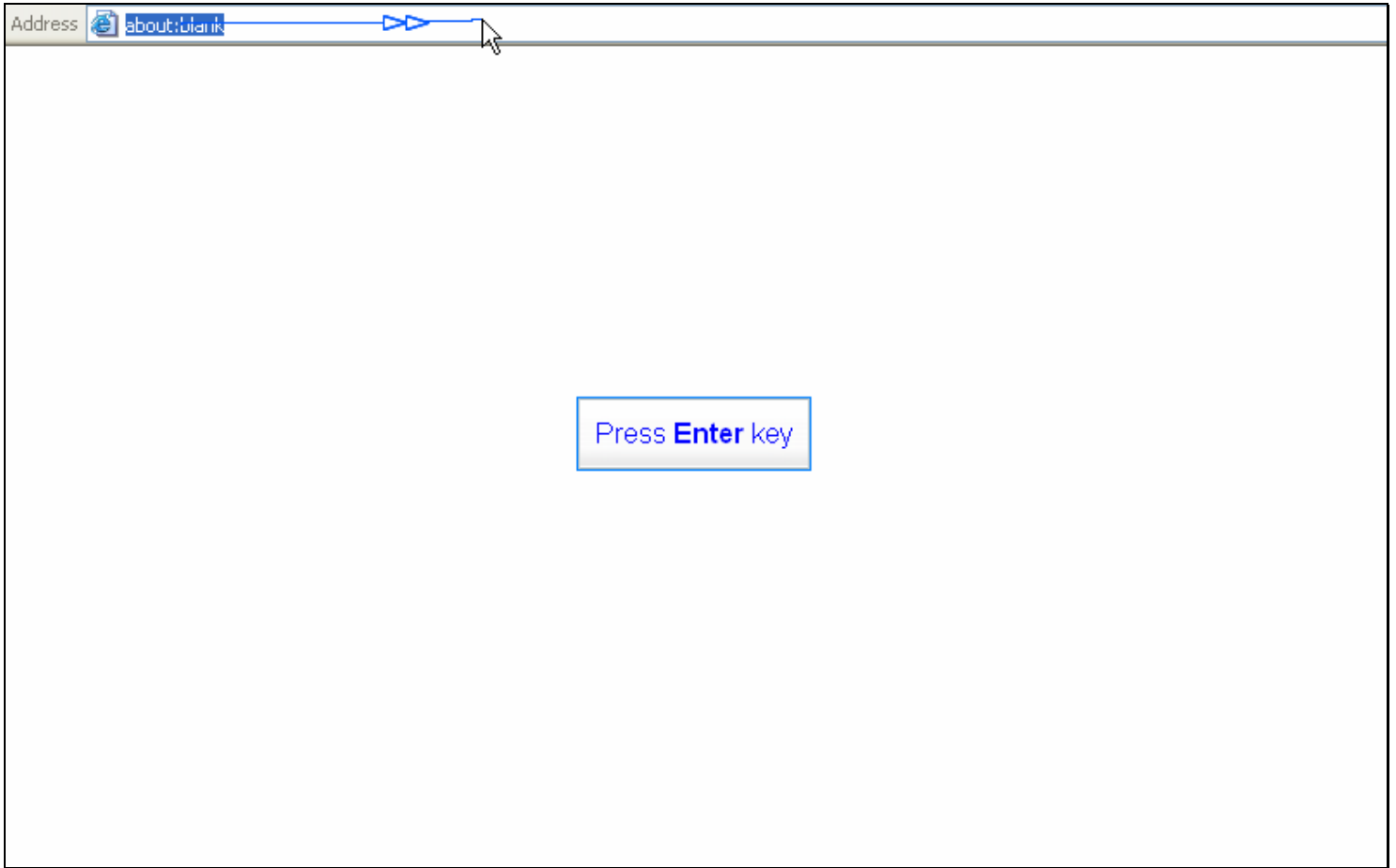


Text Captions

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

Notes

Slide 7 - Slide 7

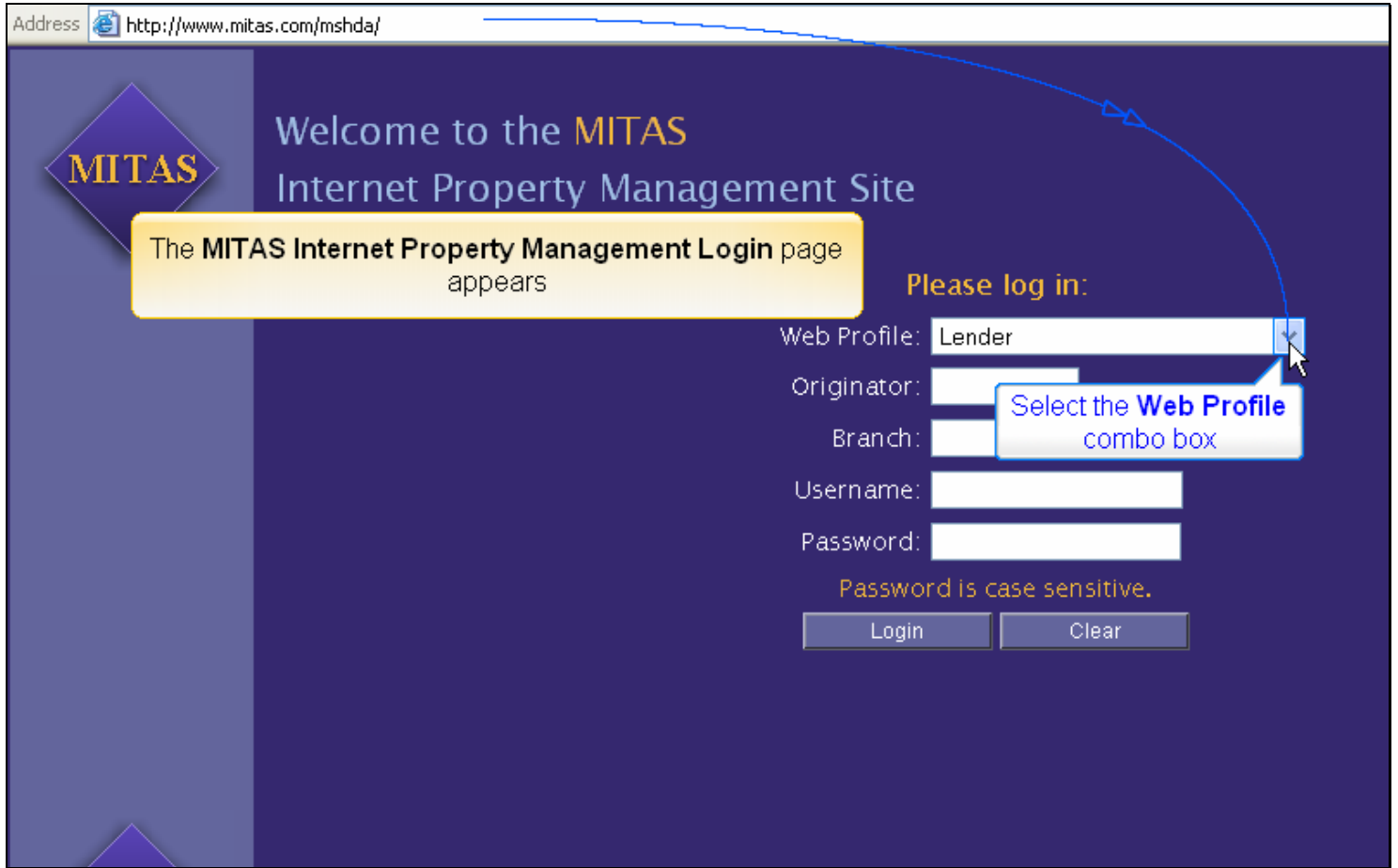


Text Captions

Press Enter key

Notes

Slide 9 - Slide 9



Text Captions

The MITAS Internet Property Management Login page appears

Select the **Web Profile** combo box

Notes

Slide 10 - Slide 10

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

MITAS

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
 Password: Broker
 Password: Banker
 Password: Government Agency
 Password: Real Estate Agent
 Password: Mortgagor
 Password: Servicer
 Password: Servicer - Inquiry Only
 Password: Property Manager
 Password: Administrator

Login

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

Property Manager
 Property Manager - Compliance
 Financials
 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 11 - Slide 11

The screenshot shows the MITAS website login page. The address bar displays <http://www.mitas.com/mshda/>. The page features a purple header with the MITAS logo on the left and the text "Welcome to the MITAS Internet Management Site" on the right. A yellow callout box explains the Property Manager Number. The login form includes a "Please log in:" section with 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 12 - Slide 12

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 13 - Slide 13

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

MITAS

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

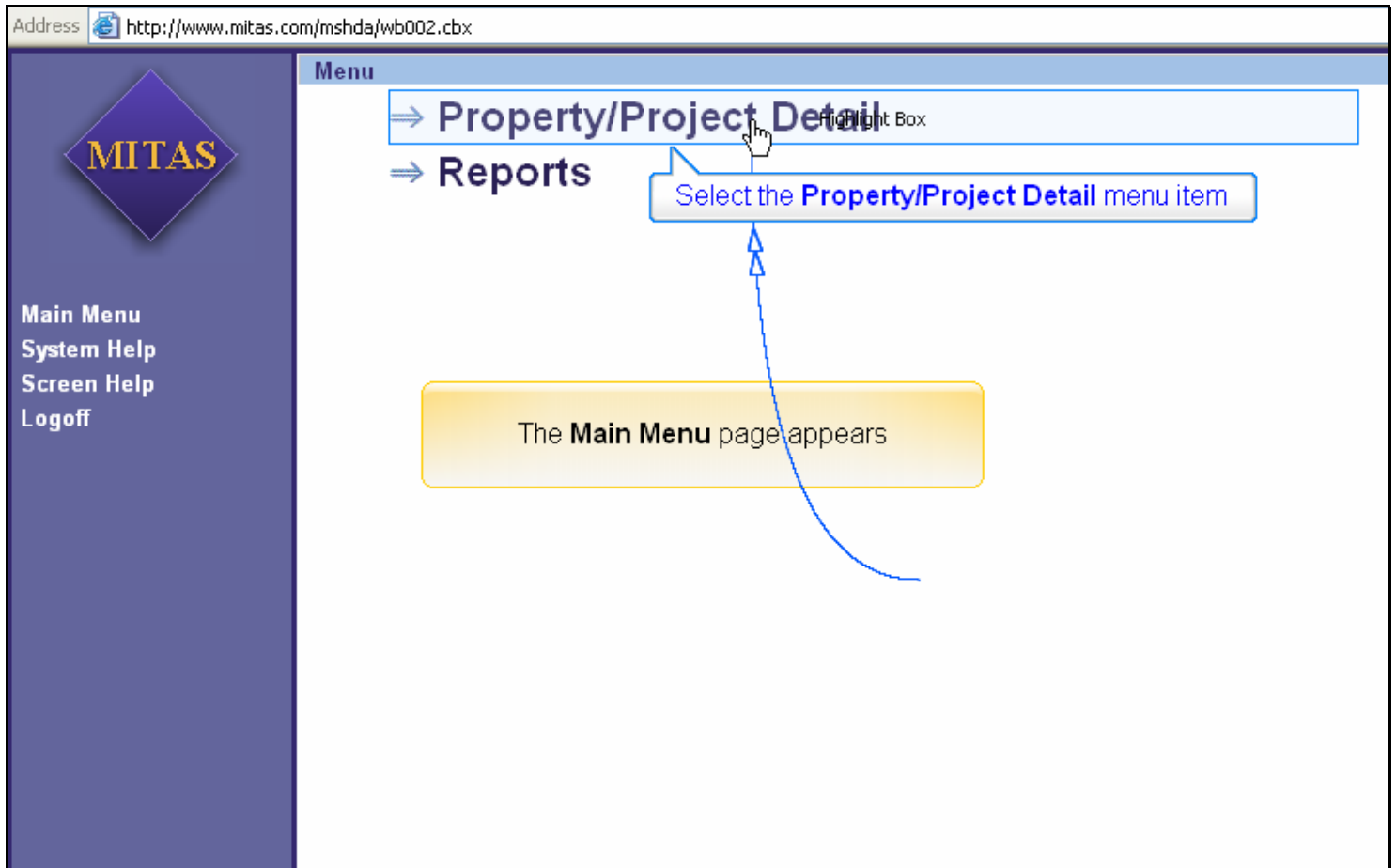
Slide 14 - Slide 14

Text Captions

Click the **Login** button

Notes

Slide 16 - Slide 16



Text Captions

The **Main Menu** page appears

Select the **Property/Project Detail** menu item

Notes

Slide 18 - Slide 18

Address <http://www.mitas.com/mshda/wb002.cbx>

MITAS

Property/Project
D/P HSW123

Financials Move-in/Move-out Error Log
Transactions Upload

Retrieve Property: Retrieve
; Invalid Property Number

The **Property/Project Information** page appears

Name: _____
Phone Number: (000) 000-0000
Fax Number: (000) 000-0000

Fiscal Year End: 00/00

Project	Stage
---------	-------

Text Captions

The **Property/Project Information** page appears

Notes

Slide 19 - Slide 19

Property/Project

O/P HSW123 Run: 02/08/2005

Financials	Move-in/Move-out	Error Log
Transactions Upload		

Retrieve Property: Highlight Box Retrieve

; Invalid Property Number

Property: 99999
Property Address:

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

er: Ext:
0000
0000
Fax Number:
(000) 000-0000

Fiscal Year End: 00/00

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

Text Captions

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

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

Notes

Slide 20 - Slide 20

Property/Project
O/P HSW123 Run: 02/08/2005

Financials	Move-in/Move-out	Error Log
Transactions Upload		

Retrieve Property:

; Invalid Property Number

Click the **Retrieve** button

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

Click the **Retrieve** button

Notes

Slide 22 - Slide 22

The screenshot shows a software interface for 'Property/Project' information. At the top, it displays 'O/P HSW123' and 'Run: 02/08/2005'. A navigation menu includes 'Financials', 'Move-In/Move-Out', and 'Error Log'. A callout box points to the 'Move-In/Move-Out' button with the text: 'Click the **Move-In/Move-Out** button to create a Move-Out transaction'. Below the menu, a yellow callout box states: 'Verify the property address information is correct. If the information is not correct, contact your agency.' The main content area displays property details: 'Property: 87643', 'Property Address: MITAS MANOR, 1450 MCKINNEY BLVD, MCKINNEY, TX 75071', 'Phone Number: (972) 542-1000', 'Ext: 0000', and 'Fax Number: (972) 542-1100'. At the bottom, there is a table header with columns for 'Project', 'Stage', and 'Date'. The 'Fiscal Year End' is listed as '12/31'.

Text Captions

The **Property/Project Information** page appears with the property data

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

Click the **Move-In/Move-Out** button to create a Move-Out transaction

Notes

Slide 24 - Slide 24

Move-In/Move-Out

O/P HSW194 Run: 02/08/2005

Property: 87643	Name: MITAS MANOR
-----------------	-------------------

Building: 1
Unit: 1A

Insert Transaction

Select the **Building** combo box

Effective Date	Certification Type	Tenant Name	SSN
----------------	--------------------	-------------	-----

Back Submit

The **Move-In/Move-Out** transaction page appears

Text Captions

The **Move-In/Move-Out** transaction page appears

Select the **Building** combo box

Notes

Slide 25 - Slide 25

Move-In/Move-Out

Q/P HSW194

Run: 02/08/2005

Property: 87643 Name: MITAS MANOR

Building: 1

Unit: 1

Insert Transaction Refresh

Effective Date Certification Type

Back Submit

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: 02/09/2005(

Property: 87643	Name: MITAS MANOR
Building: 1	Unit: 1A

Select the **Unit** combo box

Effective Date	Certification Type	Tenant Name	SSN
02/01/2005	Move In	JAMES CARTER	322987111

Text Captions

Select the **Unit** combo box

Notes

Slide 27 - Slide 27

Move-In/Move-Out

O/P HSW194 Run: 02/09/2005

Property: 87643	Name: MITAS MANOR
Building: 1	Unit: 1A

Insert Transaction Refresh

Effective Date	Certification Type	T
02/01/2005	Move In	111

Back Submit

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: 02/09/2005

Property: 87643	Name: MITAS MANOR
Building: 1	
Unit: 1B	

Insert Transaction Refresh Highlight Box

Effective Date: 02/01/2005 N 987111

Back Submit

Click the **Refresh** button to refresh the page with the transaction data for this building and unit

Text Captions

Click the **Refresh** button to refresh the page with the transaction data for this building and unit

Notes

Slide 30 - Slide 30

Click the **Insert Transaction** button to create a Move-Out transaction

Property: 87643 Name: MITAS MANOR
 Building: 1
 Unit: 1B

Insert Transaction Refresh

Effective Date	Certification Type	Tenant Name	SSN
03/01/2002	Move In	CLAYTON MOORE	332019876

The new transactions that have not been processed by the agency are shown on this page for this building's unit.

Text Captions

The **Move-In/Move-Out** transaction page appears

The new transactions that have not been processed by the agency are shown on this page for this building's unit.

Click the **Insert Transaction** button to create a Move-Out transaction

Notes

Slide 32 - Slide 32

Move-In/Move-Out
O/P HSW194 Run: 02/09/2005

Property:	87643	Name:	MITAS MANOR
Building:	1		
Unit:	1B		
Effective Date:	<input type="text" value="Highlight Box"/>	(MM/DD/YYYY)	
Certification Type:	Move		
Please complete the following sections to create a Move-In/Move-Out transaction.			
Transfer Building:	1		
Transfer Unit:	1A		

The **Move-In/Move-Out** transaction date and type page appears

Text Captions

The **Move-In/Move-Out** transaction date and type page appears

Select the **Effective Date** text box, and input the date of the move-out

Notes

Slide 33 - Slide 33

Move-In/Move-Out

O/P HSW194 Run: 02/09/2005(

Property: 87643	Name: MITAS MANOR
-----------------	-------------------

Building: 1
Unit: 1B

Effective Date: (MM/DD/YYYY)

Certification Type:

Please complete the following section if ins

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: 02/09/2005

Property:	87643	Name:	MITAS MANOR
Building:	1		
Unit:	1B		
Effective Date:	04/01/2003	(MM/DD/YYYY)	
Certification Type:	Move In		
Please complete the following information for a Move In or Move Out Unit Transfer transaction.			
Transfer Building:	Recent		
Transfer Unit:	1A		

Select the Move Out item

Text Captions

Select the **Move Out** item

Notes

Slide 35 - Slide 35

Move-In/Move-Out

O/P HSW194 Run: 02/09/2005

Property: 87643	Name: MITAS MANOR
-----------------	-------------------

Building: 1
Unit: 1B

Effective Date: 04/01/2003 (MM/DD/YYYY)

Certification Type: Move Out

Please complete the following section if inserting Unit Transfer transaction.

Transfer Building: 1
Transfer Unit: 1A

Back Submit

Click the **Submit** button

Text Captions

Click the **Submit** button

Notes

Slide 38 - Slide 38

Property:	87643	Name:	MITAS MANOR			
Building: 1						
Unit: 1B						
Effective Date: 04/01/2003						
Certification Type: Move Out						
Tenant		Delete		Family Members		
TENANT INFORMATION						
Name:	CLAYTON MOORE					
SSN:	332019876					
Income:	18,000	<input type="checkbox"/> Over Income				
Income Source:	F Federal Wage					
Race:	Hispanic	<input checked="" type="checkbox"/> Hispanic or Latino				
Date of Birth:	09/08/1973	(MM/DD/YYYY)				
No Family Members:	4	Number of Children:		2		
Student:	<input checked="" type="radio"/> No <input type="radio"/> Yes <input type="radio"/> Yes & Qualify					
Handicapped:	<input type="checkbox"/>	Select the Move out Date text box, and input the move-out date		Live In Aid:	<input type="checkbox"/>	
Temp ABS HH:	<input type="checkbox"/>	Homeless:				<input type="checkbox"/>
Special Needs:	<input type="checkbox"/>					
Move in Date:	03/01/2003	(MM/DD/YYYY)				
Move out Date:	<input type="text"/>	(MM/DD/YYYY)				
UNIT INFORMATION						

Text Captions


Select the **Move out Date** text box, and input the move-out date

Notes

Slide 41 - Slide 41

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 Common Commercial

Tenant Delete rs

Click the **Submit** button

Back Submit

Text Captions

Click the **Submit** button

Notes

Slide 43 - Slide 43

Move-In/Move-Out

O/P HSW194 Run: 02/09/2005(1

Property: 87643 Name: MITAS MANOR

Building: 1

Unit: 1B

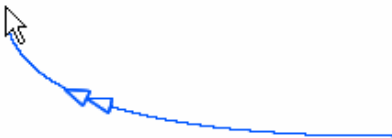
Insert Transaction Refresh

Effective Date	Certification Type	Tenant Name	SSN
03/01/2002	Move In	CLAYTON MOORE	332019876
04/01/2003	Move Out	CLAYTON MOORE	332019876

The Move-In/Move-Out new

Only the new transactions (no historical information) that have not been processed by the agency are shown on this page. You can still change any information if the transaction is shown here.

If you would like to see historical information, you can print the Tenant Master Report.



Text Captions

The **Move-In/Move-Out** new transactions page appears

Only the new transactions (no historical information) that have not been processed by the agency are shown on this page. You can still change any information if the transaction is shown here.

If you would like to see historical information, you can print the Tenant Master Report.

Notes

Slide 44 - Slide 44

Move-In/Move-Out
O/P HSW194

Property: 87643 Name: MITAS MANO
Building: 1
Unit: 1B

Insert Transaction Refresh

Effective Date	Certification Type	Tenant Name	SSN
03/01/2002	Move In	CLAYTON MOORE	332019876
04/01/2003	Move Out	CLAYTON MOORE	332019876

Back Submit

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

Logoff Highlight Box

Text Captions

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

Notes