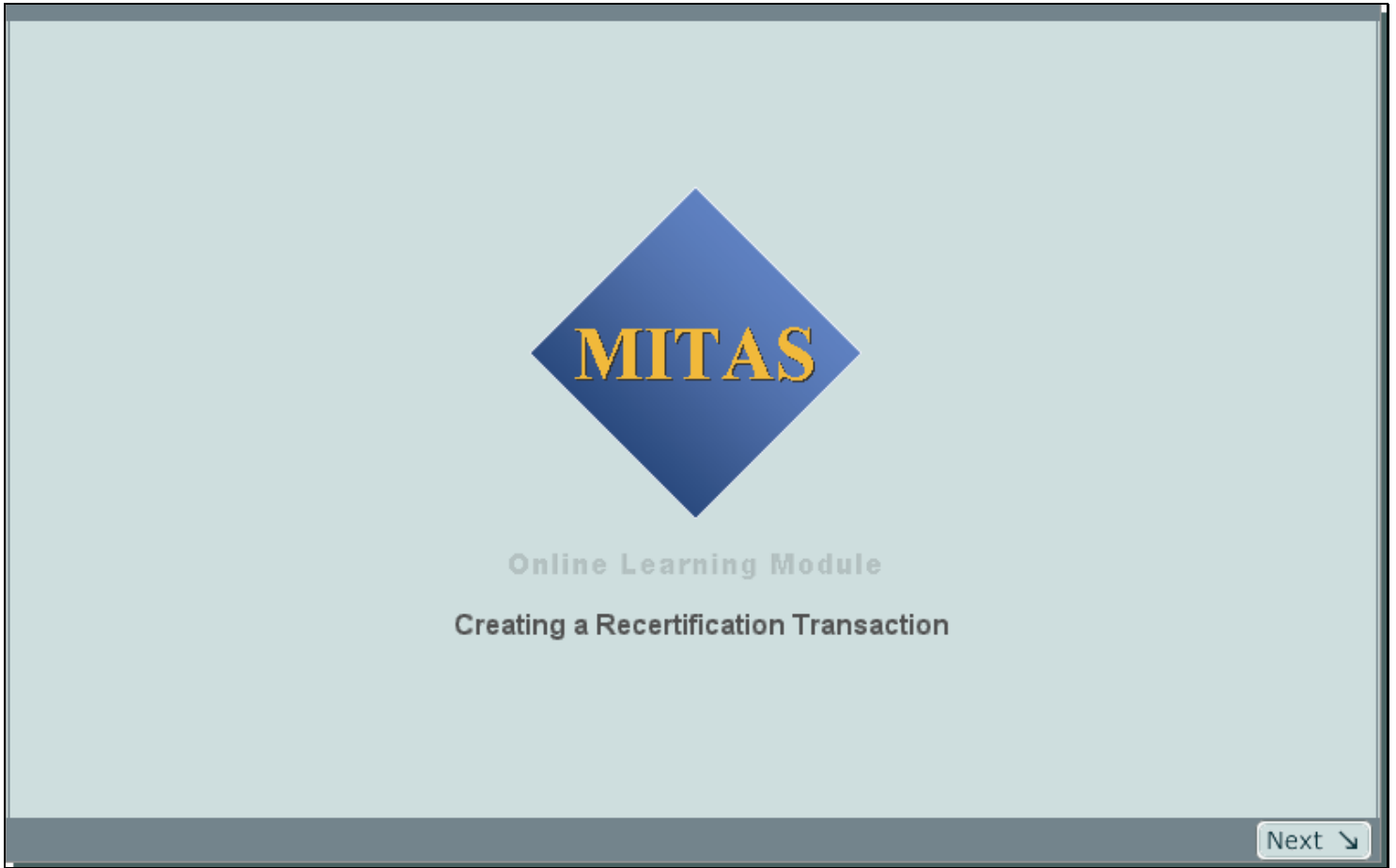


Slide 1 - Title

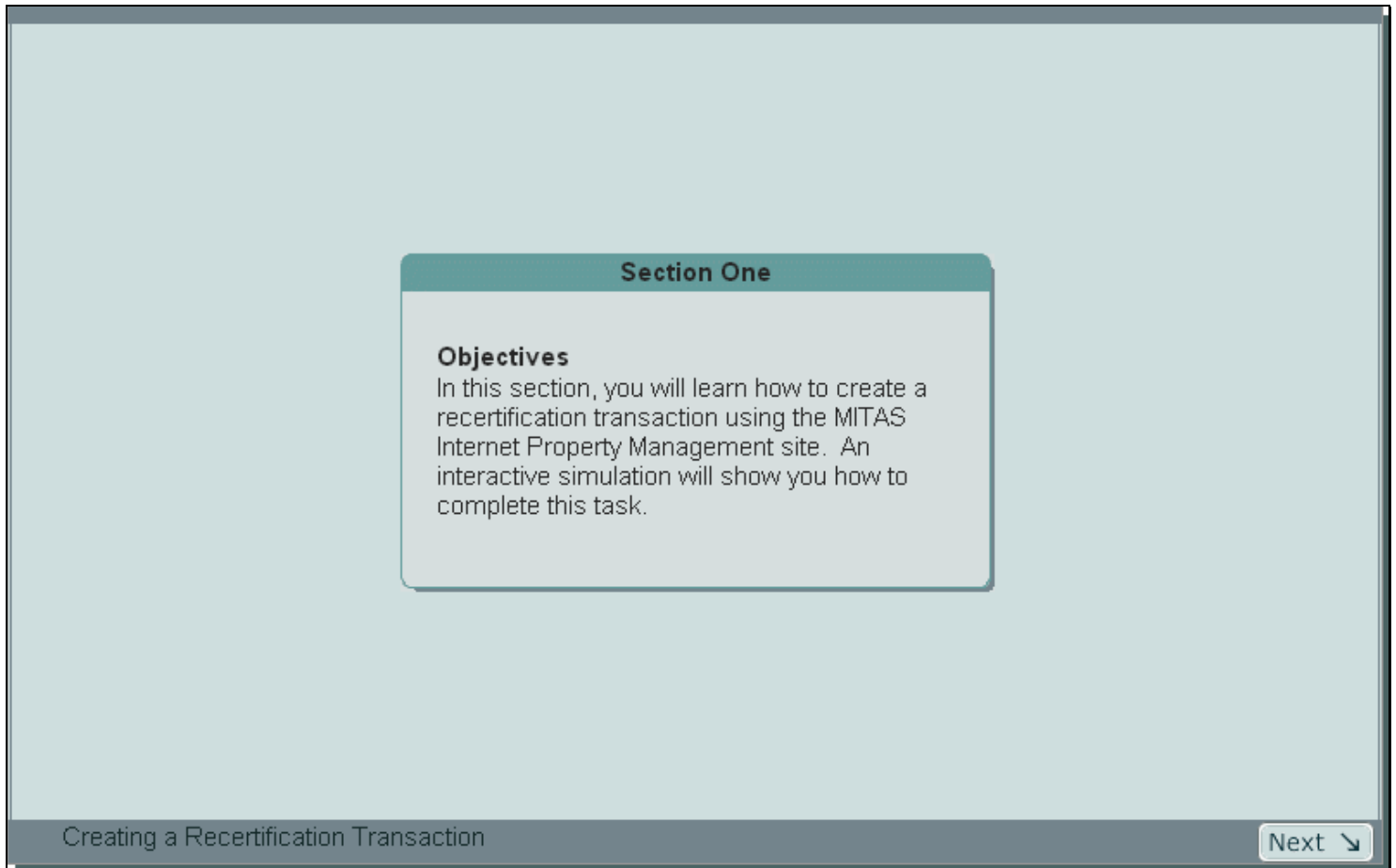


Text Captions

Creating a Recertification 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 Recertification 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 recertification transaction using the MITAS Internet Property Management site. An interactive simulation will show you how to complete this task.

Creating a Recertification Transaction [Next](#)

## Text Captions

**Section One****Objectives**

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

**Notes**

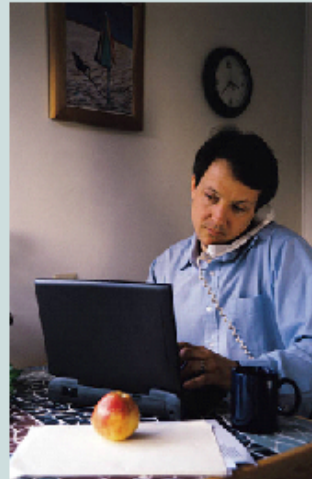
## Slide 3 - Scenario

**Scenario**


Doug, a property manager calls you...

*"Hi Becky, I need to create a recertification 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 Recertification Transaction**

Doug at his desk

Next 

**Text Captions****Scenario**

Doug, a property manager calls you...

*"Hi Becky, I need to create a recertification 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 Recertification**

It is easy to create a recertification 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 **Recertification** date.

The screenshot shows the MITAS Property/Project screen. At the top, there are three buttons: 'Financials', 'Move-In/Move-Out', and 'Printing'. Below these is a 'Transactions Applied' button. A search bar contains 'Retrieve Property: 87643' and a 'Retrieve' button. The main content area displays property details for Property ID 87643, Name MITAS MANOR, and Property Address 1650 WILHELMY BLVD, KENNESAW, TX 77401. It also shows Phone Numbers: EXT 0000, 0000, 0000, and 0000, and Fax Numbers: 0000 and 0000. A 'Final Year End: 1/31/07' is also visible. At the bottom, there is a table with columns 'Project', 'Stage', and 'Date'.

Property/Project screen

Next &gt;

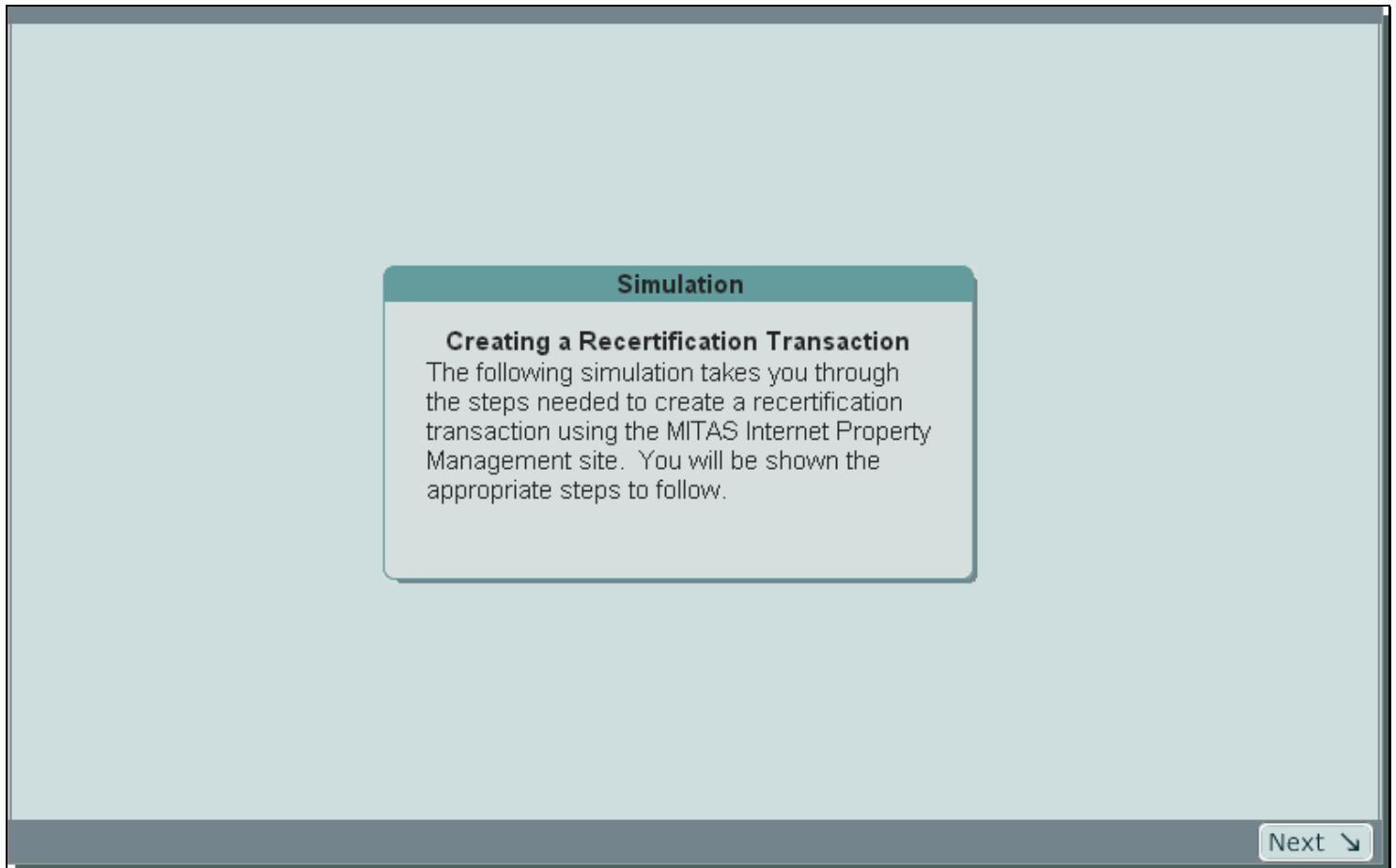
**Text Captions****How to Create a Recertification**

It is easy to create a recertification 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 **Recertification** 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". Inside this box, the text reads: "Creating a Recertification Transaction. The following simulation takes you through the steps needed to create a recertification 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 Recertification Transaction**  
The following simulation takes you through the steps needed to create a recertification transaction using the MITAS Internet Property Management site. You will be shown the appropriate steps to follow.

Next ↘

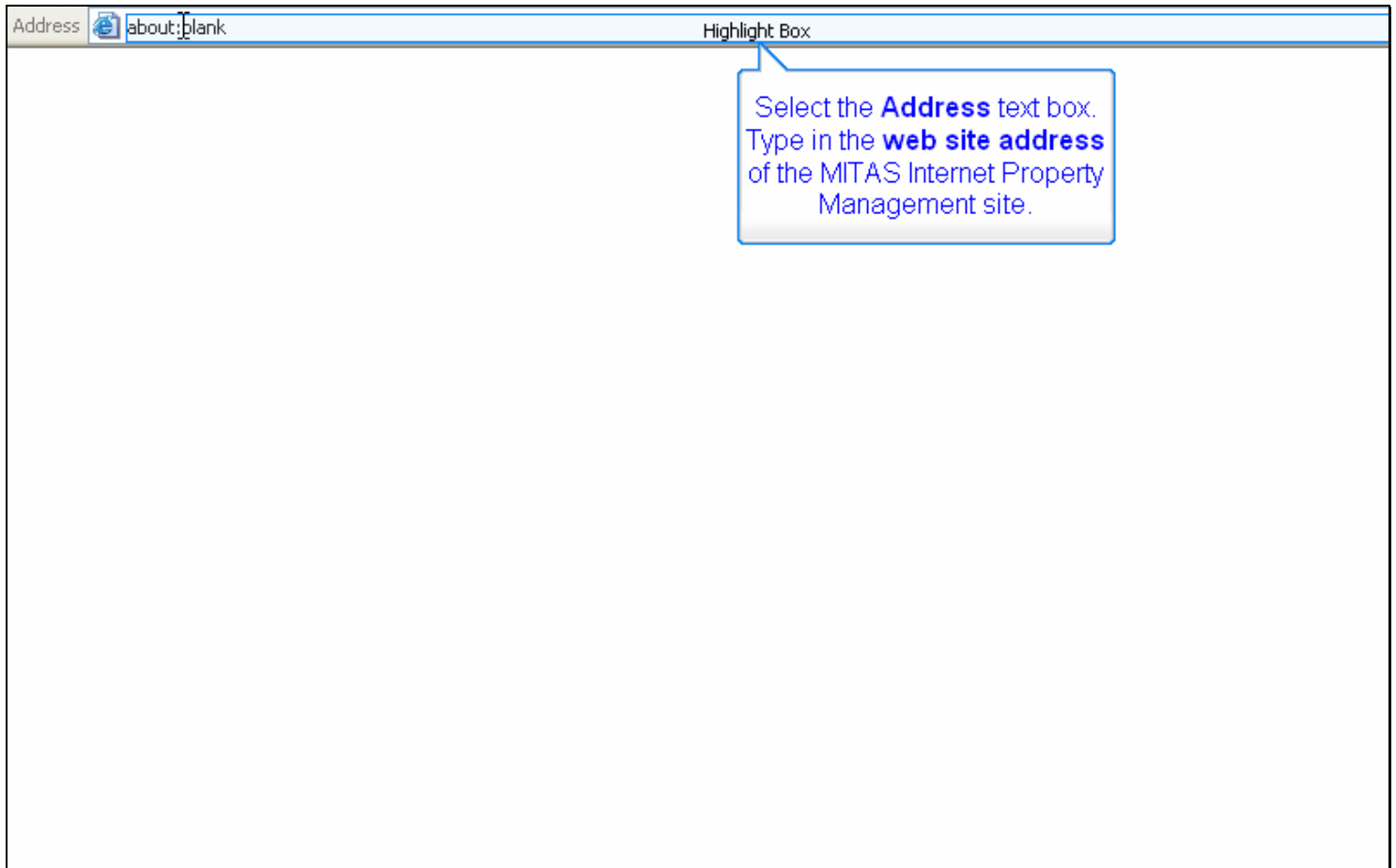
## Text Captions

**Simulation****Creating a Recertification Transaction**

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

**Notes**

Slide 6 - Slide 6

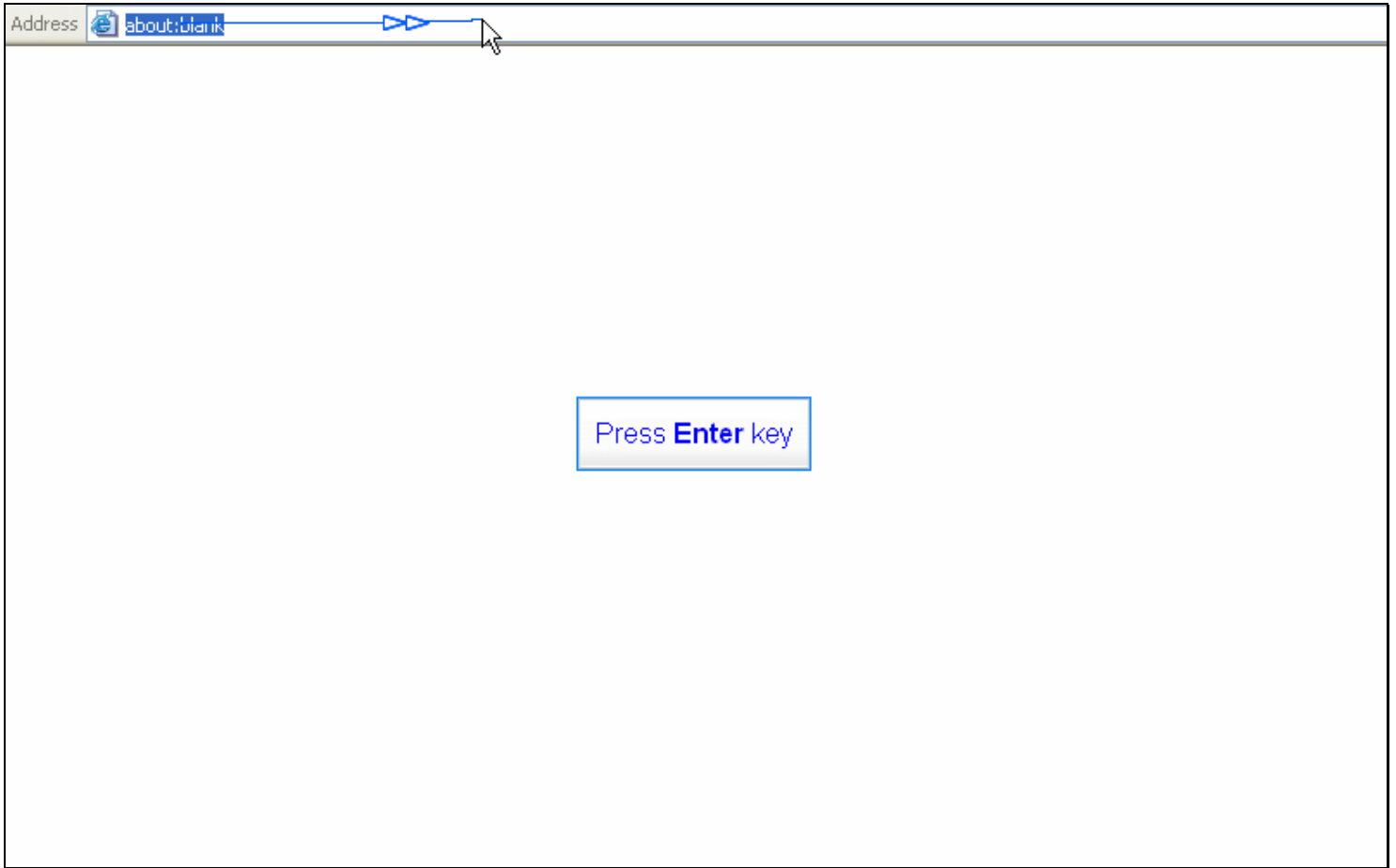


Text Captions

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

Notes

Slide 7 - Slide 7



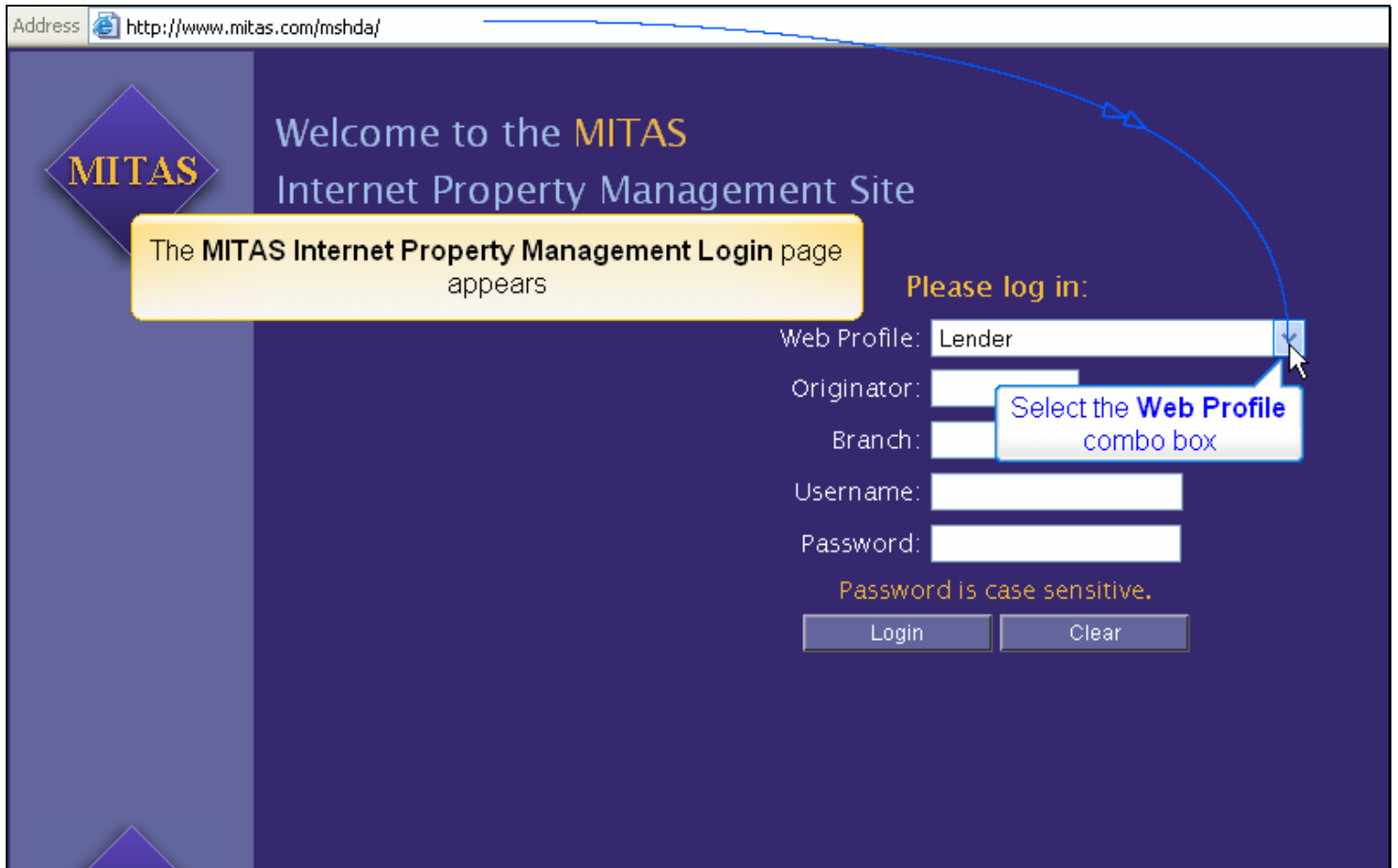
Press **Enter** key

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 - Compliance  
 Password: Administrator

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 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 "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/

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

Please log in:

Web Profile:

Property Manager Number:

Username:

Password:

Password is case sensitive

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

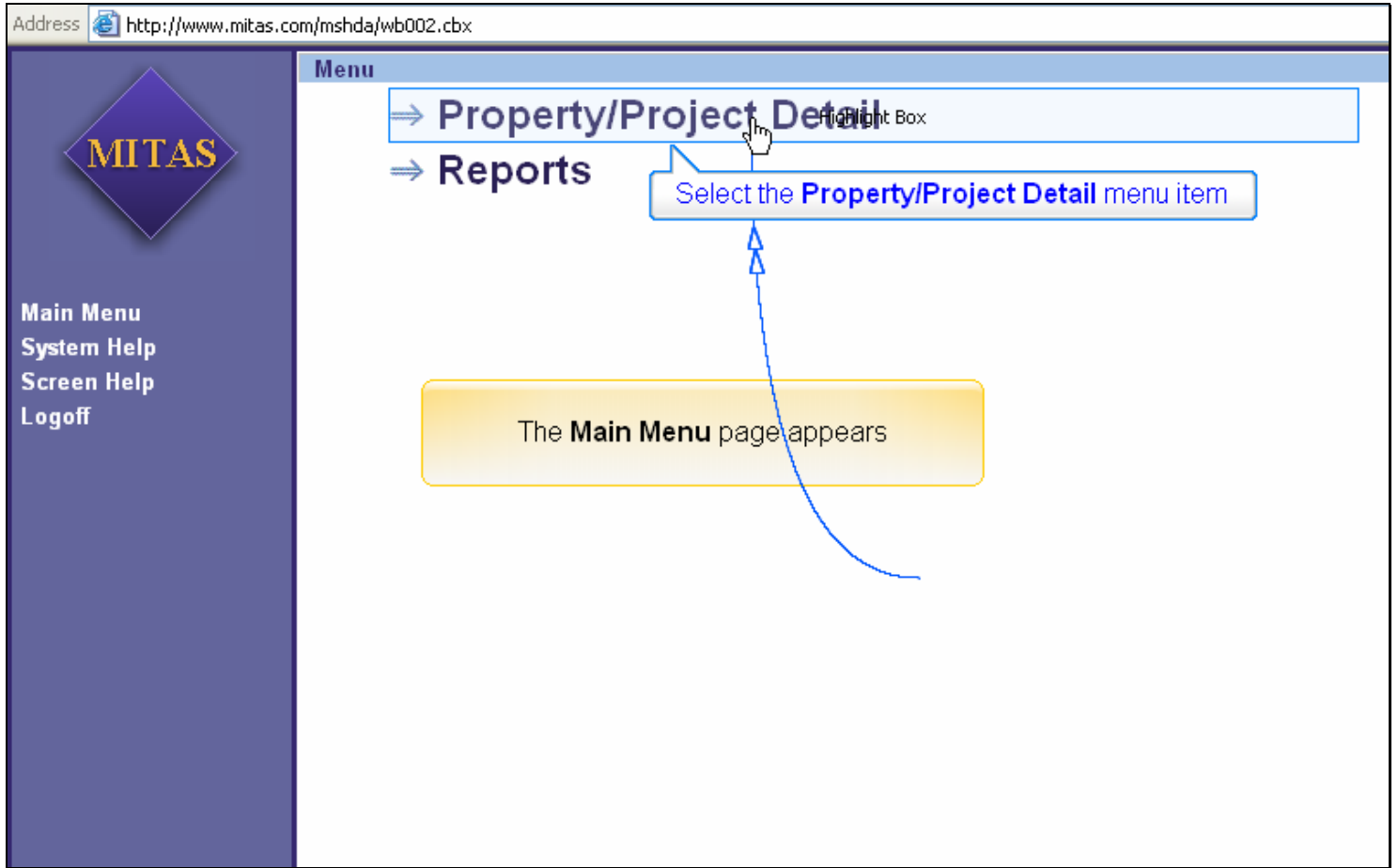


Text Captions

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>

**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**

<b>Name:</b>	
<b>Phone Number:</b>	(000) 000-0000 (000) 000-0000
<b>Fax Number:</b>	(000) 000-0000

Fiscal Year End: 00/00

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

Text Captions

The **Property/Project Information** page appears

Notes

Slide 19 - Slide 19

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:
<b>Property Address:</b>	<b>Phone Number:</b> Ext:
.	(000) 000-0000 0000
	(000) 000-0000 0000
	<b>Fax Number:</b>
	(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 the 'Property/Project' interface. At the top left, it says 'O/P HSW123' and at the top right, 'Run: 02/08/2005'. There are several navigation buttons: 'Financials', 'Move-In/Move-Out', 'Error Log', and 'Transactions Upload'. The 'Move-In/Move-Out' button is highlighted with a mouse cursor. A callout box points to this button with the text: 'Click the **Move-In/Move-Out** button to create a Recertification transaction'. Below the buttons, there is a warning box: 'Verify the property address information is correct. If the information is not correct, contact your agency.' The main content area displays property information: '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 with columns '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 Recertification 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

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

Back Submit

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

Select the **Building** combo box

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	T
----------------	--------------------	---

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

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

Back Submit

Text Captions

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

Notes

Slide 29 - Slide 29

**Move-In/Move-Out**

O/P HSW194 Run: 02/09/2005

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

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

Text Captions

Notes



## Slide 30 - Slide 30

**Move-In/Move-Out**

O/P HSM/184 Run: 02/09/2005

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

Click the **Insert Transaction** button to create a Recertification transaction

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 Recertification transaction

## Notes

Slide 32 - Slide 32

**Move-In/Move-Out**

D/P HSW194 Run: 02/09/2005

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

Building: 1  
Unit: 1B

Effective Date:  (MM/DD/YYYY)

Certification Type: Move

Please complete the following sections to create a recertification transaction.

Transfer Building: 1  
Transfer Unit: 1A

Text Captions

Select the **Effective Date** text box, and input the date of the recertification

Notes

Slide 33 - Slide 33

**Move-In/Move-Out**

O/P HSW194 Run: 02/09/2005

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

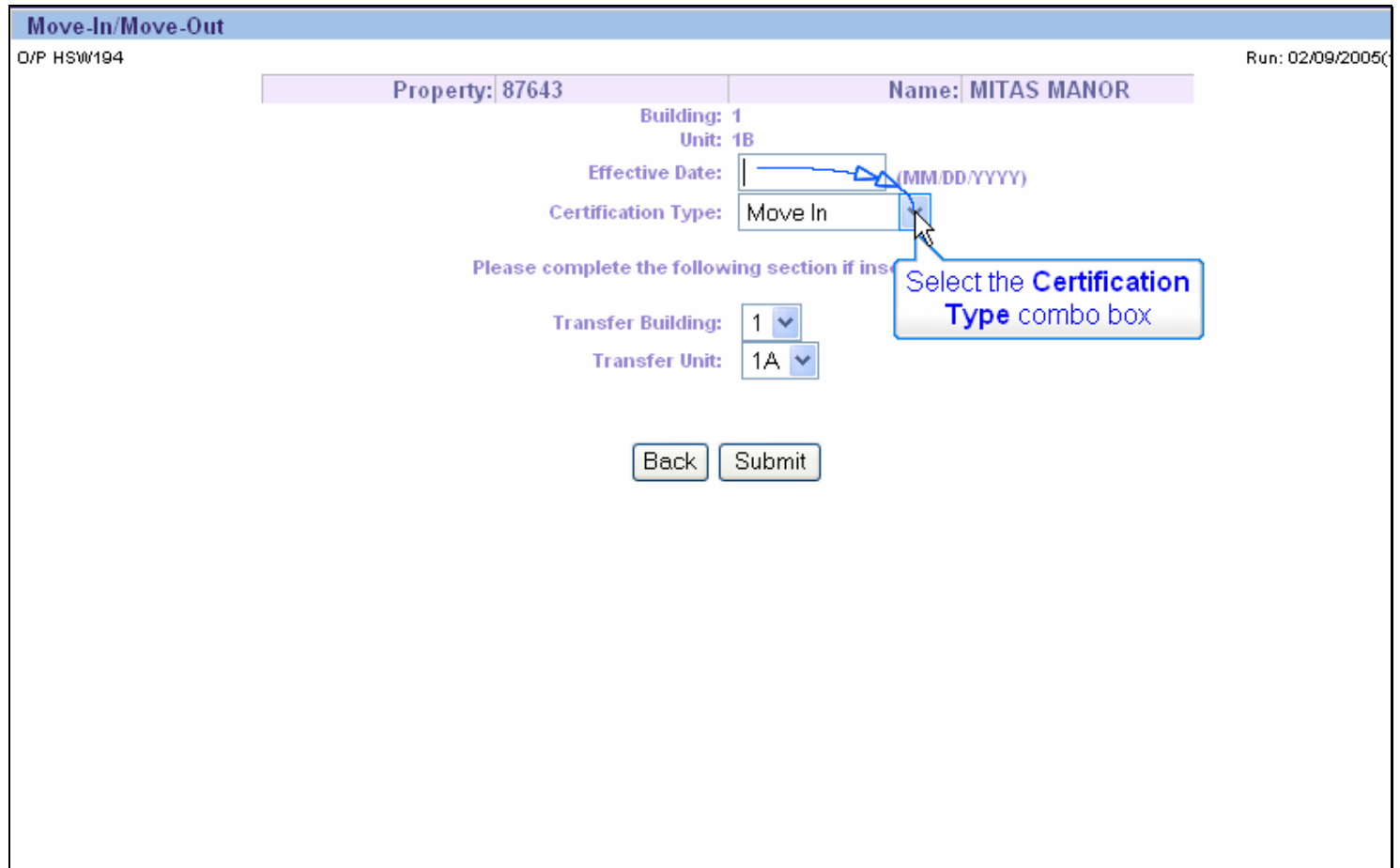
Building: 1  
Unit: 1B

Effective Date:  (MM/DD/YYYY)

Certification Type: Move In

Please complete the following section if ins

Transfer Building: 1  
Transfer Unit: 1A

A screenshot of a web application interface for creating a recertification transaction. The form is titled "Move-In/Move-Out" and includes fields for Property (87643), Name (MITAS MANOR), Building (1), Unit (1B), Effective Date, Certification Type (Move In), Transfer Building (1), and Transfer Unit (1A). A callout box with a blue border and white background points to the Certification Type dropdown menu, containing the text "Select the Certification Type combo box". The form also has "Back" and "Submit" buttons at the bottom.

Text Captions

Select the **Certification Type** combo box

Notes

Slide 34 - Slide 34

**Move-In/Move-Out** Run: 02/09/2005

D/P HSW194

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

Building: 1  
Unit: 1B

Effective Date: 02012003 (MM/DD/YYYY)

Certification Type:  (dropdown menu open)

Please complete the following information for a Move In, Move Out or Unit Transfer transaction.

Transfer Building:  (dropdown menu open)

Transfer Unit: 1A (dropdown menu)

Buttons: Back, Submit

**Select the Recertification item**

Text Captions

Select the **Recertification** 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: 02012003 (MM/DD/YYYY)

Certification Type: Recertification

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 37 - Slide 37

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

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

Building: 1  
Unit: 1B  
Effective Date: 02/01/2003  
Certification Type: Recertification

Verify all the Tenant information and also the Family Members information before proceeding.

TENANT INFORMATION

Name:

The **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)

**Text Captions**

The **Tenant Information** page appears

Verify all the Tenant information and also the Family Members information before proceeding.

**Notes**

Slide 38 - Slide 38

**MITAS**

**Move-In/Move-Out**  
D/P HSW194

Property: 87643      Name: MITAS MA  
Building: 1  
Unit: 1B  
Effective Date: 02/01/2003  
Certification Type: Recertification

Tenant      Delete      Family Members

**TENANT INFORMATION**

Name: CLAYTON MOORE  
SSN: 332019876  
Income: 18,000       Over Income  
Income Source: F Federal Wage  
Race: Hispanic       Hispanic  
Date of Birth: 09/08/1973 (MM/DD/YYYY)  
No Family Members: 4      Number of Children: 2  
Student:  No     Yes     Yes & Qualify  
Handicapped:       Live In Aid:   
Temp ABS HH:       Homeless:   
Special Needs:   
Move in Date: 03/01/2002 (MM/DD/YYYY)

Click the **Submit** button

Text Captions

Click the **Submit** button

Notes

Slide 40 - Slide 40

**Move-In/Move-Out**  
O/P HSW194

Property: 87643      Name: MITAS MAN

Building: 1  
Unit: 1B

Insert Transaction      Refresh

Effective Date	Certification Type	Tenant Name	SSN
03/01/2002	Move In	CLAYTON MOORE	332019876
02/01/2003	Recertification	CLAYTON MOORE	332019876

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.

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

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.

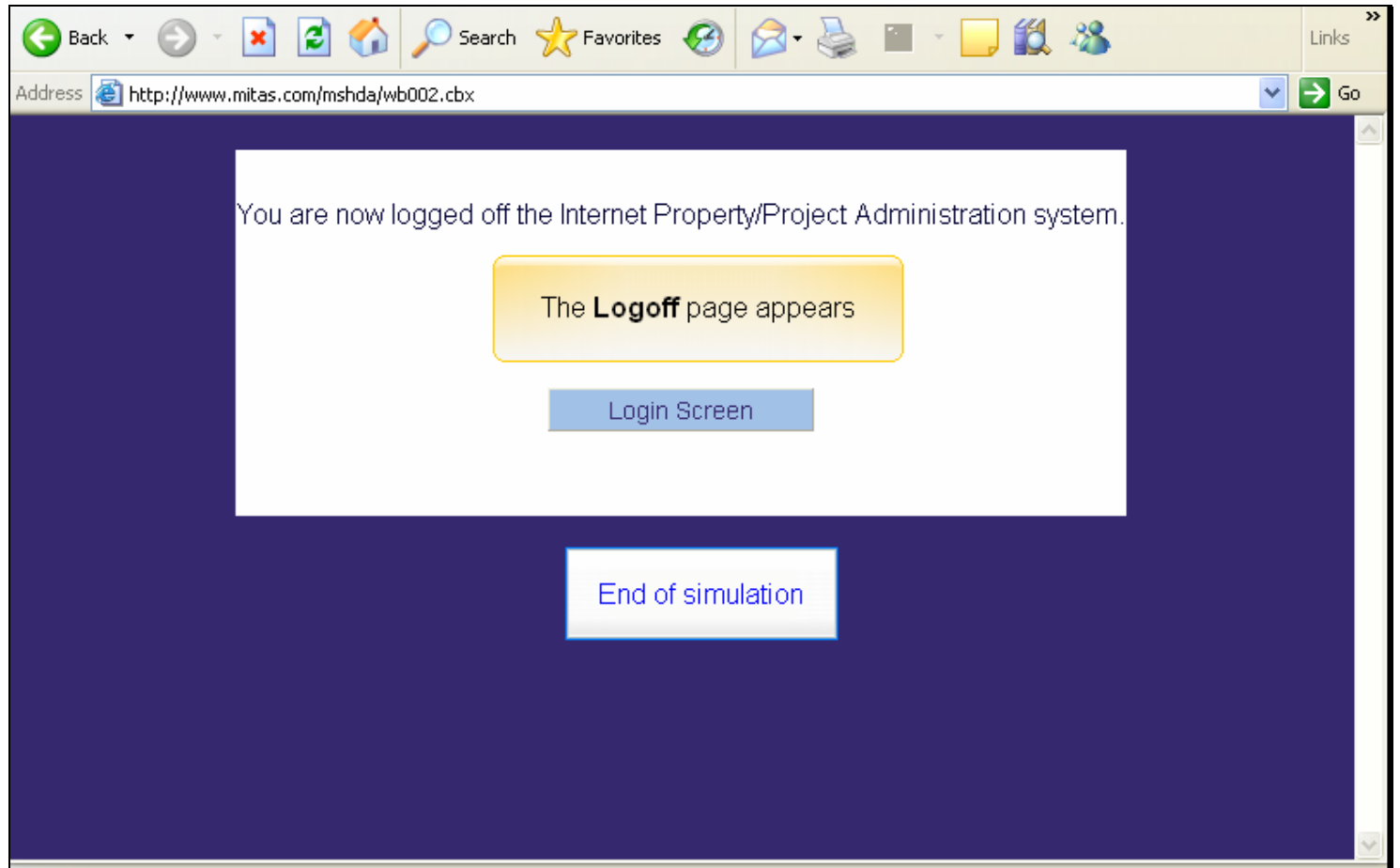
If you would like to see historical information, you can print the Tenant Master Report.

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

**Notes**



Slide 42 - Slide 42




Text Captions

The **Logoff** page appears

End of simulation

Notes

Slide 43 - End



**Congratulations!**  
You have completed Creating a Recertification  
Transaction

Text Captions

**Congratulations!**  
You have completed Creating a Recertification Transaction

Notes