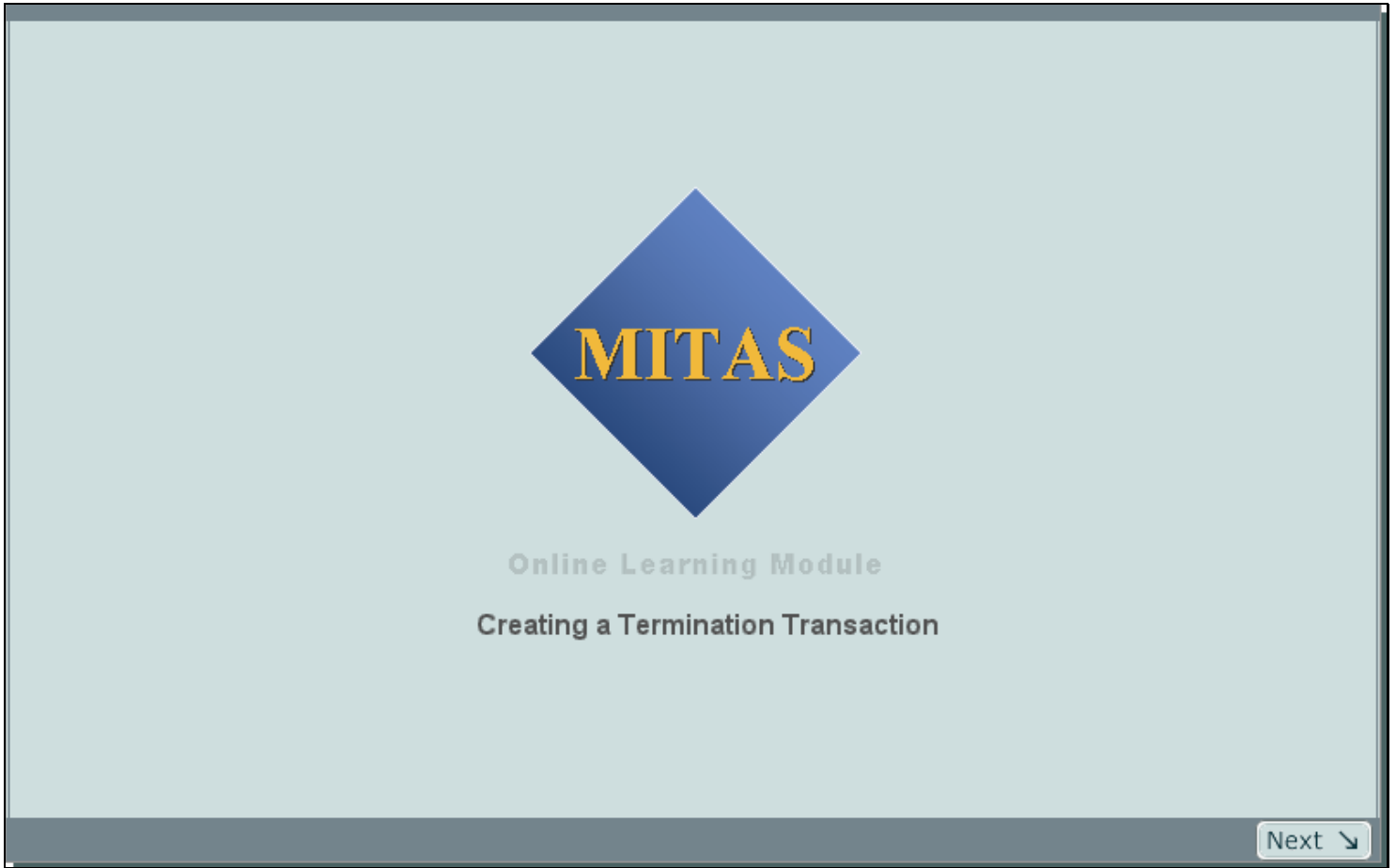


Slide 1 - Title

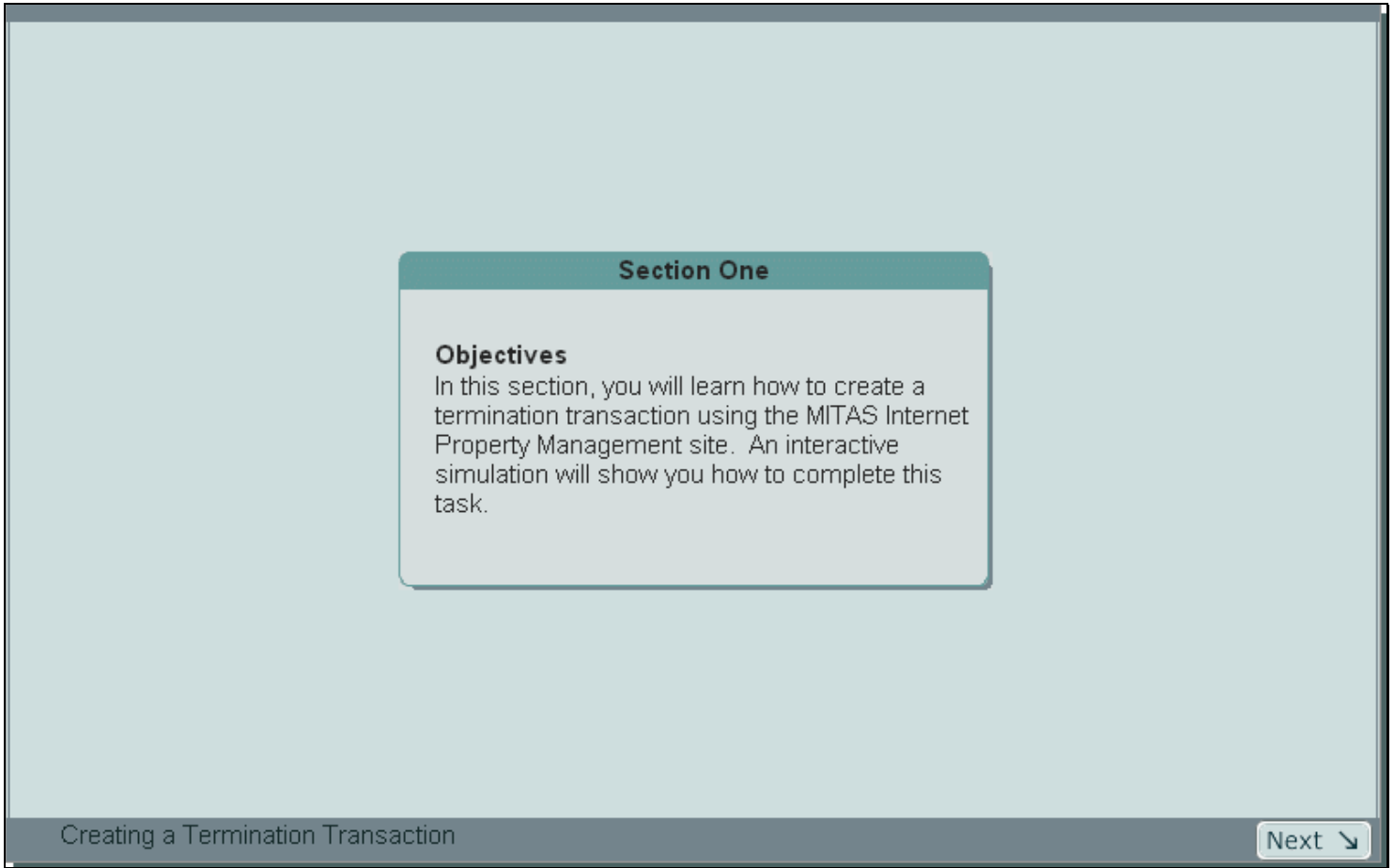


Text Captions

Creating a Termination Transaction

Notes

Slide 2 - Objectives

The slide features a light blue background with a central white box containing the text. At the bottom left, the text 'Creating a Termination Transaction' is displayed, and at the bottom right, there is a 'Next' button with a right-pointing arrow.

Section One

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

Creating a Termination Transaction Next ▾

Text Captions

Section One**Objectives**

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

Notes

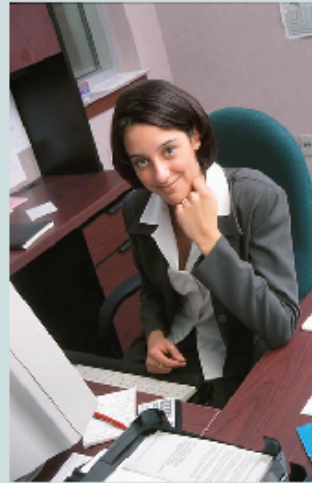
Slide 3 - Scenario

Scenario


Vicky, a property manager calls you...

"Hi Becky, I need to create a termination 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 Vicky.

Creating a Termination Transaction

Vicky at her desk

Next 

Text Captions**Scenario**

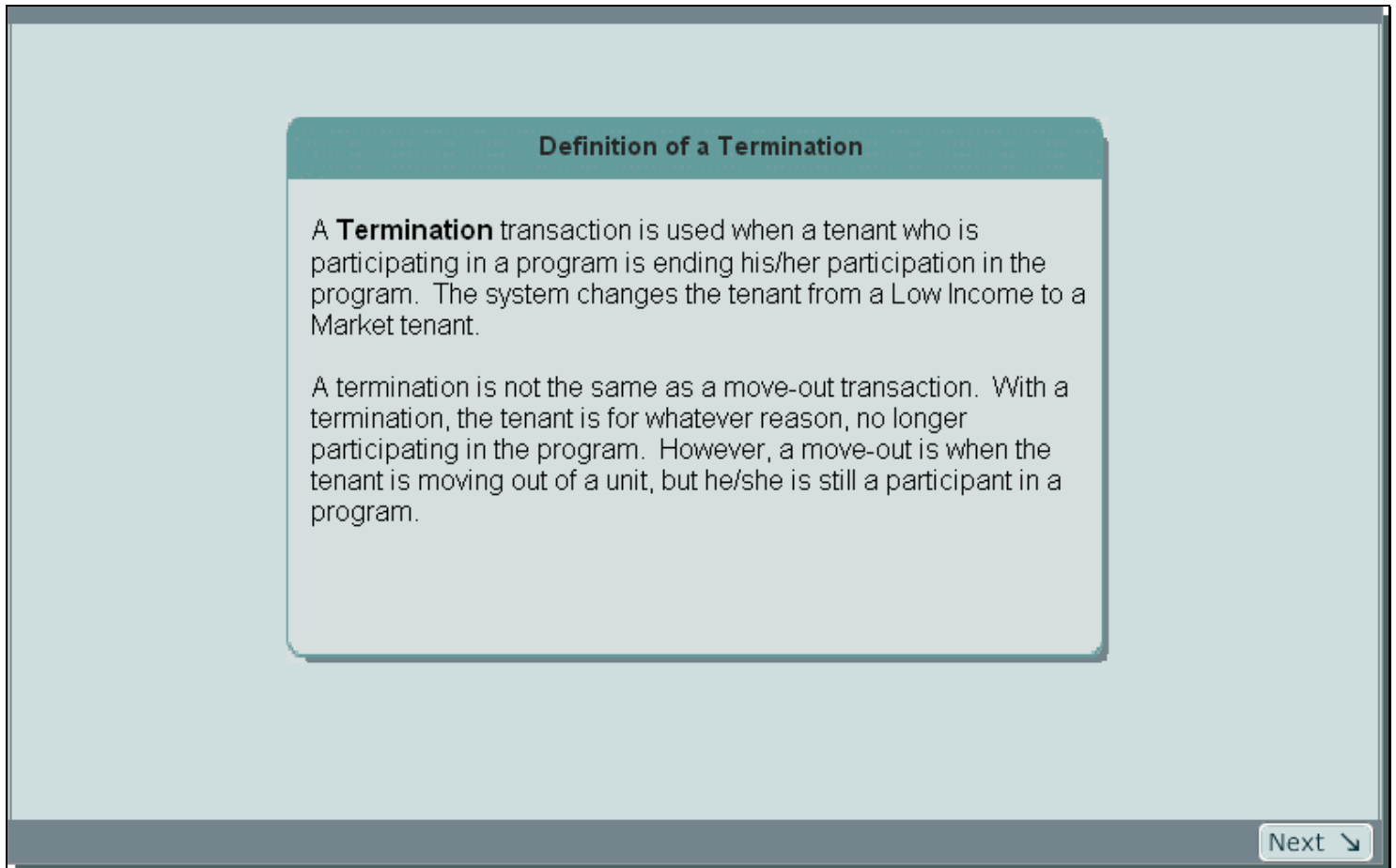
Vicky, a property manager calls you...

"Hi Becky, I need to create a termination 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 Vicky.

Notes

Slide 4 - Definition



Definition of a Termination

A **Termination** transaction is used when a tenant who is participating in a program is ending his/her participation in the program. The system changes the tenant from a Low Income to a Market tenant.

A termination is not the same as a move-out transaction. With a termination, the tenant is for whatever reason, no longer participating in the program. However, a move-out is when the tenant is moving out of a unit, but he/she is still a participant in a program.

Next ↘

Text Captions

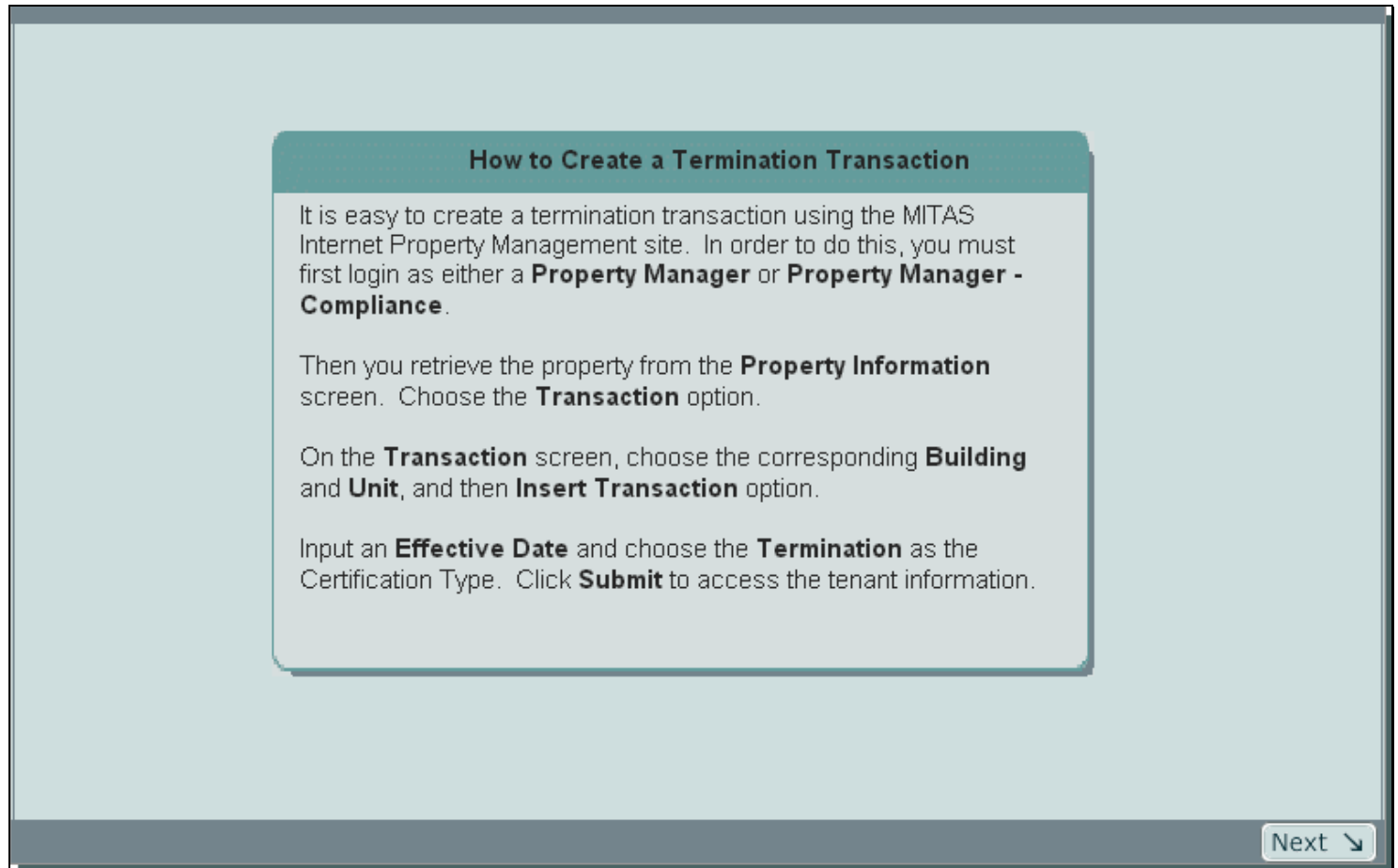
Definition of a Termination

A **Termination** transaction is used when a tenant who is participating in a program is ending his/her participation in the program. The system changes the tenant from a Low Income to a Market tenant.

A termination is not the same as a move-out transaction. With a termination, the tenant is for whatever reason, no longer participating in the program. However, a move-out is when the tenant is moving out of a unit, but he/she is still a participant in a program.

Notes

Slide 5 - Concept



How to Create a Termination Transaction

It is easy to create a termination 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 **Termination** as the Certification Type. Click **Submit** to access the tenant information.

Next ↘

Text Captions

How to Create a Termination Transaction

It is easy to create a termination 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**.

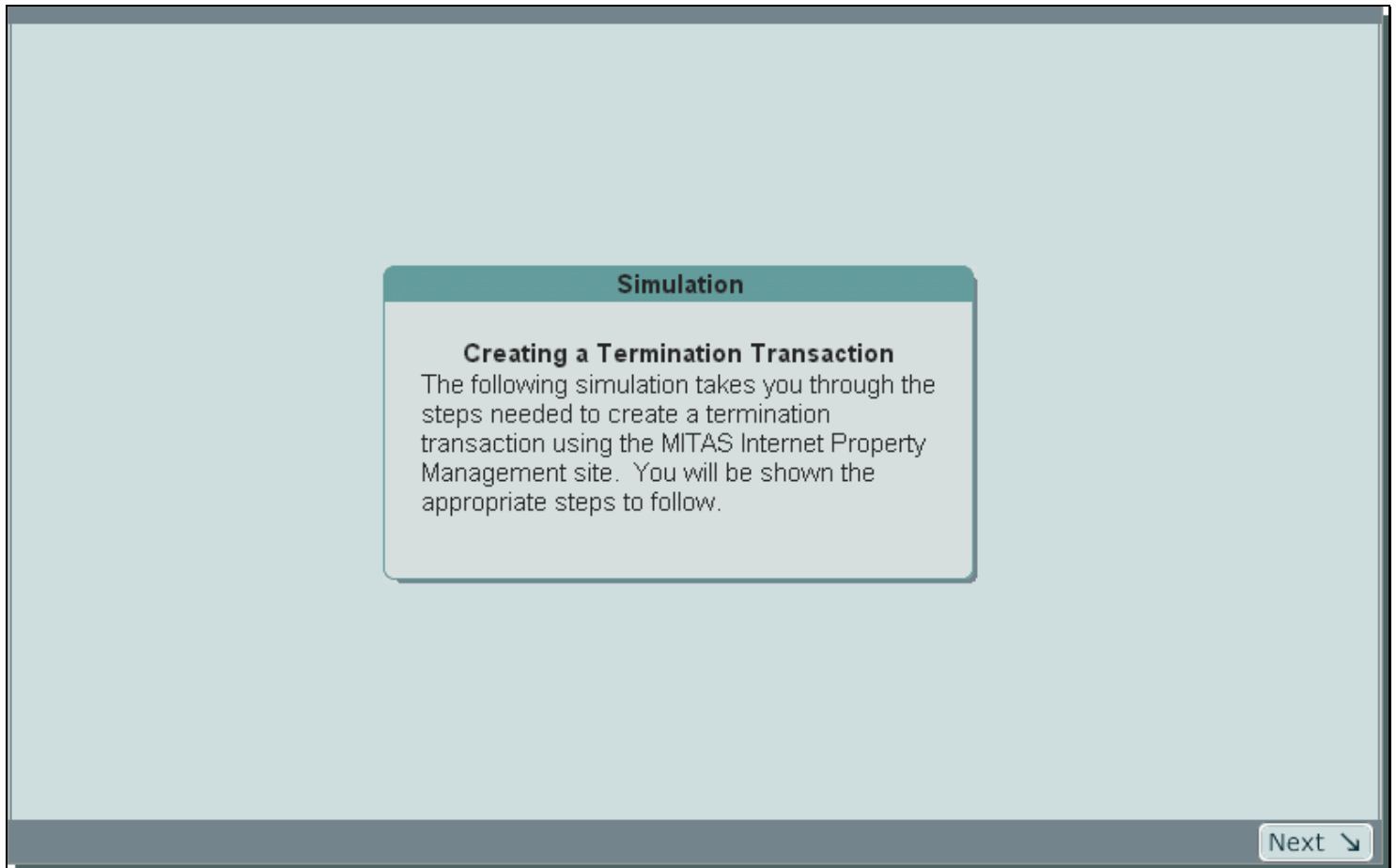
Then you retrieve the property from the **Property Information** screen. Choose the **Transaction** option.

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

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

Notes

Slide 6 - Simulation

A slide titled "Slide 6 - 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 Termination Transaction" followed by "The following simulation takes you through the steps needed to create a termination 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 Termination Transaction
The following simulation takes you through the steps needed to create a termination transaction using the MITAS Internet Property Management site. You will be shown the appropriate steps to follow.

Next ↘

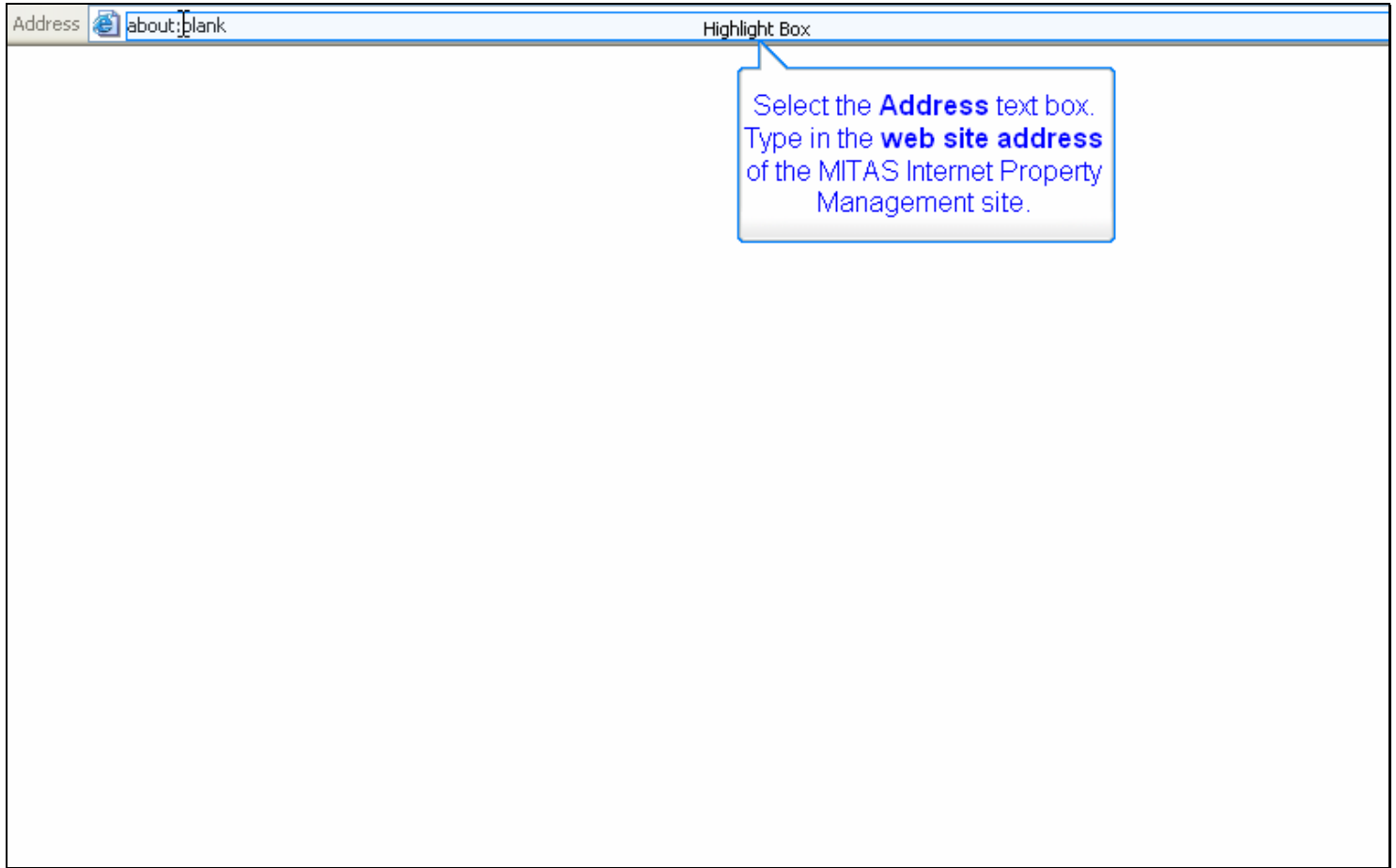
Text Captions

Simulation**Creating a Termination Transaction**

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

Notes

Slide 7 - Slide 7

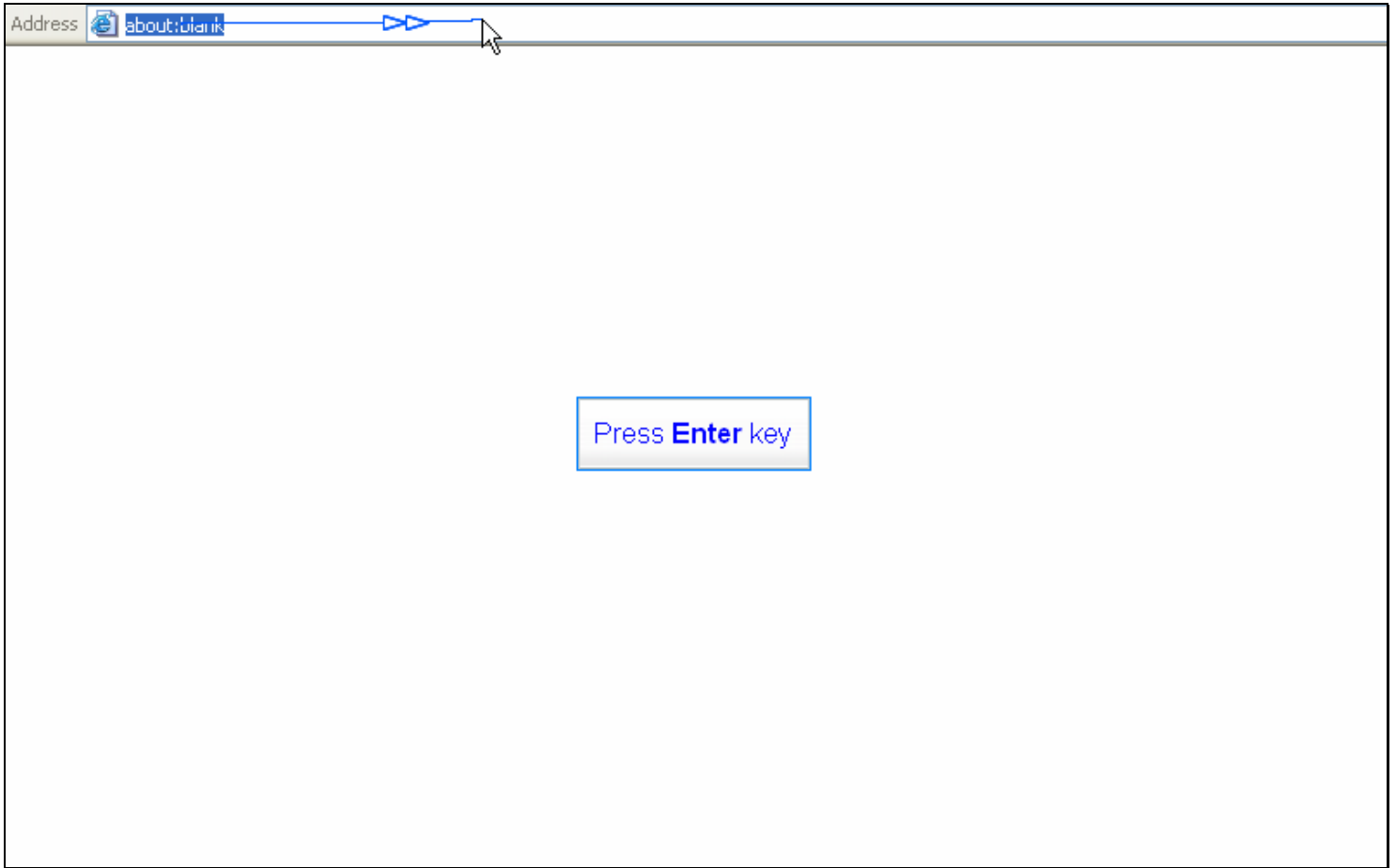


Text Captions

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

Notes

Slide 8 - Slide 8

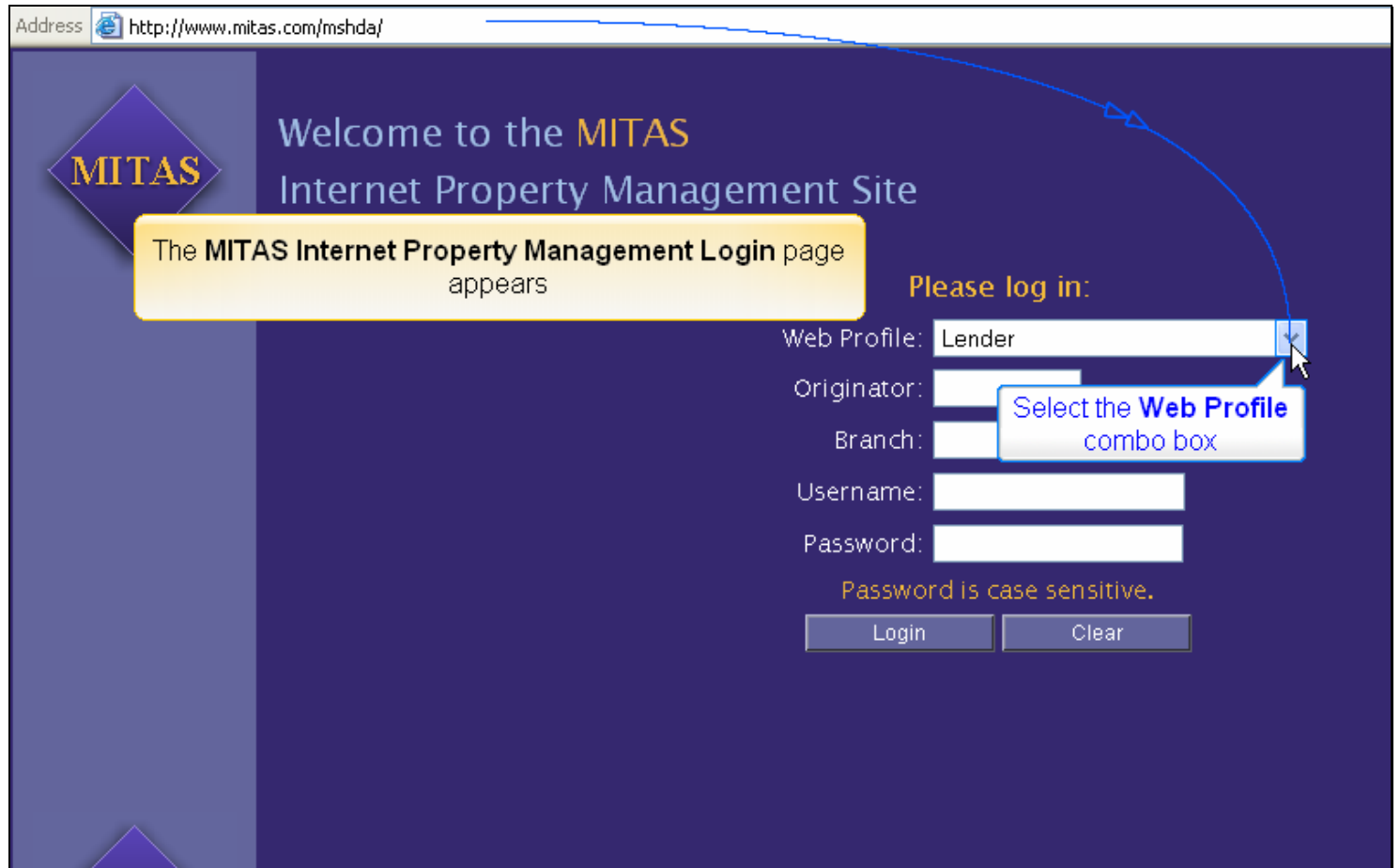


Text Captions

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:

Originator:

Branch:

Username:

Password:

Password

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

Government Agency
Real Estate Agent
Mortgagor
Servicer
Servicer - Inquiry Only
Property Manager
Administrator

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 12 - Slide 12

The screenshot shows a web browser window with the address bar displaying "http://www.mitas.com/mshda/". The page has a dark blue background with a purple diamond logo on the left containing the word "MITAS". The main heading reads "Welcome to the MITAS Internet Management Site". A yellow text 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." To the right, a login section titled "Please log in:" includes a "Web Profile:" dropdown menu set to "Property Manager", a "Property Manager Number:" field with a "Highlight Box" label, "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

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

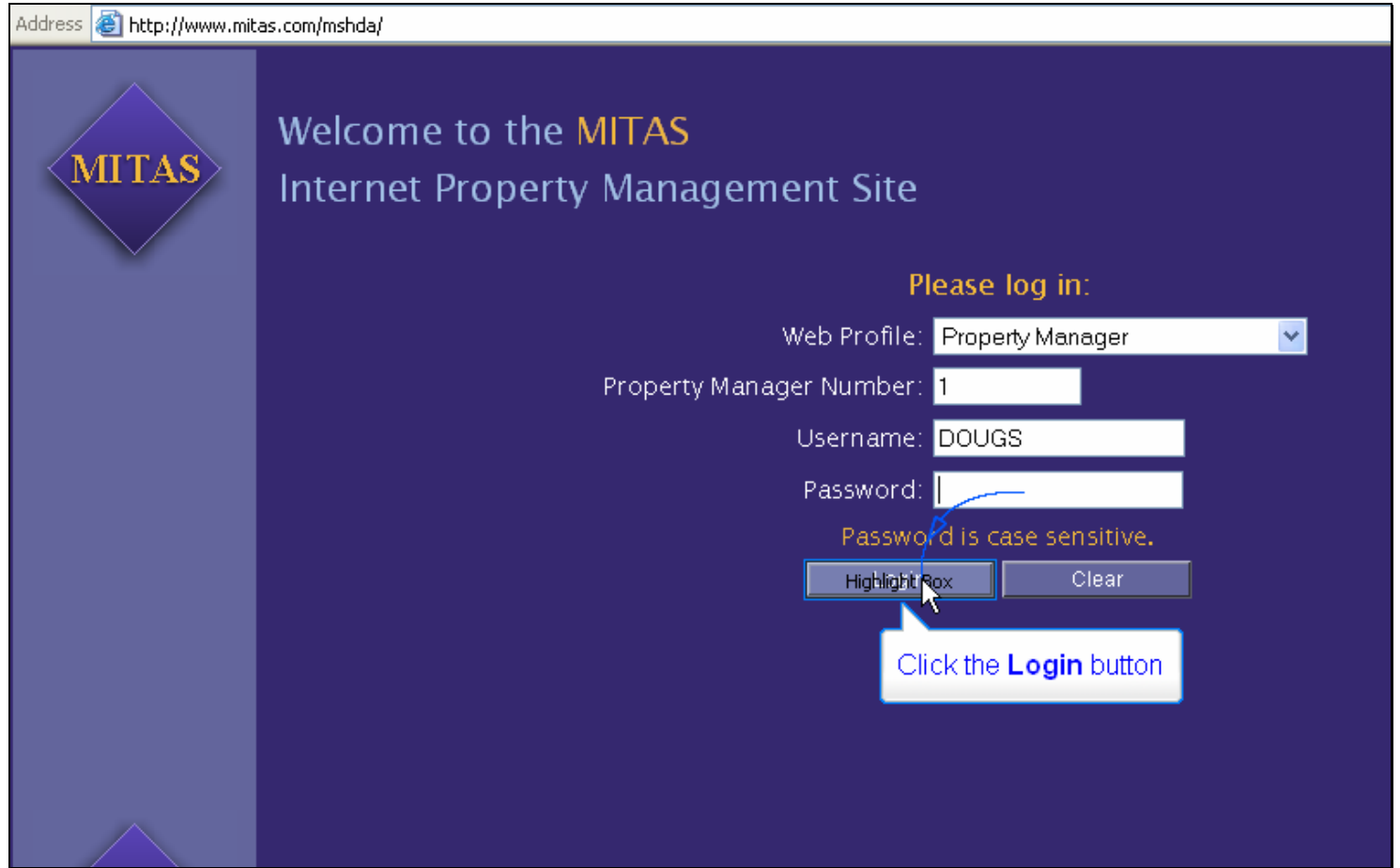
Select the **Password** text box, and input your password

Text Captions

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

Notes

Slide 15 - Slide 15

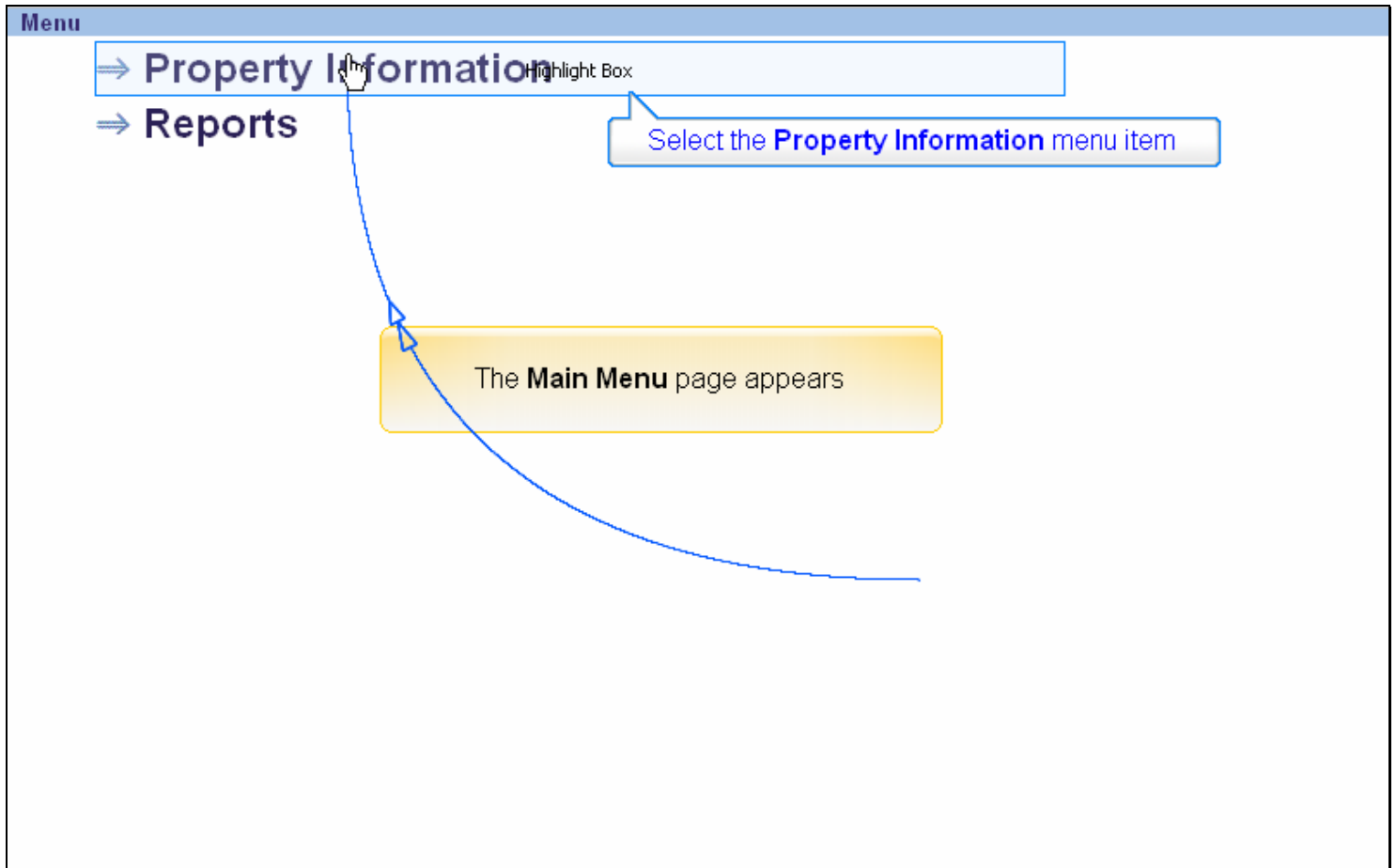


Text Captions

Click the **Login** button

Notes

Slide 17 - Slide 17



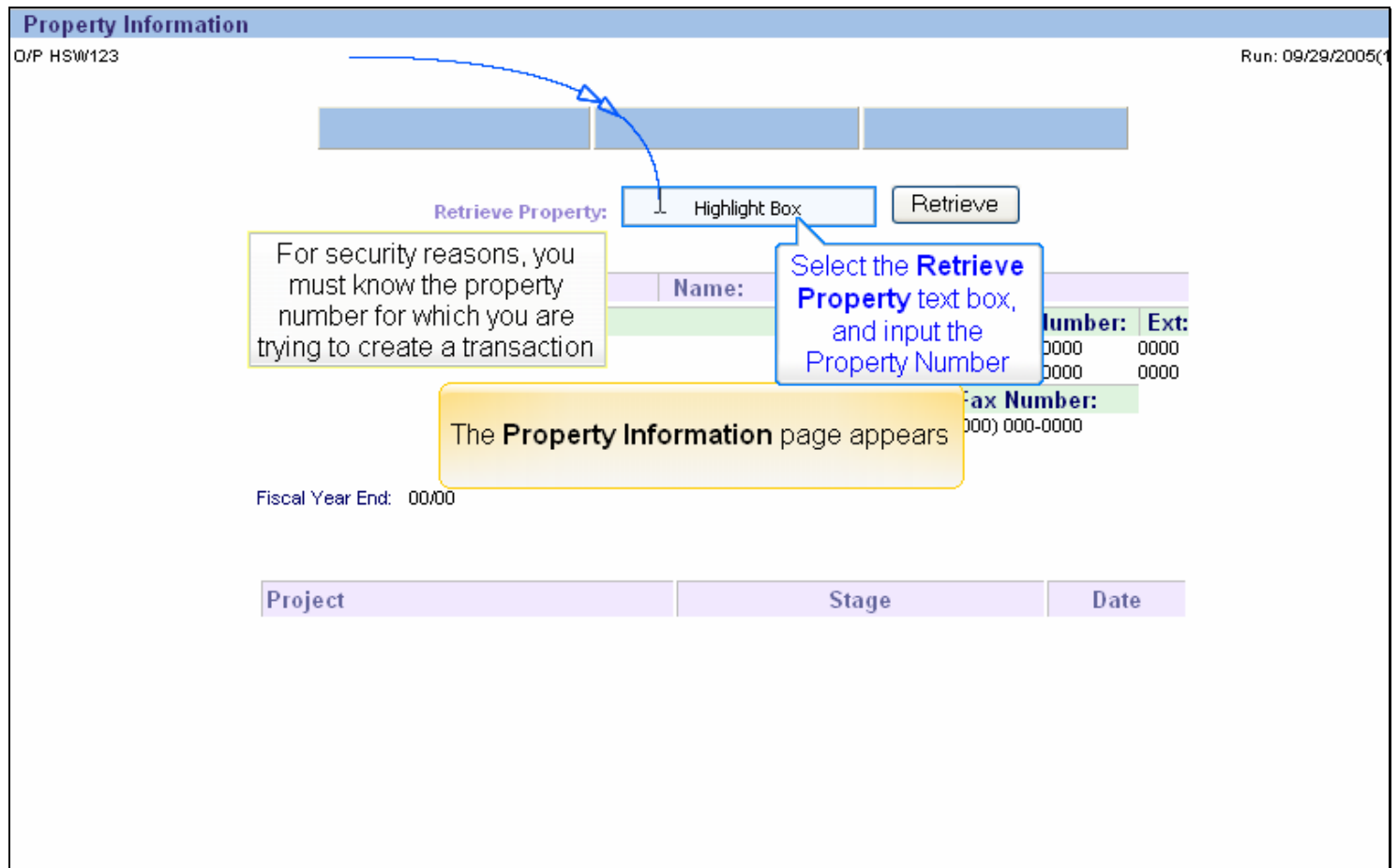
Text Captions

The **Main Menu** page appears

Select the **Property Information** menu item

Notes

Slide 19 - Slide 19



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
---------	-------	------

Click the **Retrieve** button

Text Captions

Click the **Retrieve** button

Notes

Slide 22 - Slide 22

Property Information

O/P HSW123 Run: 09/29/2005

Financials Financials Upload Transactions
 Transactions Upload Process Transactions Pay Vac. Check
 Late Rec Forms

Click the **Transactions** button to create a Termination transaction

Highlight Button

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

Property: 75070 Name: MASON RIDGE

Property Address: MASON RIDGE LIVING
 1500 CENTRAL
 MCKINNEY, TX 75070

Phone Number: (972) 547-6404
 Ext: 0000

Fax Number: (000) 000-0000

Fiscal Year End: 00/00

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

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 Termination 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: 09/30/2005(

Property: 75070 Name: MASON RIDGE

Building: 37

Unit: 100

100
101
105
106

Select the **Unit** combo box

Insert Transaction

Effective Date	Certification Type	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 **Unit** combo box

Notes

Slide 27 - Slide 27

Move-In/Move-Out

O/P HSW194 Run: 09/30/2005(1

Property: 75070 Name: MASON RIDGE

Building: 37
Unit: 100

Insert Transaction Retrieve

Effective Date	Certification Type		Status
08/01/2002	Move In	Lor	Processed
08/01/2003	Recertification	Lor	Processed
06/15/2005	Move Out	Lor	Corrected
07/15/2005	Move In	Jack Thompson	Corrected

Previous Page Next Page

Text Captions

Select the **appropriate unit item**

Notes

Slide 28 - Slide 28

Move-In/Move-Out

O/P HSW194 Run: 09/30/2005(1

Property: 75070 Name: MASON RIDGE

Building: 37

Unit: 105

Insert Transaction Retrieve

Effective Date	Certifi			Status
08/01/2002	Move In			rocessed
08/01/2003	Recertifi			rocessed
06/15/2005	Move Out	Lori Cooke	369874103	Corrected
07/15/2005	Move In	Jack Thompson	994433221	Corrected

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: 09/30/2005

Property: 75070 Name: MASON RIDGE

Building: 37
Unit: 105

Insert Transaction Retrieve

Effective Date	Category	N	Status
09/01/2002	Move	852147	Processed
09/01/2003	Rece	852147	Processed
10/01/2003		852147	Corrected
11/01/2003			Processed

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

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

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 Termination transaction

Notes

Slide 31 - Slide 31

Move-In/Move-Out

O/P HSW194 Run: 09/30/2005(1

Property: 75070	Name: MASON RIDGE
Building: 37	
Unit: 105	
Effective Date: <input type="text" value="Highlight Box"/> (MM/DD/YYYY)	
Certification Type: Move	

Select the **Effective Date** text box, and input the date of the Termination transaction.

Note: A termination is not the same as a move-out transaction. With a termination, the tenant is for whatever reason, no longer participating in the program. However, a move-out is when the tenant is moving out of a unit, but he/she is still a participant in a program.

Text Captions

The **Transaction Detail** (date and certification type) page appears

A **Termination** transaction is used when a tenant who is participating in a program is ending his/her participation in the program. The system changes the tenant from a Low Income to a Market tenant.

Note: A termination is not the same as a move-out transaction. With a termination, the tenant is for whatever reason, no longer participating in the program. However, a move-out is when the tenant is moving out of a unit, but he/she is still a participant in a program.

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

Notes

Slide 32 - Slide 32

Move-In/Move-Out

O/P HSW194 Run: 09/30/2005(

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

Building: 37
Unit: 105

Effective Date: (MM/DD/YYYY)

Certification Type: Move In

Please complete the following section if inserting t

Transfer Building: 37
Transfer Unit: 100

Select the **Certification Type** combo box

Text Captions

Select the **Certification Type** combo box

Notes

Slide 33 - Slide 33

Move-In/Move-Out

O/P HSW194 Run: 09/30/2005(1

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

Building: 37
Unit: 105

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 Type: Termination

- Move In
- Move Out
- Unit Transfer
- Recertification
- Interim Recertification
- Initial Certification
- Gross Rent Change
- Termination

Select the **Termination** item

Text Captions

Select the **Termination** item

Notes

Slide 34 - Slide 34

Move-In/Move-Out

O/P HSW194 Run: 09/30/2005(1

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

Building: 37
Unit: 105

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 36 - Slide 36

Move-In/Move-Out

O/P HSW194 Run: 09/30/2005(

Property: 75070	Building: 37	Name: MASON RIDGE
Unit: 105		
Effective Date: 10/01/2005		
Certification Type: Termination		

Tenant		Family Members
	Submit	

Click the **Submit** button

Verify the tenant information. You cannot change any of the information on this screen, therefore, if any changes are necessary, you must notify your agency.

TENANT INFORMATION

Income: Over Income

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:

Text Captions

The **Transaction Tenant Information** page appears

Verify the tenant information. You cannot change any of the information on this screen, therefore, if any changes are necessary, you must notify your agency.

Click the **Submit** button

Notes

Slide 38 - Slide 38

Move-In/Move-Out

O/P HSW194 Run: 09/30/2005(1

Property: 75070 Name: MASON RIDGE

Building: 37
Unit: 105

Effective Date	Certification Type	Tenant Name	SSN	Status
09/01/2002	Move In	Donna Thompson	369852147	Processed
09/01/2003	Recertification	Donna Thompson	369852147	Processed
10/01/2003			52147	Corrected
11/01/2004			35432	Processed
10/01/2005			35432	Not-Processed

The **Transaction** detail page appears

Text Captions

The **Transaction** detail page appears

Notes

Slide 39 - Slide 39

MITAS

Move-In/Move-Out
O/P HSW194

Property: 75070 Name: MASON RIDGE

Building: 37
Unit: 105

Insert Transaction Retrieve

Effective Date	Certification Type	Tenant Name	SSN	Status
09/01/2002	Move In	Donna Thompson	369852147	Process
09/01/2003	Recertification	Donna Thompson	369852147	Process
10/01/2003	Move Out	Donna Thompson	369852147	Correcte
			776665432	Process
			776665432	Not-Proc

Previous Page Next Page

Options: Back, Submit

Main Menu: System Help, Screen Help, Logoff Highlight Box

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

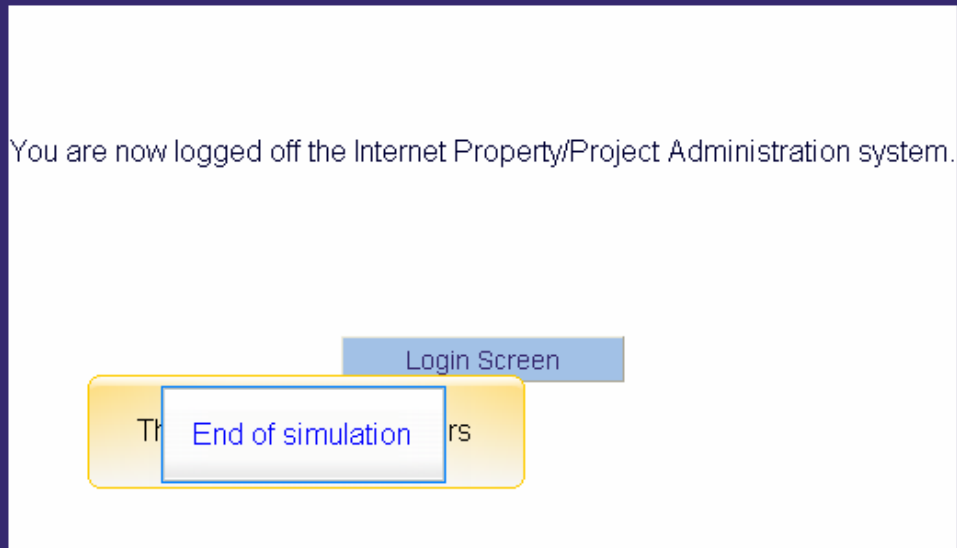
Text Captions

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 41 - Slide 41



Text Captions

The **Logoff** page appears

End of simulation

Notes

Slide 42 - End



Congratulations!
You have completed Creating a Termination Transaction

Text Captions

Congratulations!
You have completed Creating a Termination Transaction

Notes