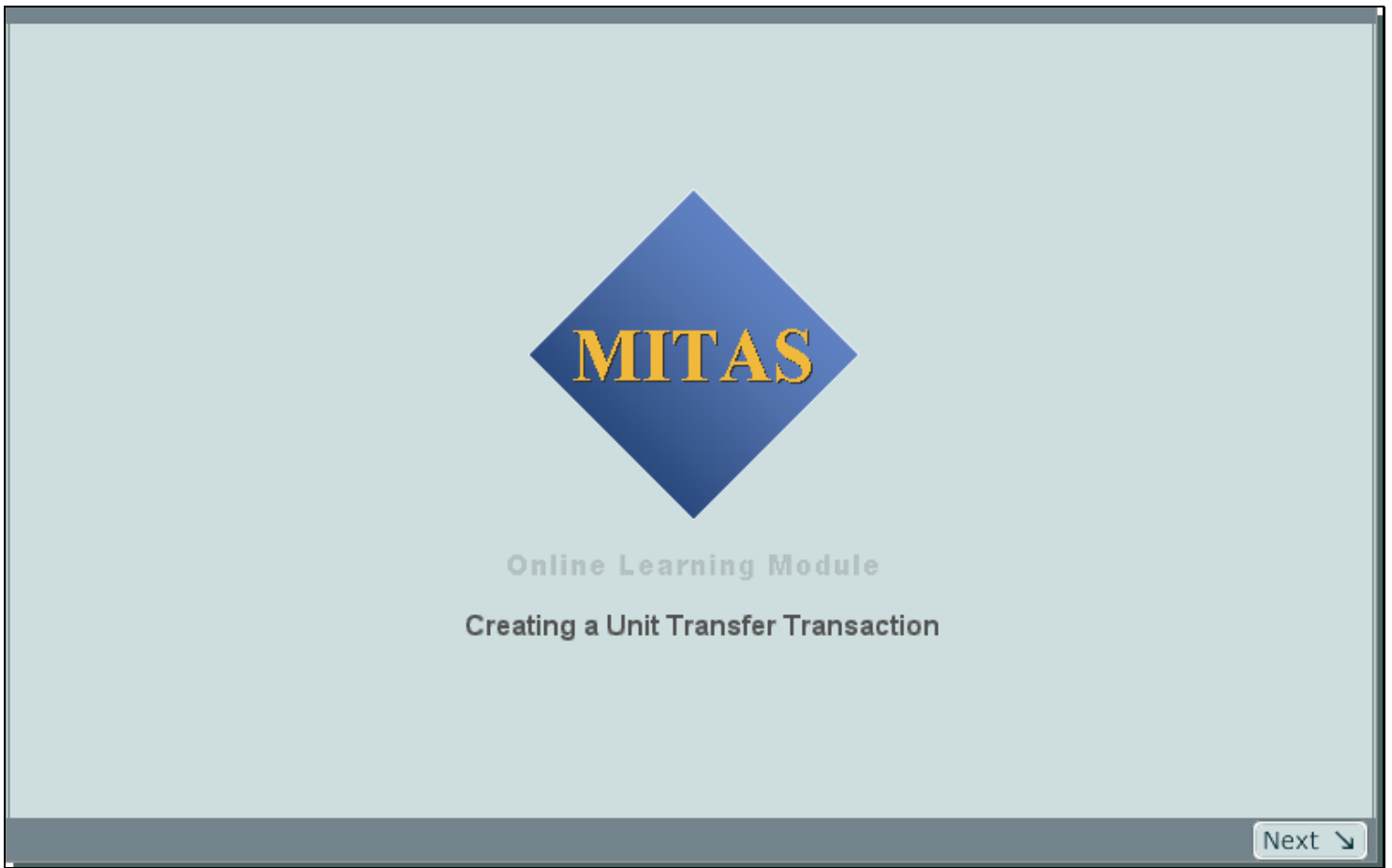


Slide 1 - Title

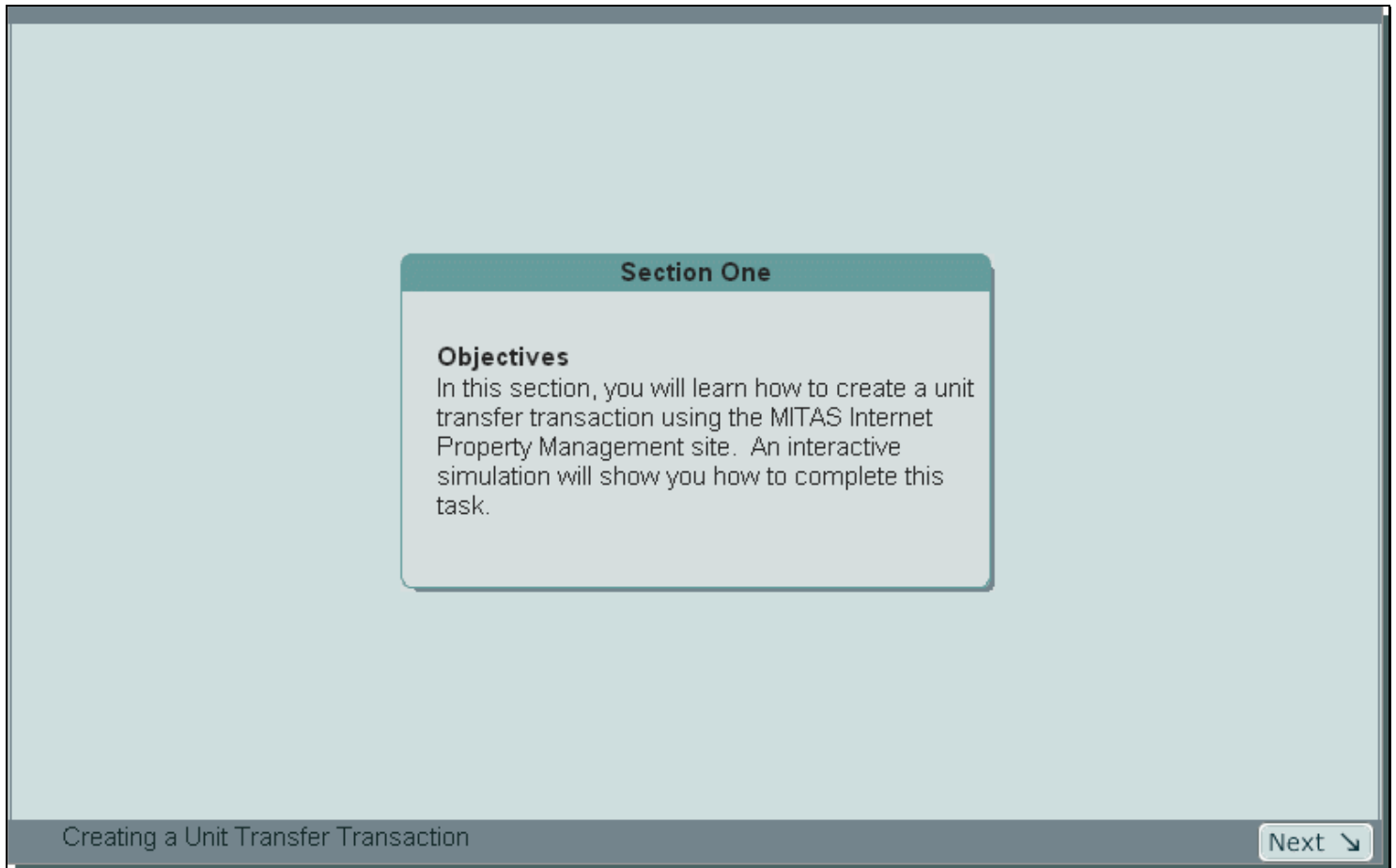


Text Captions

Creating a Unit Transfer 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 Unit Transfer Transaction" is visible, 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 unit transfer transaction using the MITAS Internet Property Management site. An interactive simulation will show you how to complete this task.

Creating a Unit Transfer Transaction [Next](#)

## Text Captions

**Section One****Objectives**

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

**Notes**

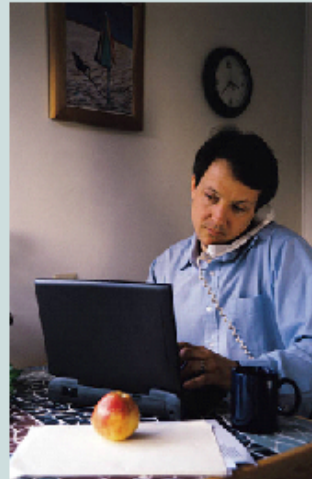
## Slide 3 - Scenario

**Scenario**


Doug, a property manager calls you...

*"Hi Becky, I need to create a unit transfer 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 Unit Transfer Transaction**

Doug at his desk

Next 

**Text Captions****Scenario**

Doug, a property manager calls you...

*"Hi Becky, I need to create a unit transfer 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 Unit Transfer**

It is easy to create a unit transfer 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 date, target building and target unit for the **Unit Transfer**.

The screenshot shows the MITAS Property/Project screen. At the top, there are navigation buttons for '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 87643, including the name 'MITAS MAHON', property address '1650 WILHELMY BLVD', and phone numbers. A table at the bottom shows columns for 'Project', 'Stage', and 'Date'.

Property	Name	Phone Number	Ext
MITAS MAHON		(922) 542-1000	0000
		(000) 263-0000	0000
		(922) 262-1100	

Property/Project screen

Next &gt;

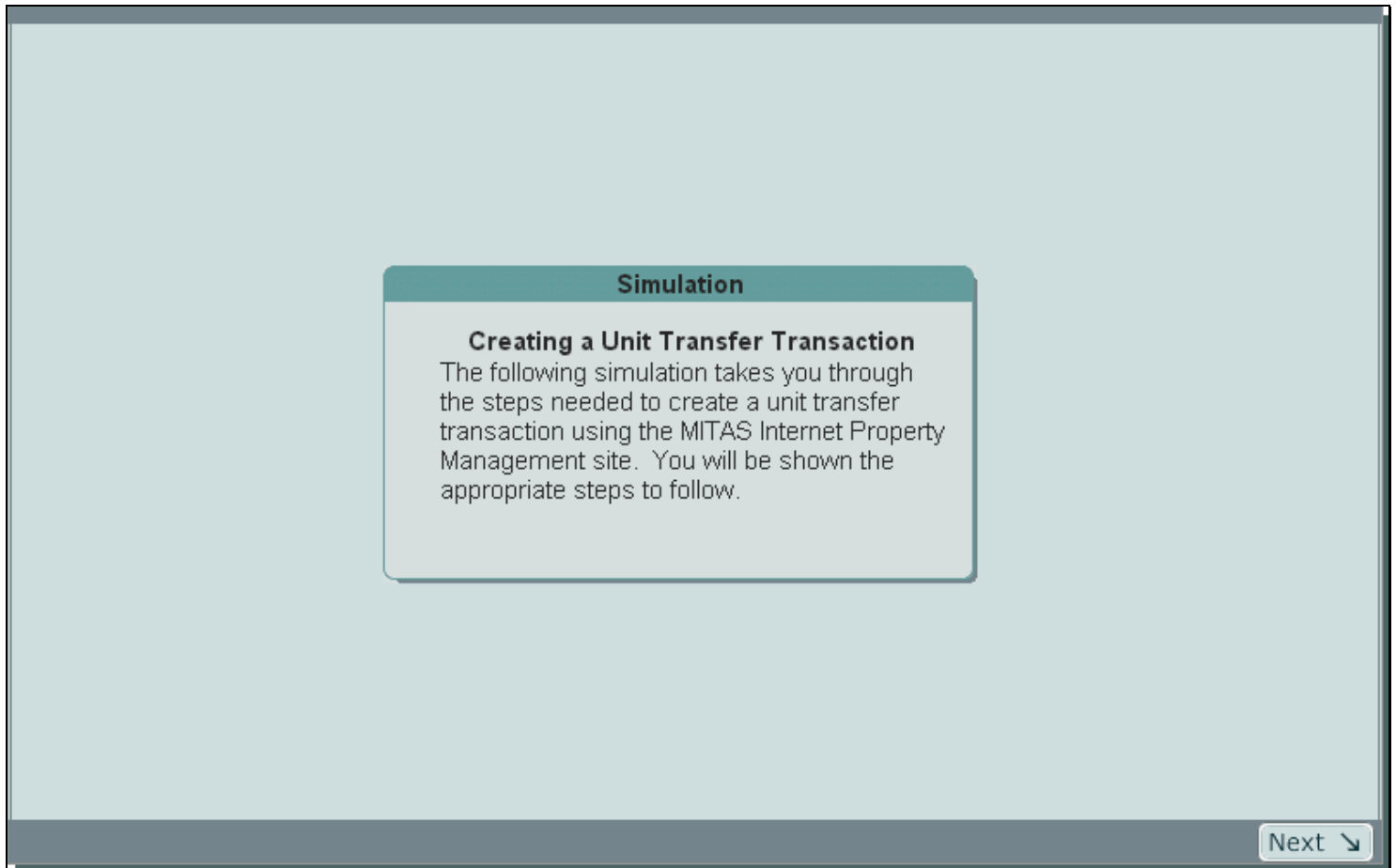
**Text Captions****How to Create a Unit Transfer**

It is easy to create a unit transfer 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 date, target building and target unit for the **Unit Transfer**.

**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 Unit Transfer Transaction. The following simulation takes you through the steps needed to create a unit transfer 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 Unit Transfer Transaction**

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

Next ↘

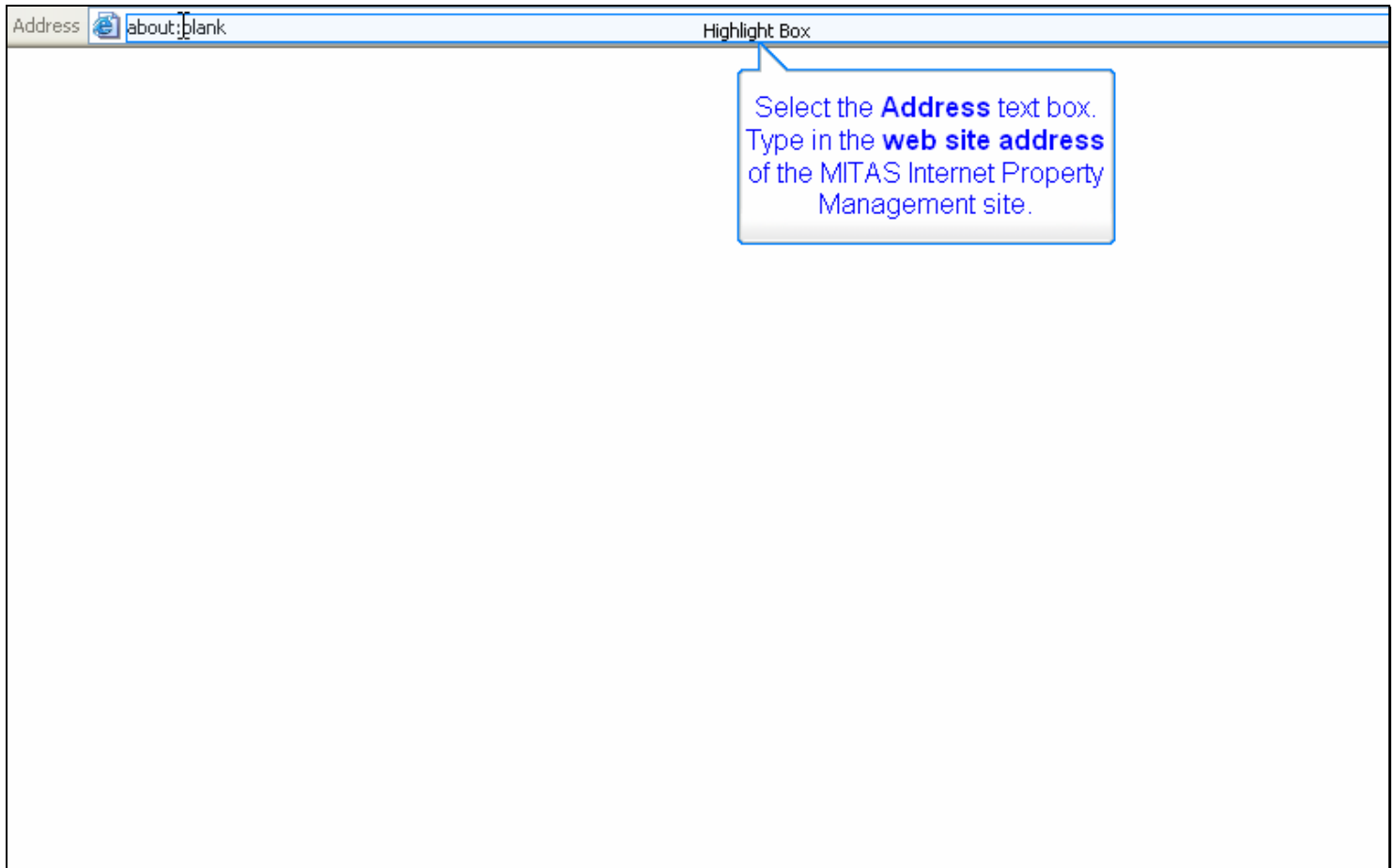
## Text Captions

**Simulation****Creating a Unit Transfer Transaction**

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

**Notes**

## Slide 6 - Slide 6

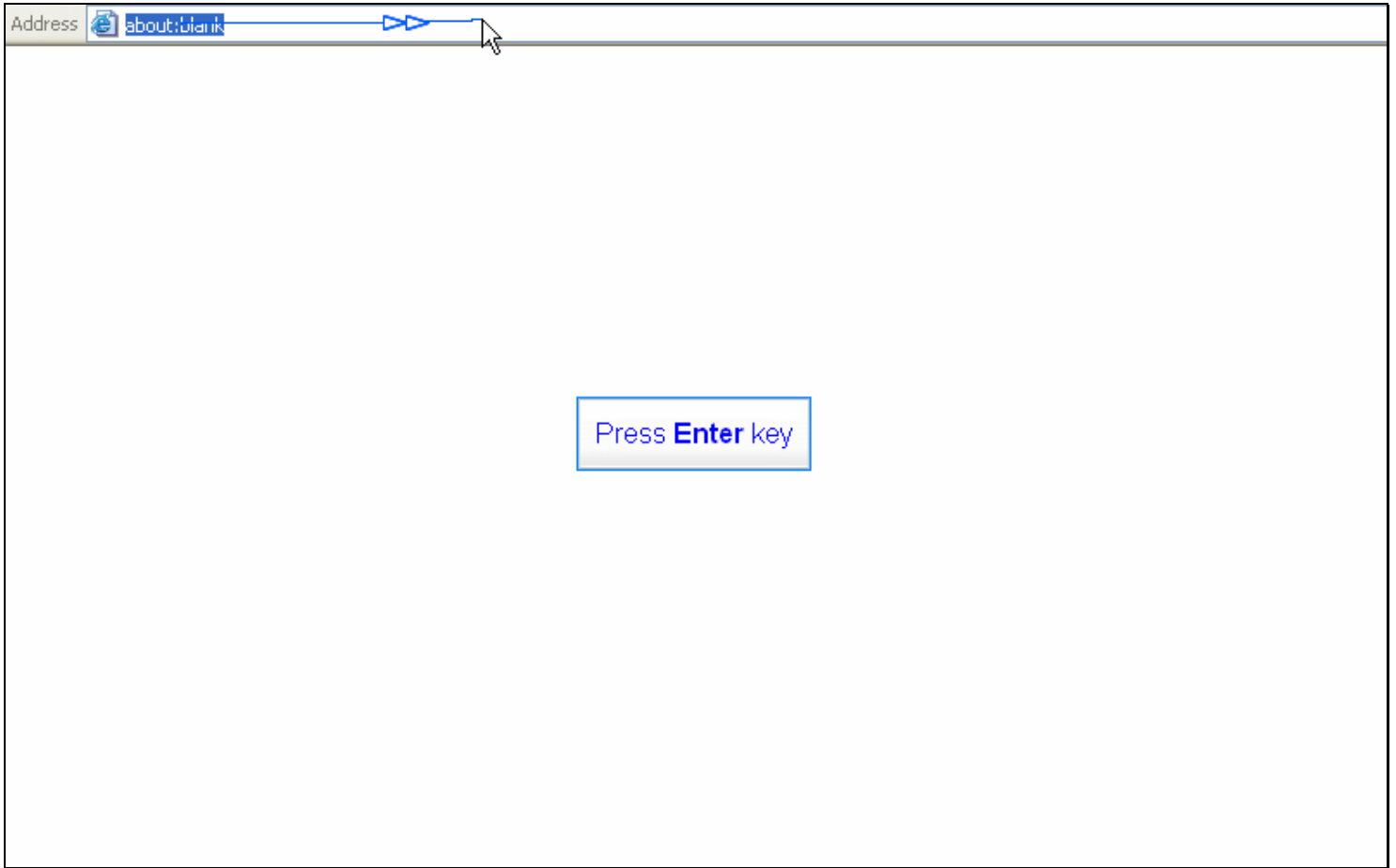


## Text Captions

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

## Notes

Slide 7 - Slide 7



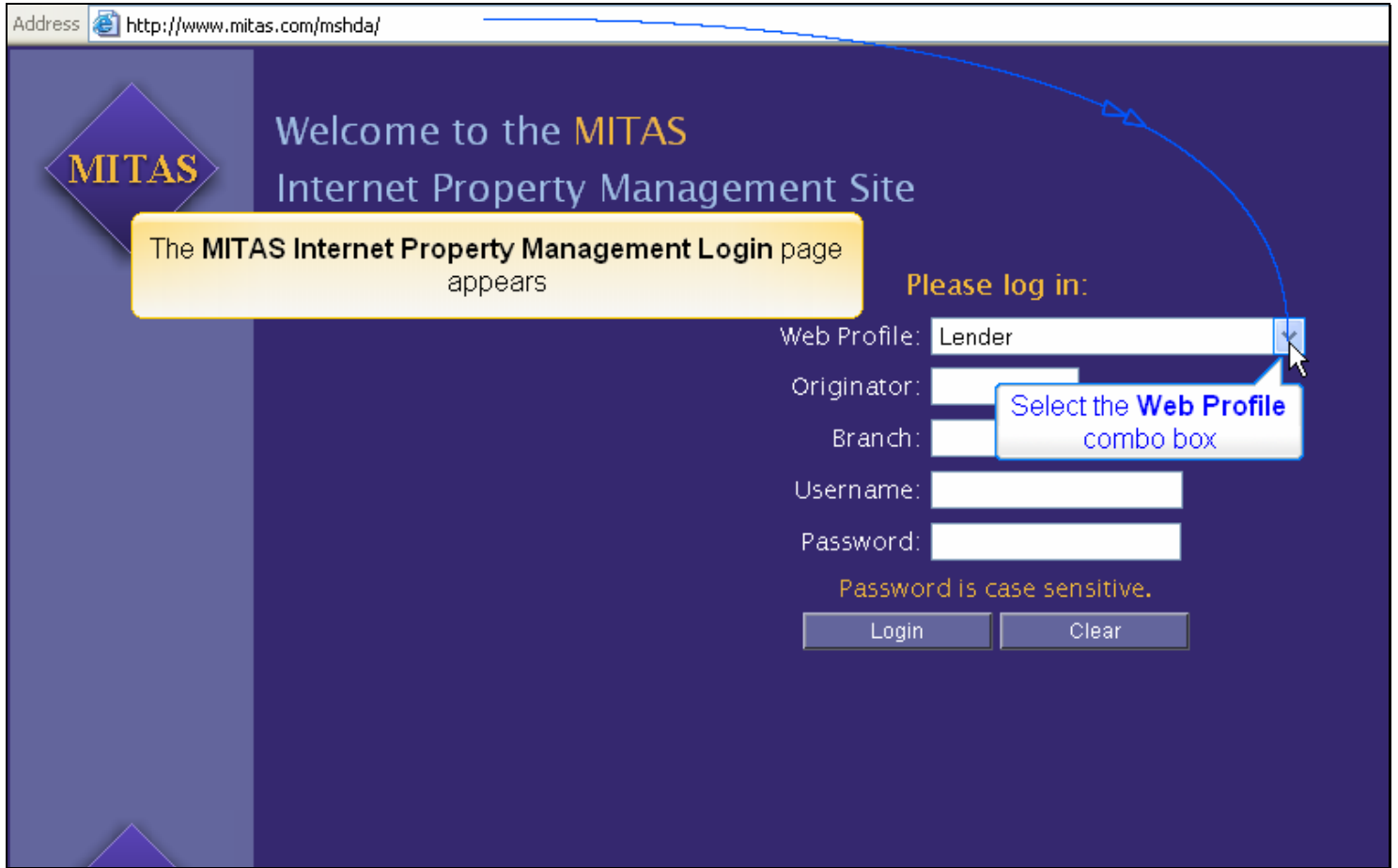
Press **Enter** key

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

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 11 - Slide 11

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:" text box with a "Highlight Box" tooltip, a "Username:" text box, a "Password:" text box with a "Password is" tooltip, and a "Login" button. A blue callout box points to the "Property Manager Number" text box with the instruction: "Select the **Property Manager Number** text box, and input the appropriate number".

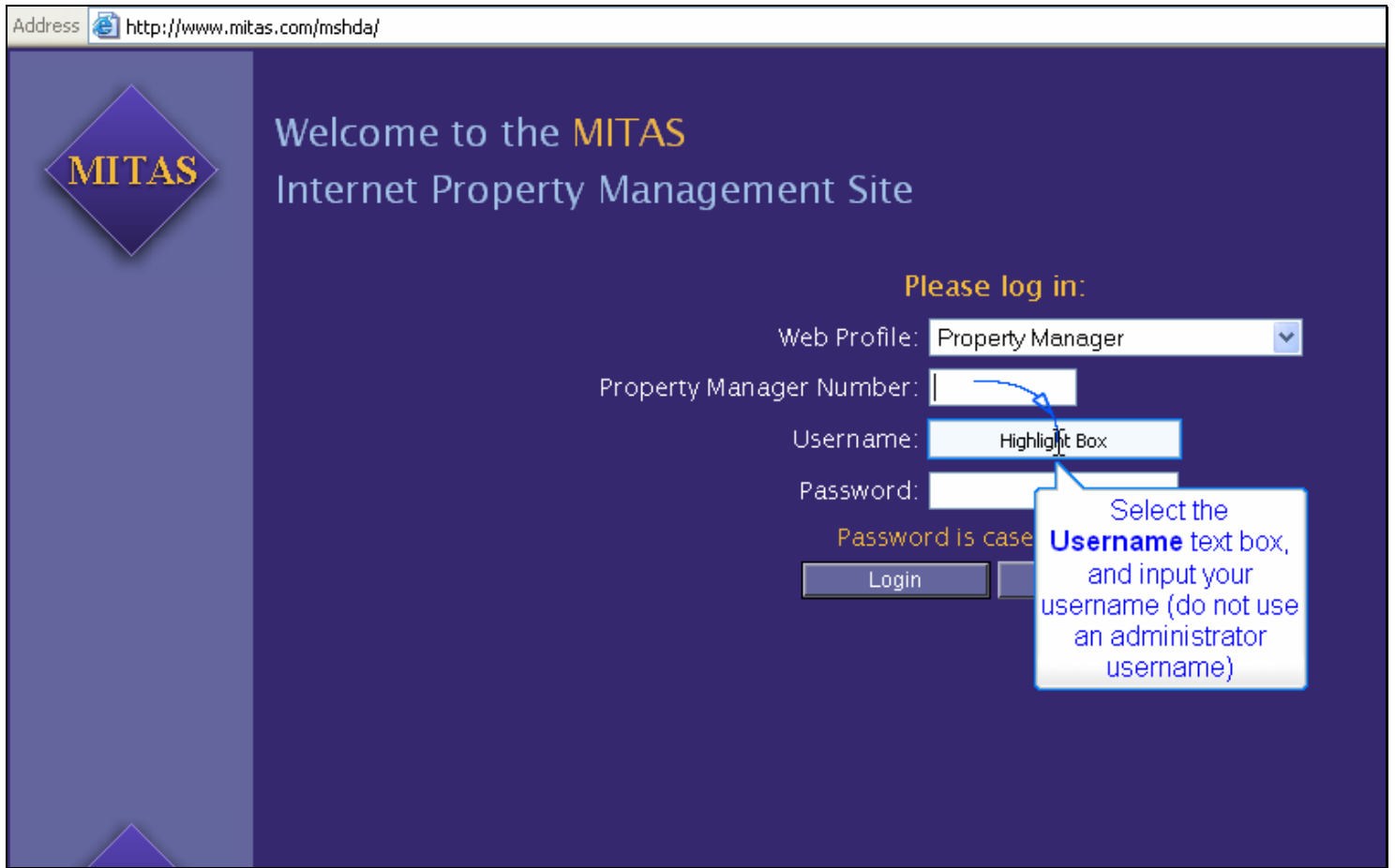
## Text Captions

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



**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

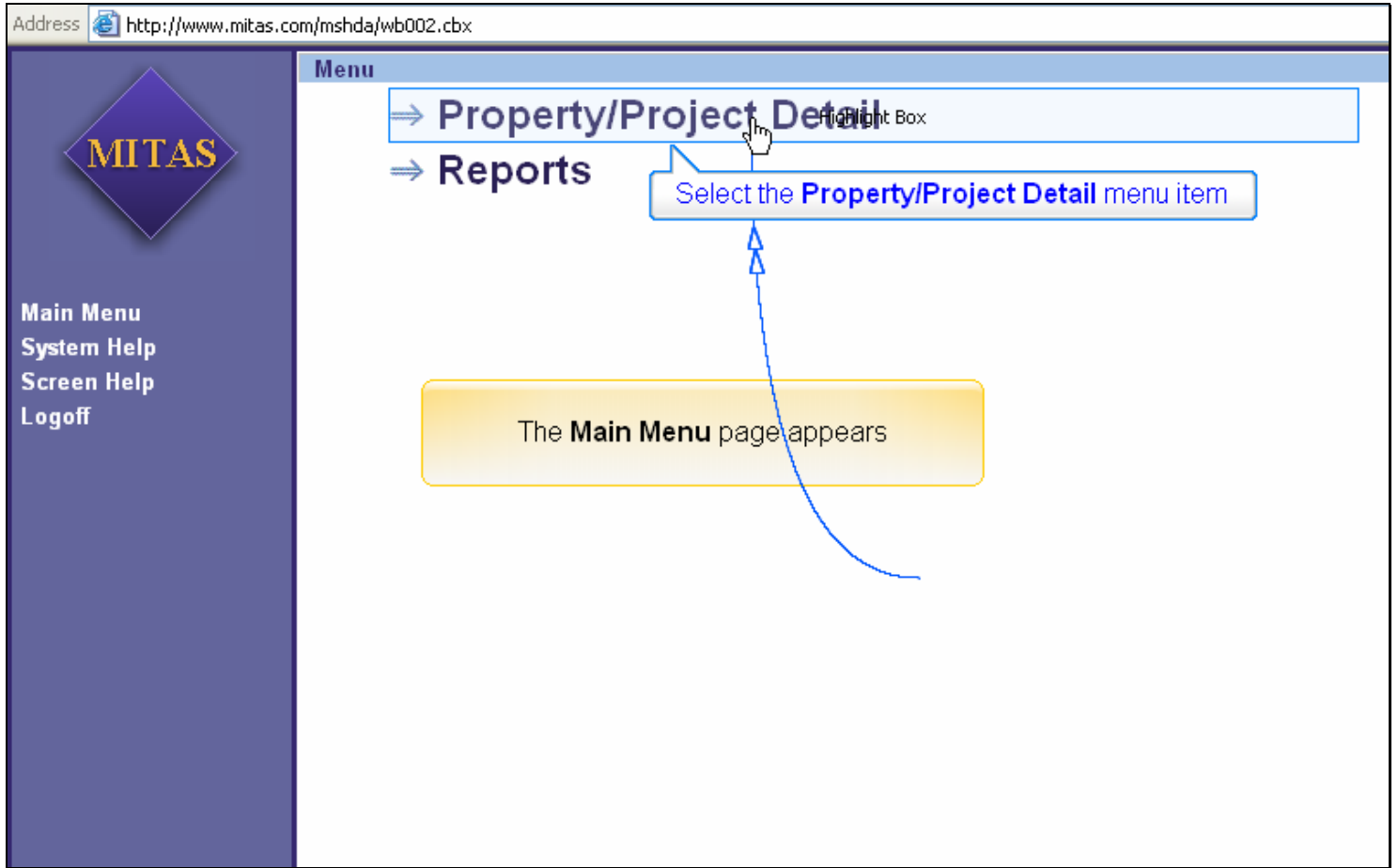


Text Captions

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: 1 Highlight Box Retrieve

; Invalid Property Number

Property: 99999

Property Address:

er: 0000

Ext: 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:
<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 a web 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', 'Error Log', and 'Transactions Upload'. A callout box points to the 'Move-In/Move-Out' button with the text: 'Click the **Move-In/Move-Out** button to create a Recertification transaction'. Another callout box points to the property address with the text: 'Verify the property address information is correct. If the information is not correct, contact your agency.' A yellow callout box points to the property details with the text: 'The **Property/Project Information** page appears with the property data'. The property details include: 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 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

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	1

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

Property: 87643      Name: MITAS MANOR

Building: 1

Unit: 1B

Run: 02/09/2005

Click the **Insert Transaction** button to create a Unit Transfer transaction

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 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 Unit Transfer transaction

## Notes



## Slide 30 - Slide 30

**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

Transfer Building:

Transfer Unit:

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

## Text Captions

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

## Notes

Slide 31 - Slide 31

**Move-In/Move-Out**

O/P HSW194 Run: 02/09/2005

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

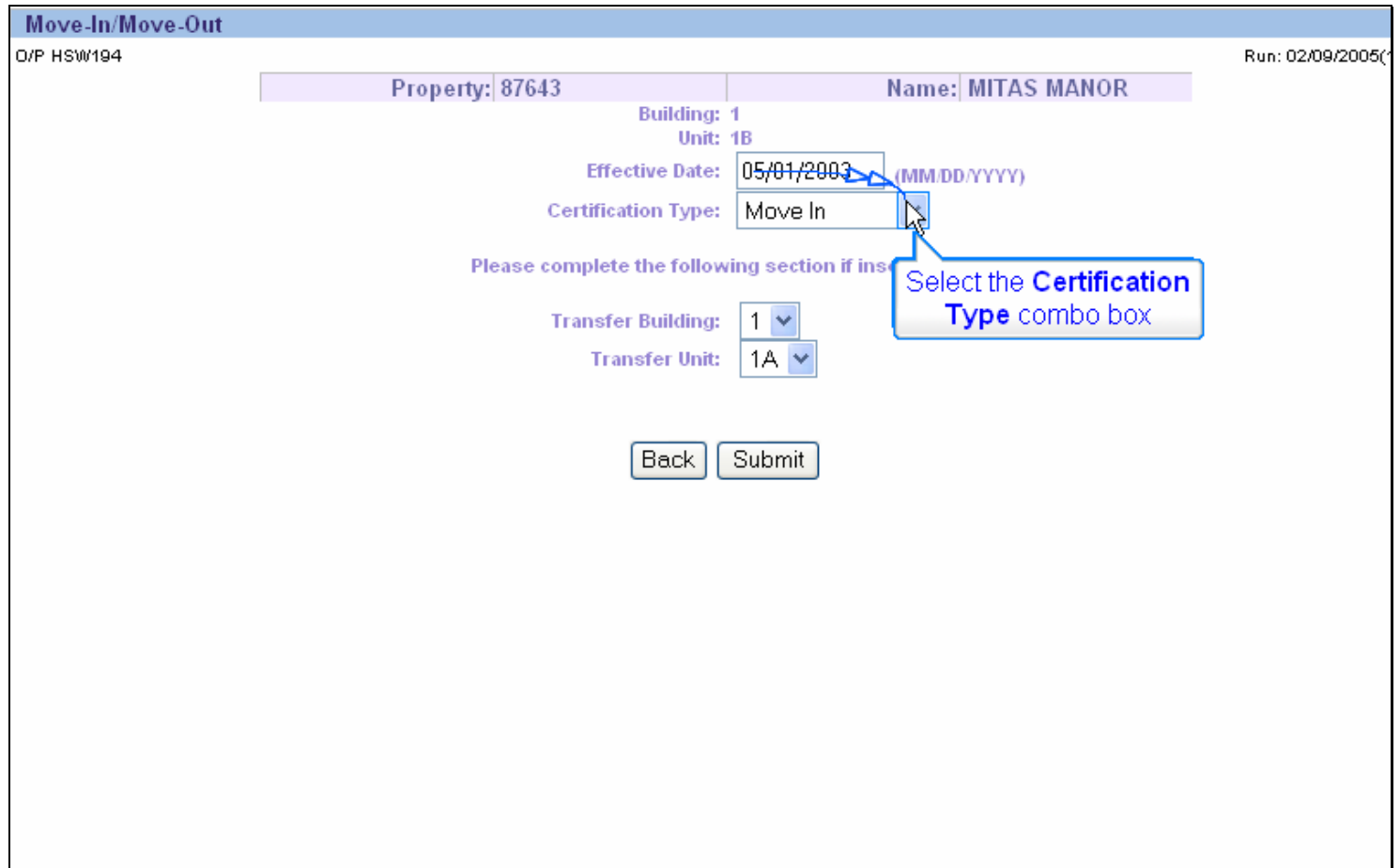
Building: 1  
Unit: 1B

Effective Date: 05/01/2003 (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 form titled "Move-In/Move-Out". The form contains several fields: "Property: 87643" and "Name: MITAS MANOR" in a table; "Building: 1" and "Unit: 1B"; "Effective Date: 05/01/2003 (MM/DD/YYYY)"; "Certification Type: Move In"; "Transfer Building: 1" and "Transfer Unit: 1A" as dropdown menus. There are "Back" and "Submit" buttons at the bottom. A blue callout box with a pointer to the "Certification Type" dropdown contains the text "Select the Certification Type combo box".

Text Captions

Select the combo box

Select the **Certification Type** combo box

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: 05/01/2003 (MM/DD/YYYY)

Certification Type: Move In

Please complete the following information for a Unit Transfer transaction.

Transfer Building: Unit Transfer

Transfer Unit: 1A

Buttons: Back Submit

*Note: A dropdown menu is open for 'Certification Type' with options: Move In, Move Out, Unit Transfer, Recertification. A blue box highlights 'Unit Transfer' with the text 'Select the Unit Transfer item'.*

Text Captions

Select the **Unit Transfer** item

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: 05/01/2003 (MM/DD/YYYY)

Certification Type: Unit Transfer

Please complete the following section if inserting Unit Transfer transaction.

Transfer Building: 1  
Transfer Unit: 1

Back Submit

Select the **Transfer Building** combo box

Text Captions

Select the **Transfer Building** 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: 05/01/2003 (MM/DD/YYYY)

Certification Type: Unit Transfer

Please complete the following section if inserting Unit Transfer transaction.

Transfer Building: 1  
Transfer Unit: 1

Back

Select the **target building** for the unit transfer

Text Captions

Select the **target building** for the unit transfer

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:  (MM/DD/YYYY)

Certification Type:  ▼

Please complete the following section if inserting Unit Transfer transaction.

Transfer Building:  ▼

Transfer Unit:  ▼

Select the **Transfer Unit** combo box

Text Captions

Select the **Transfer Unit** combo box

Notes

Slide 36 - Slide 36

**Move-In/Move-Out**

O/P HSW194 Run: 02/09/2005

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

Building: 1  
Unit: 1B

Effective Date: 05/01/2003 (MM/DD/YYYY)

Certification Type: Unit Transfer

Please complete the following section if inserting Unit Transfer transaction.

Transfer Building: 1

Transfer Unit: 1A

Back

1A  
1B  
1C  
1D  
1

Select the **target unit** for the unit transfer

Text Captions

Select the **target unit** for the unit transfer

Notes

Slide 37 - Slide 37

**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 inserting Unit Transfer transaction.

Transfer Building:

Transfer Unit:

Click the **Submit** button

Text Captions

Click the **Submit** button

Notes



## Slide 39 - Slide 39

**Move-In/Move-Out**  
O/P HSW194 Run: 02/09/2005(16:04)

Property:	87643	Name:	MITAS MANOR
Building: 1			
Unit: 1B			
Effective Date: 05/01/2003			
Certification Type: Unit Transfer			

Tenant      Delete      Family Members

TENANT INFORMATION

The **Tenant Information** page appears

Income: 18,000  Over Income  
Income Source: F Federal Wage

Latino

There is no data change allowed for the **Unit Transfer** transaction. The system automatically uses the tenant's data from his most current transaction.

Handicapped:  Live In Aid:

Options: Back, Highlight Box, Submit

After reviewing the information on the screen click the **Submit** button

## Text Captions

After reviewing the information on the screen click the **Submit** button

There is no data change allowed for the **Unit Transfer** transaction. The system automatically uses the tenant's data from his most current transaction.

The **Tenant Information** page appears

## Notes

Slide 40 - Slide 40

The screenshot shows a web browser window with the following elements:

- Browser Address Bar:** https://www.mitas.com/mshda/wb002.cbx
- Page Title:** Move-In/Move-Out
- Page Information:** O/P HSW194, Run: 02/09/2005(16:04)
- Property Details:**
  - Property: 87643
  - Name: MITAS MANOR
  - Building: 1
  - Unit: 1B
  - Effective Date: 05/01/2003
  - Certification Type: Unit Transfer
- Navigation Buttons:** Tenant, Delete, Family Members
- Tenant Information Form:**
  - Name: CLAYTON MOORE
  - SSN: 332019876
  - Income: 18,000  Over Income
  - Income Source: F Federal Wage
  - Race: Hispanic  Hispanic or Latino
  - 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:
- Sidebar (Left):**
  - MITAS Logo
  - Screens: Move-In/Move-Out
  - Options: Back, Submit
  - Main Menu: System Help, Screen Help, Logoff

Text Captions  
Notes

Slide 41 - Slide 41

**MITAS**

**Move-In/Move-Out**  
O/P HSW194 Run: 02/09/2005(16:06)

Property: 87643 Name: MITAS MANOR

Building: 1  
Unit: 1B

Insert Transaction Refresh

Effective Date	Transfer Out	SSN
03/01/2002		332019876
02/01/2003		332019876
05/01/2003	Transfer Out	332019876
	CLAYTON MOORE	

The **Move-In/Move-Out** transaction 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** link to log off the property management website

**Text Captions**

Click the **Logoff** link to log off the property management website

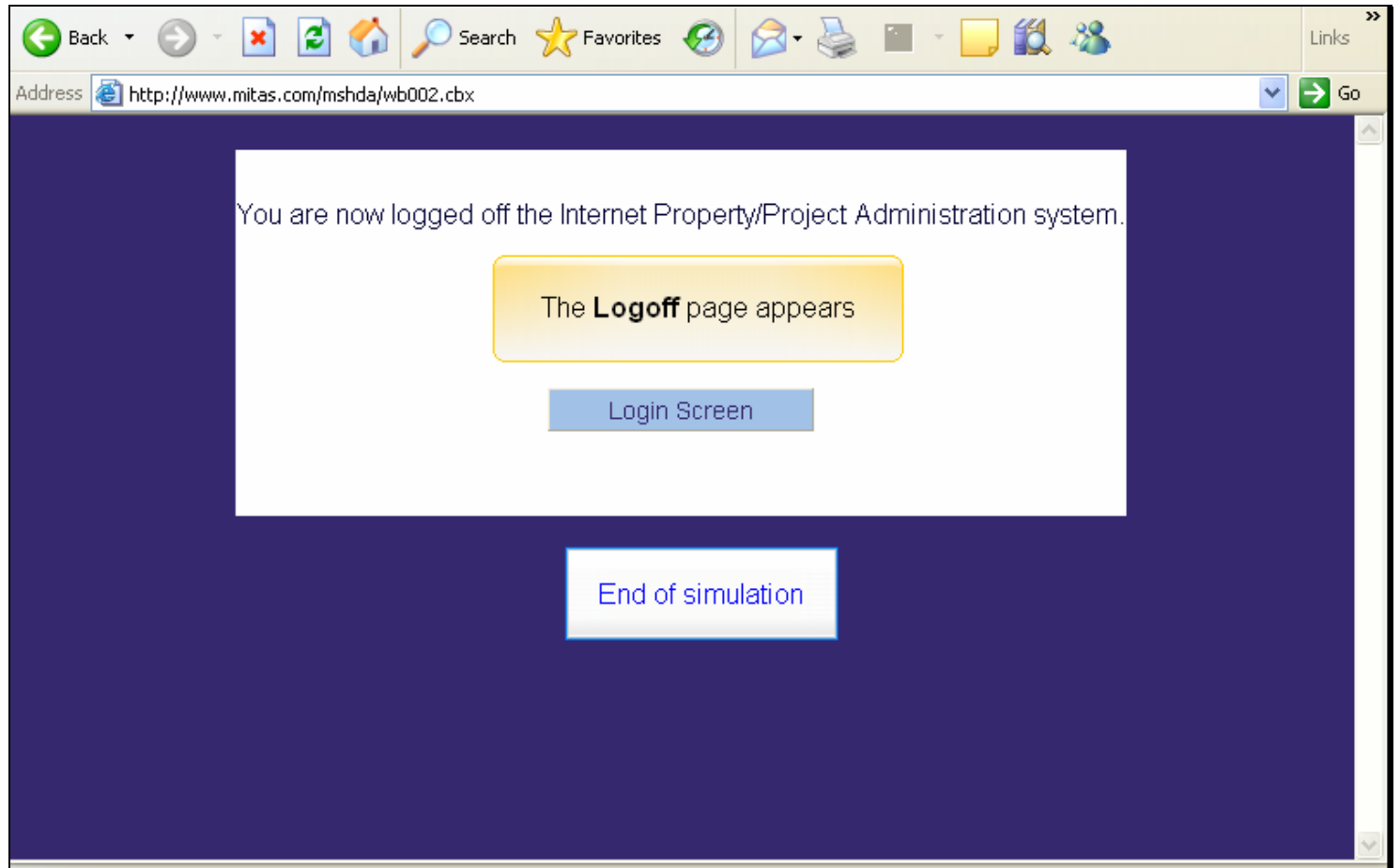
The **Move-In/Move-Out** transaction page appears

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 43 - Slide 43




Text Captions

The **Logoff** page appears

End of simulation

Notes

Slide 44 - End



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

Text Captions

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

Notes