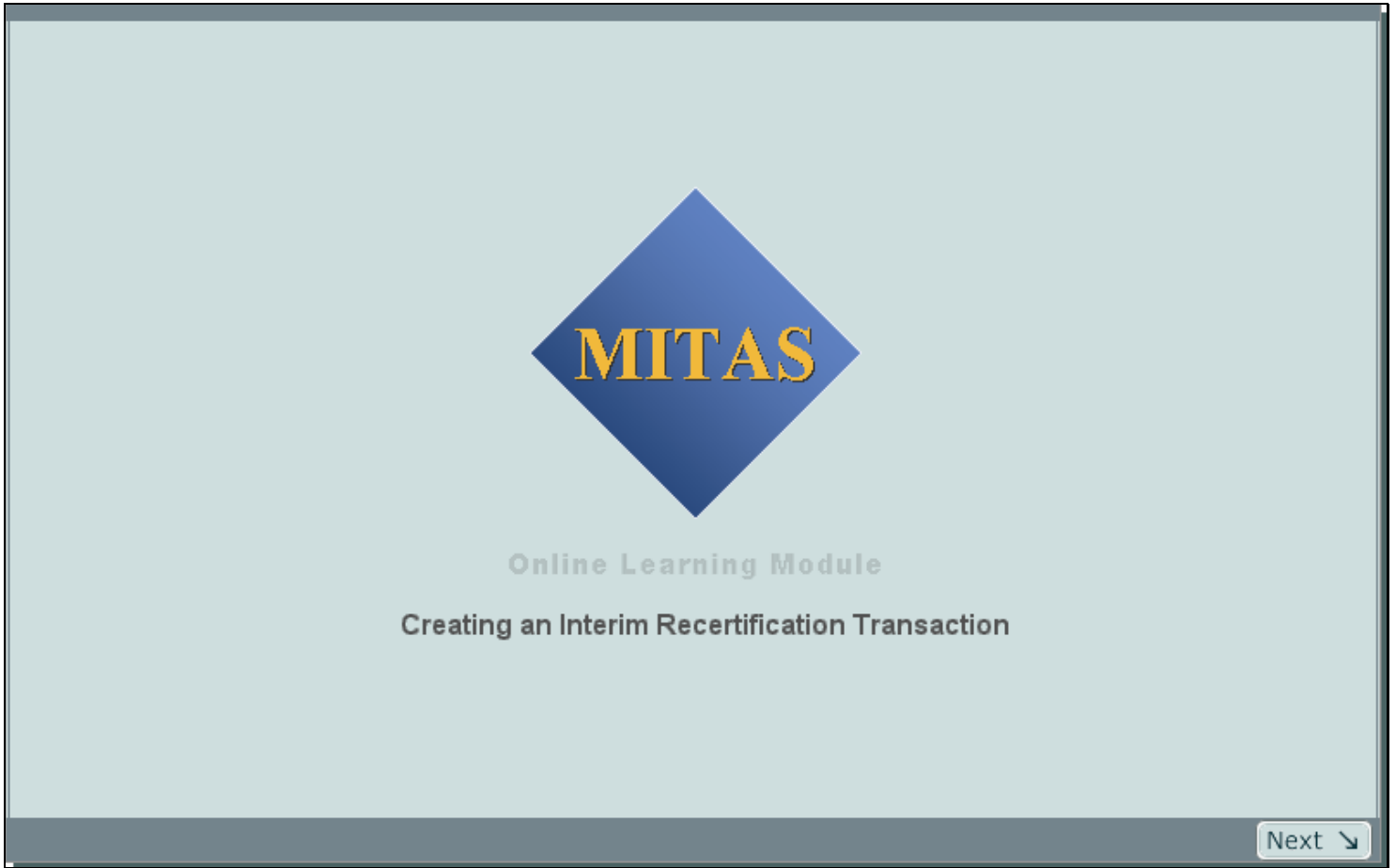


Slide 1 - Title

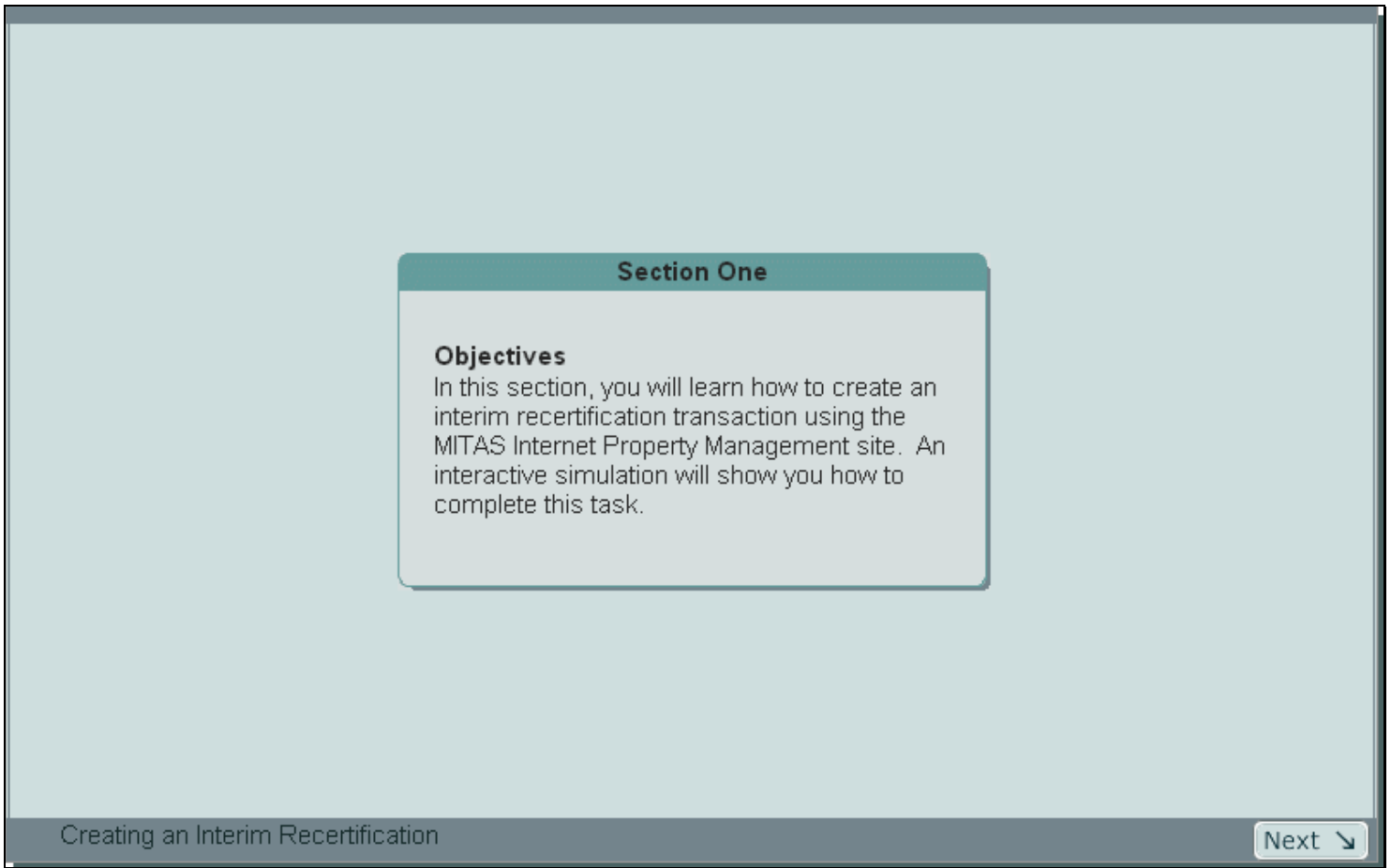


Text Captions

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

Creating an Interim Recertification Next ▾

Text Captions

Section One**Objectives**

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

Notes

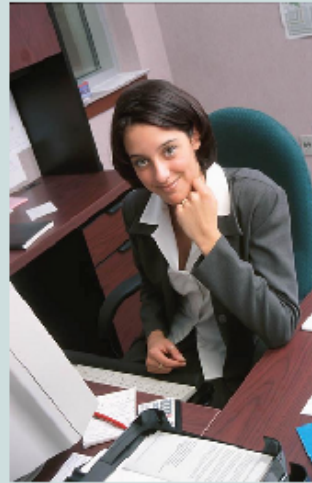
Slide 3 - Scenario

Scenario


Vicky, a property manager calls you...

"Hi Becky, I need to create an interim recertification 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 an Interim Recertification Transaction

Vicky at her desk

Next 

Text Captions**Scenario**

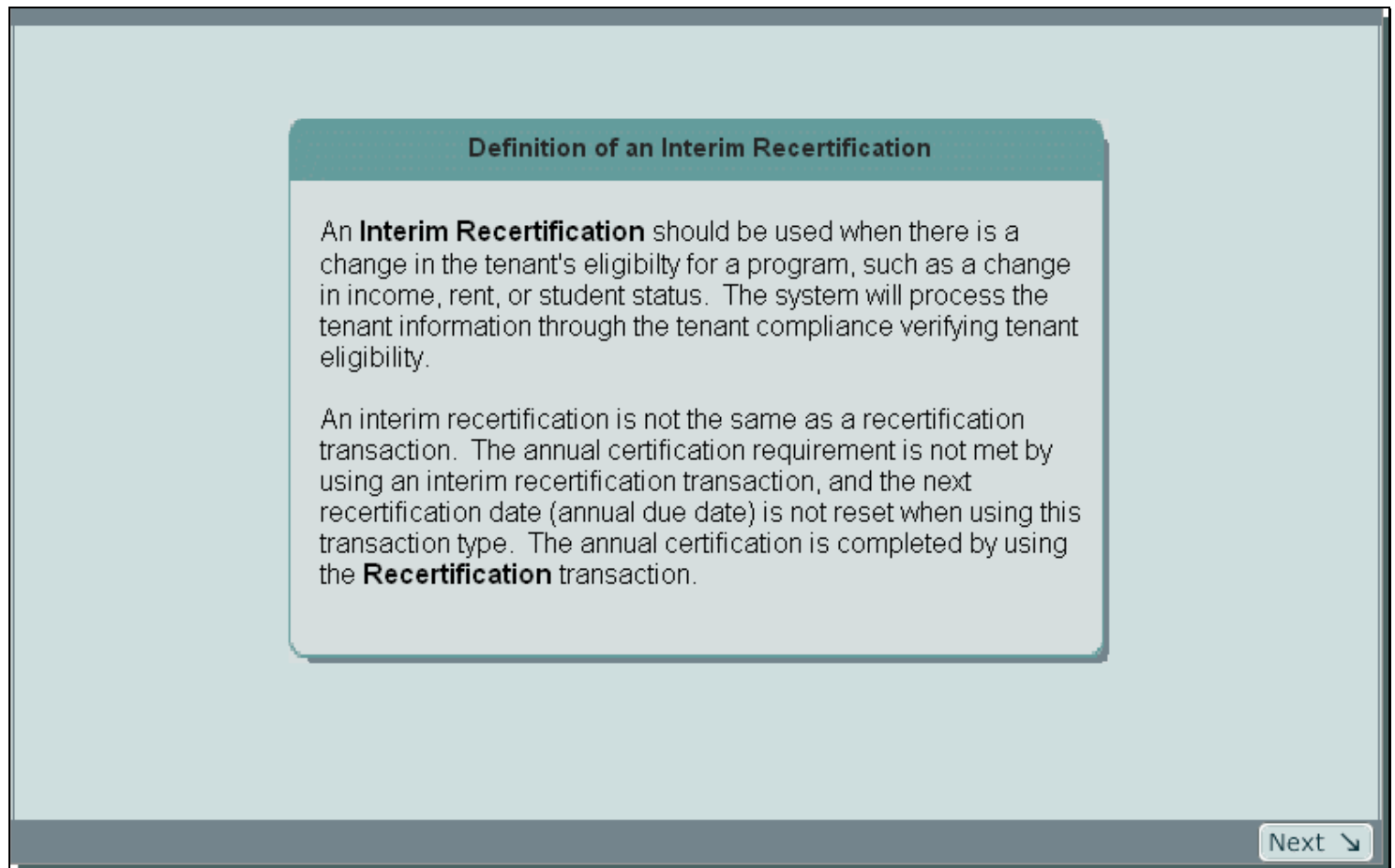
Vicky, a property manager calls you...

"Hi Becky, I need to create an interim recertification 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



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 an Interim Recertification

An **Interim Recertification** should be used when there is a change in the tenant's eligibility for a program, such as a change in income, rent, or student status. The system will process the tenant information through the tenant compliance verifying tenant eligibility.

An interim recertification is not the same as a recertification transaction. The annual certification requirement is not met by using an interim recertification transaction, and the next recertification date (annual due date) is not reset when using this transaction type. The annual certification is completed by using the **Recertification** transaction.

Next ↘

Text Captions

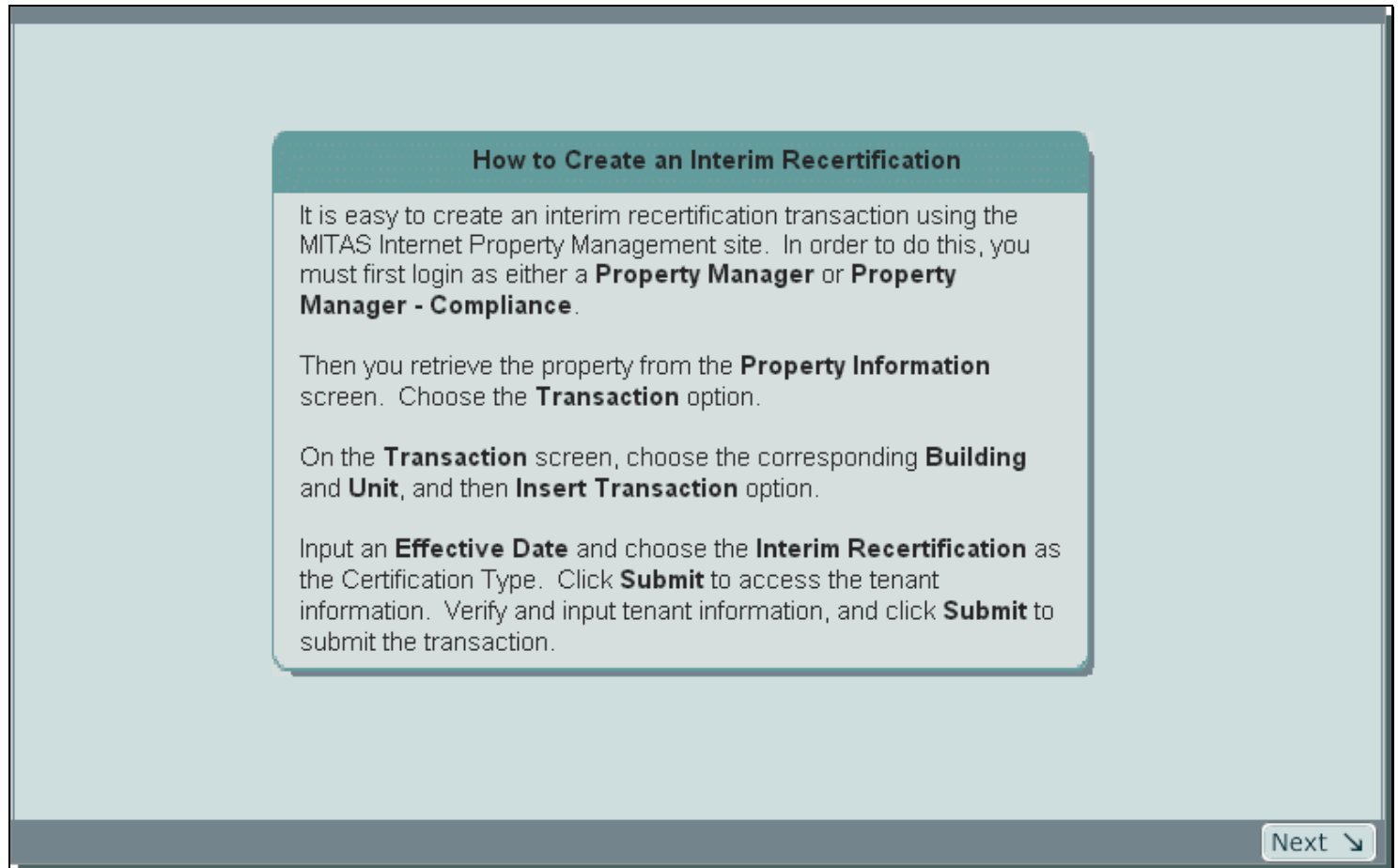
Definition of an Interim Recertification

An **Interim Recertification** should be used when there is a change in the tenant's eligibility for a program, such as a change in income, rent, or student status. The system will process the tenant information through the tenant compliance verifying tenant eligibility.

An interim recertification is not the same as a recertification transaction. The annual certification requirement is not met by using an interim recertification transaction, and the next recertification date (annual due date) is not reset when using this transaction type. The annual certification is completed by using the **Recertification** transaction.

Notes

Slide 5 - Concept



How to Create an Interim Recertification

It is easy to create an interim 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 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 **Interim Recertification** 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 an Interim Recertification

It is easy to create an interim 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**.

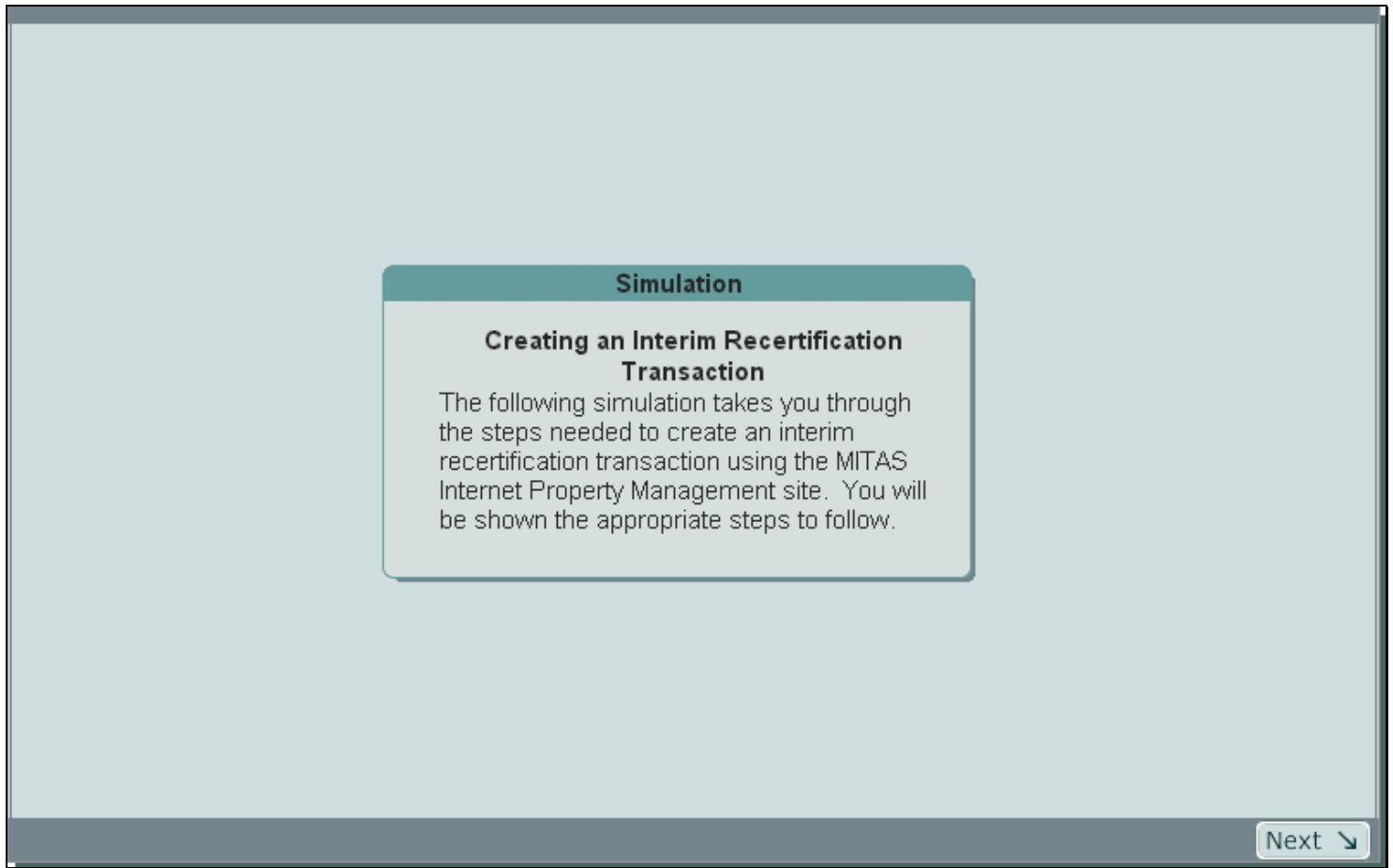
Then you retrieve the property from the **Property Information** screen. Choose the **Transaction** option.

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

Input an **Effective Date** and choose the **Interim Recertification** 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 an Interim Recertification Transaction" followed by a paragraph. A "Next" button with a right arrow is in the bottom right corner.

Simulation

Creating an Interim Recertification Transaction

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

Next ↘

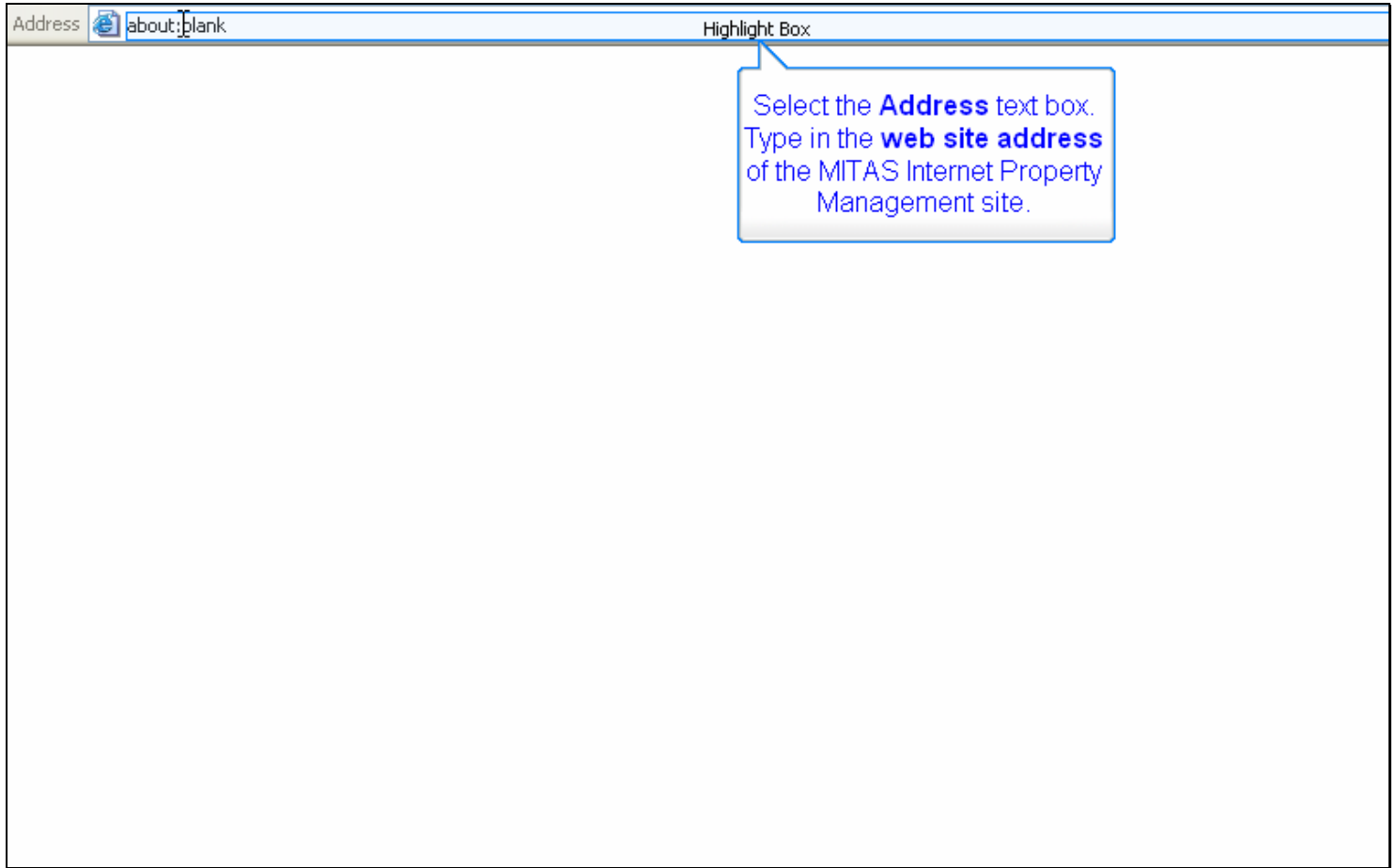
Text Captions

Simulation**Creating an Interim Recertification Transaction**

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

Notes

Slide 7 - Slide 7

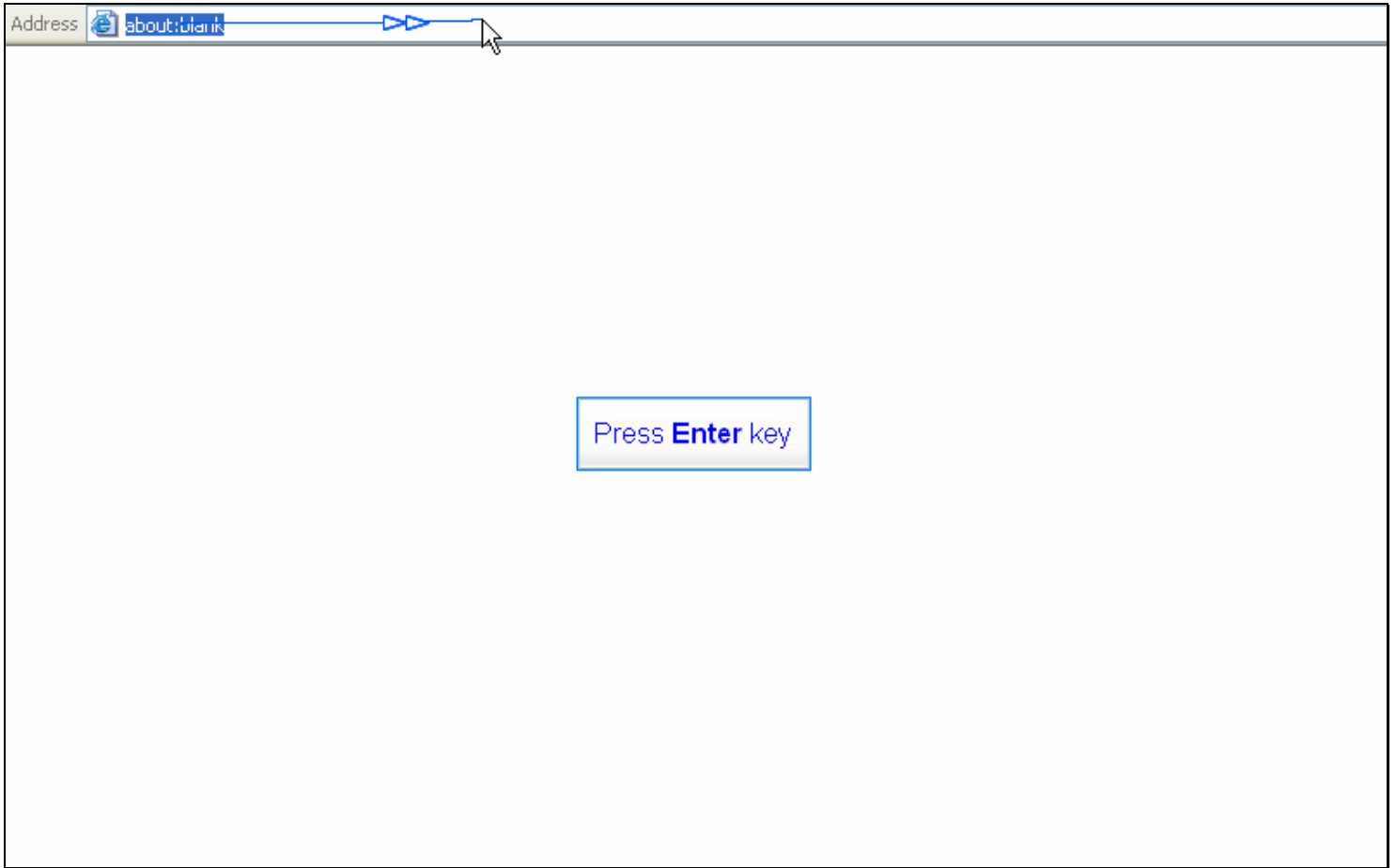


Text Captions

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

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

MITAS

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

The MITAS Internet Property Management Login page appears

Please log in:

Web Profile: Lender

Originator:

Branch:

Username:

Password:

Password is case sensitive.

Login Clear

Select the **Web Profile** combo box

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:	<div style="border: 1px solid gray; padding: 2px;"> Lender Lender - Inquiry Only Issuer Issuer - Inquiry Only Broker Banker Government Agency Real Estate Agent Mortgagor Servicer Servicer - Inquiry Only Property Manager Administrator </div>
Branch:	<div style="border: 1px solid gray; padding: 2px;"> Inquiry Only Financials Compliance </div>
Username:	
Password:	
Password	
<input type="button" value="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

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

Welcome to the **MITAS** Interim Recertification Site

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.

Please log in:

Web Profile:

Property Manager Number:

Username:

Password:

Password is

Login

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

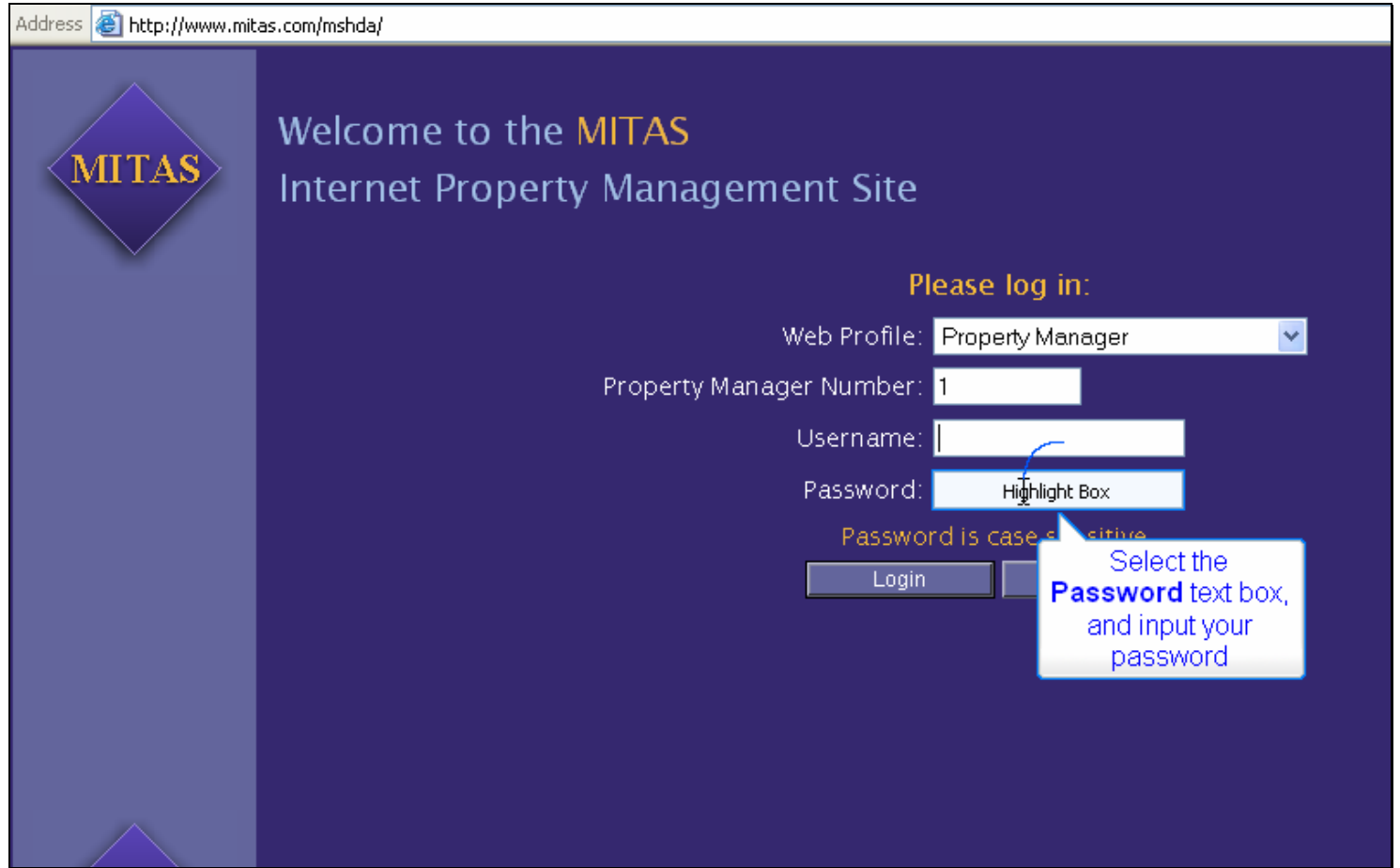
Select the **Username** text box, and input your username (do not use an administrator username)

Text Captions

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

Notes

Slide 14 - Slide 14

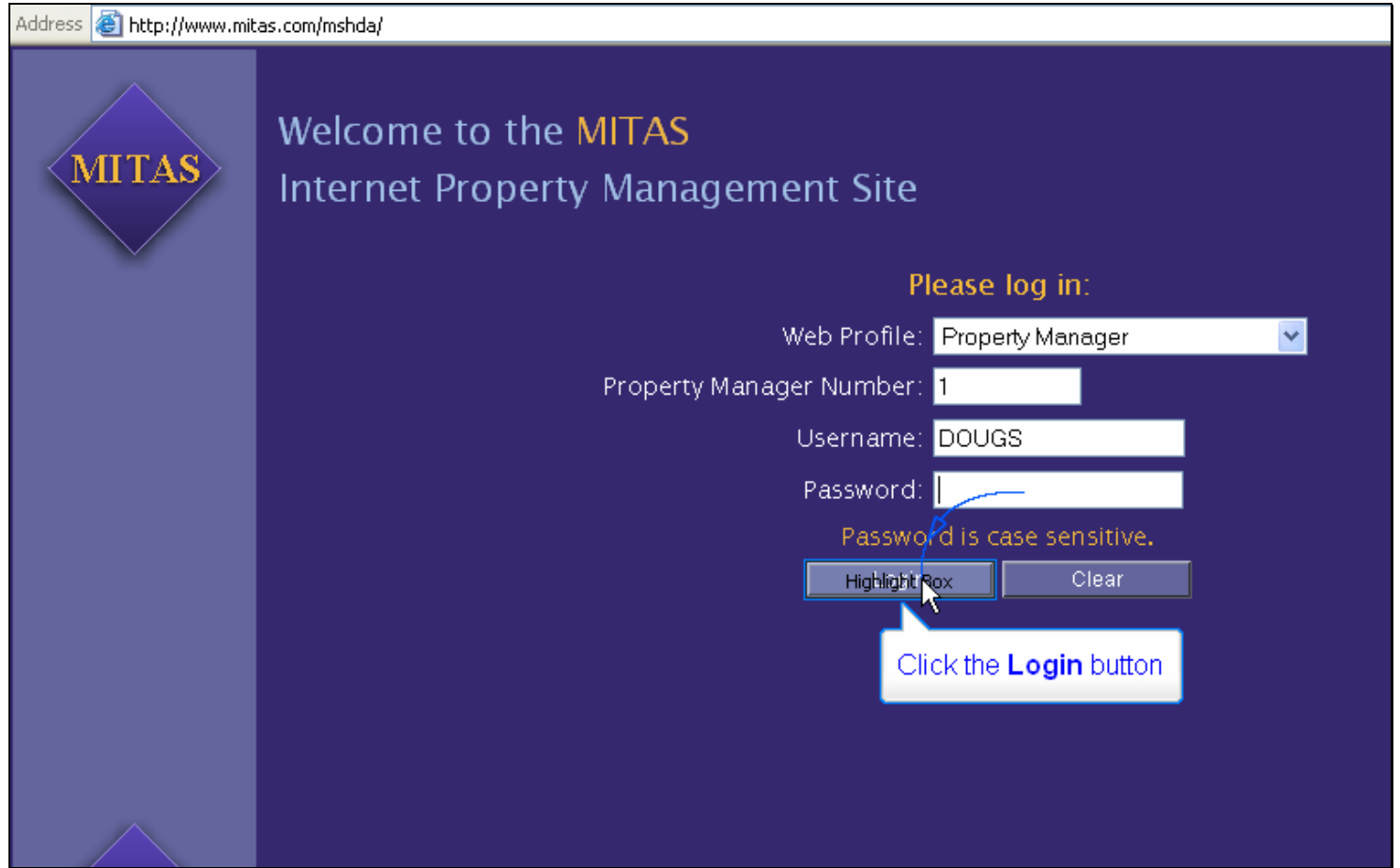


Text Captions

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

Notes

Slide 15 - Slide 15

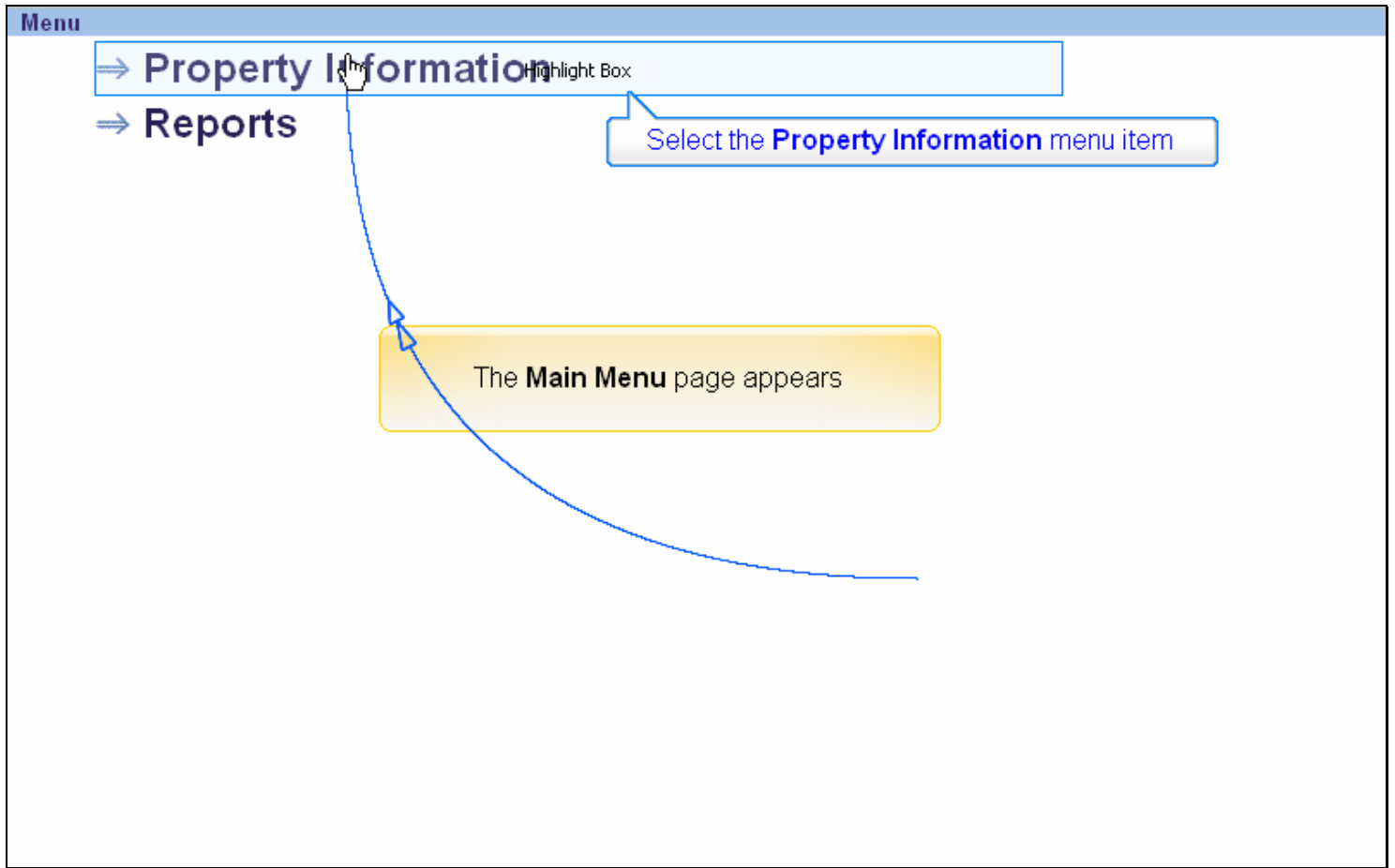


Text Captions

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:

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: [Redacted] **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

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 an Interim Recertification 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			34433221	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(1

Property: 75070 Name: MASON RIDGE

Building: 37
Unit: 100

Insert Transaction

Select the **Unit** 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	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	Lori Cooke	369874103	Corrected
07/15/2005	Move In	Jack Thompson	994433221	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: 09/30/2005(1

Property: 75070 Name: MASON RIDGE

Building: 37

Unit: 101

Insert Transaction Retrieve

Effective Date	Category	Unit	Personnel	Address	Status
08/01/2002	Move In				Processed
08/01/2003	Re				Processed
06/15/2005	Move Out		Edn Cooke	30384703	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: 101

Insert Transaction

Highlight Box

Effective Date	SN	Status
07/01/2003	258369	Processed
08/11/2004	258369	Processed

Click the **Insert Transaction** button to create an Interim Recertification

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 an Interim Recertification transaction

Notes

Slide 32 - Slide 32

Move-In/Move-Out

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

Property: 75070	Name: MASON RIDGE
Building: 37	
Unit: 101	
Effective Date: <input type="text" value="Highlight Box"/> (MM/DD/YYYY)	
Certification Type: Move	

An **Interim Recertification** should be used when there is a change in the tenant's eligibility for a program, such as a change in income, rent, or student status. The system will process the tenant information through the tenant compliance verifying tenant eligibility.

Note: An interim recertification is not the same as a recertification transaction. The annual certification requirement is not met by using an interim recertification transaction, and the next recertification date (annual due date) is not reset when using this transaction type. The annual certification is completed by using the Recertification transaction type.

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

Text Captions

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

An **Interim Recertification** should be used when there is a change in the tenant's eligibility for a program, such as a change in income, rent, or student status. The system will process the tenant information through the tenant compliance verifying tenant eligibility.

Note: An interim recertification is not the same as a recertification transaction. The annual certification requirement is not met by using an interim recertification transaction, and the next recertification date (annual due date) is not reset when using this transaction type. The annual certification is completed by using the Recertification transaction type.

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

Notes

Slide 33 - Slide 33

Move-In/Move-Out

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

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

Building: 37
Unit: 101

Effective Date: (MM/DD/YYYY)

Certification Type:

Please complete the following information for this transfer transaction.

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: 09/30/2005(

Property: 75070	Name: MASON RIDGE
Building: 37	
Unit: 101	
Effective Date: 05/01/2005 (MM/DD/YYYY)	
Certification Type: Move In	
Please complete the following transfer transaction.	
Transfer Building:	
Transfer Unit:	

Select the **Interim Recertification** item

Text Captions

Select the **Interim Recertification** item

Notes

Slide 35 - Slide 35

Move-In/Move-Out

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

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

Building: 37
Unit: 101

Effective Date: 05/01/2005 (MM/DD/YYYY)

Certification Type: **Interim Recertification** ▼

Please complete the following section if inserting Unit Transfer transaction.

Transfer Building: 37 ▼
Transfer Unit: 100 ▼

Submit
Highlight box

Click the **Submit** button

Text Captions

Click the **Submit** button

Notes

Slide 37 - Slide 37

Move-In/Move-Out Run: 09/30/2005(1

O/P HSW194

Property:	75070	Building:	37
		Unit:	101
		Effective Date:	05/01/2005
		Certification Type:	Interim Recertification

Name: MASON RIDGE

Tenant		Family Members
	Submit	

TENANT INFORMATION

Verify the tenant information updating the pertinent tenant income, rent, and/or student status changes, and inputting any missing information

Income: Over Income

Income Source:

Race:

Date of Birth:

No Family Members:

Student: No Yes Yes & Qualify

Handicapped: Live In Aid:

Temp ABS HH: Homeless:

Special Needs:

For example, if the tenant income changed, select the **Income** text box, and input the tenant's new income amount

Text Captions

The **Transaction Tenant Information** page appears

Verify the tenant information updating the pertinent tenant income, rent, and/or student status changes, and inputting any missing information

For example, if the tenant income changed, select the **Income** text box, and input the tenant's new income amount

Notes

Slide 38 - Slide 38

Move-In/Move-Out Run: 09/30/2005

O/P HSW194

Property: 75070	Building: 37	Name: MASON RIDGE
Unit: 101		
Effective Date: 05/01/2005		
Certification Type: Interim Recertification		

Tenant		Family Members
	Submit	

Click the **Submit** button once you have updated all the tenant information

Income: 7,1 Over Income

Income Source: W Other/Non-Federal Wage

Race: Black/African American Hispanic or Latino

Date of Birth: 08/26/2003 (MM/DD/YYYY)

No Family Members: 1 Number of Children: 1

Student: No Yes Yes & Qualify

Handicapped: Live In Aid:

Temp ABS HH: Homeless:

Special Needs:

Text Captions

Click the **Submit** button once you have updated all the tenant information

Notes

Slide 40 - Slide 40

Move-In/Move-Out

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

Property: 75070 Name: MASON RIDGE

Building: 37

Unit: 101

Effective Date	Certification Type	Tenant Name	SSN	Status
07/01/2003	Move In	Berry Miller	147258369	Processed
08/11/2004	Recertification	Berry Miller	147258369	Processed
05/01/2005			8369	Not-Processed

The **Transaction** detail page appears

Text Captions

The **Transaction** detail page appears

Notes

Slide 41 - Slide 41

Move-In/Move-Out
O/P HSW194

Property: 75070 Name: MASON RIDG
 Building: 37
 Unit: 101

Insert Transaction Retrieve

Effective Date	Certification Type	Tenant Name	SSN	Status
07/01/2003	Move In	Berry Miller	147258369	Process
08/11/2004	Recertification	Berry Miller	147258369	Process
			147258369	Not-Proc

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

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 43 - Slide 43

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

Login Screen

The **Logoff** page appears

Text Captions

End of simulation

The **Logoff** page appears

Notes

Slide 44 - End



Text Captions

Congratulations!
You have completed Creating an Interim Recertification

Notes