

Slide 1 - Title

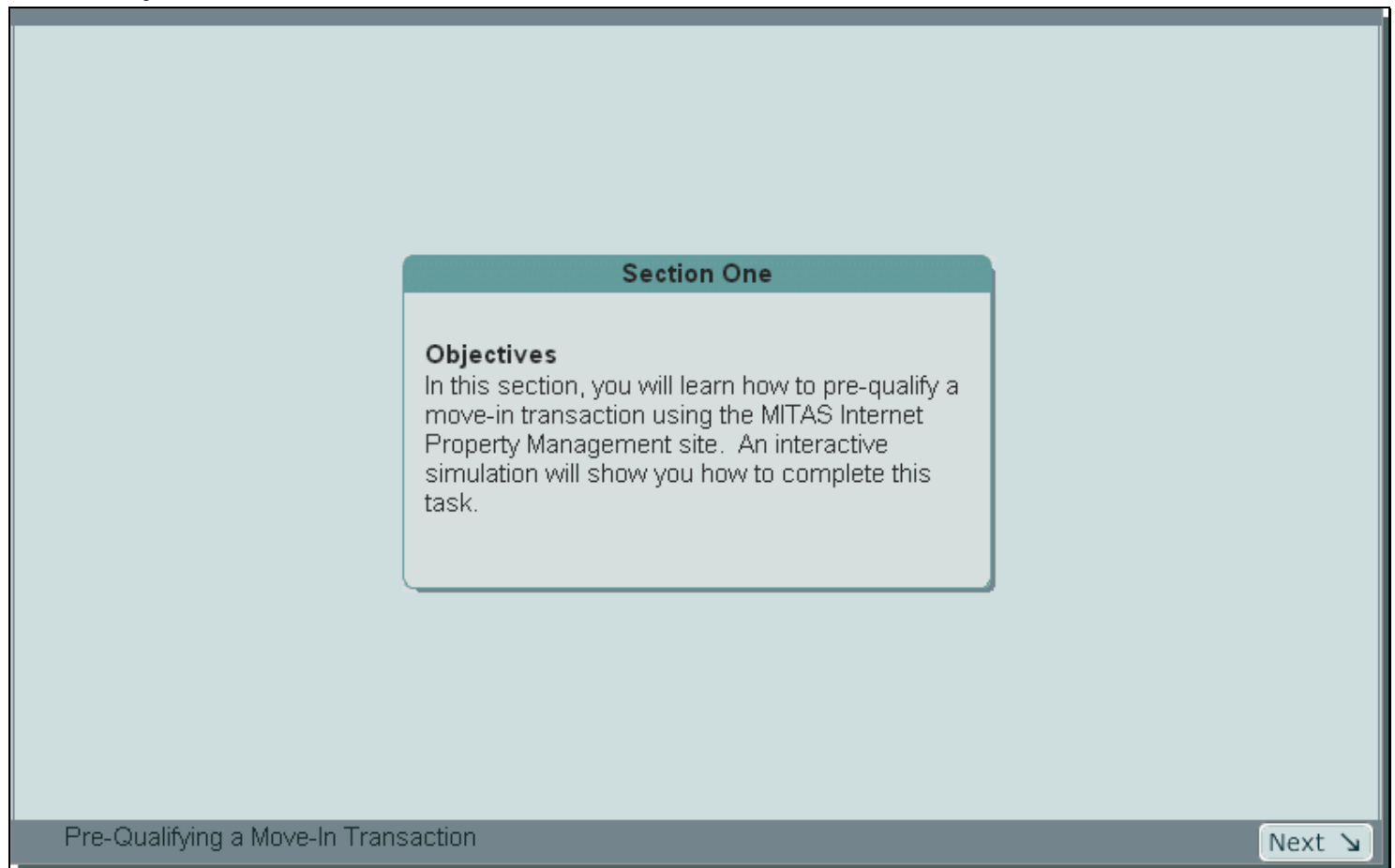


Text Captions

Pre-Qualifying a Move-In Transaction

Notes

Slide 2 - Objectives

A presentation slide with a light blue background. In the center is a white box with a teal header labeled "Section One". Inside this box, the word "Objectives" is bolded, followed by a paragraph of text. At the bottom of the slide, there is a dark blue footer bar containing the text "Pre-Qualifying a Move-In Transaction" on the left and a "Next" button with a right arrow on the right.

Section One

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

Pre-Qualifying a Move-In Transaction [Next](#)

Text Captions

Section One**Objectives**

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

Notes

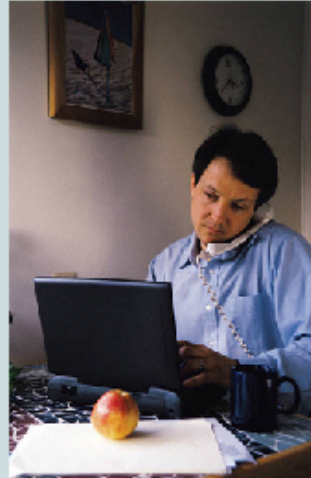
Slide 3 - Scenario

Scenario

Doug, a property manager calls you...

"Hi Becky, I need to pre-qualify a move-in transaction 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 Doug.

Pre-Qualifying a Move-In Transaction

Doug at his desk

Next ➤

Text Captions**Scenario**

Doug, a property manager calls you...

"Hi Becky, I need to pre-qualify a move-in transaction 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 Doug.

Notes

Slide 4 - Definition

Pre-Qualifying a Move-In Transaction

After you have created a Move-In transaction, either by manually entering a transaction on the Web site or Uploading a file containing move-in transactions, you can pre-qualify the tenant before making the move-in final.

The pre-qualification process gives you a list of errors why this tenant does not qualify for the program. You can correct any pertinent data errors before submitting the transaction as a move-in.

Pre-qualification transactions in the system are not considered move-in transactions until you submit them as a move-in. Pre-qualification transactions can remain in the system indefinitely without altering your compliance status.

If you have previously pre-qualified a move-in, and did not submit the move-in transaction at the time, you should pre-qualify again before submitting the move-in. Pre-qualification is only valid at the time the pre-qualification process is run.

Next ➤

Text Captions

Pre-Qualifying a Move-In Transaction

After you have created a Move-In transaction, either by manually entering a transaction on the Web site or Uploading a file containing move-in transactions, you can pre-qualify the tenant before making the move-in final.

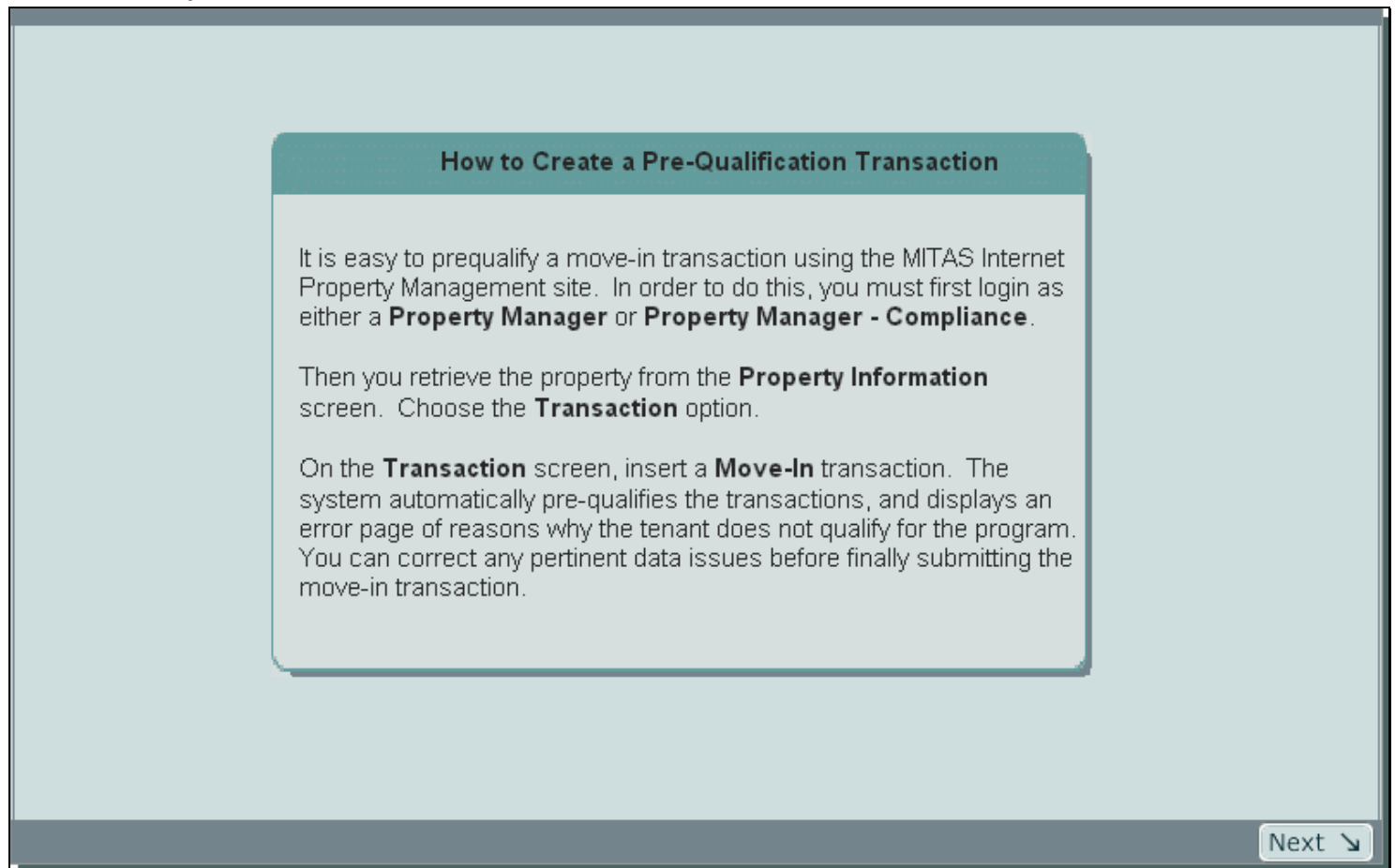
The pre-qualification process gives you a list of errors why this tenant does not qualify for the program. You can correct any pertinent data errors before submitting the transaction as a move-in.

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Notes

Slide 5 - Concept



How to Create a Pre-Qualification Transaction

It is easy to prequalify a move-in 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, insert a **Move-In** transaction. The system automatically pre-qualifies the transactions, and displays an error page of reasons why the tenant does not qualify for the program. You can correct any pertinent data issues before finally submitting the move-in transaction.

Next ➤

Text Captions

How to Create a Pre-Qualification Transaction

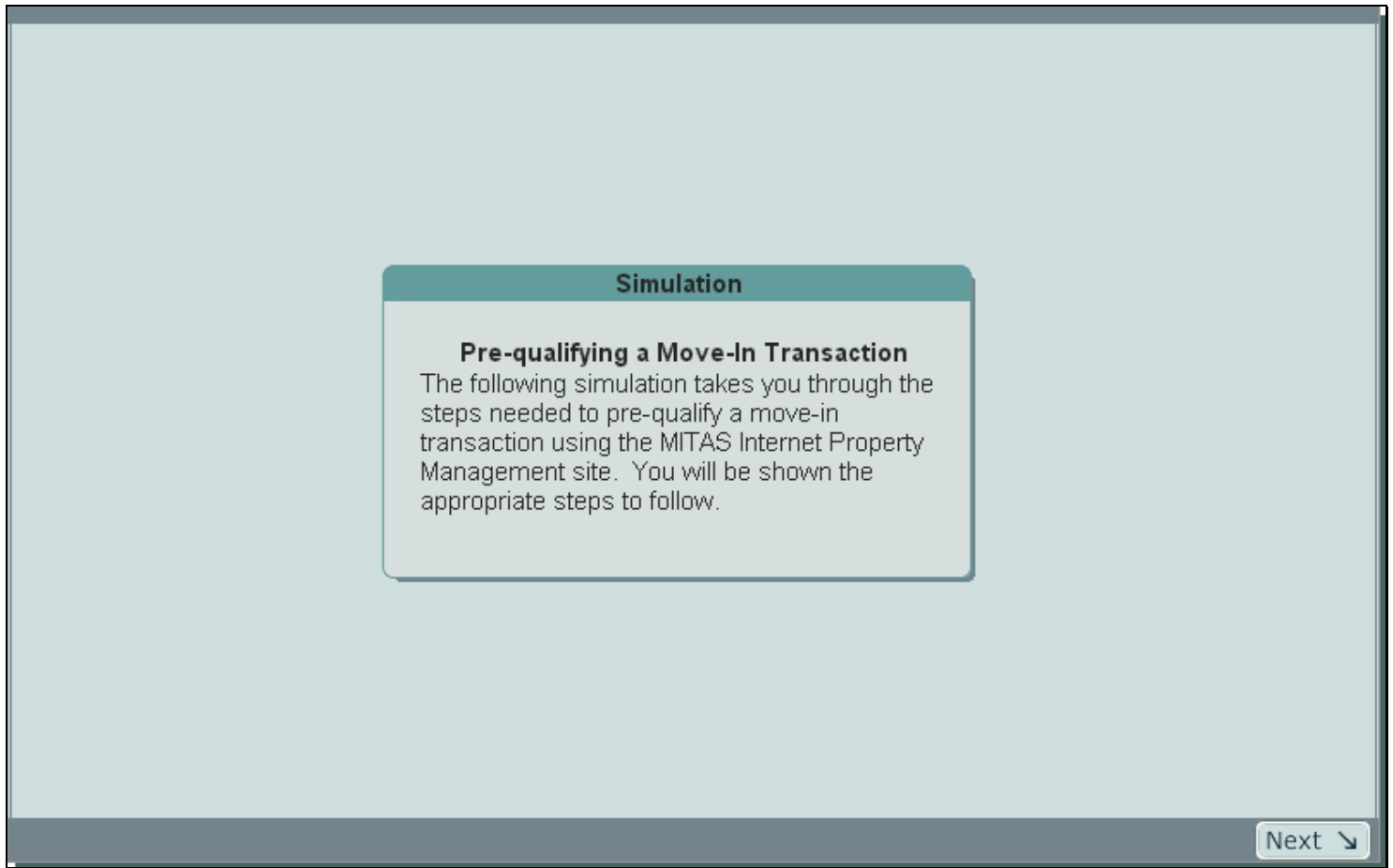
It is easy to prequalify a move-in transaction using the MITAS Internet Property Management site. In order to do this, you must first login as either a **Property Manager** or **Property Manager - Compliance**.

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

On the **Transaction** screen, insert a **Move-In** transaction. The system automatically pre-qualifies the transactions, and displays an error page of reasons why the tenant does not qualify for the program. You can correct any pertinent data issues before finally submitting the move-in transaction.

Notes

Slide 6 - Simulation

A presentation slide with a light blue background. In the center is a white box with a teal header that says "Simulation". Below the header, the text reads: "Pre-qualifying a Move-In Transaction" followed by "The following simulation takes you through the steps needed to pre-qualify a move-in 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

Pre-qualifying a Move-In Transaction
The following simulation takes you through the steps needed to pre-qualify a move-in transaction using the MITAS Internet Property Management site. You will be shown the appropriate steps to follow.

Next ➤

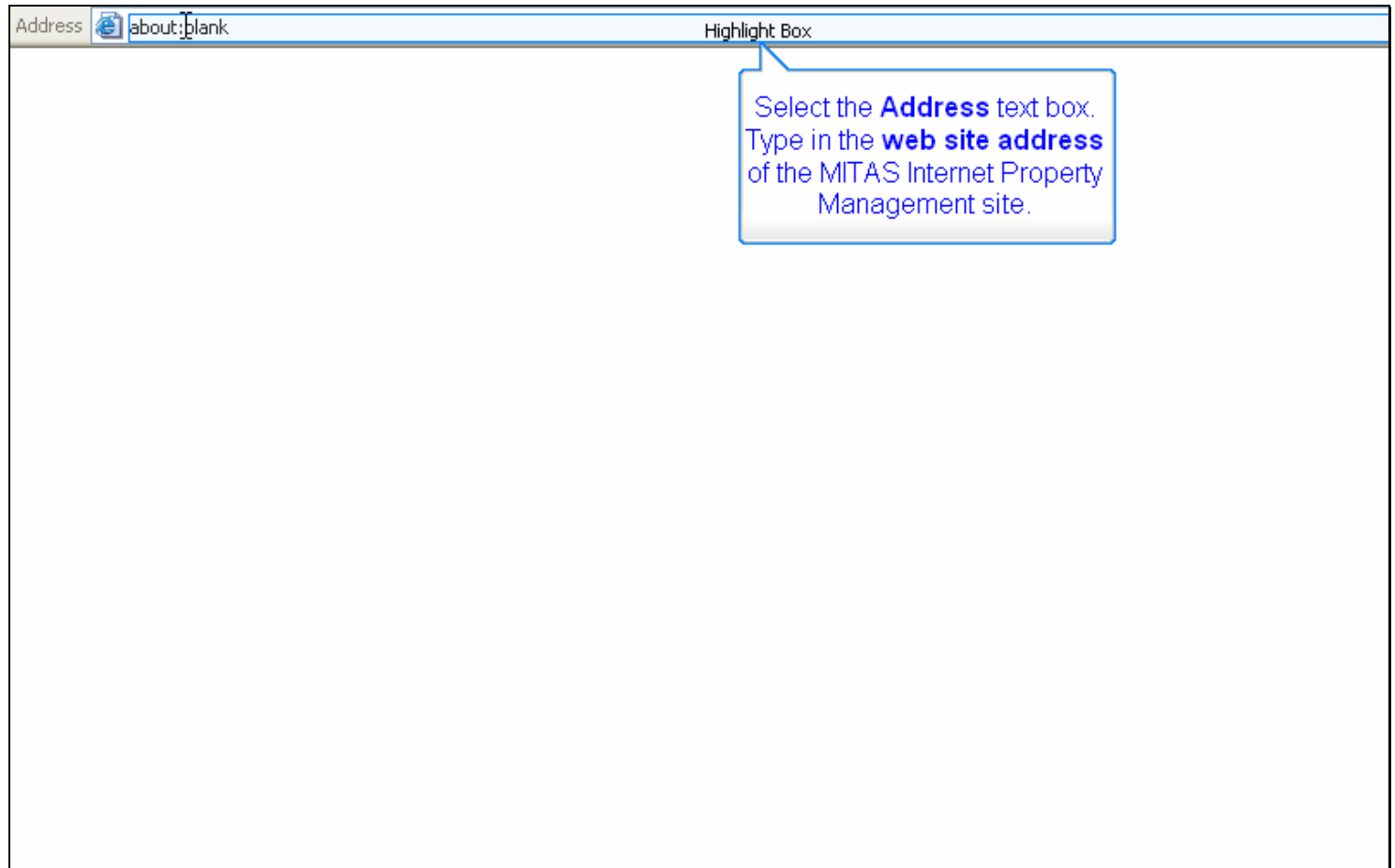
Text Captions

Simulation**Pre-qualifying a Move-In Transaction**

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

Notes

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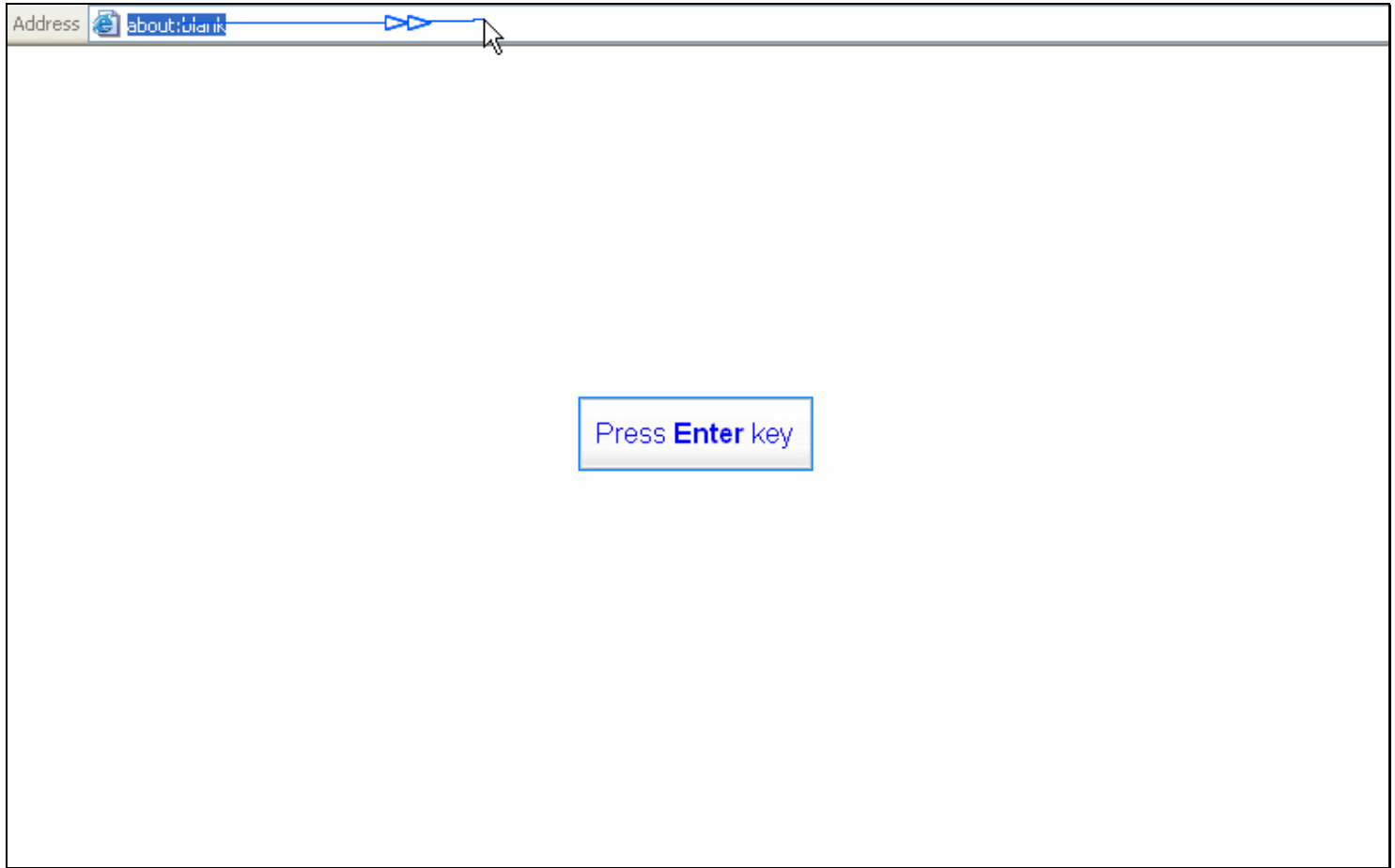


Text Captions

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

Notes

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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: Lender

Branch: Lender - Inquiry Only

Username: Issuer

Password: Issuer - Inquiry Only

Broker

Banker

Government Agency

Real Estate Agent

Mortgagor

Service

Service - Inquiry Only

Property Manager

Administrator

Property Manager - Compliance

Financials

Compliance

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

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The screenshot shows the MITAS Internet Site login page. The address bar displays <http://www.mitas.com/mshda/>. The page has a dark blue background with a MITAS logo on the left. The main heading is "Welcome to the MITAS Internet Site". A yellow callout 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." The login section is titled "Please log in:". It includes a "Web Profile:" dropdown menu set to "Property Manager", a "Property Manager Number:" field with a "Highlight Box" callout, a "Username:" field, a "Password:" field, 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 Number:

Username:

Password:

Password is case sensitive

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 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 15 - Slide 15

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.


Click the **Login** button


Text Captions

Click the **Login** button

Notes

Slide 16 - Slide 16

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



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

Please log in:

Web Profile:

Property Manager Number:

Username:

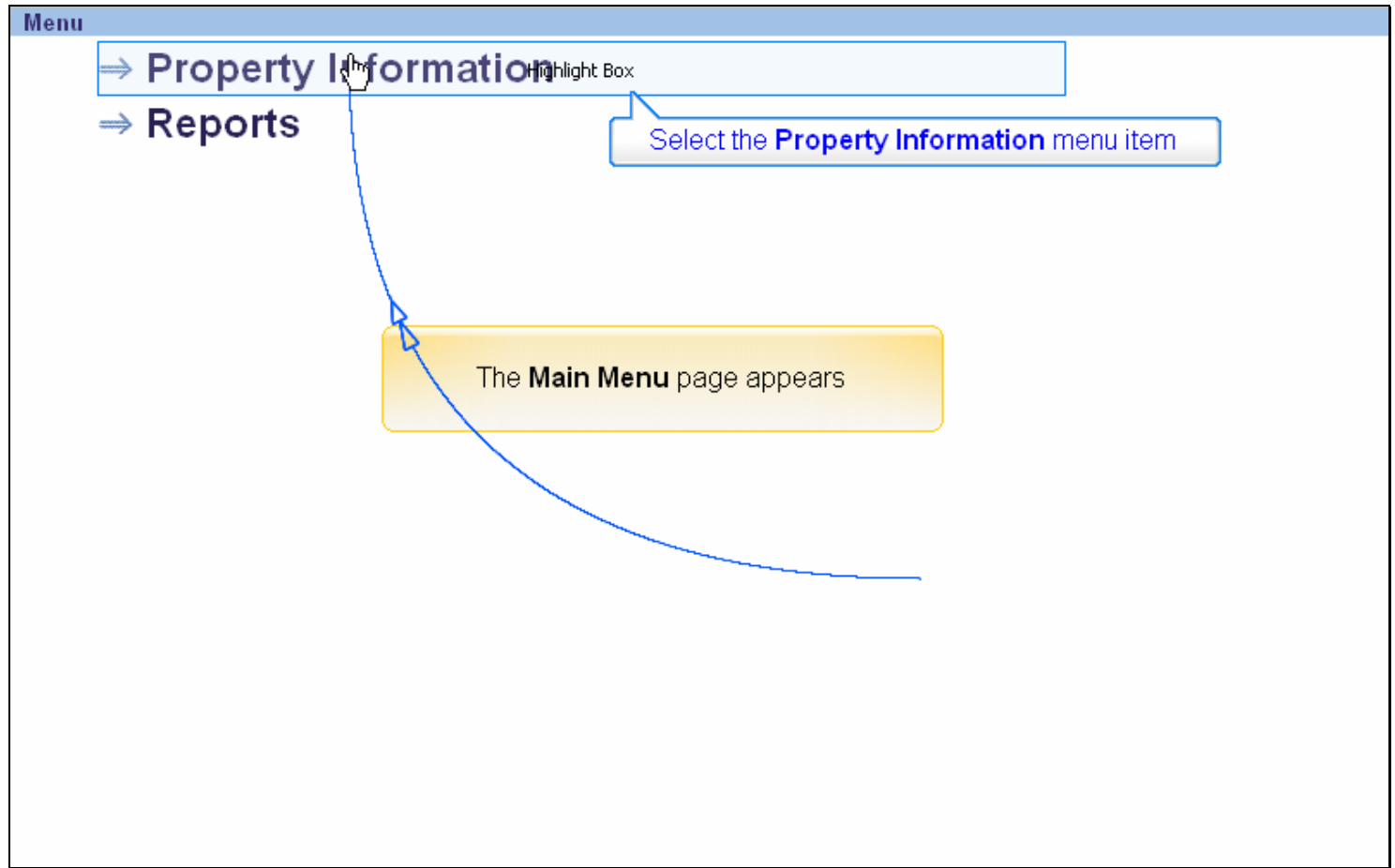
Password:

Password is case sensitive.

Text Captions

Notes

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Text Captions

The **Main Menu** page appearsSelect the **Property Information** menu item

Notes

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Menu

- ⇒ Property Information
- ⇒ Reports

Text Captions

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

Name:

Number:

Ext:

Fax Number:

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

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Property Information

O/P HSW123

Run: 09/29/2005(1

Retrieve Property:

Retrieve

Property: 999999999999

Property Address:

Phone Number: Ext:

Fax Number:

(000) 000-0000 0000

(000) 000-0000 0000

(000) 000-0000

(000) 000-0000

Fiscal Year End: 00/00

Project

Stage

Date

Text Captions

Click the **Retrieve** button

Notes

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Property Information

O/P HSW123

Run: 09/29/2005(1

Retrieve Property:

75070

Retrieve

Property: 999999999999

Name:

Property Address:

Phone Number:

Ext:

(000) 000-00000000

(000) 000-00000000

Fax Number:

(000) 000-0000

Fiscal Year End: 00/00

Project

Stage

Date

Text Captions

Notes

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Property Information

O/P HSW123

Run: 09/29/2005(1

Financials

Financials Upload

Transactions

Transactions Upload

Process Transactions

Day Vac Check

Late Rece

Forms

Click the **Transactions** button to create and pre-qualify a move-in transaction

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:

Ext:

Fax Number:

The **Property Information** page appears

972) 547-6404 0000

(000) 000-0000 0000

(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 and pre-qualify a move-in transaction

Notes

Page 21 of 56

Slide 23 - Slide 23

Property Information

O/P HSW123

Run: 09/29/2005(1

Financials

Financials Upload

Transactions

Transactions Upload

Process Transactions

90-Day Vac. Check

Late Recert Check

Error Log

Forms

Retrieve Property:

75070

Retrieve

Property: 75070

Name: MASON RIDGE

Property Address:

Phone Number:

Ext:

MASON RIDGE LIVING

(972) 547-6404

0000

1500 CENTRAL

(000) 000-0000

0000

MCKINNEY, TX 75070

Fax Number:

(000) 000-0000

Fiscal Year End:

00/00

Project

Stage

Date

Text Captions
Notes

Slide 24 - Slide 24

Move-In/Move-Out

O/P HSW194

Run: 10/19/2005(C

Property: 75070

Name: MASON RIDGE

Building: 37

Unit: 100

Select the Building
combo box

Insert Transaction

Retrieve

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	Processed
07/15/2005			433221	Processed

The Transaction detail page appears

Previous Page

Next Page

Text Captions

The **Transaction** detail page appears

Select the **Building** combo box

Notes

Slide 25 - Slide 25

Move-In/Move-Out

O/P HSW194

Run: 10/19/2005(0

Property: 75070

Name: MASON RIDGE

Building: 37

Unit: 37

Insert Transaction

Move

Effective Date	Certification Type	T		Status
08/01/2002	Move In	Lo	3	Processed
08/01/2003	Recertification	Lo	3	Processed
06/15/2005	Move Out	Lori Cooke	369874103	Processed
07/15/2005	Move In	Jack Thompson	994433221	Processed

Previous Page

Next Page

Select the appropriate building number item

Text Captions

Select the appropriate building number item

Notes

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Move-In/Move-Out

O/P HSW194 Run: 10/20/2005(

Property: 75070	Name: MASON RIDGE
Building: 37	
Unit: 100	

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	Processed
07/15/2005	Move In	Jack Thompson	994433221	Corrected
07/15/2005	Move In	Jack Thompson	994433221	Not-Processed

Text Captions

Select the **Unit** combo box

Notes

Slide 27 - Slide 27

Move-In/Move-Out

O/P HSW194

Run: 10/20/2005(1

Property: 75070

Name: MASON RIDGE

Building: 37

Unit: 100

Insert Transaction

Retrieve

Effective Date	Certification Type	Tenants	Phone	Status
08/01/2002	Move In	Lori C		Processed
08/01/2003	Recertification	Lori C		Processed
06/15/2005	Move Out	Lori C		Processed
07/15/2005	Move In	Jack Thompson	994433221	Corrected
07/15/2005	Move In	Jack Thompson	994433221	Not-Processed

Previous Page

Next Page

Select the appropriate unit number item

Text Captions

Select the appropriate unit number item

Notes

Slide 28 - Slide 28

Move-In/Move-Out

O/P HSW194

Run: 10/20/2005(

Property: 75070

Name: MASON RIDGE

Building: 37

Unit: 105

Insert Transaction

Retrieve

Effective Date

08/01/2002

08/01/2003

06/15/2005

07/15/2005

07/15/2005

Move In

Jack Thompson

994433221

Status

103 Processed

103 Processed

103 Processed

221 Corrected

Not-Processed

Previous Page

Next Page

Click the **Retrieve** button to obtain the information for this building and unit

Text Captions

Click the **Retrieve** button to obtain the information for this building and unit

Notes

Slide 29 - Slide 29

Move-In/Move-Out

O/P HSW194

Run: 10/20/2005(1

Property: 75070

Name: MASON RIDGE

Building: 37

Unit: 105

Insert Transaction

Retrieve

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	Processed
07/15/2005	Move In	Jack Thompson	994433221	Corrected
07/15/2005	Move In	Jack Thompson	994433221	Not-Processed

Previous Page

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Text Captions

Notes

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Move-In/Move-Out

O/P HSW194

Run: 11/04/2005(0

Property: 75070

Name: MASON RIDGE

Building: 37

Unit: 105

Insert Transaction

Retrieve

Highlight Box

Click the **Insert Transaction** button to insert and pre-qualify a move-in transaction

Effective Date			SSN	Status
09/01/2002			369852147	Processed
09/01/2003			369852147	Processed
10/01/2003			369852147	Corrected
11/01/2004			776665432	Processed
10/01/2005	Termination	Greg Lee	776665432	Processed
10/15/2005	Move Out	Greg Lee	776665432	Processed

Previous Page

Next Page

Text Captions

Click the **Insert Transaction** button to insert and pre-qualify a move-in transaction

Notes

Slide 31 - Slide 31

Move-In/Move-Out

O/P HSW194Run: 11/04/2005(0

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	Processed
09/01/2003	Recertification	Donna Thompson	369852147	Processed
10/01/2003	Move Out	Donna Thompson	369852147	Corrected
11/01/2004	Move In	Greg Lee	776665432	Processed
10/01/2005	Termination	Greg Lee	776665432	Processed
10/15/2005	Move Out	Greg Lee	776665432	Processed

Previous Page

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Text Captions

Notes

Slide 32 - Slide 32

Move-In/Move-Out

O/P HSW194 Run: 11/04/2005(0

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

Building: 37
Unit: 105

Effective Date: Highlight Box (MM/DD/YYYY)

Certification Type: Move

Please complete the following se

Transfer Building: 37

Transfer Unit: 100

The **Transaction** page appears

Text Captions

The **Transaction** page appearsSelect the **Effective Date** text box and input the date of the move-in

Notes

Slide 33 - Slide 33

Move-In/Move-Out

O/P HSW194

Run: 11/04/2005(0

Property: 75070

Building: 37

Unit: 105

Name: MASON RIDGE

Effective Date:

(MM/DD/YYYY)

Certification Type: Move In

Please complete the fo

transfer transaction.

Transfer Build

Transfer Unit: 100

Submit

Select the Certification Type combo box

Text Captions

Notes

Select the **Certification Type** combo box

Slide 34 - Slide 34

Move-In/Move-Out

O/P HSW194

Run: 11/04/2005(0

Property: 75070

Name: MASON RIDGE

Building: 37

Unit: 105

Effective Date: 11/01/2005

(MM/DD/YYYY)

Certification Type:

Move In

Move Out

Unit Trans

Recertifica

Interim Rel

Initial Certification

Gross Rent Change

Termination

Please complete the followi

transfer transaction.

Transfer Building:

Transfer Unit:

Sub

Select the Move In item

Text Captions

Select the Move In item

Notes

Slide 35 - Slide 35

Move-In/Move-Out

O/P HSW194 Run: 11/04/2005(0

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

Building: 37
Unit: 105

Effective Date: 11/01/2005 (MM/DD/YYYY)

Certification Type: Move In

Please complete the following section if inserting Unit Transfer transaction.

Transfer Building: 37

Transfer Unit: 100

Submit
Highlight

Click the **Submit** button

Text Captions

Click the **Submit** button

Notes

Slide 36 - Slide 36

Move-In/Move-Out

O/P HSW194

Run: 11/04/2005(0

Property: 75070

Building: 37

Unit: 105

Effective Date: 11/01/2005 (MM/DD/YYYY)

Certification Type: Move In

Name: MASON RIDGE

Please complete the following section if inserting Unit Transfer transaction.

Transfer Building: 37

Transfer Unit: 100

Submit

Text Captions
Notes

Slide 37 - Slide 37

Move-In/Move-Out

O/P HSW194 Run: 11/04/2005(0

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

Building: 37
Unit: 105
Effective Date: 11/01/2005
Certification Type: Move In

Family M

The **Tenant Move-In Transaction Detail** page appears

Name: Highlight Box

SSN:

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: ☐

Move in Date: (MM/DD/YYYY)

Text Captions

The **Tenant Move-In Transaction Detail** page appears

Select the **Name** text box, and input the tenant's name

Notes

Slide 38 - Slide 38

Move-In/Move-Out

O/P HSW194 Run: 11/04/2005(0

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

Building: 37
Unit: 105
Effective Date: 11/01/2005
Certification Type: Move In

Family Members Submit

TENANT INFORMATION

Name:

SSN:

Income: ☐ Over Income

Continue to input the remaining tenant information which is required for a move-in transaction.

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

Continue to input the remaining tenant information which is required for a move-in transaction.

Notes

Slide 39 - Slide 39

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)
 Move out Date: (MM/DD/YYYY)

UNIT INFORMATION

Contract Rent:
 Utility Allowance:
 Gross Rent:
 Total Tenant Payment:
 Tenant Rent:
 Subsidy:

☐ Home ☐ Market ☐ Common ☐ Commercial

Text Captions

Click the **Submit** button to submit and pre-qualify this move-in transaction

Notes

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Race: <input checked="" type="radio"/> Black or African American <input type="radio"/> Hispanic or Latino	
Date of Birth: <input type="text" value="08/24/1971"/> (MM/DD/YYYY)	
No Family Members: <input type="text" value="4"/>	Number of Children: <input type="text" value="2"/>
Student: <input checked="" type="radio"/> No <input type="radio"/> Yes <input type="radio"/> Yes & Qualify	
Handicapped: <input type="checkbox"/>	Live In Aid: <input type="checkbox"/>
Temp ABS HH: <input type="checkbox"/>	Homeless: <input type="checkbox"/>
Special Needs: <input type="checkbox"/>	
Move in Date: <input type="text" value="11/01/2005"/> (MM/DD/YYYY)	
Move out Date: <input type="text"/> (MM/DD/YYYY)	
UNIT INFORMATION	
Contract Rent: <input type="text" value="450"/>	
Utility Allowance: <input type="text" value="50"/>	
Gross Rent: <input type="text" value="500"/>	
Total Tenant Payment: <input type="text" value="0"/>	
Tenant Rent: <input type="text" value="0"/>	
Subsidy: <input type="text" value="0"/>	
Assistance Type: <input type="text" value="None"/>	
Program Unit Desc: <input checked="" type="radio"/> Low Income <input type="radio"/> Market <input type="radio"/> Common <input type="radio"/> Commercial	
<input type="button" value="Family Members"/> <input type="button" value="Submit"/> <input type="button" value=""/>	

Text Captions

Notes

Slide 41 - Slide 41

Pre-Qualification

O/P HSW199 Run: 11/04/2005(0

Property: 75070	Name: MASON RIDGE
Building: 37 Unit: 105 Effective Date: 11/01/2005 Certification Type: Move In	
Program: Tax Credit	
Tenant does not qualify for this program	

Warnings

Tenant Income Exceeds
Setaside Percentage
Setaside Count rule vi

Errors

Setaside Percent
Setaside Unit Count

Highlight Box (541 x 145) (X:144; Y:152)

An error message identifies that this tenant does not qualify for the chosen program

The Pre-Qualification page appears

A listing of Warnings and Errors why this tenant does not qualify for the program are shown

Text Captions


The **Pre-Qualification** page appears

An error message identifies that this tenant does not qualify for the chosen program

A listing of Warnings and Errors why this tenant does not qualify for the program are shown

Notes

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O/P HSW199

Property: 75070

Building: 37

Unit: 105

Effective Date: 11/01/2005

Certification Type: Move In

Name: MASON RIDGE

Program: Tax Credit

Tenant does not qualify for this program.

Warnings

Tenant Income Exceeds Program Limits.

Setaside Percentage rule violated.

Setaside Count rule violated.

Percent

Count


Click the **Back** button to return to the **Tenant Transaction Detail** page to correct pertinent data issues

Text Captions

Click the **Back** button to return to the **Tenant Transaction Detail** page to correct pertinent data issues

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Pre-Qualification

O/P HSW199

Property:	75070	Name:	MASON RIDGE
Building: 37			
Unit: 105			
Effective Date: 11/01/2005			
Certification Type: Move In			

Program: Tax Credit

Tenant does not qualify for this program.

Warnings

Tenant Income Exceeds Program Limits.
Setaside Percentage rule violated.
Setaside Count rule violated.

Errors

Setaside Percent
Setaside Unit Count

Text Captions

Notes

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Move-In/Move-Out

O/P HSW194 Run: 11/04/2005(0

Property: 75070	Building: 37	Name: MASON RIDGE
	Unit: 105	
Effective Date: 11/01/2005		
Certification Type: Move In		

Family Members	Update	Delete
Submit		

TENANT INFORMATION

The **Tenant Transaction Detail** page appears

Income: Highlight Box ☐ Over Income

Income Source:

Race: or Latino

Date of Birth:

No Family Members: Number of Children:

Student: ☒ No ☐ Yes ☐ Yes & Qualify

Handicapped: ☐ Live In Aid: ☐

Temp ABS HH: ☐ Homeless: ☐

Special Needs: ☐

Text Captions

The **Tenant Transaction Detail** page appearsSelect the **appropriate data** items to correct, and make the corrections

Notes

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Move-In/Move-Out

O/P HSW194

Run: 11/04/2005(0

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

Building: 37

Unit: 105

Effective Date: 11/01/2005

Certification Type: Move In

Family Members	Update	Delete
Submit		

TENANT INFORMATION

Name:

Timothy J. Walters

SSN:

445098811

Income:

48,600

☐ Over Income

Income Source:

F Federal Wage

Race:

Black/African American_White

☐ Hispanic or Latino

Date of Birth:

08/24/1971

(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:

☐

Text Captions

Notes

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Move-In/Move-Out

O/P HSW194

Run: 11/04/2005(0

Property: 75070

Building: 37

Unit: 105

Effective Date: 11/01/2005

Certification Type: Move In

Name: MASON RIDGE

Family Members

Update

Delete

Submit

High Int Box

TENANT

Name: Timothy J. Waters

SSN: 445098817

Income: 48,000

☐ Over Income

Income Source: F Federal Wage

Race: Black\African American_White

☐ Hispanic or Latino

Date of Birth: 08/24/1971 (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: ☐

Text Captions

Click the **Update** button to update the tenant information

Notes

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Move-In/Move-Out

O/P HSW194

Run: 11/04/2005(0

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

Building: 37

Unit: 105

Effective Date: 11/01/2005

Certification Type: Move In

Family Members	Update	Delete
Submit	Update	

TENANT INFORMATION

Name:

Timothy J. Walters

SSN:

445098811

Income:

20,000

☐ Over Income

Income Source:

F Federal Wage

Race:

Black\African American_White

☐ Hispanic or Latino

Date of Birth:

08/24/1971

(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:

☐

Text Captions
Notes

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Move-In/Move-Out

O/P HSW194

Run: 11/04/2005(0

Property: 75070

Building: 37

Unit: 105

Effective Date: 11/01/2005

Certification Type: Move In

Name: MASON RIDGE

Family Members

Update

Pre-Qualify

Delete

Click the **Pre-Qualify** button to run the pre-qualification process again with the updated data

appears with updated information

Income: 20,000

☐ Over Income

Income Source: F Federal Wage

Race: Black\African American_White

☐ Hispanic or Latino

Date of Birth: 08/24/1971

(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: ☐

Text Captions

The **Tenant Transaction Detail** page appears with updated information

Click the **Pre-Qualify** button to run the pre-qualification process again with the updated data

Notes

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Pre-Qualification

O/P HSW199 Run: 11/04/2005(0

Property: 75070	Name: MASON RIDGE
Building: 37	
Unit: 105	
Effective Date: 11/01/2005	
Certification Type: Move In	
Program: Tax Credit	
Tenant qualifies for this program under the 50.00% of Median Income setaside.	

Warnings

E

A message indicates whether or not the tenant qualifies for the program based on the updated data

page appears

Text Captions

The **Pre-Qualification** page appears

A message indicates whether or not the tenant qualifies for the program based on the updated data

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O/P HSW199

Property: 75070

Building: 37

Unit: 105

Effective Date: 11/01/2005

Certification Type: Move In

Name: MASON RIDGE

Program: Tax Credit

Tenant qualifies for this program under the 50.00% of Median Income seta

Warnings

Errors

Click the **Back** button to return to the **Tenant Transaction Detail** page to either submit the move-in transaction or update additional data

Text Captions

Click the **Back** button to return to the **Tenant Transaction Detail** page to either submit the move-in transaction or update additional data

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Move-In/Move-Out

O/P HSW194 Run: 11/04/2005(0

Property: 75070	Building: 37	Name: MASON RIDGE
	Unit: 105	
Effective Date: 11/01/2005		
Certification Type: Move In		

Family Members

Update

Delete

Submit

Highlight Box

If there are still errors that prevent this tenant from qualifying for the program that require updating the data, continue to update the data. Click the **Update** button once the data has been updated, and then click the **Pre-Qualify** button to run the pre-qualification process again.

Click the **Submit** button to submit this as a move-in transaction (this tenant has passed the pre-qualification process)

If the tenant qualifies for the program, and you would like to submit the move-in transaction, click the **Submit** button

Race: Black/African American_White ☐ Hispanic or Latino
Date of Birth: 08/24/1971 (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: ☐

Text Captions

The **Tenant Transaction Detail** page appears

If there are still errors that prevent this tenant from qualifying for the program that require updating the data, continue to update the data. Click the **Update** button once the data has been updated, and then click the **Pre-Qualify** button to run the pre-qualification process again.

If the tenant qualifies for the program, and you would like to submit the move-in transaction, click the **Submit** button

Click the **Submit** button to submit this as a move-in transaction (this tenant has passed the pre-qualification process)

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Move-In/Move-Out

O/P HSW194

Run: 11/04/2005(0

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

Building: 37

Unit: 105

Effective Date: 11/01/2005

Certification Type: Move In

Family Members

Update

Delete

Submit

TENANT INFORMATION

Name:

Timothy J. Walters

SSN:

445098811

Income:

20,000

☐ Over Income

Income Source:

F Federal Wage

Race:

Black\African American_White

☐ Hispanic or Latino

Date of Birth:

08/24/1971

(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:

☐

Text Captions

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Move-In/Move-Out

O/P HSW194

Run: 11/04/2005(0

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	Processed
09/01/2003	Recertification	Donna Thompson	369852147	Processed
10/01/2003	Move Out	Donna Thompson	369852147	Corrected
11/01/2004			55432	Processed
10/01/2005			55432	Processed
10/15/2005			55432	Processed
11/01/2005			98811	Not-Processed

The Transaction page appears

Highlight Box

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The move-in transaction is displayed with a Not-Processed status


Text Captions

The Transaction page appears

The move-in transaction is displayed with a Not-Processed status

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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
		Thompson	369852147	Corrected
		.ee	776665432	Process
		.ee	776665432	Process
		.ee	776665432	Process
		y J. Walters	445098811	Not-Prod

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Next Page

Now that this transaction is complete, you can either access the Main Menu to input more transactions or complete other tasks, 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 complete other tasks, or log off the system

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

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Move-In/Move-Out

O/P HSW194

Property: 75070 Name: MASON RIDGE

Building: 37 Unit: 105

Insert Transaction Retrieve

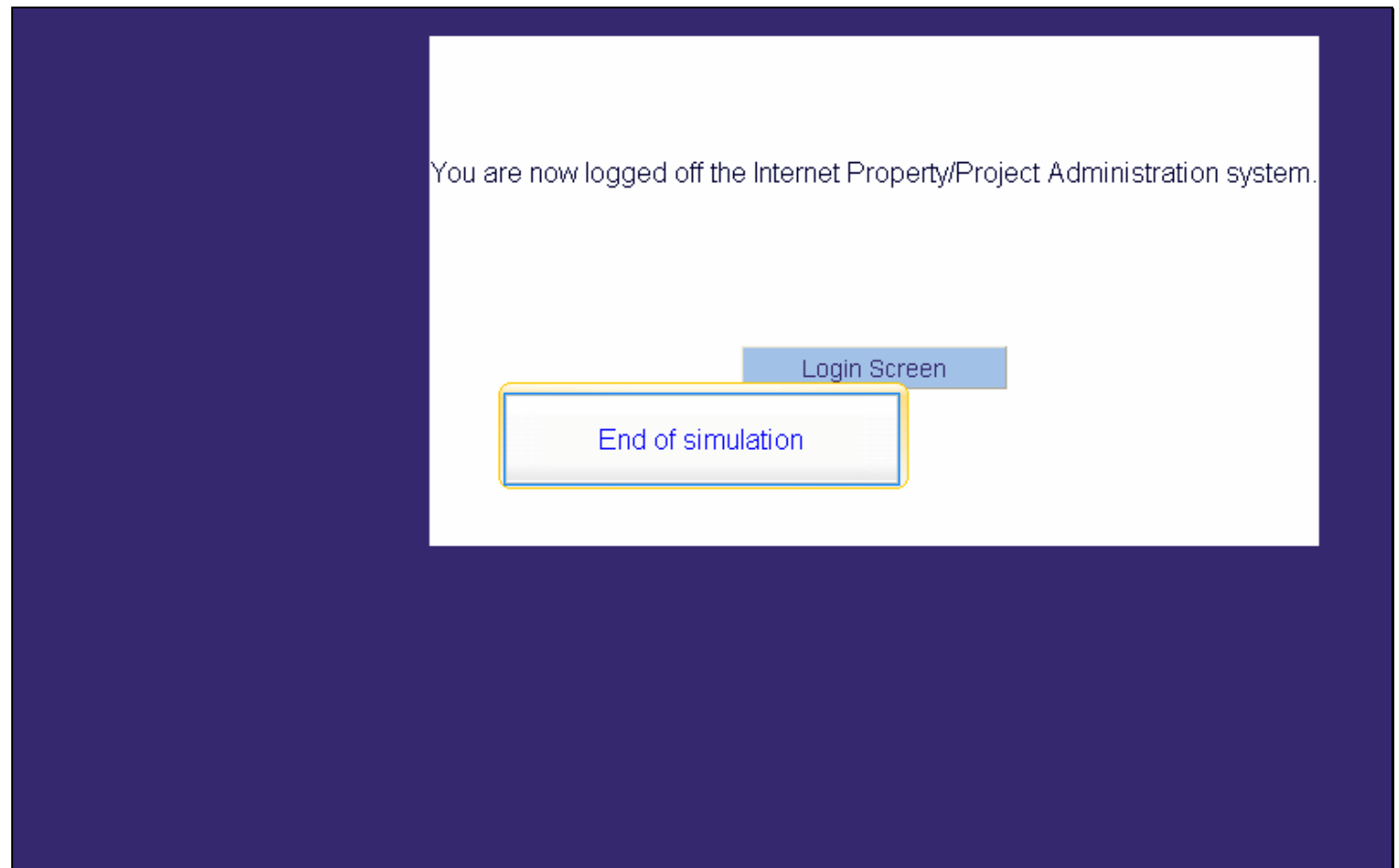
Effective Date	Certification Type	Tenant Name	SSN	Status
09/01/2002	Move In	Donna Thompson	369852147	Process
09/01/2003	Recertification	Donna Thompson	369852147	Process
10/01/2003	Move Out	Donna Thompson	369852147	Corrected
11/01/2004	Move In	Greg Lee	776665432	Process
10/01/2005	Termination	Greg Lee	776665432	Process
10/15/2005	Move Out	Greg Lee	776665432	Process
11/01/2005	Move In	Timothy J. Walters	445098811	Not-Prod

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Text Captions

The **Logoff** page appears[End of simulation](#)

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Congratulations!
You have completed Pre-Qualifying a Move-In Transaction

Text Captions

Congratulations!
You have completed Pre-Qualifying a Move-In Transaction

Notes