

# Yardi Affordable Verification Letters Guide


- 1 Click the **Verification Letters** tab.
- 2 Select a letter for verifying the member's information.

Letter	Send To	Date Sent	Response Date	Delete
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Letter button

Correspondent button

Add Correspondent button

- a Click the **Letter** button  located to the right of the first **Letter** field. A selection list of letters appears.
  - b Select a letter and click **OK**. The selection list closes. The code of the selected letter appears in the **Letter** field.
- 3 Add correspondent information for the person or organization that will receive your letter.
    - a Click the **Add Correspondent** button. The **Correspondent** screen appears.
    - b Complete the information for the correspondent, click **Save**, and then close the **Correspondent** screen.
    - c
  - 4 Add correspondent information for the person or organization that will receive your letter.
    - a Click the **Add Correspondent** button. The **Correspondent** screen appears.
    - b Complete the information for the correspondent, click **Save**, and then close the **Correspondent** screen.

**Correspondent** Jump To

Code	<input type="text" value="(New)"/>		
Description	<input type="text" value="Veterans Administration"/>		
Company Name	<input type="text" value="Veterans Administra' X"/>		
First Name	<input type="text"/>		
Last Name	<input type="text"/>		
Dear	<input type="text" value="Administrator"/>		
Address	<input type="text" value="3 Main Street"/>		
	<input type="text"/>		
City-St-Zip	<input type="text" value="Atown"/>	<input type="text" value="SC"/>	<input type="text" value="49400"/>
Phone Number	<input type="text" value="(800) 443-4565"/>		
Fax Number	<input type="text" value="(843) 437-6567"/>		
Email	<input type="text" value="va@email.gov"/>		
TTY Number	<input type="text" value="(843) 445-4567"/>		
Inactive	<input type="checkbox"/>		

**Property Code**  

	X
	X
	X
	X

You can now select this correspondent for the letter.

**5** Select the correspondent that you just added.

- a** Click the **Correspondent** button to the right of the first **Send To** field. A selection list of correspondents appears. You can use the **Search** field in the top part of the screen to find the correspondent.

**Correspondent** ✕

100  Items per page
Search

Code	Description
<input type="checkbox"/> c0000001	V Mark, MD, Atown SC - 60 Main Street
<input type="checkbox"/> c0000002	C Wilson, LLP, ATown, SC - 43 Main Street
<input type="checkbox"/> c0000003	EDD, Atown SC - 25 Main Street
<input type="checkbox"/> c0000004	Ashmont Village Manager - 1776 Main Street
<input type="checkbox"/> c0000005	Blue Bird Day Care - 28 Main Street
<input type="checkbox"/> c0000006	AAA Tax Prep, Atown SC - 2 Cedar Circle
<input type="checkbox"/> c0000007	Hometown Bank, Atown SC - 43 Main Street
<input type="checkbox"/> c0000008	Ajax Motors, Atown SC - 23 Main Street
<input type="checkbox"/> c0000009	AA Investments, Atown SC - 45 Main Street
<input type="checkbox"/> c0000010	Atown Market, Atown SC - 2 Market Street
<input type="checkbox"/> c0000011	Bay Ledges, LLP, Atown SC - 16 Main Street

**1 to 100 of 8,610 (filtered of 100)**

1
2
3
4
5

- b** Select the correspondent and then click **OK**. The selection list closes. The code of the selected correspondent appears in the **Send To** field.

**Edit Member - MI Certification on 12/04/2019 (Ctrl 217500)**

Relationship	Head	Sex	Male
First Name	David	Birth Date - Age	08/09/1986 33
Middle Name	D	SSN	789-89-0987
Last Name	Morton	Alien Registration	
LEP Language		Disability Status	Disabled
Screening Status	Not Processed	F/T Student	<input type="checkbox"/>

Save Cancel Delete Help

Ethnicity and Race Tax Credit Data Verification Letters

Add Correspondent

Letter	Send To	Date Sent	Response Date	Delete
disabled	c0025003			<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>



**Date Sent** and **Response Date** fields appear on each row so that you can type the date that you sent the letter and received a response. If you are printing verification letters in Voyager, leave these fields empty. Record the sent and received dates later in the **Verification** step after you print the letters. You can concurrently record these dates for all selected member, income, asset, and expense

# 1 Click the **Verification** tab.

**MI Certification on 12/04/2019 (Ctrl 217500)**

**Prospect Information**

Code	p0045866	Property	kn125t	Lease Sign	
Name	David Morton	Unit		Lease From	
Address	1 Previous Steet Apt B	Status	Prospect	Lease To	
		Office	(843) 234-5678	Move In	12/04/2019
City-State-Zip	Atown, SC 49400	Home	(843) 654-5654	Move Out	

Contacts Cancel Previous Next Occupancy Check

Members Income Assets Household Info **Verification** Select Unit Validation

Member Name	Letter	Sent To	Date Sent	Response Date	Action
David Morton	disabled	c0025003			<a href="#">Edit</a>
Sandra Morton	TCwages	c0031693			<a href="#">Edit</a>
Louise Fletcher	TCpension	c0012880			<a href="#">Edit</a>
David Morton	TCbanking	c0000054			<a href="#">Edit</a>
Louise Fletcher	tcassets	c0000010			<a href="#">Edit</a>
David Morton	TCwages	c0000017			<a href="#">Edit</a>

Letters Send

Verification tab

Letters button

## 2. Click the **Letters** button on the **Verification** tab.

- If your database is set up to use only the standard Voyager letters, the letters appear. Standard letters are Adobe PDF files.

- If your database is set up for custom MS Word verification letters created with Yardi FillDocs and you have selected letters of more than one format, such as PDF and DOCX, a **Documents to download** screen appears with links to the letters in each format. Click the link for the letter that you want to print. The letter appears.

You can use the scroll bar that appears on the right side of your screen to view all of the verification letters.

The following graphic shows an example of an income verification letter as it appears on the screen. The position and appearance of the buttons depends on your browser.

KN Management Corp.  
1 Main Street  
Atown, SC 49400  
Phone: (800) 343-4565 -- TTY: (843) 223-4345

Request for Verification of Account Balances

November 5, 2019

Atown Bank  
105 Main Street  
Atown, SC 46222

Regarding:  
David D. Morton  
1 Previous Steet Apt B  
Atown, SC 49400

Fax: (843) 445-6567

David D. Morton is an applicant/tenant of a housing program that requires verification of income. The information provided will remain confidential to the satisfaction of that stated purpose only. Your prompt response is crucial and greatly appreciated. Please Fax the Completed Verification to (843) 465-6787

**Savings Account Information:**

Account Number	Current Balance	Current Interest Rate
	\$	%
		%
		%
		%

**Checking Account Information:**

Account Number	Six Months Average Balance	Interest Rate
	\$	%
		%
		%
		%

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### 3. Print the letters.

After printing and sending the letters, you are ready to document the dates that you sent them. Voyager tracks an unanswered letter by it's letter-sent date.

